



**NOTICE OF TOWN COUNCIL MEETING  
FOR THE TOWN OF CROSS ROADS  
MONDAY, October 17, 2022, at 6:00 P.M.**

**LOCATION:**

**IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227**

**Or**

**View via Zoom Meeting**

**<https://us02web.zoom.us/j/85350287823>**

**Meeting ID: 853 5028 7823**

**One tap mobile**

**+13462487799,,85350287823# US (Houston)**

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

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

**CONSENT AGENDA**

9. Consider approval of the September 19, 2022 Work Session and Regular Meeting Minutes.
10. Consider approval of the September 2022 Financials.
11. Consider approval of a resolution designating the official newspaper of record for the Town of Cross Roads.

12. Consider approval of a resolution establishing a regular meeting schedule for 2023.
13. Consider approval of a resolution establishing a holiday schedule for 2023.
14. Consider approval of a resolution supporting Denton County's Transportation Road Improvement Program – 2022 (TRIP-22), a proposition on the November 8, 2022 election ballot.
15. Consider approval of a resolution finding that Oncor Electric Delivery Company LLC's application to change rates within the Town of Cross Roads should be denied.
16. Consider approval of an application for a tree removal permit submitted by Kerry Ainsworth, for property located at 6700 Mountain Lakes Pkwy to remove an oak tree 18" in diameter at breast height located within the footprint of the new home.
17. Consider approval of a resolution authorizing the Police Department to dispose of computers, cameras, tasers and other equipment no longer used by the department.

#### **REGULAR SESSION**

18. Discuss and consider a final plat submitted by applicant Wylie Dailey on behalf of SitePro Equipment for the Low Addition to combine Tracts 84 and 84B, of the H. White Abstract A1332A into a single commercial lot, generally located at 7557 US 377, Cross Roads, Denton County, Texas. (2022-0404-04FPLAT)
19. Discuss and consider action on application for a civil/landscape plan and technical site plan for property generally located at 7557 US HWY 377 for Site Pro. (2022-0404-06TSP)
20. Discuss and consider action on an application for a commercial remodel building permit for property generally located at 7557 US HWY 380 for Site Pro. (2022-0616-02C)
21. Discuss and consider action on awarding a bid for cleanout and repairs to the Tipps Road culvert east of Moseley.
22. Consider a resolution appointing three full members to fill expired terms on the Municipal Development District.
23. Discuss and consider solid waste and recycling services.

**EXECUTIVE SESSION**

- 24. The Town Council will convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
  - a. Section 551.071 Consultation with Attorney – Contemplated or Pending litigation James Edland v. Town of Cross Roads, Texas, Case No. 22-0056-362 and Mitchell Clay v. Chad Wayne Jones, the City of Krugerville and the Town of Cross Roads, Case No. 22-8528-431.
  - b. Section 551.071 Consultation with Attorney – Zoning and land use entitlements
  - c. Section 551.087 Deliberation Regarding Economic Development Negotiations – Lovett 380 Agreement
  
- 25. Take action as may be necessary or appropriate on matters discussed in Executive Session.

**ADJOURN**

**Future Meetings and Events:**

All citizens are invited to participate; schedule may change.

- *Parks and Recreation Board Meeting – Wednesday, October 19<sup>th</sup>, 2022 at 7:00 p.m.*
- *Planning and Zoning Commission Meeting – Tuesday, November 1<sup>st</sup>, 2022 at 7:00 p.m.*
- *Parks and Recreation Board Meeting – Wednesday, November 2<sup>nd</sup>, 2022 at 7:00 p.m.*
- *Town Council Meeting – Monday, November 7<sup>th</sup>, 2022 at 6:00 p.m.*
- *Municipal Development District Meeting – Thursday, November 10<sup>th</sup>, 2022 at 6:00 p.m.*
- *Town Council Meeting – Monday, November 21<sup>st</sup>, 2022 at 6:00 p.m.*

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

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board at the Town Hall of the Town of Cross Roads, Texas on or before Friday, October 14 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: \_\_\_\_\_



**MINUTES OF TOWN COUNCIL WORK SESSION  
FOR THE TOWN OF CROSS ROADS  
MONDAY, September 19, 2022, at 5:30 P.M.  
LOCATION:  
IN PERSON at 1401 FM 424, CROSSROADS, TEXAS 76227**

**WORK SESSION**

1. Called Work Session to Order at **5:30 P.M.**
2. Discussion with Parks and Recreation Board on future plans, objectives, goals and events.  
**Ron King, Council Liaison for the Parks and Recreation Board and Parks and Recreation Board Member Andy Garcia, presented several options to phase in at the Town Park, including age group appropriate playgrounds, walking and exercise trail, 2-hole golf green, community center with bathrooms and storage, veterans' center, and additional parking.**
3. Adjourned at **5:59 P.M.**

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T. Lynn Tompkins, Jr., Mayor

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Donna Butler, Town Secretary



**MINUTES OF TOWN COUNCIL MEETING  
FOR THE TOWN OF CROSS ROADS  
MONDAY, September 19, 2022, at 6:00 P.M.  
LOCATION:  
IN PERSON at 1401 FM 424, CROSSROADS, TEXAS 76227  
Or  
View via Zoom Meeting**

1. Call to Order – **6:03 P.M.**
2. Roll Call: **Mayor Tompkins; Council Members Neubauer, Meek, King, Gaalema, and White-Stevens**
3. Invocation – **Pastor Clarence Dalrymple, Aubrey Faith Assembly**
4. Pledge of Allegiance – **Donna Butler**
5. Citizens Input (Items on the agenda and not on the agenda).
  - **Bob Gorton, 4000 W Oak Shores; average response time for fire and EMS too high, cost of street projects have doubled, would like to know why properties are being discussed in Executive Session**
  - **Via Zoom, Randy Wallace, 5601 W Oak Shores; the Parks Board enthusiasm of Council Member King's support, commended King for his leadership, thanked the police department for their vacation watch, and thanked Chief Short and the PD for their service**
6. Council Members' announcements and updates.
  - **White-Stevens thanked Ron King and Ron Zohfeld for dedication to the Park Board, thanked retired officer David Lighfoot for his service**
  - **Gaalema congratulated the Park Board for their preliminary park strategic plan**
7. Mayor's announcements and updates.

**Tompkins announced October 1st, 2022 will be the one-year anniversary of Cross Roads Police Department; Salad and Go is now open; the Town's Labor Day event was successful; Parks and Recreation Board had a service day at the town park, and there was a 10.8% increase in sales tax income**
8. Updates; Discussion of Same.
  - a. Town Administrator Announcements and Updates, including financial, development and permit reports – **Kristi Gilbert stated the Tipps Road Culvert Improvement bid opening was held; solid waste disposal RFP will be on the October agenda; a permit and finance update was given**
  - b. Law Enforcement – **Shaun Short delivered the August police report**
  - c. Fire Department – **Paul Rust was not available. Mayor Tompkins presented Chief Rust's August fire and EMS report**
  - d. Committee Reports – MDD, Parks, Connectivity Committee, Historical Committee, Road Committee  
**John Knox, MDD President, gave an update.  
Sharon Baca, Road Committee Chair, asked for applicants.**

## **CONSENT AGENDA**

9. Consider approval of the amended July 25, 2022, Council Meeting Minutes.
10. Consider approval of the August 15, 2022, Council Meeting Minutes.
11. Consider approval of the August 2022 Financials.
12. Consider approval of an amendment to the Fiscal Year 2021-2022 Budget.
13. Consider approval of the sale of a 2020 Chevrolet Tahoe police vehicle outfitted for a K-9 unit to the City of Tioga.
14. Consider authorizing the Mayor to designate individuals to review proposals for solid waste service for the purpose of making a recommendation to the Town Council.

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

## **CONVENE INTO BOARD OF ADJUSTMENTS – 6:32 P.M. to 6:36 P.M.**

15. CONDUCT A PUBLIC HEARING, discuss and consider action on a request from applicant Eliud Aranda on behalf of property owner Imperial Products Supply requesting a variance from the required 15-foot rear yard setback as set forth in Section 14.03.076(d)(5) of the Code of Ordinances to allow for the continued placement of an existing structure eight (8) feet from the rear property line where a 15 foot setback is required for property located at 8801 US 380. (2022-0808-05VARIANCE)  
**Motion to approve made by White-Stevens;  
Second by Neubauer;  
Passed unanimously.**

## **RECONVENE INTO REGULAR TOWN COUNCIL MEETING**

### **REGULAR SESSION**

16. CONDUCT A PUBLIC HEARING, discuss, and consider an application by property owner West Crossroads to amend the future land use map from C-2 Commercial to C-1 Commercial for Lot 2-R of the Amy's Place Addition, generally located at 3201 US 380 to allow for the continued operation of medical and professional offices. (2022-0808-01FLUP)  
**Opened Public Hearing at 6:37 P.M.  
Closed Public Hearing at 6:44 P.M.  
Motion to approve made by White-Stevens;  
Second by Neubauer;  
Meek opposed;  
Passed 4 to 1.**

17. CONDUCT A PUBLIC HEARING, discuss, and consider an application by property owner West Crossroads to amend the zoning map from C-2 Commercial to C-1 Commercial for Lot 2-R of the Amy's Place Addition, generally located at 3201 US 380 to allow for the continued operation of medical and professional offices. (2022-0808-02ZC)  
**Opened Public Hearing at 6:45 P.M.**  
**Closed Public Hearing at 6:48 P.M.**  
**Motion to approve made by Gaalema;**  
**Second by Neubauer;**  
**Meek and White-Stevens opposed;**  
**Passed 3 to 2.**
18. CONDUCT A PUBLIC HEARING, discuss, and consider an application by Barry Leming with Speed of Light on behalf of property owner Blanche Dillon to request a special use permit for Tract 63 of the R.J. Moseley Abstract A0803A, generally located at 2201 Moseley Road to allow for the installation of a communication tower approximately 190 feet tall. (2022-0808-03SUP)  
**Opened Public Hearing at 6:49 P.M.**  
**Closed Public Hearing at 7:01 P.M.**  
**Motion to approve made by Meek with the following contingencies:**  
**1. Applicant provides engineer stamped drawings and foundation plans,**  
**2. A 20-foot setback for the tower and a 10-foot setback for the equipment building,**  
**3. A minimum 6-foot fence enclosure around the utility building and tower.**  
**Second by Neubauer;**  
**Passed unanimously.**
19. CONDUCT A PUBLIC HEARING, discuss, and consider items related to the Fiscal Year 2022-2023 budget.  
**Opened Public Hearing at 7:01 P.M.**  
**Closed Public Hearing at 7:27 P.M.**  
**Motion to approve provided that any budgeted lump sum expenditures greater than \$25,000 from the funds listed on pages 127-128 of the Agenda Packet shall require Council approval. [Funds listed on Pages 127-128 include Fund 265-Police Donations, Fund 310-Capital Improvements, Fund 320-Park Improvements, Fund 330-Vehicle & Equipment Replacement, Fund 350-Public Safety Building, Fund 370-Road Improvement]**  
**Made by Gaalema**  
**Second by King;**  
**White-Stevens and Neubauer opposed;**  
**Passed 3 to 2.**
20. Discuss and consider approval of a resolution establishing a pay plan for Town employees.  
**Motion to approve the reconsideration of agenda item 20 to approve the 2023 Pay and Step Plan schedule from August 15 provided that COLA raises shall be paid as part of the annual review for both Administrative and Police personnel, provided that all pay raises are subject to the review and approval of the Mayor, with an effective date of the Resolution being October 1, 2022**  
**Made by Gaalema;**  
**Second by King;**  
**White-Stevens opposed;**  
**Passed 4 to 1.**

21. Discuss and consider approval of bid documents for the Phase 1 Street Rehabilitation project and other associated road maintenance items.  
**Motion to approve bid documents for the Phase 1 Street Rehabilitation for Mill Creek Road only, and authorize staff to advertise requests for proposals for the project and road maintenance work on a per unit basis**  
**Made by Gaalema;**  
**Second by Neubauer;**  
**Passed unanimously.**
22. Discuss and consider items related to the Town's Vision 2035 Strategic & Comprehensive Plan project.  
**Pam Mundo gave a project update.**

**EXECUTIVE SESSION – 8:37 P.M. to 8:58 P.M.**

23. The Town Council will convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
- a. Section 551.071 Consultation with Attorney – Contemplated or Pending litigation James Edland v. Town of Cross Roads, Texas, Case No. 22-0056-362
  - b. Section 551.071 Consultation with Attorney – Zoning and land use entitlements
  - c. Texas Government Code, Section 551.072 - Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person: Fish Trap Road; FM 424; Naylor
24. Take action as may be necessary or appropriate on matters discussed in Executive Session.  
**No action was taken.**

**ADJOURN – 8:58 P.M.**

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T. Lynn Tompkins, Jr., Mayor

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Donna Butler, Town Secretary





# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Consider action on the Town's monthly financial reports – September 2022.

Prepared by:

Kristi Gilbert, Town Administrator

Budget versus Actuals Report:

The attached financials are the unaudited financials as of September 30, 2022. The report is reflective of the full fiscal year. Note that Staff will still be receiving invoices in October that could be posted to Fiscal Year 2022 so there will be some changes between what is presented and what appears in the final audit. Overall, general fund revenues exceeded the adopted budget by 8.8% with income at \$372,049.23 over budget. Expenses were less than the adopted budget by 5.7% which equates to \$171,708.72. The unaudited financials indicates \$1.75 million in excess revenues over expenditures excluding transfers to/from other funds.

The following are exceptions of note:

Revenues:

- Sales tax revenues came in 10% over budget.
- Licenses and permits were 18.7% under budget, primarily due to a lag in infrastructure inspections and commercial permit fees.
- Court revenue was 8.5% over budget.
- Fines and fees was 45% over budget.

Expenses:

- Administration expenses were generally at budget levels.
- Municipal Court expenses were nearly 14% less than budget projections.
- Police expenses were 6.8% less than budgeted.
- Parks and Recreation were 45% less than budgeted.
- Community Development was 70% less than budgeted.
- Inspections were almost 20% over budget.
- Public works was 8.2% under budget.

Recommended Action:

Staff recommends approval.

Attachments:

September Finance Report  
September Balance Sheet  
Transaction Detail

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

10/7/2022 9:28 AM

<b>100 - General</b>	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.
<b>Revenue Summary</b>							
-	496,092.95	4,594,240.13	4,222,190.90	(372,049.23)	(8.81%)	3,806,822.12	3,806,822.12
Revenue Totals	<u>496,092.95</u>	<u>4,594,240.13</u>	<u>4,222,190.90</u>	<u>(372,049.23)</u>	<u>-8.81%</u>	<u>3,806,822.12</u>	<u>3,806,822.12</u>
<b>Expense Summary</b>							
110-Administration	110,530.06	1,359,688.02	1,414,095.00	54,406.98	3.85%	1,396,627.49	1,396,627.49
210-Municipal Court	4,467.45	33,903.67	39,385.00	5,481.33	13.92%	0.00	0.00
310-Police	156,393.09	1,304,555.11	1,400,100.00	95,544.89	6.82%	1,133,597.33	1,133,597.33
410-Parks & Recreation	2,894.30	15,061.44	27,500.00	12,438.56	45.23%	19,875.95	19,875.95
510-Community Development	0.00	600.00	2,000.00	1,400.00	70.00%	950.00	950.00
520-Inspection	2,198.19	34,709.29	29,000.00	(5,709.29)	(19.69%)	16,122.00	16,122.00
610-Public Works	53,921.57	90,853.75	99,000.00	8,146.25	8.23%	316,734.93	316,734.93
Expense Totals	<u>330,404.66</u>	<u>2,839,371.28</u>	<u>3,011,080.00</u>	<u>171,708.72</u>	<u>5.70%</u>	<u>2,883,907.70</u>	<u>2,883,907.70</u>
Revenues Over(Under) Expenditures	<u>165,688.29</u>	<u>1,754,868.85</u>	<u>1,211,110.90</u>	<u>0.00</u>	<u>0.00%</u>	<u>922,914.42</u>	<u>922,914.40</u>
710-Transfers Out	(848,065.73)	1,792,979.53	2,116,308.28	323,328.75	15.28%	0.00	0.00

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

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<b>100 - General</b>	<b>Department Reven</b>	<b>Current Month Expense/Rev</b>	<b>Year To Date Expense/Rev</b>	<b>Current Year Budget</b>	<b>Budget Balance Remaining</b>	<b>% Balance Remaining</b>
<b>-----</b>						
<u>Sales Taxes</u>						
-40100	Sales Tax Revenue	271,107.92	3,280,497.90	2,975,000.00	(305,497.90)	(10.27%)
-40110	Mixed Beverage Tax Revenue	2,091.00	22,099.51	18,375.00	(3,724.51)	(20.27%)
	<b>Total Sales Taxes</b>	<b>273,198.92</b>	<b>3,302,597.41</b>	<b>2,993,375.00</b>	<b>(309,222.41)</b>	<b>(10.33%)</b>
<u>Franchise Taxes</u>						
-40120	Franchise Tax Telecom	9.06	3,667.28	4,750.00	1,082.72	22.79%
-40121	Franchise Tax Waste	0.00	23,394.07	24,750.00	1,355.93	5.48%
-40122	Franchise Tax Electric	0.00	98,155.14	96,000.00	(2,155.14)	(2.24%)
-40123	Franchise Tax Gas	0.00	19,620.64	19,500.00	(120.64)	(0.62%)
-40124	Franchise Tax Mustang SUD	0.00	17,905.62	19,000.00	1,094.38	5.76%
	<b>Total Franchise Taxes</b>	<b>9.06</b>	<b>162,742.75</b>	<b>164,000.00</b>	<b>1,257.25</b>	<b>0.77%</b>
<u>Licenses &amp; Permits</u>						
-40200	Development/Plattng/Permit Fees	738.53	32,878.32	35,000.00	2,121.68	6.06%
-40201	Infrastructure Inspection Fees	0.00	27,690.44	45,000.00	17,309.56	38.47%
-40202	Residential Bldg Permits and Inspections	5,285.13	120,209.72	115,000.00	(5,209.72)	(4.53%)
-40203	Commercial Bldg Permits and Inspections	375.00	54,204.30	100,000.00	45,795.70	45.80%
-40204	Septic Permits and Fees	650.00	7,090.00	8,000.00	910.00	11.38%
-40206	Health Inspection and Fees	0.00	16,058.00	16,000.00	(58.00)	(0.36%)
-40207	Alcohol Permit/License	0.00	1,455.00	1,350.00	(105.00)	(7.78%)
-40208	Signs Permit and Fees	0.00	4,250.00	4,250.00	0.00	0.00%
	<b>Total Licenses &amp; Permits</b>	<b>7,048.66</b>	<b>263,835.78</b>	<b>324,600.00</b>	<b>60,764.22</b>	<b>18.72%</b>
<u>Court Revenue</u>						
-40210	Municipal Court Fines	13,637.33	190,009.27	175,000.00	(15,009.27)	(8.58%)
	<b>Total Court Revenue</b>	<b>13,637.33</b>	<b>190,009.27</b>	<b>175,000.00</b>	<b>(15,009.27)</b>	<b>(8.58%)</b>

<u>Fines and Fees</u>					
-40300 Administrative Fees	3,086.22	22,269.00	15,000.00	(7,269.00)	(48.46%)
-40314 Credit Card Processing Fee	218.20	3,136.16	2,500.00	(636.16)	(25.45%)
Total Fines and Fees	<u>3,304.42</u>	<u>25,405.16</u>	<u>17,500.00</u>	<u>(7,905.16)</u>	<u>(45.17%)</u>
<u>Contributions</u>					
-40304 MDD Contribution	0.00	18,272.25	24,363.00	6,090.75	25.00%
Total Contributions	<u>0.00</u>	<u>18,272.25</u>	<u>24,363.00</u>	<u>6,090.75</u>	<u>25.00%</u>
<u>Investment Income</u>					
-40306 Interest Revenue	0.00	6,899.42	7,000.00	100.58	1.44%
Total Investment Income	<u>0.00</u>	<u>6,899.42</u>	<u>7,000.00</u>	<u>100.58</u>	<u>1.44%</u>
<u>Miscellaneous</u>					
-40315 Miscellaneous Income	0.00	4,852.60	4,800.00	(52.60)	(1.10%)
Total Miscellaneous	<u>0.00</u>	<u>4,852.60</u>	<u>4,800.00</u>	<u>(52.60)</u>	<u>(1.10%)</u>
<u>Intergovernmental</u>					
-40410 Intergovernmental Revenue	0.00	192.27	0.00	(192.27)	0.00%
-40412 NEMC Disbursement	0.00	134,710.84	201,102.41	66,391.57	33.01%
-40413 NEPD Disbursement	2,201.61	330,576.68	316,850.49	(13,726.19)	(4.33%)
-40419 NEMC Personnel Reimbursement	0.00	1,748.00	0.00	(1,748.00)	0.00%
Total Intergovernmental	<u>2,201.61</u>	<u>467,227.79</u>	<u>517,952.90</u>	<u>50,725.11</u>	<u>9.79%</u>
<u>Other Income</u>					
-40650 Sale of Assets	8,500.00	8,500.00	0.00	(8,500.00)	0.00%
Total Other Income	<u>8,500.00</u>	<u>8,500.00</u>	<u>0.00</u>	<u>(8,500.00)</u>	<u>0.00%</u>
<u>Transfers</u>					
-40910 Transfers In	188,192.95	143,897.70	(6,400.00)	(150,297.70)	2348.40%
Total Transfers	<u>188,192.95</u>	<u>143,897.70</u>	<u>(6,400.00)</u>	<u>(150,297.70)</u>	<u>2348.40%</u>
Total	<u>496,092.95</u>	<u>4,594,240.13</u>	<u>4,222,190.90</u>	<u>(372,049.23)</u>	<u>(8.81%)</u>
Total Revenue	<u>496,092.95</u>	<u>4,594,240.13</u>	<u>4,222,190.90</u>	<u>(372,049.23)</u>	<u>(8.81%)</u>

100 - General	Department Expen	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining
<b>110-Administration</b>						
<u>Personnel and Benefits</u>						
110-51101	Payroll Expenses: Wages	44,996.76	415,693.79	424,600.00	8,906.21	2.10%
110-51102	Overtime	0.00	0.00	500.00	500.00	100.00%
110-51105	Longevity Pay	0.00	795.00	795.00	0.00	0.00%
110-51109	Auto Allowance	225.00	1,875.00	1,800.00	(75.00)	(4.17%)
110-51210	Payroll Expenses: Company Contributions: Retirement	3,274.96	30,888.62	32,150.00	1,261.38	3.92%
110-51215	Payroll Expenses: Taxes	3,459.49	32,004.82	37,050.00	5,045.18	13.62%
110-51216	Employee Health Benefits	3,128.52	39,869.20	44,000.00	4,130.80	9.39%
110-51220	Workers Compensation	0.00	4,460.96	6,450.00	1,989.04	30.84%
110-51230	Unemployment	1.86	351.78	500.00	148.22	29.64%
110-51250	Mileage Reimbursements-Non Tax	0.00	0.00	100.00	100.00	100.00%
110-51255	Miscellaneous Reimbursements	0.00	0.00	100.00	100.00	100.00%
	<b>Total Personnel and Benefits</b>	<b>55,086.59</b>	<b>525,939.17</b>	<b>548,045.00</b>	<b>22,105.83</b>	<b>4.03%</b>
<u>Supplies</u>						
110-52014	Office Supplies	769.81	7,722.83	7,500.00	(222.83)	(2.97%)
110-52030	Postage	11.01	624.74	1,500.00	875.26	58.35%
110-52100	Minor Tools and Equipment	308.29	3,156.30	1,900.00	(1,256.30)	(66.12%)
	<b>Total Supplies</b>	<b>1,089.11</b>	<b>11,503.87</b>	<b>10,900.00</b>	<b>(603.87)</b>	<b>(5.54%)</b>
<u>Contractual Services</u>						
110-53001	Accounting and Auditing Fees	0.00	3,673.45	7,500.00	3,826.55	51.02%
110-53002	Advertising and Promotion	0.00	4,848.58	12,000.00	7,151.42	59.60%
110-53004	Software	8,072.50	34,175.22	27,000.00	(7,175.22)	(26.57%)
110-53006	Codification Services	1,680.00	1,680.00	2,000.00	320.00	16.00%
110-53010	Property and Liability Insurance	24.15	6,919.43	8,500.00	1,580.57	18.59%
110-53012	Legal Fees	17,623.46	84,951.31	60,000.00	(24,951.31)	(41.59%)
110-53015	Dues and Subscriptions	2,115.00	3,596.00	900.00	(2,696.00)	(299.56%)
110-53016	Public Notices/Dues	179.00	980.45	1,200.00	219.55	18.30%
110-53022	Training and Travel	82.50	12,161.90	12,000.00	(161.90)	(1.35%)
110-53030	PayPal Charge	230.86	3,122.91	2,500.00	(622.91)	(24.92%)

110-53045 Lease and CAM Pmts - Town Hall	3,546.77	58,186.49	68,900.00	10,713.51	15.55%
110-53050 Careflite Services	24.00	2,004.00	2,000.00	(4.00)	(0.20%)
110-53055 City of Aubrey Library Fund	10,000.00	10,000.00	21,500.00	11,500.00	53.49%
110-53080 Engineering Services	1,114.60	17,476.15	60,000.00	42,523.85	70.87%
110-53083 Professional Services	6,388.00	64,825.01	50,000.00	(14,825.01)	(29.65%)
110-53110 Utilities	680.82	5,574.19	6,600.00	1,025.81	15.54%
110-53225 Interlocal Fire	0.00	452,300.00	452,830.00	530.00	0.12%
110-53610 Election Expense	0.00	4,604.13	8,000.00	3,395.87	42.45%
110-53800 Sales Tax Overpmt 12/21 to 5/25 Payback	1,692.00	16,920.00	16,920.00	0.00	0.00%
Total Contractual Services	<u>53,453.66</u>	<u>787,999.22</u>	<u>820,350.00</u>	<u>32,350.78</u>	<u>3.94%</u>
<b><u>Maintenance</u></b>					
110-54010 Building Maintenance/Cleaning	480.00	6,523.56	5,500.00	(1,023.56)	(18.61%)
110-54020 Vehicles Maintenance	420.70	4,834.59	2,300.00	(2,534.59)	(110.20%)
Total Maintenance	<u>900.70</u>	<u>11,358.15</u>	<u>7,800.00</u>	<u>(3,558.15)</u>	<u>(45.62%)</u>
<b><u>Capital Outlay</u></b>					
110-58007 Capital Improvements	0.00	22,887.61	27,000.00	4,112.39	15.23%
Total Capital Outlay	<u>0.00</u>	<u>22,887.61</u>	<u>27,000.00</u>	<u>4,112.39</u>	<u>15.23%</u>
Total Administration	<u>110,530.06</u>	<u>1,359,688.02</u>	<u>1,414,095.00</u>	<u>54,406.98</u>	<u>3.85%</u>
<b><u>210-Municipal Court</u></b>					
<b><u>Personnel and Benefits</u></b>					
210-51101 Payroll Expenses: Wages	800.00	6,400.00	7,500.00	1,100.00	14.67%
210-51215 Payroll Expenses: Taxes	61.20	481.95	575.00	93.05	16.18%
210-51230 Unemployment	0.80	7.10	10.00	2.90	29.00%
Total Personnel and Benefits	<u>862.00</u>	<u>6,889.05</u>	<u>8,085.00</u>	<u>1,195.95</u>	<u>14.79%</u>
<b><u>Supplies</u></b>					
210-52014 Office Supplies	137.95	1,789.40	3,500.00	1,710.60	48.87%
210-52020 Court Supplies	175.00	970.00	1,250.00	280.00	22.40%
210-52030 Postage	0.00	1,169.14	1,000.00	(169.14)	(16.91%)
210-52100 Minor Tools and Equipment	162.50	1,052.84	1,000.00	(52.84)	(5.28%)
Total Supplies	<u>475.45</u>	<u>4,981.38</u>	<u>6,750.00</u>	<u>1,768.62</u>	<u>26.20%</u>

Contractual Services

210-53001 Accounting and Auditing Fees	0.00	1,400.00	1,400.00	0.00	0.00%
210-53004 Software	0.00	562.95	650.00	87.05	13.39%
210-53015 Dues and Subscriptions	0.00	88.00	250.00	162.00	64.80%
210-53022 Training and Travel	325.00	525.00	500.00	(25.00)	(5.00%)
210-53075 Prosecutor	2,805.00	18,007.29	18,000.00	(7.29)	(0.04%)
210-53076 Jury	0.00	0.00	500.00	500.00	100.00%
210-53077 Interpreter	0.00	200.00	750.00	550.00	73.33%
210-53078 Arrest/Jail Fees	0.00	0.00	1,250.00	1,250.00	100.00%
Total Contractual Services	<u>3,130.00</u>	<u>20,783.24</u>	<u>23,300.00</u>	<u>2,516.76</u>	<u>10.80%</u>

Capital Outlay

210-58010 Capital Equipment	0.00	1,250.00	1,250.00	0.00	0.00%
Total Capital Outlay	<u>0.00</u>	<u>1,250.00</u>	<u>1,250.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Municipal Court	<u>4,467.45</u>	<u>33,903.67</u>	<u>39,385.00</u>	<u>5,481.33</u>	<u>13.92%</u>

310-Police - - - - -

Personnel and Benefits

310-51101 Payroll Expenses: Wages	90,823.59	786,583.46	815,000.00	28,416.54	3.49%
310-51102 Overtime	6,312.53	32,807.61	35,000.00	2,192.39	6.26%
310-51105 Longevity Pay	0.00	400.00	400.00	0.00	0.00%
310-51108 Incentive Pay	0.00	0.00	6,000.00	6,000.00	100.00%
310-51210 Payroll Expenses: Company Contributions: Retirement	7,758.01	62,049.81	61,700.00	(349.81)	(0.57%)
310-51215 Payroll Expenses: Taxes	7,421.57	62,708.59	65,000.00	2,291.41	3.53%
310-51216 Employee Health Benefits	7,851.18	87,242.77	93,000.00	5,757.23	6.19%
310-51220 Workers Compensation	0.00	27,825.14	38,300.00	10,474.86	27.35%
310-51230 Unemployment	5.12	2,174.35	3,500.00	1,325.65	37.88%
Total Personnel and Benefits	<u>120,172.00</u>	<u>1,061,791.73</u>	<u>1,117,900.00</u>	<u>56,108.27</u>	<u>5.02%</u>

Supplies

310-52005 Uniforms	801.98	19,555.68	20,000.00	444.32	2.22%
310-52010 Law Enforcement Supplies	102.44	7,405.01	5,000.00	(2,405.01)	(48.10%)
310-52014 Office Supplies	465.33	5,595.16	5,000.00	(595.16)	(11.90%)
310-52015 Evidence Supplies	893.78	3,276.04	2,000.00	(1,276.04)	(63.80%)
310-52030 Postage	188.98	1,249.73	1,250.00	0.27	0.02%
310-52050 Fuel	6,077.92	36,118.06	40,000.00	3,881.94	9.70%

310-52100 Minor Tools and Equipment	279.93	5,978.85	3,500.00	(2,478.85)	(70.82%)
Total Supplies	<u>8,810.36</u>	<u>79,178.53</u>	<u>76,750.00</u>	<u>(2,428.53)</u>	<u>(3.16%)</u>
<u>Contractual Services</u>					
310-53004 Software	0.00	1,371.92	18,400.00	17,028.08	92.54%
310-53010 Property and Liability Insurance	195.37	5,829.39	15,000.00	9,170.61	61.14%
310-53012 Legal Fees	1,100.00	1,718.75	2,500.00	781.25	31.25%
310-53015 Dues and Subscriptions	0.00	365.00	1,500.00	1,135.00	75.67%
310-53022 Training and Travel	1,639.94	7,761.18	11,500.00	3,738.82	32.51%
310-53033 Community Events	440.57	5,145.24	5,000.00	(145.24)	(2.90%)
310-53081 Information Technology Services	1,075.00	14,698.00	16,750.00	2,052.00	12.25%
310-53083 Professional Services	1,975.00	18,891.80	22,800.00	3,908.20	17.14%
310-53091 Landscaping	631.97	631.97	3,500.00	2,868.03	81.94%
310-53110 Utilities	2,043.52	9,568.52	7,500.00	(2,068.52)	(27.58%)
310-53130 Telephone Mobile	655.73	7,622.01	13,000.00	5,377.99	41.37%
310-53210 Animal Control	1,150.00	13,800.00	14,500.00	700.00	4.83%
310-53230 County Public Safety Contracts	5,639.03	37,693.02	32,500.00	(5,193.02)	(15.98%)
Total Contractual Services	<u>16,546.13</u>	<u>125,096.80</u>	<u>164,450.00</u>	<u>39,353.20</u>	<u>23.93%</u>
<u>Maintenance</u>					
310-54010 Building Maintenance/Cleaning	1,770.85	14,176.73	20,000.00	5,823.27	29.12%
310-54020 Vehicles Maintenance	9,093.75	24,311.32	21,000.00	(3,311.32)	(15.77%)
Total Maintenance	<u>10,864.60</u>	<u>38,488.05</u>	<u>41,000.00</u>	<u>2,511.95</u>	<u>6.13%</u>
Total Police	<u>156,393.09</u>	<u>1,304,555.11</u>	<u>1,400,100.00</u>	<u>95,544.89</u>	<u>6.82%</u>
<b><u>410-Parks &amp; Recreation</u></b>					
<u>Contractual Services</u>					
410-53035 Park Events	1,562.45	7,188.87	15,000.00	7,811.13	52.07%
410-53110 Utilities	261.85	847.57	1,000.00	152.43	15.24%
Total Contractual Services	<u>1,824.30</u>	<u>8,036.44</u>	<u>16,000.00</u>	<u>7,963.56</u>	<u>49.77%</u>
<u>Maintenance</u>					
410-54030 Park Maintenance	1,070.00	7,025.00	11,500.00	4,475.00	38.91%
Total Maintenance	<u>1,070.00</u>	<u>7,025.00</u>	<u>11,500.00</u>	<u>4,475.00</u>	<u>38.91%</u>
Total Parks & Recreation	<u>2,894.30</u>	<u>15,061.44</u>	<u>27,500.00</u>	<u>12,438.56</u>	<u>45.23%</u>



**510-Community Development**Contractual Services

510-53084 Code Enforcement Services	0.00	600.00	2,000.00	1,400.00	70.00%
Total Contractual Services	0.00	600.00	2,000.00	1,400.00	70.00%
Total Community Development	0.00	600.00	2,000.00	1,400.00	70.00%

**520-Inspection**Contractual Services

520-53080 Engineering Services	518.19	10,449.29	0.00	(10,449.29)	0.00%
520-53085 Res & Com Building Review & Insp	0.00	8,800.00	15,000.00	6,200.00	41.33%
520-53090 Sanitation Services	1,680.00	15,460.00	14,000.00	(1,460.00)	(10.43%)
Total Contractual Services	2,198.19	34,709.29	29,000.00	(5,709.29)	(19.69%)
Total Inspection	2,198.19	34,709.29	29,000.00	(5,709.29)	(19.69%)

**610-Public Works**Contractual Services

610-53060 Street Materials and Signs	0.00	11,642.88	8,000.00	(3,642.88)	(45.54%)
610-53065 Mowing and ROW Cleanup	6,423.53	29,468.80	38,500.00	9,031.20	23.46%
610-53070 Street Contract/Repairs	47,200.00	47,381.66	50,000.00	2,618.34	5.24%
610-53110 Utilities	298.04	2,360.41	2,500.00	139.59	5.58%
Total Contractual Services	53,921.57	90,853.75	99,000.00	8,146.25	8.23%
Total Public Works	53,921.57	90,853.75	99,000.00	8,146.25	8.23%

**710-Transfers Out**Capital Outlay

710-59100 Transfers Out	(848,065.73)	1,792,979.53	2,116,308.28	323,328.75	15.28%
Total Capital Outlay	(848,065.73)	1,792,979.53	2,116,308.28	323,328.75	15.28%
Total Transfers Out	(848,065.73)	1,792,979.53	2,116,308.28	323,328.75	15.28%
Total Expense	(517,661.07)	4,632,350.81	5,127,388.28	495,037.47	9.65%

Town of Cross Roads  
Transaction Detail Report  
9/1/2022 - 9/30/2022

10/7/2022 11:04 AM

**100 - General**

**Account 100-110-51216**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/21/2022	9/21/2022	Sept deducts in FV payroll but Oct 2022 rates in BCBS invoice differences and Sept crctns chgd insurance choice	Blue Cross Blue Shield	Sept deducts in FV 11106		168.65	0.00	168.65
Total						<u>168.65</u>	<u>0.00</u>	

**100 - General**

**Account 100-110-52014**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : Wireless keyboard for Mayor's office	Amazon Capital Services	1VNT-L44N-3T19	11077	88.54	0.00	88.54
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : Town Toner, copy paper	Amazon Capital Services	1VNT-L44N-3T19	11077	435.14	0.00	523.68
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Tag Wizard				65.24	0.00	588.92
9/29/2022	10/6/2022	charges on acct - Amazon - Admin cleaning products/tissue/towels/envelopes	Amazon Capital Services	Sept 2022 charges 11147		138.34	0.00	727.26
Total						<u>727.26</u>	<u>0.00</u>	

**100 - General**

**Account 100-110-52030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/29/2022	10/5/2022	Reimbsmt - postage 09/28/2022	Tara Hall	Reimbsmt - postag 11125		11.01	0.00	11.01
Total						<u>11.01</u>	<u>0.00</u>	

**100 - General**

**Account 100-110-52100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/20/2022	9/20/2022	Service to 08/21/22 CRPD and Town Hall - Town Hall - Inv 017018711	Xerox Corporation	017018706 CRPD , 11098		273.79	0.00	273.79
9/29/2022	10/5/2022	lease pmt for Aug Sept Oct 2022 - Admin - postage meter lease	Pitney Bowes Global Financial Services LLC	3316424145 lease 11129		34.50	0.00	308.29
Total						<u>308.29</u>	<u>0.00</u>	

**100 - General**

**Account 100-110-53004**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	Fundview annual subscription - renew G/L \$2575 A-P \$2060 Cash Receipting \$1030	FAST Inc	22-1369	11074	5,665.00	0.00	5,665.00

9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Intuit				45.00	0.00	5,710.00
9/21/2022	9/21/2022	Annual Fee - Local Gov't software - Web Hosting	CivicPlus, LLC	221873	11108	2,362.50	0.00	8,072.50
Total						<u>8,072.50</u>	<u>0.00</u>	

**100 - General Account 100-110-53006**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/28/2022	9/28/2022	Prepare & print code of Ordinances (70 pages at \$24 per page)	Franklin Legal Publishing	2008136	11118	1,680.00	0.00	1,680.00
Total						<u>1,680.00</u>	<u>0.00</u>	

**100 - General Account 100-110-53010**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/20/2022	9/20/2022	8/8/22 to 9/30/22 change in deductible limit dollars so addtnl due -autos Town-11%	Texas Municipal League	8/8/22 to 9/30/22	11099	24.15	0.00	24.15
Total						<u>24.15</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/1/2022	9/1/2022	Stmt to 08-25-2022 various Legal - General Legal Bill	Boyle & Lowry, L.L.P.	stmt to 08-25-202	11060	2,381.31	0.00	2,381.31
9/1/2022	9/1/2022	Stmt to 08-25-2022 various Legal - NEPD	Boyle & Lowry, L.L.P.	stmt to 08-25-202	11060	137.50	0.00	2,518.81
9/1/2022	9/1/2022	Stmt to 08-25-2022 various Legal - Short Term Rentals	Boyle & Lowry, L.L.P.	stmt to 08-25-202	11060	2,475.00	0.00	4,993.81
9/1/2022	9/1/2022	Stmt to 08-25-2022 various Legal - Edland Legal bill	Boyle & Lowry, L.L.P.	stmt to 08-25-202	11060	2,948.75	0.00	7,942.56
9/29/2022	10/5/2022	Litigation stmt to 09/30/2022 - General Legal	Boyle & Lowry, L.L.P.	stmt to 09-30-202	11142	5,156.25	0.00	13,098.81
9/29/2022	10/5/2022	Litigation stmt to 09/30/2022 - NEPD	Boyle & Lowry, L.L.P.	stmt to 09-30-202	11142	137.50	0.00	13,236.31
9/29/2022	10/5/2022	Litigation stmt to 09/30/2022 - Short Term Rentals	Boyle & Lowry, L.L.P.	stmt to 09-30-202	11142	68.75	0.00	13,305.06
9/29/2022	10/5/2022	Litigation stmt to 09/30/2022 - Edland Legal Bill	Boyle & Lowry, L.L.P.	stmt to 09-30-202	11142	4,318.40	0.00	17,623.46
Total						<u>17,623.46</u>	<u>0.00</u>	

**100 - General Account 100-110-53015**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	Member fee 10-1-2022 to 9-30-2023 Acct C-1219	Texas Municipal League	acct C-1219	11073	591.00	0.00	591.00
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : Business Prime Membership Fee	Amazon Capital Services	1VNT-L44N-3T19	11077	499.00	0.00	1,090.00

9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - ICMA annual membership				1,025.00	0.00	2,115.00
						Total		
								<u>2,115.00</u>
							<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	Legal notices	Denton Record-Chronicle	822635	11075	102.70	0.00	102.70
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Denton Rcd fee not included in Dev cost				4.00	0.00	106.70
9/29/2022	10/6/2022	Legal notice to vendors-solid waste services	Denton Record-Chronicle	0922635	11149	72.30	0.00	179.00
						Total		
								<u>179.00</u>
							<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - TX Board Plumbing Exam fee				82.50	0.00	82.50
						Total		
								<u>82.50</u>
							<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	Paypal to 09-08-2022 Total sales \$2015.24 Fees \$71.28 net from Paypal \$1943.96				71.28	0.00	71.28
9/20/2022	9/20/2022	Paypal to 09-19-2022 Total sales \$405.60 Fees \$14.79 net from Paypal \$390.81				14.79	0.00	86.07
9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - Denton Rclds service fee	Point Bank		Point Bank first CC 11121	4.00	0.00	90.07
9/28/2022	9/28/2022	Paypal to 09-28-2022 Total sales \$3474.52 Fees \$122.36 net from Paypal \$3352.16				122.36	0.00	212.43
9/29/2022	9/29/2022	Paypal to 09-29-2022 Total sales \$214.24 Fees \$7.80 net from Paypal \$206.44				7.80	0.00	220.23
9/30/2022	10/4/2022	Paypal to 09-30-2022 Total sales \$299.52 Fees \$10.63 net from Paypal \$288.89				10.63	0.00	230.86
						Total		
								<u>230.86</u>
							<u>0.00</u>	

**100 - General Account 100-110-53045**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/20/2022	9/20/2022	Town Hall rent October 2022 - Less Cleaning Costs	West Crossroads LTD	October 2022 rent 11101		0.00	365.00	(365.00)
9/20/2022	9/20/2022	Town Hall rent October 2022 - Town Hall Operating Exp	West Crossroads LTD	October 2022 rent 11101		1,769.27	0.00	1,404.27
9/20/2022	9/20/2022	Town Hall rent October 2022 - Lease	West Crossroads LTD	October 2022 rent 11101		3,447.50	0.00	4,851.77

		& cam payments - Town Hall Rent						
9/20/2022	9/20/2022	*VOID* August 2022 Rent - Town Hall	West Crossroads LTD	2116	10976	365.00	0.00	5,216.77
9/20/2022	9/20/2022	*VOID* August 2022 Rent - Town Hall - Operating Expense	West Crossroads LTD	2116	10976	0.00	1,769.27	3,447.50
9/20/2022	9/20/2022	*VOID* August 2022 Rent - Town Hall - Lease and Cam Payments	West Crossroads LTD	2116	10976	0.00	3,447.50	0.00
9/20/2022	9/20/2022	*VOID* Sept 2022 rent - Town Hall - less Town Hall cleaning costs	West Crossroads LTD	2117	11027	365.00	0.00	365.00
9/20/2022	9/20/2022	*VOID* Sept 2022 rent - Town Hall - Op'g Exp	West Crossroads LTD	2117	11027	0.00	1,769.27	(1,404.27)
9/20/2022	9/20/2022	*VOID* Sept 2022 rent - Town Hall - Lease and Cam payments - rent	West Crossroads LTD	2117	11027	0.00	3,447.50	(4,851.77)
9/20/2022	9/20/2022	*VOID* Town Hall rent October 2022 - Less Cleaning Costs	West Crossroads LTD	October 2022 rent	11101	365.00	0.00	(4,486.77)
9/20/2022	9/20/2022	*VOID* Town Hall rent October 2022 - Town Hall Operating Exp	West Crossroads LTD	October 2022 rent	11101	0.00	1,769.27	(6,256.04)
9/20/2022	9/20/2022	*VOID* Town Hall rent October 2022 - Lease & cam payments - Town Hall Rent	West Crossroads LTD	October 2022 rent	11101	0.00	3,447.50	(9,703.54)
9/20/2022	9/20/2022	August -rent - invoices crct'd for \$800 credit for cleaning fees - LESS cleaning costs deducted	West Crossroads LTD	2116-B	11102	0.00	800.00	(10,503.54)
9/20/2022	9/20/2022	August -rent - invoices crct'd for \$800 credit for cleaning fees - Lease & cam pmts-Operating expense	West Crossroads LTD	2116-B	11102	1,769.27	0.00	(8,734.27)
9/20/2022	9/20/2022	August rent - invoices crct'd for \$800 credit for cleaning fees - Lease & cam pmts - Town Hall rent	West Crossroads LTD	2116-B	11102	3,447.50	0.00	(5,286.77)
9/20/2022	9/20/2022	Sept rent - invoices crct'd for \$800 credit for cleaning fees - reduced for Cleaning costs	West Crossroads LTD	2117-B	11103	0.00	800.00	(6,086.77)
9/20/2022	9/20/2022	Sept rent - invoices crct'd for \$800 credit for cleaning fees - Operating Exp	West Crossroads LTD	2117-B	11103	1,769.27	0.00	(4,317.50)
9/20/2022	9/20/2022	Sept rent - invoices crct'd for \$800 credit for cleaning fees - Lease & Cam pmts - Town Hall rent	West Crossroads LTD	2117-B	11103	3,447.50	0.00	(870.00)
9/20/2022	9/20/2022	October 2022 Rent - West Crossroads Ltd - less \$800 cleaning fee - Less \$800 Town Hall cleaning costs	West Crossroads LTD	Oct 2022 Rent	11104	0.00	800.00	(1,670.00)
9/20/2022	9/20/2022	October 2022 Rent - West	West Crossroads LTD	Oct 2022 Rent	11104	1,769.27	0.00	99.27

9/20/2022	9/20/2022	Crossroads Ltd - less \$800 cleaning fee - Operating exp - Town Hall October 2022 Rent - West Crossroads Ltd - less \$800 cleaning fee - Town Hall rent - Lease & Cam Pmts	West Crossroads LTD	Oct 2022 Rent	11104	3,447.50	0.00	3,546.77
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Total 21,962.08 18,415.31

**100 - General Account 100-110-53050**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/19/2022	2 residents year 2022 enrollment to 12-31-2022 2 X \$12	CareFlite	M220831-700		24.00	0.00	24.00
9/19/2022	9/19/2022	*VOID* 2 residents year 2022 enrollment to 12-31-2022 2 X \$12	CareFlite	M220831-700		0.00	24.00	0.00
9/19/2022	9/19/2022	M220831-700A re-dp due to print issue	CareFlite	M220831-700A re- 11090		24.00	0.00	24.00

Total 48.00 24.00

**100 - General Account 100-110-53055**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/14/2022	9/14/2022	Aubrey Interlocal Coop Agreement FY 2021-2022	City of Aubrey	FY 22 Library	11082	10,000.00	0.00	10,000.00

Total 10,000.00 0.00

**100 - General Account 100-110-53080**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/14/2022	9/14/2022	Halff Assoc part inv pd by Road Improv-remdr pd here from Genl Ckg - Genl Engineering (Town) thru 08/31/2022	Halff Associates, Inc.	10080267	11081	1,114.60	0.00	1,114.60

Total 1,114.60 0.00

**100 - General Account 100-110-53083**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/19/2022	CRPD service, Admin Cloud bkup and service prepay Sept 2022 - IT services - Admin	Local Circuit	3682	11093	238.00	0.00	238.00
9/19/2022	9/19/2022	CRPD service, Admin Cloud bkup and service prepay Sept 2022 - PC & Cloud backup - Admin	Local Circuit	3682	11093	150.00	0.00	388.00
9/21/2022	9/21/2022	Strategic & Comprehensive Plan / Map / Data Overview / Demographic trends / enviro map	Mundo and Associates Inc.	09-09-2022	11110	6,000.00	0.00	6,388.00

Total 6,388.00 0.00

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Intermedia Admin share 60%				239.68	0.00	239.68
9/20/2022	9/20/2022	AT&T Internet - Town - to 10/05/2022	AT&T	314371029 to 10-	11097	145.16	0.00	384.84
9/21/2022	9/21/2022	Monthly service to Sept 07 Admin and CRPD phones and hot spots - - Admin	AT&T Mobility	to 09-07-2022	11107	41.84	0.00	426.68
9/28/2022	9/28/2022	Town and CRPD Intermedia service month of Sept 2022 - Town 7 users 60%	Intermedia Inc.	Sept 2022 service	11119	254.14	0.00	680.82
Total						<u>680.82</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/19/2022	Record 100-40100 Rev with Sales Tax Overpmt Payback - Sept 2022 Rev and Payback				1,692.00	0.00	1,692.00
Total						<u>1,692.00</u>	<u>0.00</u>	

**100 - General****Account 100-110-54010**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Maid Up Cleaning 2 X \$50				100.00	0.00	100.00
9/19/2022	9/19/2022	Cleaning Town Hall on 09/08/2022	Amanda Escovedo	995690		190.00	0.00	290.00
9/19/2022	9/19/2022	*VOID* Cleaning Town Hall on 09/08/2022	Amanda Escovedo	995690		0.00	190.00	100.00
9/19/2022	9/19/2022	Cleaning Town Hall on 09/08/2022- 995690A re-do due to print issue	Amanda Escovedo	995690A re-do due to	11089	190.00	0.00	290.00
9/29/2022	10/5/2022	Town Hall Cleaning on 09-22-2022	Amanda Escovedo	9-22-2022	11140	190.00	0.00	480.00
Total						<u>670.00</u>	<u>190.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Home Depot, Jons EZ Lube				0.00	161.42	(161.42)
9/29/2022	10/5/2022	Fuel - charges in Sept 2022 CRPD \$2542.92 Town \$291.06	WEX Bank	Charges thru 09-30	11126	291.06	0.00	129.64
9/29/2022	10/5/2022	Move Ck #11126 Exp from FY 2022 to period FY 2023 \$2833.98				291.06	0.00	420.70
Total						<u>582.12</u>	<u>161.42</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Intuit				40.00	0.00	40.00

9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - Notary	Point Bank	Point Bank first CC 11121		97.95	0.00	137.95
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Total 137.95 0.00

**100 - General Account 100-210-52020**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/19/2022	3 part Code Enforcement Book Printed - Qty 10 - Court supplies	Nu-Art Printing Company	12605	11094	175.00	0.00	175.00

Total 175.00 0.00

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - SR Fax bill	Point Bank	Point Bank first CC 11121		36.00	0.00	36.00
9/29/2022	10/5/2022	lease pmt for Aug Sept Oct 2022 - Court - postage meter lease	Pitney Bowes Global Financial Services LLC	3316424145 lease 11129		126.50	0.00	162.50

Total 162.50 0.00

**100 - General Account 100-210-53022**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - TX Munic clerks	Point Bank	Point Bank first CC 11121		325.00	0.00	325.00

Total 325.00 0.00

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/1/2022	9/1/2022	Stmnt to 08-25-2022 various Legal - Court	Boyle & Lowry, L.L.P.	stmt to 08-25-202 11060		1,360.00	0.00	1,360.00
9/29/2022	10/5/2022	Litigation stmnt to 09/30/2022 - Court Legal bill	Boyle & Lowry, L.L.P.	stmt to 09-30-202 11142		1,445.00	0.00	2,805.00

Total 2,805.00 0.00

**100 - General Account 100-310-51101**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/29/2022	10/5/2022	Customer #354 Lawn Application #5 on 9-27-22	Granulawn	cust 354 stmt to 9 11134		122.00	0.00	122.00

Total 122.00 0.00

**100 - General Account 100-310-51210**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/21/2022	9/21/2022	Sept deducts in FV payroll but Oct 2022 rates in BCBS invoice differences and Sept crctns chgd insurance choice	Blue Cross Blue Shield	Sept deducts in FV 11106		433.44	0.00	433.44



Total 433.44 0.00

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/7/2022	9/7/2022	2 invoices - Aug 2022 Inv 022007511, 022018969 - Flex Shirt (Qty 2) Inv 022018969	Galls LLC	022007511, 0220111065		119.00	0.00	119.00
9/7/2022	9/7/2022	2 invoices - Aug 2022 Inv 022007511, 022018969 - Nameplate (Qty 2) Inv 022007511	Galls LLC	022007511, 0220111065		9.98	0.00	128.98
9/15/2022	9/15/2022	3 Galls invoices: 022064766, 022064771, 022087248 - 022087248 Flex shirt - Qty 1	Galls LLC	022064766, 0220611085		70.70	0.00	199.68
9/15/2022	9/15/2022	3 Galls invoices: 022064766, 022064771, 022087248 - 022064771 Sidebck Scabbard - Qty 1	Galls LLC	022064766, 0220611085		46.24	0.00	245.92
9/15/2022	9/15/2022	3 Galls invoices: 022064766, 022064771, 022087248 - 022064771 Magazine Holder - Qty 1	Galls LLC	022064766, 0220611085		42.50	0.00	288.42
9/15/2022	9/15/2022	3 Galls invoices: 022064766, 022064771, 022087248 - 022064771 Gaton - Qty 1	Galls LLC	022064766, 0220611085		127.44	0.00	415.86
9/15/2022	9/15/2022	3 Galls invoices: 022064766, 022064771, 022087248 - 022064766 Flexshirt - Qty 1	Galls LLC	022064766, 0220611085		70.70	0.00	486.56
9/15/2022	9/15/2022	3 Galls invoices: 022064766, 022064771, 022087248 - 022064766 Armorskin - Qty 2	Galls LLC	022064766, 0220611085		282.84	0.00	769.40
9/15/2022	9/15/2022	ID Cards for Police - Qty 2	The Police and Sheriffs Press	166977	11086	32.58	0.00	801.98
Total						<u>801.98</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : CRPD traffic wands	Amazon Capital Services	1VNT-L44N-3T19	11077	28.80	0.00	28.80
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : CRPD Traffic Wands, batteries	Amazon Capital Services	1VNT-L44N-3T19	11077	73.64	0.00	102.44
Total						<u>102.44</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : CRPD office supplies	Amazon Capital Services	1VNT-L44N-3T19	11077	34.45	0.00	34.45
9/8/2022	9/8/2022	August purchases - various - Town and CRPD : CRPD office supplies, toner	Amazon Capital Services	1VNT-L44N-3T19	11077	70.16	0.00	104.61
9/8/2022	9/8/2022	Reimburse employee for office supply expense he paid for	Gabriel Dewberry	Reimbursement - c	11080	10.21	0.00	114.82

9/28/2022	9/28/2022	supply expense re paid for - Identogo fingerprint processing Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - Wal Mart/Vista Print/Denton Rcd	Point Bank	Point Bank first CC 11121	186.62	0.00	301.44
9/29/2022	10/6/2022	Chronicle charges on acct - Amazon - CRPD - Office Towels/copy paper/batteries/door stop	Amazon Capital Services	Sept 2022 charges 11147	163.89	0.00	465.33
Total					<u>465.33</u>	<u>0.00</u>	

**100 - General**

**Account 100-310-52015**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Sirchie				71.30	0.00	71.30
9/27/2022	9/27/2022	Drug Screen (Qty 2) 09/06/2022 1 for identification and 1 for purity - Scandlis, Dexter	Armstrong Forensic Laboratory Inc.	224341	11114	260.00	0.00	331.30
9/27/2022	9/27/2022	late fee	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	17.48	0.00	348.78
9/27/2022	9/27/2022	Armstrong Forensic 220774, 220775, 220776 \$1307.48 Drug Screening - Qty 3 - Inv 220776	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	545.00	0.00	893.78
9/27/2022	9/27/2022	Armstrong Forensic 220774, 220775, 220776 \$1307.48 Drug Screening - Qty 3 - Inv 220775	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	430.00	0.00	1,323.78
9/27/2022	9/27/2022	Armstrong Forensic 220774, 220775, 220776 \$1307.48 Drug Screening - Qty 3 0 Inv 220774	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	315.00	0.00	1,638.78
9/28/2022	10/6/2022	*VOID* late fee	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	0.00	17.48	1,621.30
9/28/2022	10/6/2022	*VOID* Armstrong Forensic 220774, 220775, 220776 \$1307.48 Drug Screening - Qty 3 - Inv 220776	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	0.00	545.00	1,076.30
9/28/2022	10/6/2022	*VOID* Armstrong Forensic 220774, 220775, 220776 \$1307.48 Drug Screening - Qty 3 - Inv 220775	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	0.00	430.00	646.30
9/28/2022	10/6/2022	*VOID* Armstrong Forensic 220774, 220775, 220776 \$1307.48 Drug Screening - Qty 3 0 Inv 220774	Armstrong Forensic Laboratory Inc.	220774/220775/2:	11117	0.00	315.00	331.30
9/29/2022	10/6/2022	220774, 220775, 220776 and \$17.48 late fee - inv amts: \$315, \$115, \$115, fee \$17.48	Armstrong Forensic Laboratory Inc.	220774, 220775, 2:	11146	562.48	0.00	893.78
Total						<u>2,201.26</u>	<u>1,307.48</u>	

**100 - General**

**Account 100-310-52030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - USPS				11.75	0.00	11.75

9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - USPS / Fed Ex	Point Bank	Point Bank first CC 11121	177.23	0.00	188.98
					Total	188.98	0.00

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/7/2022	9/7/2022	Fuel charges - CRPD - month of August 2022 - Inv 83471671	WEX Bank	83471671	11062	3,535.00	0.00	3,535.00
9/29/2022	10/5/2022	Move Ck #11126 Exp from FY 2022 to period FY 2023 \$2833.98				2,542.92	0.00	6,077.92
					Total	6,077.92	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/20/2022	9/20/2022	Service to 08/21/22 CRPD and Town Hall - CRPD - Inv 017018706	Xerox Corporation	017018706 CRPD , 11098		249.26	0.00	249.26
9/29/2022	10/5/2022	lease pmt for Aug Sept Oct 2022 - CRPD - postage meter lease	Pitney Bowes Global Financial Services LLC	3316424145 lease 11129		30.67	0.00	279.93
					Total	279.93	0.00	

**100 - General Account 100-310-53010**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/20/2022	9/20/2022	8/8/22 to 9/30/22 change in deductible limit dollars so addnl due -autos CRPD 89%	Texas Municipal League	8/8/22 to 9/30/22 11099		195.37	0.00	195.37
					Total	195.37	0.00	

**100 - General Account 100-310-53012**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/1/2022	9/1/2022	Stmnt to 08-25-2022 various Legal - CRPD	Boyle & Lowry, L.L.P.	stmt to 08-25-202 11060		1,100.00	0.00	1,100.00
					Total	1,100.00	0.00	

**100 - General Account 100-310-53022**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Grand Hyatt - Draut training				588.39	0.00	588.39
9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - Mktplace/Tacos/Jack's/Caprock/Italy restaurant/Hyatt hotel	Point Bank	Point Bank first CC 11121		1,051.55	0.00	1,639.94
					Total	1,639.94	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/29/2022	10/5/2022	Cups - Qty 250 - Inv 10398435	4imprint Inc.	10398435	11137	380.30	0.00	380.30
9/29/2022	10/6/2022	Natl Night out 10/4/2022	Amazon Capital Services	Sept 2022 charges	11147	60.27	0.00	440.57
Total						<u>440.57</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/19/2022	CRPD service, Admin Cloud bkup and service prepay Sept 2022 - CRPD relocate 3 CAT cables to patrol room	Local Circuit	3682	11093	450.00	0.00	450.00
9/19/2022	9/19/2022	CRPD service, Admin Cloud bkup and service prepay Sept 2022 - Sept CRPD	Local Circuit	3682	11093	625.00	0.00	1,075.00
Total						<u>1,075.00</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/7/2022	9/7/2022	August 2022 billing - computer search service - access info on an individual	Transunion Risk and Alternative Data Solutions Inc	acct 6265812	Aug 11063	75.00	0.00	75.00
9/8/2022	9/8/2022	Property/Evidence 08-24-22 thru 09-07-22 14 hours	Joshua Wayne Lyon	2022-013	11069	560.00	0.00	635.00
9/28/2022	9/28/2022	Auction Payout-Vehicle: 2014 Chev Tahoe Vin xxx 8457 Lic# RBL9627				425.00	0.00	1,060.00
9/29/2022	10/5/2022	Computer search service Sept 2022 billing - access info on individuals	Transunion Risk and Alternative Data Solutions Inc	sept 2022 acct 6265812	11130	75.00	0.00	1,135.00
9/29/2022	10/5/2022	Property Evidence 09/14/22 to 09/28/22 (21 hours)	Joshua Wayne Lyon	2022-014	11138	840.00	0.00	1,975.00
Total						<u>1,975.00</u>	<u>0.00</u>	

**100 - General****Account 100-310-53091**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Landmark Nursery, Home Depot, D&L Farm,				631.97	0.00	631.97
Total						<u>631.97</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	CRPD - Internet to 08/31/2022	ACC Business	222430465	11070	176.95	0.00	176.95
9/8/2022	9/8/2022	CRPD water service 7/11/22 to 8/15/22	Mustang Special Utility District	CRPD water to 08-	11078	134.47	0.00	311.42
9/8/2022	9/8/2022	electric service to 08/25/2022	CoServ	6 accounts to 08-2	11079	733.60	0.00	1,045.02

9/19/2022	9/14/2022	various depts : CRPD office JPMorgan CC chgs August 2022 - Intermedia CRPD share 40%				159.78	0.00	1,204.80
9/28/2022	9/28/2022	Town and CRPD Intermedia service month of Sept 2022 - CRPD 5 users 40% - 12 hosed accounts total	Intermedia Inc.	Sept 2022 service 11119		169.43	0.00	1,374.23
9/29/2022	10/6/2022	CRPD to 9-13-22 and Parks to 9-13- 22 Acct 400-001 CRPD 8-15 to 9-13- 22	Mustang Special Utility District	acct 400-001 and 11145		123.77	0.00	1,498.00
9/29/2022	10/6/2022	Service for 8/26/22 to 9/25/22 Acct xxx2762 CRPD	CoServ	6 accounts to 9-25 11144		545.52	0.00	2,043.52
Total						<u>2,043.52</u>	<u>0.00</u>	

**100 - General Account 100-310-53130**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/21/2022	9/21/2022	Monthly service to Sept 07 Admin and CRPD phones and hot spots - - CRPD	AT&T Mobility	to 09-07-2022	11107	655.73	0.00	655.73
Total						<u>655.73</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/7/2022	9/7/2022	August 2022 services - Animal control	All American Dogs	4833	11067	1,150.00	0.00	1,150.00
Total						<u>1,150.00</u>	<u>0.00</u>	

**100 - General Account 100-310-53230**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/15/2022	9/15/2022	Pmt 1 of 4 FY 2023 Communications Agreement	Denton County	Pmt 1 of 4	11084	5,639.03	0.00	5,639.03
Total						<u>5,639.03</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/7/2022	9/7/2022	One year subscription for monitoring - CRPD location 10/01/2022 to 09/30/2023	Parker Security Services Inc	67847	11068	866.00	0.00	866.00
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Maid Up Cleaner - CRPD 4 X \$ 150				600.00	0.00	1,466.00
9/20/2022	9/20/2022	CRPD 08-18-22 thru 09-12-22 mowing and ROW work 08-18 thru 09-08-22 - CRPD Mow/Weed eat 8- 18-22 and 9-12-22	Billy Joe Lerma	08-18-22	11100	200.00	0.00	1,666.00
9/27/2022	9/27/2022	Recharge/6 year Maintenance - Fire Extinguisher	Fire Shield Fire Protection, Inc.	4061	11116	104.85	0.00	1,770.85
Total						<u>1,770.85</u>	<u>0.00</u>	

**100 - General**

**Account 100-310-54020**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/7/2022	9/7/2022	Various August services Vehicle Maint. inspection, 45822176, 45744567, oil change - Oil 2020 Chev Tahoe	BS Retail Operations LLC	August 2022 invoic	11064	69.29	0.00	69.29
9/7/2022	9/7/2022	Various August services Vehicle Maint. inspection, 45822176, 45744567, oil change - Inv 45744567 Oil 2018 Chev Tahoe	BS Retail Operations LLC	August 2022 invoic	11064	94.79	0.00	164.08
9/7/2022	9/7/2022	Various August services Vehicle Maint. inspection, 45822176, 45744567, oil change - Inspection 2018 Chev Tahoe	BS Retail Operations LLC	August 2022 invoic	11064	25.50	0.00	189.58
9/7/2022	9/7/2022	Various August services Vehicle Maint. inspection, 45822176, 45744567, oil change - Inv 45822176 oil-2016 Chev Tahoe	BS Retail Operations LLC	August 2022 invoic	11064	90.09	0.00	279.67
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Atwood				117.99	0.00	397.66
9/21/2022	9/21/2022	Fuel pump 45713390 alternator/rear brake job 45862155	BS Retail Operations LLC	45713390 45862111111		1,947.52	0.00	2,345.18
9/27/2022	9/27/2022	Repair vehicle spot light - vin: GR294702	Defender Supply LLC	34071	11115	151.25	0.00	2,496.43
9/28/2022	9/28/2022	Reimbmt - registration of Police vehicles paid	Shaun Short	Reimbmt - registra	11120	41.25	0.00	2,537.68
9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - 3rd street/car wash/E-bay - vehicles related charges	Point Bank	Point Bank first CC	11121	2,459.64	0.00	4,997.32
9/28/2022	9/28/2022	Vehicle Equipment removal / install - removed from 2014 Chev Tahoe	Sammy Hancock	09-21-2022	11122	730.00	0.00	5,727.32
9/29/2022	10/5/2022	Fuel - charges in Sept 2022 CRPD \$2542.92 Town \$291.06	WEX Bank	Charges thru 09-30	11126	2,542.92	0.00	8,270.24
9/29/2022	10/5/2022	Inv 8728664 - 4 Tires - 2018 Chev Tahoe	The Reinalt-Thomas Corp.	Acct 53186 to Sep	11133	780.20	0.00	9,050.44
9/29/2022	10/6/2022	charges on acct - Amazon - CRPD wiper blades	Amazon Capital Services	Sept 2022 charges	11147	43.31	0.00	9,093.75
Total						<u>9,093.75</u>	<u>0.00</u>	

**100 - General**

**Account 100-410-53035**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/1/2022	9/1/2022	Parks - 4 week rental to 09-27-2022	Texas Johns	A-125275	11061	89.25	0.00	89.25
9/8/2022	9/8/2022	Admission for 2 Parks persons - Grant writing seminar 9/19 to 9/20 \$495 per person	Grant Writing USA	Conf #KJNPC6PQ4	11071	990.00	0.00	1,079.25
9/29/2022	10/5/2022	Banner for Labor Day Event	FastSigns	480-61088	11131	483.20	0.00	1,562.45
Total						<u>1,562.45</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	electric service to 08/25/2022 various depts : Parks	CoServ	6 accounts to 08-2	11079	25.89	0.00	25.89
9/14/2022	9/14/2022	Mustang SUD Parks service to 08/15/2022	Mustang Special Utility District	002-0081400-002	11083	28.76	0.00	54.65
9/29/2022	10/6/2022	CRPD to 9-13-22 and Parks to 9-13- 22 Acct 400-002 Parks 8-15 to 9-13- 22	Mustang Special Utility District	acct 400-001 and	11145	180.80	0.00	235.45
9/29/2022	10/6/2022	Service for 8/26/22 to 9/25/22 Acct xxx2764 - parks fm 424	CoServ	6 accounts to 9-25	11144	26.40	0.00	261.85
Total						<u>261.85</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	Inv 09/04/22 to 09/05/22 4 Town, 1 Parks Inspections \$80 each - for	John Glover	09-04-22	11076	80.00	0.00	80.00
9/29/2022	10/5/2022	Parks: Kona Ice Bi-weekly Mow/Garbage 9/1/22 9/15/22 9/29/22 \$330 x 3	Metro Grounds Maintenance	18020	11128	990.00	0.00	1,070.00
Total						<u>1,070.00</u>	<u>0.00</u>	

**100 - General****Account 100-520-53080**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/14/2022	9/14/2022	Half Assoc part inv pd by Road Improv-remdr pd here from Genl Ckg - Culvert on Hmowner property	Half Associates, Inc.	10080267	11081	518.19	0.00	518.19
Total						<u>518.19</u>	<u>0.00</u>	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	Permit Plan review 2 properties: 1270 Woodland and 1301 Keyes Lane \$450 each completed 08/17/22	SAFEbuilt LLC	88876	11072	900.00	0.00	900.00
9/8/2022	9/8/2022	Inv 09/04/22 to 09/05/22 4 Town, 1 Parks Inspections \$80 each - for Town: Mudea Cafe, Dee's Pies, Oopsie Scoopsie, Cousins Maine Lobster	John Glover	09-04-22	11076	320.00	0.00	1,220.00
9/29/2022	10/5/2022	Permit Plan Review - 09/29/2022 - 6700 Mountain Lake Pkwy - Building Permit	SAFEbuilt LLC	90705	11139	450.00	0.00	1,670.00
9/29/2022	10/5/2022	acct 620266 Sanitation Service Fee 1 permit WTR0060910	Texas Commission On Environmental Quality	WTR0060910	11141	10.00	0.00	1,680.00
Total						<u>1,680.00</u>	<u>0.00</u>	

**100 - General**

**Account 100-610-53065**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/19/2022	9/14/2022	JPMorgan CC chgs August 2022 - Wal Mart, Hercules Auto, Lowes, Tractor Supply, Circle K				161.04	0.00	161.04
9/20/2022	9/20/2022	CRPD 08-18-22 thru 09-12-22 mowing and ROW work 08-18 thru 09-08-22 - Trash to landfill, new signs put up, collected business advertising signs	Billy Joe Lerma	08-18-22	11100	378.25	0.00	539.29
9/28/2022	9/28/2022	Point Bank first CC payment - chgs to 9/21/22 \$5013.79 - Wal Mart / Denton Land Fill	Point Bank	Point Bank first CC 11121		59.24	0.00	598.53
9/29/2022	10/5/2022	Bar Ditches 9-20-22, Liberty Weed eat 9-28-22, Furniture pickup 9-21-22 - Abandoned furniture picked up 9-21-22	Billy Joe Lerma	09-20-22, 10-04-211124		146.25	0.00	744.78
9/29/2022	10/5/2022	Bar Ditches 9-20-22, Liberty Weed eat 9-28-22, Furniture pickup 9-21-22 - Weed Eat Liberty Rd 9-28-22	Billy Joe Lerma	09-20-22, 10-04-211124		166.25	0.00	911.03
9/29/2022	10/5/2022	Bar Ditches 9-20-22, Liberty Weed eat 9-28-22, Furniture pickup 9-21-22 - Bar Ditches Sept 2022 Qty 11	Billy Joe Lerma	09-20-22, 10-04-211124		1,550.00	0.00	2,461.03
9/29/2022	10/5/2022	Remove Dead Ash Inv 190917 \$1850 / Remove dead Hackberry Inv 190918 \$250 - Inv 190918	MD Golden Tree	190917 , 190918	11143	250.00	0.00	2,711.03
9/29/2022	10/5/2022	Remove Dead Ash Inv 190917 \$1850 / Remove dead Hackberry Inv 190918 \$250 - Inv 190917	MD Golden Tree	190917 , 190918	11143	1,850.00	0.00	4,561.03
9/30/2022	10/5/2022	Move Ck #11124 Exp from FY 2022 to period FY 2023 \$1862.50				1,550.00	0.00	6,111.03
9/30/2022	10/5/2022	Move Ck #11124 Exp from FY 2022 to period FY 2023 \$1862.50				166.25	0.00	6,277.28
9/30/2022	10/5/2022	Move Ck #11124 Exp from FY 2022 to period FY 2023 \$1862.50				146.25	0.00	6,423.53
Total						<u>6,423.53</u>	<u>0.00</u>	

**100 - General**

**Account 100-610-53070**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/20/2022	9/20/2022	Asphalt Crack Seal Project: Historic Lane / Tipps Road / Fishtrap Rd	Quality Excavation LLC	09-08-22 Crack Se	11105	47,200.00	0.00	47,200.00
Total						<u>47,200.00</u>	<u>0.00</u>	

**100 - General**

**Account 100-610-53110**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/8/2022	9/8/2022	electric service to 08/25/2022 various depts : Lights Griffin, Wal Mart 2 lights, Fishtrap Rd \$12.73, \$18.01, \$18.01, \$36.02	CoServ	6 accounts to 08-211079		84.77	0.00	84.77



9/21/2022	9/21/2022	CoServ acct 9000272768 Naylor Rd lights service to 09/08/2022	CoServ	9000272768 to 09 11109		127.54	0.00	212.31
9/29/2022	10/6/2022	Service for 8/26/22 to 9/25/22 Acct xxx2767 lights	CoServ	6 accounts to 9-25 11144		36.44	0.00	248.75
9/29/2022	10/6/2022	Service for 8/26/22 to 9/25/22 Acct xxx2766 lights	CoServ	6 accounts to 9-25 11144		18.22	0.00	266.97
9/29/2022	10/6/2022	Service for 8/26/22 to 9/25/22 Acct xxx2765 lights	CoServ	6 accounts to 9-25 11144		18.22	0.00	285.19
9/29/2022	10/6/2022	Service for 8/26/22 to 9/25/22 Acct xxx2769 hwy 377/griffin to 9-25-22	CoServ	6 accounts to 9-25 11144		12.85	0.00	298.04
Total						<u>298.04</u>	<u>0.00</u>	

**100 - General**

**Account 100-710-59100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
9/26/2022	9/26/2022	Trsf Out debit - 14.29% of \$\$ credited to 100-40100 Sept / 2022 to 100-40100 Revenue moved to 370-10054 Bk acct xxx8122				38,741.32	0.00	38,741.32
9/26/2022	9/26/2022	Point Bank transfer to move from Gen'l Opg cash to Cap Equip-Covid Funds 330-110-58011				188,192.95	0.00	226,934.27
9/28/2022	9/28/2022	Transfer out - Road Improv				0.00	350,000.00	(123,065.73)
9/28/2022	9/28/2022	Transfer out - Vehicle Replmt Fund				0.00	175,000.00	(298,065.73)
9/28/2022	9/28/2022	Transfer out -Cap Improv				0.00	550,000.00	(848,065.73)
Total						<u>226,934.27</u>	<u>1,075,000.00</u>	



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Consider approval of a resolution designating the official newspaper of record for the Town of Cross Roads.

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 “as soon as practicable after the beginning of each municipal year.”

On May 16, 2022, the Town Council voted to switch the newspaper of record from Pilot Point Post Signal to the Denton Record Chronicle.

Recommended Action:

Staff recommends approval of a resolution designating the Denton Record Chronicle as the official newspaper of record for the Town of Cross Roads.

Attachments:

Resolution

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 17th day of October, 2022.**

**TOWN OF CROSS ROADS, TEXAS**

\_\_\_\_\_  
T. Lynn Tompkins, Jr., Mayor

**ATTEST**

\_\_\_\_\_  
Donna Butler, Town Secretary

**APPROVED AS TO FORM**

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Matthew C.G. Boyle, Town Attorney

## **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:

October 17, 2022

Agenda Item:

Consider approval of a resolution establishing a regular meeting schedule for 2023.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Section 22.038(a) of the Texas Local Government Code states “the governing body of the municipality shall meet at the time and place determined by a resolution adopted by the governing body.” The attached resolution will establish the regular meetings for 2023.

Recommended Action:

Staff recommends approval.

Attachments:

Proposed Resolution

**TOWN OF CROSS ROADS  
RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS  
ROADS, TEXAS SCHEDULING REGULAR TOWN COUNCIL  
MEETINGS FOR THE 2023 CALENDAR YEAR AND PROVIDING AN  
EFFECTIVE DATE.**

WHEREAS, Section 22.038(a) of the Texas Local Government Code provides that the governing body of the municipality shall meet at the time and place as determined by a resolution adopted by the governing body.

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

**SECTION 1.**

That the Town Council will conduct regular meetings at 7:00 p.m. in the Cross Roads Council Chambers located at 1401 FM 424, Cross Roads, Texas on the following dates:

1. Tuesday, January 3, 2023 – Moved due to New Year’s Day holiday
2. Tuesday, January 17, 2023 – Moved due to Martin Luther King Jr. Day holiday
3. Monday, February 6, 2023
4. Tuesday, February 21, 2023 – Moved due to President’s Day holiday
5. Monday, March 6, 2023
6. Monday, March 20, 2023
7. Monday, April 3, 2023
8. Monday, April 17, 2023
9. Monday, May 1, 2022
10. Monday, May 15, 2023
11. Monday, June 5, 2023
12. Monday, June 19, 2023
13. Monday, July 3, 2023
14. Monday, July 17, 2023
15. Monday, August 7, 2023
16. Monday, August 21, 2023
17. Tuesday, September 5, 2023 – Moved due to Labor Day holiday
18. Monday, September 18, 2023
19. Monday, October 2, 2023
20. Monday, October 16, 2023
21. Monday, November 6, 2023
22. Monday, November 20, 2023
23. Monday, December 4, 2023
24. Monday, December 18, 2023

**SECTION 2.**

That this Resolution shall take effect immediately from and after its adoption and it is so resolved.

**PASSED AND APPROVED** by the Town Council of the Town of Cross Roads, Texas, on this **17<sup>th</sup> day of October 2022.**

APPROVED:

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T. Lynn Tompkins, Jr., Mayor

ATTEST:

---

Donna Butler, Town Secretary

APPROVED AS TO FORM:

---

Town Attorney



## COUNCIL AGENDA BRIEFING SHEET

---

Meeting Date:

October 17, 2022

Agenda Item:

Consider approval of a resolution establishing a holiday schedule for 2023.

Prepared by:

Donna Butler, Town Secretary

Description:

Section 622.003 of the Texas Government Code provides the dates and descriptions of national and state holidays. These dates are listed in the employee handbook as allowed holidays. The attached resolution will establish the dates for the 2023 holiday schedule and will provide support for the Town Council Meeting Schedule.

Recommended Action:

Staff recommends approval.

Attachments:

Proposed Resolution

**TOWN OF CROSS ROADS  
RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS  
ROADS, TEXAS SCHEDULING HOLIDAYS FOR THE 2023 CALENDAR  
YEAR AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, 622.003 of the Texas Government Code provides the dates and descriptions of national and state holidays; and

WHEREAS, the Town of Cross Roads Personnel Handbook (Employee Handbook) amended and adopted September 20, 2021 provides for the observance of holidays each year as set by the State of Texas.

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

**SECTION 1.**

The Town of Cross Roads will close municipal offices in observance of holidays on the following dates:

1. Monday, January 2, 2023 – New Year’s
2. Monday, January 16, 2023 – Martin Luther King, Jr. Day
3. Monday, February 20, 2023 – President’s Day
4. Friday, April 7, 2023 – Good Friday
5. Monday, May 29, 2023 – Memorial Day
6. Tuesday, July 4, 2023 – Independence Day
7. Monday, September 4, 2023 – Labor Day
8. Friday, November 10, 2023 – Veteran’s Day
9. Thursday, November 23, 2023 – Thanksgiving Day
10. Friday, November 24, 2023 – Thanksgiving
11. Monday, December 25, 2023 – Christmas
12. Tuesday, December 26, 2023 – Christmas
13. Monday, January 1, 2024- New Year’s Day

**SECTION 2.**

That this Resolution shall take effect immediately from and after its adoption and it is so resolved.

**PASSED AND APPROVED** by the Town Council of the Town of Cross Roads, Texas, on this **17<sup>th</sup> day of October 2022.**

APPROVED:

\_\_\_\_\_  
T. Lynn Tompkins, Jr., Mayor

ATTEST:

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Donna Butler, Town Secretary

APPROVED AS TO FORM:

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Town Attorney



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Consider approval of a resolution supporting Denton County's Transportation Road Improvement Program – 2022 (TRIP-22), a proposition on the November 8, 2022 election ballot.

Requested by:

Mayor Tompkins

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The Denton County Commissioner's court ordered a special election on August 16, 2022 for the Transportation Road Improvement Program, 2022 (TRIP-22). The Town of Cross Roads requested funding for seven projects totaling approximately \$22.3 million. Denton County has included all of the Town's requested projects in the bond package. The election is scheduled for November 8, 2022 with early voting beginning on October 24, 2022.

Recommended Action:

Staff recommends approval.

Attachments:

Proposed Resolution

Cross Roads Projects – Does not include all bond projects





**TOWN OF CROSS ROADS  
RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF TOWN COUNCIL OF TOWN OF CROSS ROADS,  
TEXAS SUPPORTING DENTON COUNTY'S TRANSPORTATION  
ROAD IMPROVEMENT PROGRAM – 2022 (TRIP-22), PROPOSTION A  
ON THE NOVEMBER 8, 2022 ELECTION BALLOT**

**WHEREAS**, Denton County is one of the 10 fastest growing counties in the Nation; and

**WHEREAS**, an estimated 82 people move to Denton County every day; and

**WHEREAS**, federal and state funding agencies look for partnerships for leveraging opportunities for new roads; and

**WHEREAS**, the state and federal gas tax rates have not been increased in 23 years; and

**WHEREAS**, fuel efficiency is reducing available transportation funding; and

**WHEREAS**, regional funding requires local government financial participation; and

**WHEREAS**, investing in roadway transportation is a Family Value that improves the quality of life of our residents, decreases congestion on city, county and state roads, provides through traffic on city roads, improves air quality, reduces standing traffic emissions, enhances economic development, keeps tax base strong and increases safety by providing better ambulance service accessibility, reduces dangerously high roadbeds and improves bus routes; and

**WHEREAS**, Denton County Commissioners, working with partners, have utilized the voter-approved proceeds of \$187 million from the 2004 and \$310 million from the 2008 road bond programs to fund and construct more than \$8.4 BILLION in roadway projects throughout the county that improve the quality of life of every resident; and

**WHEREAS**, Denton County has effectively managed its road bond debt to maintain its AAA bond rating; and

**WHEREAS**, Denton County's tax rate has dropped from \$0.24.98/\$100 valuation in 2009 to \$0.23.3/\$100 valuation in 2021.

**WHEREAS**, TRIP-22 identifies comprehensive county-wide transportation priorities that will further increase access and mobility within the County; and

**WHEREAS**; the 113 roadway projects in TRIP-22 represents active partnerships between Denton County, State, Region and local entities; and

**WHEREAS**, TRIP-22 was developed in close cooperation with the Texas Department of Transportation and the North Central Texas Council of Governments; and

**WHEREAS**, TRIP-22 is estimated to generate billions in leveraged roadway improvements.

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

We, the Town Council of the Town of Cross Roads, Texas, hereby strongly endorse the 2022 Denton County Bond Election hereby known as the “Transportation Road Improvement Program, 2022 - TRIP-22” as approved by the Denton County Commissioners Court on August 16, 2022 and encourage the residents of Denton County to vote for its passage on November 8, 2022.

**PASSED AND APPROVED** by the Town Council of the Town of Cross Roads, Texas, on this 17<sup>th</sup> day of October 2022.

**APPROVED:**

\_\_\_\_\_  
T. Lynn Tompkins, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Donna Butler, Town Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Attorney



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Consider approval of a resolution finding that Oncor Electric Delivery Company LLC's application to change rates within the Town of Cross Roads should be denied.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Oncor Electric Delivery Company ("Oncor" or "the Company") filed an application on or about May 13, 2022 with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$251 million or approximately 4.5% over present revenues. The Company asks the Town to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates. If approved, a residential customer using 1,300 kWh per month would see a bill increase of about \$6.02 per month.

Included for additional information is a model staff report prepared by representatives of the Oncor Cities Steering Committee.

Recommended Action:

Approval of the resolution will serve as denial of the application proposed by Oncor.

Attachments:

Proposed Resolution

Model Staff Report

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF CROSS ROADS, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S ("ONCOR" OR "COMPANY") APPLICATION TO CHANGE RATES WITHIN THE TOWN SHOULD BE DENIED; FINDING THAT THE TOWN'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.**

WHEREAS, the Town of Cross Roads, Texas ("Town") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company"), and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the Town is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"), a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about May 13, 2022, Oncor filed with the Town an application to increase system-wide transmission and distribution rates by \$251 million or approximately 4.5% over present revenues. The Company asks the Town to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates; and

WHEREAS, the Steering Committee is coordinating its review of Oncor's application and working with the designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, the Steering Committee's consultants determined that Oncor's proposed rates are excessive; and

WHEREAS, the Steering Committee's members and attorneys recommend that members deny the Application; and

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

Section 1. That the rates proposed by Oncor to be recovered through its electric rates charged to customers located within the Town limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the Town.

Section 3. That the Town's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of the adoption of this Resolution.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to Oncor, Care of Howard Fisher, Oncor Electric Delivery Company, LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Ave., Suite 1900, Austin, TX 78701.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

## **MODEL STAFF REPORT REGARDING ONCOR ELECTRIC'S REQUESTED RATE CHANGE**

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### **Purpose:**

On May 13, 2022, Oncor Electric Delivery Company LLC (“Oncor” or “Company”) filed an application with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$251 million or approximately 4.5% over present revenues. The Company asks the Town to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates. The impact of this requested increase on an average residential customer using 1,300 kWh/month would be about \$6.02 per month.

In a prior Town action, Oncor’s rate request was suspended from taking effect for 90 days, the fullest extent permissible under the law. This time period has permitted the Town, through its participation with the Steering Committee of Cities Served by Oncor (“Steering Committee”), to determine that the proposed rate increase is unreasonable. Consistent with the recommendations of the experts engaged by the Steering Committee, Oncor’s request for a rate increase should be denied.

Accordingly, the purpose of the Resolution is to deny the rate change application proposed by Oncor. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas where the appeal will be consolidated with Oncor’s filing (i.e. PUC Docket No. 53601) currently pending at the Commission.

All cities with original jurisdiction will need to adopt the Resolution ***prior to October 30, 2022.***

### **Explanation of “Be It Resolved” Sections:**

1. This paragraph finds that the Company’s application is unreasonable and should be denied.
2. This section states that the Company’s current rates shall not be changed.
3. The Company will reimburse Cities for their reasonable rate case expenses. Legal counsel and consultants approved by Cities will submit monthly invoices that will be forwarded to Oncor for reimbursement.
4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
5. This section provides Oncor and counsel for Cities will be notified of the Town’s action by sending a copy of the approved and signed resolution to counsel.



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Consider approval of an application for a tree removal permit submitted by Kerry Ainsworth, for property located at 6700 Mountain Lakes Pkwy to remove an oak tree 18" in diameter at breast height located within the footprint of the new home.

Prepared by:

Rodney Patterson, Building Official

Description:

Applicant Kerry Ainsworth has submitted the attached Tree Removal Permit Application to remove 26 trees from property located at 6700 Mountain Lakes Parkway for the purpose of building a single family residence. One of the trees to be removed is an Oak tree eighteen (18) inches at diameter breast height (DBH), which requires approval from Council. Mr. Ainsworth has included a tree survey for review with the residential permit application and the tree in question is tree number 6.

Recommended Action:

Staff recommends the approval of the tree removal permit to allow for the removal of the tree.

Attachments:

Tree Removal Permit Application

Tree Survey



# TREE REMOVAL PERMIT APPLICATION

Based on Town of Cross Roads Code of Ordinances  
Email applications to: applications@crossroadstx.gov

Date: 9-13-22

Applicant Name: KERRY AINSWORTH

Property Owner Name and Signature: John & Michelle Lencioni

Property Address: 6700 Mountain Lake Pkwy Aubrey

Phone: 214-329-6750 email: kainsworth2005@gmail.com

## REASON FOR PERMIT REQUEST

A Tree Preservation and Protection permit is required for the following:

- I have a tree/s 18 inches or greater DBH (diameter at breast height/ 4 1/2 foot height) and must get council permission for removal
- I am a contractor developing a new residential property or lot/s and prior to any clearing of trees over 6" in DBH I am submitting a tree preservation plan
- I own or represent an owner for an agricultural/residential property and need a permit to remove trees 6" or greater DBH including dead trees.
- I am developing a commercial property and **PRIOR** to any clearing or removal of trees or other action that could impact the trees I am submitting a tree preservation plan
- Dead trees over 6" DBH (diameter at breast height/4 1/2 foot height). Describe below
- THERE ARE NO TREES ON MY PROPERTY

Description of Action: Remove 26 OAK TREES FOR HOUSE BUILD  
SEE TREE SURVEY

(Please attach an additional sheet if more space needed)

## DOCUMENTATION ATTACHED

- Photos
- Tree Preservation Plan
- Tree Location
- Map
- Signed Affidavit
- Other \_\_\_\_\_

OFFICE USE ONLY			
Rec'd by: _____	Date _____	Time _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____			
Date: _____			
Reason: _____			

3201 US HWY 380, STE 105  
Cross Roads, TX 76227  
940-365-9693







## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2021

Agenda Item:

Authorize the Police Department to dispose computers, cameras and tasers no longer used by the department.

Prepared by:

Shaun Short, Police Chief

Description:

Staff is requesting the authorization to dispose of equipment that had reached the end of its useful life and has been replaced. Items that are not functional will be destroyed. Tioga PD expressed interest in the old video system to use for parts.

Staff Recommended Action:

Staff recommends approval of resolution.

Attachments:

Resolution

**TOWN OF CROSS ROADS  
RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF CROSS ROADS, TEXAS,  
DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING  
THE TOWN OF CROSS ROADS TO EXECUTE THE SALE, TRADE, OR  
DISPOSAL OF SAID PROPERTY.**

**WHEREAS**, the Town of Cross Roads, Texas (“Town”) is the owner of certain items of personal property more particularly described herein; and,

**WHEREAS**, it has been determined that the aforesaid personal property is not needed or required for the Town’s foreseeable needs, but still has some usefulness for the purpose it was originally intended and may or may not have valued and therefore is determined to be surplus property; and,

**WHEREAS**, the Town of Cross Roads desires to dispose of the surplus property identified herein and authorize the Town to sell, trade or dispose of said property.

**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.** The Town declares the personal property described in Exhibit A is not needed or required for the Town’s foreseeable future but finds still has some usefulness for the purpose it was originally intended and may or may not have value and therefore declared as surplus property of the Town.

**Section 3.** The Town is hereby authorized to auction said personal property described in Section 2.

**Section 4.** If any section, paragraph, sentence, clause, phrase or word of this Resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this Resolution, and the Town Council hereby declares that it would have passed such portions remaining despite invalidity or unconstitutionality.

**Section 5.** 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 17th day of October 2022.**

**TOWN OF CROSS ROADS, TEXAS**

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T. Lynn Tompkins, Jr., Mayor

**ATTEST**

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Donna Butler, Town Secretary

**APPROVED AS TO FORM**

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Matthew C.G. Boyle, Town Attorney

EXHIBIT "A"

VIN #	Description
1GNLCDEC7GR295125	2016 Marked Tahoe #8216
1GNSK2E03ER168457	2014 Unmarked Tahoe #8814

## EXHIBIT

### Watchguard Video System

7 - Vista Body Cameras

5 – 4RE in car video systems

### Panasonic CF 31 Laptop Computer

3LTYA76037

3LTYA75525

4CTYA94779

1AKYAU43380

### Rifle/Make/Model/Serial#

Bushmaster/XM15-E2S/ BFH015538

Bushmaster/XM15-E2S/ ARA046347

Bushmaster/XM15-E2S/ BK1106681

Bushmaster/XM15-E2S/ BK5073919

Bushmaster/XM15-E2S/ ARG100489

Bushmaster/XM15-E2S/ BFH015556

Smith & Wesson/M&P15/ SM94831

### Suppressor/Make/Model/Serial#

Silencerco LLC/ Saker 556/ SKR556DT0113

Silencerco LLC/ Saker 556/ SKR556DT0110

Silencerco LLC/ Saker 556/ SKR556DT0108

Silencerco LLC/ Saker 556/ SKR556DT0112

Silencerco LLC/ Saker 556/ SKR556DT0106

Silencerco LLC/ Saker 556/ SKR556DT0114

Silencerco LLC/ Saker 556/ SKR556DT0111

### Pistol/Make/Model/Cal/Serial#

Sig Sauer P226/.40 47A076226

Sig Sauer P226/.40 47A075965

Sig Sauer P226/.40 47C039756

Sig Sauer P226/.40 47C039751

Sig Sauer P226/.40 47C039746

Sig Sauer P226/.40 47A075963

Sig Sauer P226/.40 47A076080

Sig Sauer P226/.40 47A075959

Sig Sauer P226/.40 47A075954

Sig Sauer P226/.40 47C039748

Sig Sauer P226/.40 47C039745

### TASER/Make/Model/Serial#

X26P X13002N04

X26P X13002MD0

X26 X00-655912

X26P X130059F1

X26P X130059KF

X26P X1300059KP

X26P X13002M63



## COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Discuss and consider a final plat submitted by applicant Wylie Dailey on behalf of SitePro Equipment for the Low Addition to combine Tracts 84 and 84B, of the H. White Abstract A1332A into a single commercial lot, generally located at 7557 US 377, Cross Roads, Denton County, Texas. (2022-0404-04FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant Wylie Dailey submitted a final plat application on behalf of SitePro Equipment on April 4, 2022, to plat a 4.811 acre tract located at 7557 US 377 for the purpose of constructing a facility for the outdoor sales and rental of heavy equipment. The Town Engineer performed a technical review of the drainage and plat application on April 18, 2022, and markups were provided to the applicant. The applicant has made several resubmittals including the last one on September 30, 2022. The applicant has met all outstanding Staff comments.

Recommended Action:

Staff recommends approval of the final plat.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the application at their October 4, 2022, meeting and recommended approval with no conditions.

Attachments:

Engineer Comments – 10/03/22

Civil Construction Drawings ([attached via DropBox due to size](#))

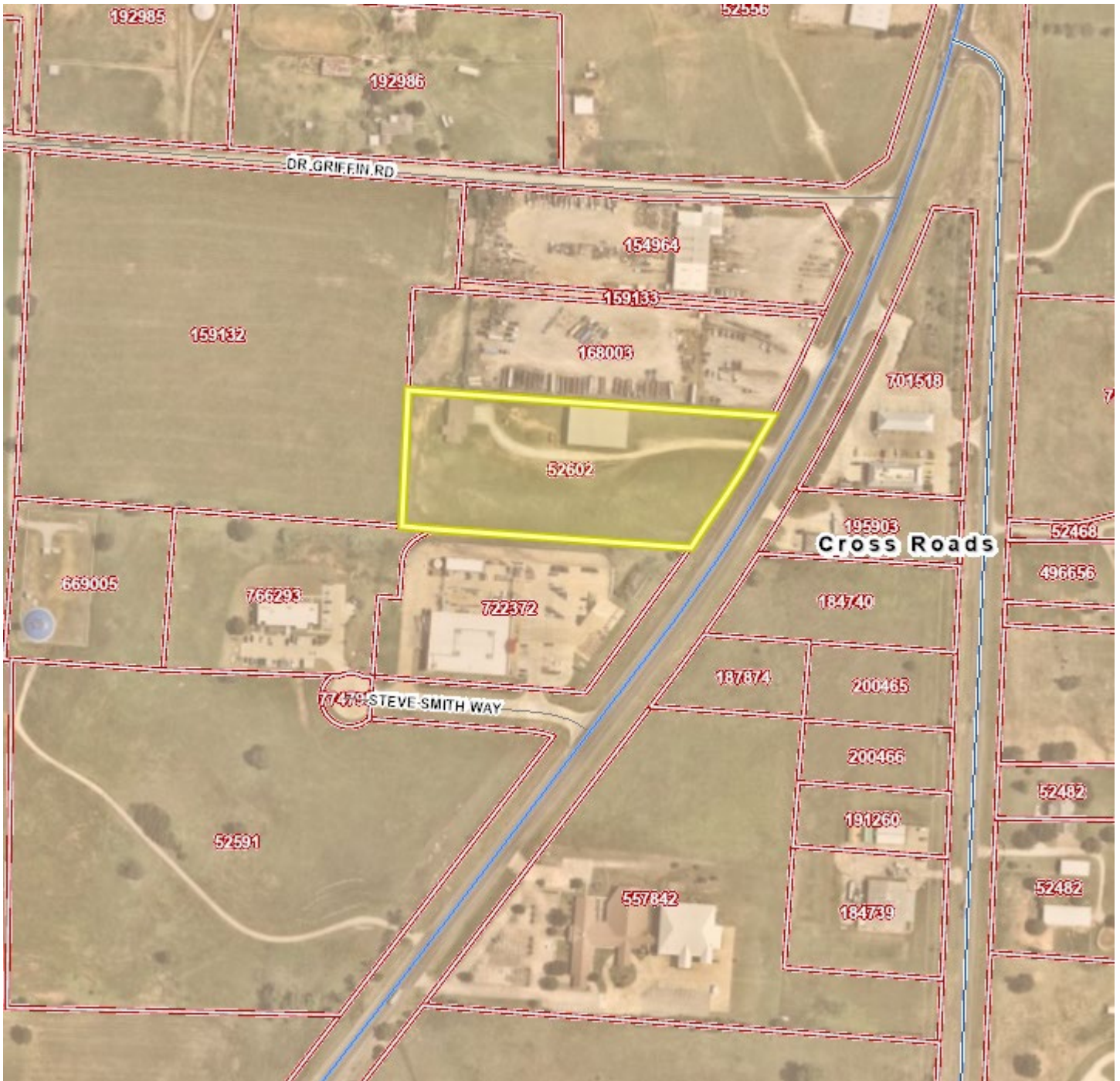
Final Plat

Final Plat Application

# Project Aerial

Low Addition – SitePro Equipment - (2022-0404-04FPLAT)

7557 US 377







October 3, 2022  
AVO 43608.001

Ms. Kristi Gilbert  
Town Administrator  
Town of Cross Roads

Re: **Site Pro Rentals Drainage Study/Downstream Assessment –6<sup>th</sup> Review**

Dear Ms. Gilbert,

Halff Associates, Inc. was requested by the Town of CrossRoads to provide a review of the drainage study and downstream assessment in support of the preliminary and final plat for the SitePro Rentals development. The drainage study prepared Bohler Engineering was submitted on April 5, 2022 and comments were provided on April 18, 2022. A second submittal was received on May 10, 2022 and comments were provided on May 24, 2022. A third submittal was received on July 11, 2022 and comments were provided on July 26, 2022. A fourth submittal was received on August 18, 2022 and comments were provided on September 1, 2022. A fifth submittal was received on September 13, 2022 and comments were provided on September 26, 2022. A sixth submittal was received on September 30, 2022.

We have completed our review and have no additional comments. **The submittal has obtained drainage study acceptance.** Please refer to the Denton County Subdivision Rules and Regulations dated July 2009 for drainage criteria; hereafter referred to as Criteria Manual.

**General:**

1. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Review Comment: Please address construction plans and plat comments provided separately. Please note an accepted drainage study is required prior to plat acceptance.  
1<sup>st</sup> Review Response: Noted. All comments have been addressed with comment responses provided.  
2<sup>nd</sup> Review Response: Addressed.  
3<sup>rd</sup> Review Response: Addressed.  
6<sup>th</sup> Review Comment: Addressed.
2. Is this drainage study in support of the preliminary or final plat/construction plans? Is preliminary plat approved? Please explain.  
1<sup>st</sup> Review Response: Yes, this drainage study is in support of the Final Plat. The updated drainage study and final plat have been included with this submittal  
2<sup>nd</sup> Review Comment: Noted.
3. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Review Comment: Please address comments on attached markups and provide annotated responses on markups.  
1<sup>st</sup> Review Response: Noted. All comments have been addressed with comment responses provided.  
3<sup>rd</sup> Review Response: Addressed.  
6<sup>th</sup> Review Comment: Addressed.

**Hydrology and Hydraulics:**

4. For all drainage area maps and grading sheets, please show onsite and offsite directional flow arrows. Show flow paths on existing conditions drainage area map. Show and label existing infrastructure (ie. existing culverts, inlet, ditches, etc)  
1<sup>st</sup> Review Response: Noted. For all grading and drainage area map sheets drainage flow arrows have been provided. Existing infrastructure has been labeled.  
2<sup>nd</sup> Review Comment: Addressed.
5. Provide composite C values calculations for existing conditions.  
1<sup>st</sup> Review Response: Composite C values have been provided for both existing and proposed conditions.  
2<sup>nd</sup> Review Comment: Addressed.
6. Verify a C value of 0.7 is appropriate for proposed site. Based on site plan, a large portion will be impervious. Please provide calculations to verify 0.7 is applicable. For composite calculations, please use 0.95 for impervious surfaces and 0.3 for pervious surfaces. Assume 0.95 for pond.  
1<sup>st</sup> Review Response: Composite C values have been provided for both existing and proposed conditions.  
2<sup>nd</sup> Review Comment: Addressed.
7. Provide calculations for existing time of concentration. Refer to Denton Co Criteria Manual Section IV.1.2. 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 County Subdivision Rules and Regulations, page 54 thru 57. Please use  $n=0.15$  for grass. Please note that the length of overland flow distance should be limited to 50 (developed) and 100 feet (undeveloped).  
1<sup>st</sup> Review Response: Existing and proposed time of concentration calculations have been completed.  
2<sup>nd</sup> Review Comment: Please update calculations for existing time of concentration for areas DA-1A, DA-1B and proposed DA-1A. Refer to sheet C-700 and C701. (a) Please show and label the individual longest flow path for drainage area DA-1B and update time of concentration calculations. Use 100 feet for undeveloped sheet flow calculations. (b) Update slope used to calculate sheet flow for drainage area DA-1A. It appears topo is missing upstream contours; see C-700 markup. (c) specify parameters used in the calculations of time of concentration (ie n value, velocity, etc.).  
2<sup>nd</sup> Review Response: Addressed.  
3<sup>rd</sup> Review Comment: Please update calculations for existing time of concentration for areas DA-1A, DA-1B and proposed DA-1A. Refer to sheet C-700 and C701. (a) Please use 100 feet for undeveloped sheet flow calculations (b) Specify parameters used in the calculations of time of concentration (ie. n value, velocity, etc.).  
3<sup>rd</sup> Review Response: Addressed.  
4<sup>th</sup> Review Comment: Noted.

8. Please provide a drainage area to calculate runoff reaching existing roadside ditch along the east property line. Please account for offsite area entering site from the south and west. See attached markup.

1<sup>st</sup> Review Response: Drainage area for roadside ditch has been provided.

2<sup>nd</sup> Review Comment: Please verify the delineation for drainage area D-2. It appears more contributing area reaches roadside ditch. See existing drainage area, sheet C-700, markup.

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Comment: Noted.

9. Indicate how offsite runoff entering site is conveyed thru proposed development. Please provide channel cross sections with hydraulic parameters for proposed swales. Size to contain the 100-yr with 1' freeboard. Please note, a HEC-RAS model is required to confirm water surface profiles in channels, roadside ditches and culverts.

1<sup>st</sup> Review Response: Offsite runoff entering the site is conveyed via proposed swales. This can be seen on the grading plan. A HEC-RAS or flowmaster model shall be provided for the next city submittal. The proposed design shall improve the existing swale that is out there today

2<sup>nd</sup> Review Comment: (a) Please provide RAS model with next submittal to account for backwater and cross section irregularities. See attached markup for suggested cross section layout. (b) It appears the development encroaches into the existing ditch along the south property line, please provide pre- and post- RAS analysis and verify no increases on water surface elevation and/or velocities to adjacent property.

2<sup>nd</sup> Review Response: Per phone conversation with the city. RAS model only required for roadside TXDOT drainage ditch. Cross-sections and computations were agreed to be sufficient for the two on-site drainage swales.

3<sup>rd</sup> Review Comment: For this project only, the RAS requirement was waived for the swales as long as they have a consistent geometry and a consistent slope. Please provide a RAS model for the roadside ditch, include pre- post- and ultimate conditions. Include proposed driveway culvert.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: Please provide the following with the next submittal:

1. Please provide existing and proposed cross sections at the same location upstream of the culvert as to provide WSELs at comparable locations. Use different colors for existing and proposed cross sections. In HEC-RAS, please name the streams the same as to be able to compare the profile and cross sections.

2. Please set the bank stations at top of bank in RAS. Use appropriate n-values for the main channel and for the over-bank areas.

3. In the proposed RAS model use the appropriate contraction/expansion coefficients (0.3/0.5, respectively) for culvert cross section 2, 3 and 4. See RAS manual for reference.

4. Include ineffective flow areas for cross sections bounding the proposed culvert. See RAS manual for reference.

4<sup>th</sup> Review response: Addressed.

5<sup>th</sup> Review Comment: Noted.

10. It appears the natural existing swale conveying offsite runoff will be blocked with proposed grading. Please provide pre- and post- cross sections with hydraulic parameters to

demonstrate no significant increase in water surface elevation on upstream property and no overflow into south property.

1<sup>st</sup> Review Response: Offsite runoff entering the site is conveyed via proposed swales. This can be seen on the grading plan. A HEC-RAS or flowmaster model shall be provided for the next city submittal. The proposed design shall improve the existing swale that is out there today.

2<sup>nd</sup> Review Comment: Provide RAS analysis for pre- and post- conditions and verify no increases in water surface elevation caused by fill and increase in flow.

2<sup>nd</sup> Review Response: Per phone conversation with the city. RAS model only required for roadside TXDOT drainage ditch. Cross-sections and computations were agreed to be sufficient for the two on-site drainage swales.

3<sup>rd</sup> Review Comment: Please verify proposed onsite swales contain the 100-yr flow with 1' freeboard. Use  $n=.05$  for earthen channel. Ensure swales are at least 18" deep. It appears depth is less than 18" at some locations. Some instances have been marked on sheet C-400. Please provide cross sections with hydraulic parameters. Use scale and elevations and demonstrated minimum depth and 1' freeboard.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: See markup on Sheet C-400 through C-402. It appears the proposed swales do not have 1-foot of freeboard and side slopes are steeper than 4:1. Please revise.

4<sup>th</sup> Review Response: Addressed.

5<sup>th</sup> Review Comment: Verify 1-freeboard at swales. It appears a wall was added to the swale along the north property line. This wall appears to block runoff into entering swale. Please provide a swale in excavation and avoid blockage of flow.

5<sup>th</sup> Review Response: Addressed. Retaining wall has been moved to the other side of the swale and the swale has been updated to be in excavation to avoid the blockage of flow.

6<sup>th</sup> Review Comment: Noted.

11. Calculated required detention pond volume appears underestimated. Please use equations IV.1.10a and 10b from the Criteria Manual. 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.

1<sup>st</sup> Review Response: Noted. The abovementioned equations have been used to determine detention requirements.

2<sup>nd</sup> Review Comment: Update calculations after updating existing time of concentration.

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Comment: Update calculations after updating existing time of concentration.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: Noted.

12. Please provide detention calculations and results for all required flood events. These include 2-yr, 5-yr, 10-yr, 25-yr and 100-yr.

1<sup>st</sup> Review Response: Detention calculations have been provided for the above listed storms.

2<sup>nd</sup> Review Comment: Addressed.

13. Provide additional design and results information on all pond cross sections: Label side slopes, 100-yr water surface elevation, freeboard, right of way, DE and property lines, top of pond elevations, etc. Include an elevation vs flow rating curve and mark all events.

1<sup>st</sup> Review Response: All pond cross sections have been updated to reflect the above.

2<sup>nd</sup> Review Comment: (a) Include a 10' crown width on all embankments. (b) Provide 10' from north property line to top of pond. (c) Provide an elevation vs volume and an elevation vs flow rating curve; in addition to depth, please include elevations. For depths and area, please use feet instead of inches.

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Comment: (a) Include a 10' crown width on all embankments (b) Provide an elevation vs flow rating curve.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: Noted.

14. Provide and label an emergency spillway with 6" of freeboard to top of pond under clogged conditions. Label all dimensions and provide calculations.

1<sup>st</sup> Review Response: Emergency spillway has been provided and labeled on all pond details.

2<sup>nd</sup> Review Comment: Please provide a cross section and calculations for the emergency spillway assuming clogged conditions. Show and label location and cross section on plan view.

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Comment: Addressed.

15. Provide details and profile of pond outflow pipe and account for tailwater from receiving pipe and receiving roadside ditch. Add information to calculation table. See attached markups.

1<sup>st</sup> Review Response: Details and profile of pond outflow pipe have been included with this submittal. The pond outflow pipe profile is located on the storm sewer profile sheet.

2<sup>nd</sup> Review Comment: Please provide a profile of the outflow pipe and account for tailwater from receiving pipe and from receiving roadside ditch. Add backwater information to the calculations table. See attached markups. Show length, size, slope, flowlines, backwater elevation, 100-yr profile, Q100, V100, property line, receiving ditch, existing road, etc.

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Comment: (a) Update Q allowable on pipe profile and update backwater based on RAS analysis of roadside ditch. (b) Provide an outflow calculation table (similar to previously provided table). Include various depths with orifice calculations, equivalent elevation, backwater, resulting H, and add notes to indicate slope.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: Noted.

16. Provide existing receiving ditch cross section with hydraulic parameters to calculate backwater at proposed pond outfall.

1<sup>st</sup> Review Response: The roadside ditch cross-section and computations have been included with this submittal.

2<sup>nd</sup> / 3<sup>rd</sup> Review Comment: Please verify cross section AA side slopes; side slopes appear steeper. Adjust as needed and update calculations. Refer to attached markup.

Ms. Kristy Gilbert  
October 3, 2022  
Page 6 of 6

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: See markup on Sheet C-400 through C-402.

4<sup>th</sup> Review response: Addressed.

5<sup>th</sup> Review Comment: Noted.

17. Show and label proposed driveway culvert on drainage area map. Please use a min of 15” and provide calculations. Design driveway culvert to pass the 100-yr flood event. Use RAS to evaluate backwater and tailwater at proposed culvert. Demonstrate driveway culvert does not cause increase water surface elevations or velocities to existing roadside ditch. Provide profile of driveway culvert with dimensions and hydraulic information.

1<sup>st</sup> Review Response: Proposed driveway culvert details and computations have been included with this submittal.

2<sup>nd</sup> Review Comment: (a) Please use RAS to evaluate the backwater at proposed culvert. Demonstrate driveway culvert does not cause increase in water surface elevation. (b) Show headwater and tailwater elevations on culvert profile. Show Q and V.

2<sup>nd</sup> Review Response: Addressed.

3<sup>rd</sup> Review Comment: Please use RAS to evaluate the backwater and capacity at proposed culvert. Demonstrate driveway culvert does not cause increase in water surface elevation.

3<sup>rd</sup> Review Response: Addressed.

4<sup>th</sup> Review Comment: See Comment #9. Verify no significant increases after addressing comment #9.

4<sup>th</sup> Review Response: Addressed

5<sup>th</sup> Review Comment: Address comments on sheet C703-Driveway culvert and Roadside Ditch.

5<sup>th</sup> Review Response: Based on the future land use map for the town, DA-1A will be Residential-SF land use. A lot size of 1/8 acre lots, with a C-value of 0.65 is assumed to be conservative. The HEC-RAS model has been updated and all computations have been updated accordingly.

6<sup>th</sup> Review Comment: Addressed.

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



**TOWN OF CROSS ROADS  
PLATTING APPLICATION**



DATE: 4/4/22

APPLICATION # \_\_\_\_\_

PROJECT: TXA220011.00

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 WYLIE DAILEY Signature Wylie Dailey Digitally signed by Wylie Dailey  
Date: 2022.03.25 08:23:04 -05'00'

Applicant Name WYLIE DAILEY Signature Wylie Dailey Digitally signed by Wylie Dailey  
Date: 2022.03.25 08:23:13 -05'00'

Project Contact Mailing Address 2025 W BELT LINE RD STE 130, CARROLLTON, TX, 75006-6452

Project Contact Phone (469) 594-8764 Email WYLIE.DAILEY@SITEPRORENTALS.COM

Proposed Project Name SITEPRO EQUIPMENT Location 7557 S HIGHWAY 377 CROSSROADS, TX 76227  
 Lot/Block A1332A H. WHITE, TR 84,84B Abstract 1332  
 DCAD ID 52602  
 Number of Lots Created 1

**SUBMISSION DOCUMENTS**

Fee \$2,000 deposit, plus \$596.60 fee Legal Description x  
 Map x Drawings (1 full, 2 half) x  
 Site Plan (Commercial) x OTHER (Specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICATION EXPLANATION**

**Explanation and Description of Request or Project**

Final Plat Application and Plan Submittal.  
 \_\_\_\_\_  
 \_\_\_\_\_

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:

October 17, 2022

Agenda Item:

Discuss and consider action on application for a civil/landscape plan and technical site plan for property generally located at 7557 US HWY 377 for Site Pro. (2022-0404-06TSP)

Prepared by:

Rodney Patterson, Building Official

Description:

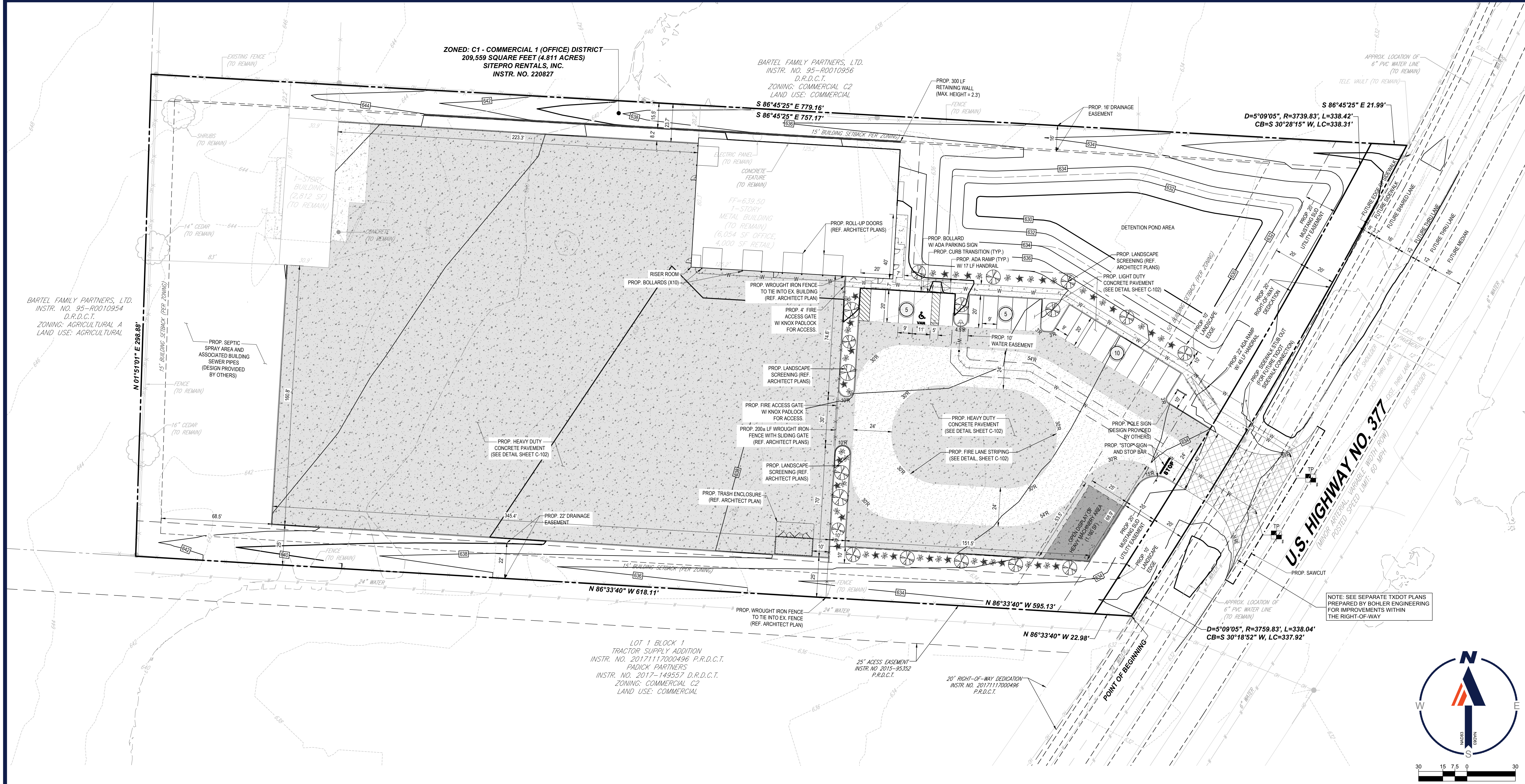
Applicant Wylie Dailey on behalf of Site Pro Equipment, submitted a civil/landscape plan and technical site plan on April 4, 2022 for a site modification and 10,000 square foot remodel of an existing structure generally located at 7557 US Hwy 380. Staff provided comments to the applicant and a subsequent resubmittal was made. During this process, modifications to the site were made as a result of an amending SUP as well as the final plat reviews. The applicant has addressed all of Staff comments relating to the technical site plan. Attached are the most current site plan documents approved as a part of those processes.

Recommended Action:

Staff is recommending approval.

Attachments:

Application  
Current Site Plan documents



**BOHLER**  
 SITE CIVIL AND CONSULTING ENGINEERING  
 PROGRAM MANAGEMENT  
 LANDSCAPE ARCHITECTURE  
 SUSTAINABLE DESIGN  
 PERMITTING SERVICES  
 TRANSPORTATION SERVICES

**REVISIONS**

REV	DATE	COMMENT	DRAWN BY	CHECKED BY

**811**  
 Know what's below.  
 Call before you dig.  
 ALWAYS CALL 811  
 It's fast. It's free. It's the law.

**ISSUED FOR AGENCY REVIEW**

THIS DRAWING IS INTENDED FOR MUNICIPAL AND/OR AGENCY REVIEW AND APPROVAL. IT IS NOT INTENDED AS A CONSTRUCTION DOCUMENT UNLESS INDICATED OTHERWISE.

PROJECT NO.: TXA220011.00  
 DRAWN BY: MVP  
 CHECKED BY: MJH  
 DATE: 9/14/2022  
 CAD ID: SP-0

**CONSTRUCTION PLANS**

FOR

**SITEPRO RENTALS, INC.**

LOCATION OF SITE  
 7557 US-377 AUBREY, TX 76227  
 4.811 ACRES  
 A1332A H. WHITE, TR 82, OLD  
 DCAD TR 28(B)  
 TOWN OF CROSSROADS,  
 DENTON COUNTY

**BOHLER**

2600 NETWORK BLVD, SUITE 310  
 FRISCO, TX 75034  
 Phone: (469) 458-7300  
**TX@BohlerEng.com**  
 TBPE No. 18065 | TBPLS No. 10194413

PLANS PREPARED BY  
**BOHLER**  
 FOR REVIEW PURPOSES ONLY

SHEET TITLE:  
**SITE PLAN**

SHEET NUMBER:  
**C-300**

ORG. DATE - 4/4/2022

**VICINITY MAP**

SCALE: N.T.S.

DR GRIFFIN RD  
 US HIGHWAY 377  
 HIGHWAY 42

**SITE**

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW ALL OF THE DRAWINGS AND SPECIFICATIONS ASSOCIATED WITH THIS PROJECT WORK BEFORE THE START OF CONSTRUCTION. SHOULD THE CONTRACTOR FIND A CONFLICT WITH THE DOCUMENTS RELATIVE TO THE SPECIFICATIONS OR APPLICABLE CODES, IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE PROJECT ENGINEER OF RECORD IN WRITING PRIOR TO THE START OF CONSTRUCTION. FAILURE BY THE CONTRACTOR TO NOTIFY THE PROJECT ENGINEER SHALL CONSTITUTE ACCEPTANCE OF FULL RESPONSIBILITY BY THE CONTRACTOR TO COMPLETE THE SCOPE OF THE WORK AS DEFINED BY THE DRAWINGS AND ALL CONFORMANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.

**SITE DATA**

LEGAL	
7557 US-377 AUBREY, TX 76227 A1332A H. WHITE, TR 82, OLD DCAD TR 28(B)	
GROSS ACREAGE	4.811 ACRES 209,559 SF
ZONING	
EXISTING ZONING	AGRICULTURE - A
PROPOSED USE	RETAIL UNDER SPECIAL USE PERMIT
FUTURE LAND USE	COMMERCIAL 2 - C2
PARKING	
TOTAL REQUIRED PARKING RETAIL/PERSONAL SERVICE (1/200SF)	20 SPACES
TOTAL PROPOSED PARKING	20 SPACES
TOTAL REQUIRED ADA PARKING	1 SPACE
TOTAL PROVIDED ADA PARKING	1 SPACE
BUILDING	
TOTAL EXISTING BUILDING AREA	12,866 SF
PERCENTAGE OF LAND COVERED BY EXISTING BUILDINGS	6.14%
EXISTING BUILDING HEIGHT	1-STORY

- GENERAL SITE PLAN NOTES:**
- SEE SHEET C-101 FOR GENERAL NOTES.
  - ALL DIMENSIONS ARE FROM FACE OF CURB OR FACE OF BUILDING UNLESS NOTED OTHERWISE.
  - ALL CURB RADII ARE 4.5' UNLESS NOTED OTHERWISE.
  - CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, TRASH ENCLOSURES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
  - ARCHITECTURAL, STRUCTURAL, MECHANICAL/ELECTRICAL/PLUMBING, LANDSCAPE AND LIGHTING PLANS ARE TO BE PROVIDED BY OTHERS.
  - SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY A LAND SURVEYOR.
  - REFERENCE TXDOT PLANS PREPARED BY BOHLER ENGINEERING CALLED "ACCESS PERMIT PLANS FOR SITEPRO RENTALS, LLC." DATED 4/4/2022.
  - A FIRE LANE ON A PUBLIC STREET OR IN A PARKING FACILITY SHALL BE MARKED AS DIRECTED BY THE FIRE CHIEF AND ALL CURBS OR PAVEMENT OF FIRE LANES MUST BE PAINTED RED AND CONSPICUOUSLY AND LEGIBLY MARKED WITH THE WARNING "FIRE LANE/TOW AWAY ZONE" IN WHITE LETTERS AT LEAST THREE INCHES (3") TALL, AT INTERVALS NOT EXCEEDING FIFTY FEET (50').
  - THERE ARE NO VARIANCES REQUESTED AT THIS TIME.
  - PROPOSED AND EXISTING CONTOURS SHOWN AT 2' INTERVALS FOR TOWN OF CROSSROADS REVIEW ONLY. CONTRACTOR TO REFER TO THE GRADING PLAN SHEET C-400 FOR OFFICIAL GRADING AND DRAINAGE DESIGN.
  - PROPOSED WATER SERVICE LINE SHOWN FOR TOWN OF CROSSROADS REVIEW ONLY. CONTRACTOR TO REFER TO THE WATER PLAN SHEET C-500 FOR OFFICIAL WATER DESIGN.

**LEGEND**

	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	EASEMENT
	EXST. OVERHEAD LINE
	EXST. POWER POLE
	EXST. WATER LINE
	EXST. PVC WATER LINE
	EXST. FENCE
	CONCRETE CURB
	DEPRESSED CURB
	FIRE LANE

**HATCH LEGEND**

	HEAVY DUTY CONCRETE (ROW)
	HEAVY DUTY CONCRETE
	HEAVY DUTY CONCRETE (FIRE LANE)
	LIGHT DUTY CONCRETE
	CONCRETE SIDEWALK
	PAVEMENT & ADA STRIPING
	OPEN DISPLAY OF HEAVY MACHINERY AREA

**TOWN OF CROSSROADS APPROVAL BLOCK**

Recommended for Approval \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Planning and Zoning Commission

Town of Cross Roads, Texas

Approved For Preparation of Final Plat \_\_\_\_\_ Date \_\_\_\_\_

Mayor, Town of Cross Roads

**ENGINEERING SITE PLAN**

SITEPRO RENTALS, LLC.  
 GROSS AREA = 4.811 ACRES  
 LOCATION OF SITE:  
 7557 US-377 AUBREY, TX 76227  
 A1332A H. WHITE, TR 82, OLD DCAD TR 28(B)  
 TOWN OF CROSSROADS, DENTON COUNTY  
 SUBMITTED: 9/14/2022

SURVEYOR:  
 DUJENES LAND SURVEYING  
 62112 BLACKFOOT TRAIL  
 MESQUITE, TEXAS 75149  
 PHONE: (214) 317-0685  
 CONTACT: DUSTIN D. DAVISON

DEVELOPER:  
 SITEPRO EQUIPMENT  
 2025 BELT LINE ROAD  
 CARROLLTON, TX 75006  
 PHONE: (469) 594-8764  
 CONTACT: WYLLIE DAILEY

ENGINEER:  
 BOHLER ENGINEERING  
 6017 MAIN STREET  
 FRISCO, TX 75034  
 PHONE: (469) 458-7300  
 CONTACT: MATTHIAS HAUBERT

# COUNCIL AGENDA BRIEFING SHEET

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Meeting Date:

October 17, 2022

Agenda Item:

Discuss and consider action on an application for a commercial remodel building permit for property generally located at 7557 US HWY 380 for Site Pro. (2022-0616-02C)

Prepared by:

Rodney Patterson, Building Official

Description:

Applicant Site Pro submitted a commercial building permit on June 16, 2022 for the remodel of an approximately 10,000 square foot rental and service facility generally located at 7557 US Hwy 377. Staff provided 2 rounds of comments to the applicant and a subsequent resubmittal was made. Attached are the resubmitted documents after staff's comments. Also attached are reviews from the Building Official. There is one outstanding comment concerning the maximum lumens per acre calculations.

Recommended Action:

Staff is recommending approval with the condition that the applicant provide the maximum lumens per acre calculations in compliance with the regulations.

Attachments:

Building Official 3<sup>rd</sup> Review Letter 10-11-22  
Building Official 2nd Review Letter – 8-16-22  
Building Official Original Review Letter – 7-06-22  
Application  
Plans



**Town of Cross Roads**

3201 US Hwy 380 Suite 105

Cross Roads, Texas 76227

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

[town-information@crossroadstx.gov](mailto:town-information@crossroadstx.gov) / [crossroadstx.gov](http://crossroadstx.gov)

3rd Building Code Comments for Site Pro Rentals 7557 US  
Hwy 377

*Denied*

9,728 Sq. Ft.

10-11-22-22

**Comments to be Addressed Before Permit may be Issued (items in red still pending)**

1. Provide energy code reports for Envelope, Lighting and Mechanical. Exterior lighting report was provided. However, it was based upon the 2009 IECC. All reports must show compliance with the 2015 IECC.
2. No dumpster enclosure shown. Walls of dumpster enclosure must be 8' tall. See other requirements under Section 14.03.008(b)11 of the Town of Cross Roads Ordinances.
3. Make sure mechanical is completely screened from all 4 sides.
4. Provide outside air calculations per Table 403.3.1.1 of the International Mechanical Code to verify adequate outside air is provided.
5. Sheet I3.01 shows symbols for partitions to deck. However, none of the partitions match that symbol. Partition between warehouse and office must extend to deck in order for mechanical and energy code requirements to comply as shown.
6. Plans appear to show areas above lay in ceilings to be used as a return air plenum. If that if the case, all items located above ceiling must be plenum rated or encapsulated. (Plumbing, electrical, etc.)
7. **Provide site lighting calculations to verify site meets maximum lumen per acre requirement. Calculations must include building mounted lights as well as site lighting.**
8. Add exterior emergency egress lighting above two marked exits from warehouse area.

Items below do not require a response

**Comments to be Addressed During Construction**

1. Comments cover an in-depth look at plans as submitted. However, omission of specific plan comments does not absolve the contractor of the responsibility for insuring that all construction complies with the 2012 International Codes as adopted by the Town of Cross Roads including the 2015 International Energy Conservation Code. Requirements for residential

- construction can be found in the 2012 International Building Code (Electrical to comply with the 2008 NEC as well as the 2015 IECC)
2. Interior lighting must comply with the bi-level switching and tandem wiring provisions of the 2015 IECC.
  3. Heat traps to be installed in inlet and outlet sides of water heater unless part of a re-circulating system. Insulate first 8' of both water lines at water heater if pipe built heat traps are installed.
  4. T&P line from water heater to run to exterior of building or to properly plumbed waste receptor. If run to waste receptor, drain from receptor must be Cast Iron, Copper DWV or CPVC.
  5. All refrigerant lines to be insulated with min. 1" pipe insulation.
  6. Condensate to be run to house side of wet trap.
  7. **Smoke detector required in return side of HVAC systems rated > 2000 CFM.**
  8. **Minimum backflow protection shall be RPZ's installed at point of use for all potential cross connections.**
  9. **All mechanical equipment shall be screened from view.**
  10. **Exit and emergency lighting per 2012 IBC & IFC.**
  11. **Fire sprinkler and alarm plans require a separate permit and plan review and are a deferred submittal.**
  12. **Sign plans require a separate permit and plan review and are a deferred submittal.**

If you have any questions or comments, please feel free to contact me at (940)365-9693.

Thank You,

Rodney Patterson  
Building Official  
Town of Cross Roads



**Town of Cross Roads**

3201 US Hwy 380 Suite 105

Cross Roads, Texas 76227

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

[town-information@crossroadstx.gov](mailto:town-information@crossroadstx.gov) / [crossroadstx.gov](http://crossroadstx.gov)

2<sup>nd</sup> Building Code Comments for Site Pro Rentals 7557 US  
Hwy 377

*Denied*

9,728 Sq. Ft.

8-16-22

**Comments to be Addressed Before Permit may be Issued (items in red still pending)**

1. Provide energy code reports for Envelope, Lighting and Mechanical. Exterior lighting report was provided. However, it was based upon the 2009 IECC. All reports must show compliance with the 2015 IECC.
2. No dumpster enclosure shown. Walls of dumpster enclosure must be 8' tall. See other requirements under Section 14.03.008(b)11 of the Town of Cross Roads Ordinances.
3. Make sure mechanical is completely screened from all 4 sides.
4. Provide outside air calculations per Table 403.3.1.1 of the International Mechanical Code to verify adequate outside air is provided.
5. Sheet I3.01 shows symbols for partitions to deck. However, none of the partitions match that symbol. Partition between warehouse and office must extend to deck in order for mechanical and energy code requirements to comply as shown.
6. Plans appear to show areas above lay in ceilings to be used as a return air plenum. If that if the case, all items located above ceiling must be plenum rated or encapsulated. (Plumbing, electrical, etc.)
7. Provide site lighting calculations to verify site meets maximum lumen per acre requirement. Calculations must include building mounted lights as well as site lighting.
8. Add exterior emergency egress lighting above two marked exits from warehouse area.

Items below do not require a response

**Comments to be Addressed During Construction**

1. Comments cover an in-depth look at plans as submitted. However, omission of specific plan comments does not absolve the contractor of the responsibility for insuring that all construction complies with the 2012 International Codes as adopted by the Town of Cross Roads including the

- 2015 International Energy Conservation Code. Requirements for residential construction can be found in the 2012 International Building Code (Electrical to comply with the 2008 NEC as well as the 2015 IECC)
2. Interior lighting must comply with the bi-level switching and tandem wiring provisions of the 2015 IECC.
  3. Heat traps to be installed in inlet and outlet sides of water heater unless part of a re-circulating system. Insulate first 8' of both water lines at water heater if pipe built heat traps are installed.
  4. T&P line from water heater to run to exterior of building or to properly plumbed waste receptor. If run to waste receptor, drain from receptor must be Cast Iron, Copper DWV or CPVC.
  5. All refrigerant lines to be insulated with min. 1" pipe insulation.
  6. Condensate to be run to house side of wet trap.
  7. **Smoke detector required in return side of HVAC systems rated > 2000 CFM.**
  8. **Minimum backflow protection shall be RPZ's installed at point of use for all potential cross connections.**
  9. **All mechanical equipment shall be screened from view.**
  10. **Exit and emergency lighting per 2012 IBC & IFC.**
  11. **Fire sprinkler and alarm plans require a separate permit and plan review and are a deferred submittal.**
  12. **Sign plans require a separate permit and plan review and are a deferred submittal.**

If you have any questions or comments, please feel free to contact me at (940)365-9693.

Thank You,

Rodney Patterson  
Building Official  
Town of Cross Roads



**Town of Cross Roads**

3201 US Hwy 380 Suite 105

Cross Roads, Texas 76227

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

[town-information@crossroadstx.gov](mailto:town-information@crossroadstx.gov) / [crossroadstx.gov](http://crossroadstx.gov)

**Building Code Comments for Site Pro Rentals 7557 US Hwy  
377**

***Denied***

9,728 Sq. Ft.

7-06-22

**Comments to be Addressed Before Permit may be Issued**

1. Provide energy code reports for Envelope, Lighting and Mechanical. Exterior lighting report was provided. However, it was based upon the 2009 IECC. All reports must show compliance with the 2015 IECC.
2. No dumpster enclosure shown. Walls of dumpster enclosure must be 8' tall. See other requirements under Section 14.03.008(b)11 of the Town of Cross Roads Ordinances.
3. Make sure mechanical is completely screened from all 4 sides.
4. Provide outside air calculations per Table 403.3.1.1 of the International Mechanical Code to verify adequate outside air is provided.
5. Sheet I3.01 shows symbols for partitions to deck. However, none of the partitions match that symbol. Partition between warehouse and office must extend to deck in order for mechanical and energy code requirements to comply as shown.
6. Plans appear to show areas above lay in ceilings to be used as a return air plenum. If that if the case, all items located above ceiling must be plenum rated or encapsulated. (Plumbing, electrical, etc.)
7. Provide site lighting calculations to verify site meets maximum lumen per acre requirement. Calculations must include building mounted lights as well as site lighting.
8. Add exterior emergency egress lighting above two marked exits from warehouse area.

Items below do not require a response

**Comments to be Addressed During Construction**

1. Comments cover an in-depth look at plans as submitted. However, omission of specific plan comments does not absolve the contractor of the responsibility for insuring that all construction complies with the 2012 International Codes as adopted by the Town of Cross Roads including the 2015 International Energy Conservation Code. Requirements for residential construction can be found in the 2012 International Building Code



- (Electrical to comply with the 2008 NEC as well as the 2015 IECC)
2. Interior lighting must comply with the bi-level switching and tandem wiring provisions of the 2015 IECC.
  3. Heat traps to be installed in inlet and outlet sides of water heater unless part of a re-circulating system. Insulate first 8' of both water lines at water heater if pipe built heat traps are installed.
  4. T&P line from water heater to run to exterior of building or to properly plumbed waste receptor. If run to waste receptor, drain from receptor must be Cast Iron, Copper DWV or CPVC.
  5. All refrigerant lines to be insulated with min. 1" pipe insulation.
  6. Condensate to be run to house side of wet trap.
  7. **Smoke detector required in return side of HVAC systems rated > 2000 CFM.**
  8. **Minimum backflow protection shall be RPZ's installed at point of use for all potential cross connections.**
  9. **All mechanical equipment shall be screened from view.**
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  12. **Sign plans require a separate permit and plan review and are a deferred submittal.**

If you have any questions or comments, please feel free to contact me at (940)365-9693.

Thank You,

Rodney Patterson  
Building Official  
Town of Cross Roads



## COUNCIL AGENDA BRIEFING SHEET

---

Meeting Date:

October 17, 2022

Agenda Item:

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

Prepared by:

Kristi Gilbert, Town Administrator

Description:

At the May 16, 2022 meeting, Council directed Staff to move forward with advertising for bids to repair the culvert on Tipps Road east of Moseley and clean out the drainage areas. This work was determined to be necessary after Town Engineer Leigh Hollis reviewed a handful of locations where there appeared to be drainage issues after storms in the spring. 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.

Staff advertised the bid and conducted the bid opening on July 11<sup>th</sup>. One bid was received by the deadline. The sole bidder was GRod Construction LLC with a bid of \$141,550. Staff recommended that the project be separated to add alternative bids and rebid the project.

The base bid includes mobilization, installation of grouted rock riprap and some channel excavation. Alternate No. 1 includes upstream channel excavation and Alternate No. 2 includes downstream channel excavation. The project was estimated at \$100,000. The low base bid was \$56,199.50 from Texas Standard Construction, LTD. JR West Texas Concrete and Texas Standard were \$108,510 and \$109,649.50 for the full project. Halff Associates is reviewing the references for JR West and Texas Standard and checking the availability of both contractors.



## COUNCIL AGENDA BRIEFING SHEET

---

Recommended Action:

Assuming the references are favorable, Staff proposes awarding the full contract to the company that can schedule the repairs the soonest.

Attachments:

Bid Summary

Pictures

<b>TIPPS ROAD CULVERT IMPROVEMENTS</b> <b>BID OPENING: 2:00 P.M. MONDAY, SEPTEMBER 19, 2022</b>				COMPANY		COMPANY		COMPANY		COMPANY		COMPANY	
				R Construction Civil, LLC		JR West Texas Concrete		Texas Standard Const, LTD.		North Rock Construction, LLC		Grodt Construction, LLC	

**BASE BID**

Item No.	Quantity	Unit	Description	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$
1	1	LS	Barricades, Warning and Detour Signs, and Traffic Handling	\$ 20,000.00	\$ 20,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,705.00	\$ 6,705.00	\$ 15,883.74	\$ 15,883.74	\$ 4,500.00	\$ 4,500.00
2	1	LS	SWPPP, Erosion and Sedimentation Control	\$ 9,000.00	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00	\$ 12,319.00	\$ 12,319.00	\$ 4,783.88	\$ 4,783.88	\$ 2,500.00	\$ 2,500.00
3	1	LS	Mobilization and General Site Preperation (not to exceed 5% of the project amount)	\$ 5,000.00	\$ 5,000.00	\$ 3,400.00	\$ 3,400.00	\$ 1,400.00	\$ 1,400.00	\$ 22,348.47	\$ 22,348.47	\$ 7,500.00	\$ 7,500.00
4	1	LS	Miscellaneous Construction Contingency	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
5	315	SF	4-Inch Concrete Mowstrip	\$ 60.00	\$ 18,900.00	\$ 70.00	\$ 22,050.00	\$ 22.10	\$ 6,961.50	\$ 40.46	\$ 12,744.90	\$ 30.00	\$ 9,450.00
6	118	SY	24-Inch Grouted Rock Riprap with Toewalls	\$ 400.00	\$ 47,200.00	\$ 420.00	\$ 49,560.00	\$ 198.00	\$ 23,364.00	\$ 174.05	\$ 20,537.90	\$ 200.00	\$ 23,600.00
7	1	LS	Unclassified Channel Excavation - Culvert Barrels	\$ 30,000.00	\$ 30,000.00	\$ 4,500.00	\$ 4,500.00	\$ 450.00	\$ 450.00	\$ 1,978.61	\$ 1,978.61	\$ 30,000.00	\$ 30,000.00

<b>TOTAL BASE BID AMOUNT</b>				\$ 135,100.00	\$ 95,510.00	\$ 56,199.50	\$ 83,277.50	\$ 82,550.00
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**ADDED ALTERNATE NO. 1**

Item No.	Quantity	Unit	Description	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$
8	1	LS	Unclassified Channel Excavation - Upstream of Culvert	\$ 20,000.00	\$ 20,000.00	\$ 6,000.00	\$ 6,000.00	\$ 31,090.00	\$ 31,090.00	\$ 19,747.81	\$ 19,747.81	\$ 30,000.00	\$ 30,000.00

<b>TOTAL ADDED ALTERNATE NO.1 AMOUNT</b>				\$ 20,000.00	\$ 6,000.00	\$ 31,090.00	\$ 19,747.81	\$ 30,000.00
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**ADDED ALTERNATE NO. 2**

Item No.	Quantity	Unit	Description	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$	UNIT \$	TOTAL \$
9	1	LS	Unclassified Channel Excavation - Downstream of Culvert	\$ 26,000.00	\$ 26,000.00	\$ 7,000.00	\$ 7,000.00	\$ 22,360.00	\$ 22,360.00	\$ 21,155.06	\$ 21,155.06	\$ 45,000.00	\$ 45,000.00

<b>TOTAL ADDED ALTERNATE NO.2 AMOUNT</b>				\$ 26,000.00	\$ 7,000.00	\$ 22,360.00	\$ 21,155.06	\$ 45,000.00
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**SUMMARY**

	TOTAL \$	TOTAL \$	TOTAL \$	TOTAL \$	TOTAL \$
<b>A. BASE BID</b>	\$ 135,100.00	\$ 95,510.00	\$ 56,199.50	\$ 83,277.50	\$ 82,550.00
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<b>C. BASE BID + ADDED ALT 2.</b>	\$ 161,100.00	\$ 102,510.00	\$ 78,559.50	\$ 104,432.56	\$ 127,550.00
<b>D. BASE BID + ADDED ALT 1. + ADDED ALT. 2</b>	\$ 181,100.00	\$ 108,510.00	\$ 109,649.50	\$ 124,180.37	\$ 157,550.00



## COUNCIL AGENDA BRIEFING SHEET

---

Meeting Date:

October 17, 2022

Agenda Item:

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

Prepared by:

Kristi Gilbert, Town Administrator

Description:

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## COUNCIL AGENDA BRIEFING SHEET

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Recommended Action:

Assuming the references are favorable, Staff proposes awarding the full contract to the company that can schedule the repairs the soonest.

Attachments:

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**SUMMARY**

	TOTAL \$	TOTAL \$	TOTAL \$	TOTAL \$	TOTAL \$
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<b>D. BASE BID + ADDED ALT 1. + ADDED ALT. 2</b>	\$ 181,100.00	\$ 108,510.00	\$ 109,649.50	\$ 124,180.37	\$ 157,550.00



## COUNCIL AGENDA BRIEFING SHEET

---

Meeting Date:

October 17, 2022

Agenda Item:

Consider a resolution appointing three full members to fill expired terms on the Municipal Development District.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

MDD Members serve staggered terms of two years. Three members' terms expired on September 30<sup>th</sup> creating three seats that need to be filled by the Town Council. The terms of Greg Gaalema, Mady Killfoil and Alan Neubauer are expiring. Board Members Killfoil and Neubauer have indicated they no longer want to serve on the board.

Recommended Action:

Staff recommends approval of a resolution appointing three members to the expired vacancies to the Municipal Development District.

Attachments:

Resolution



**RESOLUTION 2022-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS APPOINTING THREE FULL MEMBERS TO FILL EXPIRED TERMS TO SERVE ON THE MUNICIPAL DEVELOPMENT DISTRICT.**

**WHEREAS**, pursuant to Chapter 1 of the Town of Cross Roads Code of Ordinances, the Municipal Development District was created for the town; and

**WHEREAS**, the District is charged with the task of recommending grants; acquire, buy, sell, convey, lease and otherwise dispose of property, and any other duties or authority conferred on it by the town council or otherwise granted by state law; and

**WHEREAS**, the Town of Cross Roads desires to designate the persons named herein to serve as members of the District immediately upon adoption of this Resolution.

**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 following appointments are made to the Cross Roads Municipal Development District:

_____	, Place 1	Term Expires: September 30, 2024
_____	, Place 3	Term Expires: September 30, 2024
_____	, Place 5	Term Expires: September 30, 2024

**Section 3.** That this resolution 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 **17th** day of **October, 2022**.

**TOWN OF CROSS ROADS, TEXAS**

\_\_\_\_\_  
T. Lynn Tompkins, Jr., Mayor

**ATTEST**

\_\_\_\_\_  
Donna Butler, Town Secretary

**APPROVED AS TO FORM**

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Matthew C.G. Boyle, Town Attorney



## COUNCIL AGENDA BRIEFING SHEET

---

Meeting Date:

October 17, 2022

Agenda Item:

Discuss and consider solid waste and recycling services.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

At the August 15, 2022 meeting, Council authorized Staff to solicit proposals for solid waste services. The Town currently receives services through Waste Connections with a contract termination date of December 31, 2022. The deadline to submit proposals was at 3:00 p.m. on Tuesday, October 4<sup>th</sup>. No proposals were received by the deadline. Since no proposals were received, Staff has the ability to reach out to individual solid waste companies and attempt to negotiate an agreement. Staff has had conversations and provided information to Waste Connections, Republic Services, Rhino Removal, Waste Management, Frontier Solutions and CWD. Most of the companies have indicated a desire to provide services to the Town. As of the posting of the packet, Staff has not received proposals back. Staff will provide an update at the meeting.

Recommended Action:

Staff will provide a status update at the meeting.

Attachments:

None