



**NOTICE OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
JANUARY 4, 2022
6:00 P.M.**

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a regular meeting on Tuesday, the 4th day of January 2022 at **6:00 P.M.** in the Council Chambers, Municipal Building, 3205 Jones Road, Sunset Valley, Texas, at which time the following items will be discussed, to-wit:

1. Call to order of the City Council.
2. Citizen/Public Communication
3. Staff Reports
 - A. Administration
 - B. Public Works
 - CIP Monthly Update
 - C. Public Safety
4. Council consideration of agenda items for approval on consent.

Items Which May Be Considered and Acted on Consent

5. Consider and act on approval of the minutes from the December 7, 2021 regular meeting. (Mayor Bruner/Administration)
6. Consider and act on additional Committee/Commission appointments for 2022. (Mayor Bruner/Administration)

Presentation Items for Discussion and Possible Action

7. Consider and act on City Council Retreat Planning (Mayor Bruner/Administration)
8. Consider and act on approval of Ordinance amending the FY 2021 Budget (Budget Amendment #2 – FY 21) and appropriation of a budget surplus. (Mayor Bruner/Administration)
 - A. Budget Adjustment Ordinance
 - B. Transfer/Subsidy Adjustment Ordinance
 - C. Budget Sweep (informational only - no action)
9. Consider and act on a variance request from Google Inc. for alternative methods of installation of internet fiber in Sunset Valley. (Council Member Rosengarten/Administration)

10. Consider and act on approval of a final site plan and landscaping plan for 4800 W. Highway 290 which includes the following variance requests from Townbridge Homes, LLC (Mayor Bruner/Administration):

- A. Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h). Owner is requesting a variance to impervious cover limits from 18% to 23.59%.
- B. Chapter 150.606(A), previously Chapter 10.201 Basic Regulations subsection (a) requires a fire lane in off-street parking with more than five parking spaces. Owner is requesting a variance to not include a fire lane in the parking area behind the building as the only access to that parking area is through the building.
- C. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3 requires a drive aisle 26 feet in width with 90-degree parking stalls that are 9 feet wide and 18.5 feet deep. Owner is requesting a drive aisle width of 25'

Alternative Landscape Compliance

- D. Chapter 150.689(B), previously Chapter 13.700 Variance and Alternative Landscape Compliance subsection (b) allows for Alternative Landscape Compliance for the parking area. Owner is requesting alternative compliance and is demonstrating an equal or better condition based on scoring as allowed in the LDC.

11. Consider authorization to apply for Performance Support grant funds from the Texas Commission on the Arts to support hiring of musicians for ArtFest 2022 and authorize the Mayor to execute contracts for ArtFest 2022. (Council Member Johnson/Administration)

Executive Session Items – Possible Action in Open Session

12. Convene into Executive Session pursuant to Texas Government Code Section 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05 to consult with the City's Legal Counsel concerning legal issues.

- A. Pending Litigation – S. Wilson vs. City of Sunset Valley

13. Reconvene into Open Session

14. Adjourn

Executive Session Notice

Council may announce that it will deliberate in a closed session any matter listed on this agenda for which an exception to open meetings requirements (Open Meetings Act, Chapter 551 of the Texas Government Code) permits such closed deliberation, as announced at the time of such closed session, including but not limited to: (i) consultation with the City's attorney pursuant to Tex. Gov't Code § 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05; (ii) deliberation of personnel matters pursuant to Tex. Gov't Code § 551.074. The City Council may deliberate and take action in open session on any issue that may be discussed in executive session.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 30th day of December 2021 at 6:00 P.M.

Matt Lingafelter
Matt Lingafelter
City Secretary

Administration Report

01.04.22



Council Information Requests	Multifactor Authentication (MFA) – R. Johnson
Council Information Requests	<ol style="list-style-type: none">1. Assessment of City Hall for A/V Improvements to Council Meetings2. Development Projects3. Special Projects4. Engineering Update and CIP Progress Sheets
Issues	<ul style="list-style-type: none">• COVID rates among City Staff• Marketing AdHoc
Resident Information Requests	N/A
Upcoming Meetings & Topics of Interest	<p>Planning & Environmental 1.06.22</p> <ul style="list-style-type: none">• Comprehensive Plan review continues <p>CED 1.05.22</p> <ul style="list-style-type: none">• Winter Solstice Post Event Report• 2022 Spring/Volunteer Event Planning <p>Arts Commission 1.06.22</p> <ul style="list-style-type: none">• Art in Public Places policy recommendations <p>Zoning Commission 1.26.22</p> <ul style="list-style-type: none">• Rezoning Request 6405 Brodie• Short Term Rentals• Exemptions for “Little Libraries”
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none">• Council Retreat

Development & Commercial Permitting Activity	<ul style="list-style-type: none">• Various residential remodels• 6405 Brodie proposed development
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1. Assessment of City Hall for Audio-Visual Improvements to City Hall

- A review of whether or not to continue with Granicus as the most feasible for the City of Sunset Valley.

2. Development Projects

- Early assistance meetings with the proposed restaurant/drive thru combination located at the previous Luby's location. A drive thru coffee shop with no seating and a drive thru restaurant with no seating are proposed.

3. Special Projects

- MyPermitNow
 - Final revisions made 12/4. Staff will now move into the Zoning section.
- City Website
 - Staff has three scheduled training sessions in January for the new CMS. Projected launch of the new website is early February 2022
- City Facilities
 - Contract discussion with Chasco regarding the City facilities project and closeout has yielded information that Council will discuss in executive session.
- Land Development Code codified via American Legal Publishing

4. Engineering CIP Status Reports

- See attached in Public Works reports.
- A map is being developed to coincide with the project locations.

Public Works Report

January 4th, 2022

Carolyn Meredith, Public Works Director



Projects Ongoing
or Planned

Projects

- CIP-See attached
- Violet Crown Trail-Staff will meet the contractor on January 12th, Preconstruction meeting scheduled for February 3rd.

Water

- LCRA water contract-In process
- Emergency Preparedness Plan- Awaiting response from Austin Water
- Valve Maintenance Schedule
- Water Use and Water Loss Report
- Parts Inventory
- Backflow Weather Protection-See CIP.

Wastewater

- Sewer averaging. Using the months of November, January, February water consumption.
- Gasket Replacement on Lift Station Pumps
- Investigating Purchase of a generator for the lift station.
- Jetting of 290 Wastewater line.

Streets

- Alpha Paving awarded contract. Schedule pending.
- Erosion Repair on Reese.

Parks and Open Space

- RFQ for Parks and Open Space Master Plan-released for response
- Yellowtail Pond Trail-Drainage repaired, trail work will continue.

Urban Forestry

- Urban Forestry- Citywide Planting Plan. Staff will begin planting trees in January.

Drainage and Water Quality

- Curley Mesquite Pond Repairs-replacement pump ordered.
- Yellowtail Water Quality Pond Repairs
- Water Quality Pond Debris Removal- Obtaining bids for vacuum truck services.

Facilities

- Emergency Power at PW/CH
- City Hall Repairs
- Mulching of City Facilities and ROW trees on Ernest Robles Way, Jones Road, and Brodie Lane

Planning

- Comprehensive Plan Updates
- Land Development Code Changes
- Website Updates

Training and Education

- Water and Wastewater Training-Carolyn and Rolando
- All employees have taken their Basic Water Course. Testing will occur once TCEQ approves application.

Completed Maintenance Items

- General City Maintenance
- Irrigation Checks and Repairs
- Utility Truck Repairs
- Vehicle Organization, and Maintenance
- Lift Station Maintenance
- Monthly Flushing and Samples
- Meter Reading
- Animal Control Assistance

Utility Project Assistance – Oversight	<ul style="list-style-type: none"> Working with vendors and other organizations on agreements for mutual aid and assistance.
Resident Information Requests	<ul style="list-style-type: none"> Tree Inspections/Removal Permits Development Requests
Meetings	<ul style="list-style-type: none"> Planning and Environmental Committee Emergency Planning Meeting
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none"> February 1st agenda- Curbside Brush Chipping

Adopted FY 22 CIP Summary							
Project/Fund	Budget	Task Order No./Assigned To	Estimated Timeline	Estimated Start Date	% of Project Completed	Budget Expended to Date	Issues/Notes
Utility Fund (Water & Wastewater)							
W -Lone Oak	\$190,000	Freeland Turk #10	14 months	Construction TBD	20% Design	\$20,000	See CIP Sheet
W -Sunset Trail	\$380,000	Freeland Turk #10	14 months	Construction TBD	20% Design		See CIP Sheet
W -Backflow Winterization	\$15,000	Carolyn/Rolando	6 weeks	Jan-22	15%	\$ -	Presented as part of the Emergency Operations item on December 7th. Will order as soon as approved.
W -Residential Automated Meter Reading	\$105,000	Carolyn/Rolando	3 months for pilot program. If successful, staff will return with a request to expand the program in April 2022	January 2022 for Pilot Program	10%	\$ -	AMI Meter Pilot Program- End points for pilot program should arrive early December
WW- Lift Station	\$194,000	Freeland Turk #4	12 months	Bids February 2022	100% Design 75% TCEQ Permit Process	\$ 77,000.00	Awaiting TCEQ approval. See CIP sheet
WW - US 290 Sewer	\$150,000	Freeland Turk	Pending	Pending	0%		This project was presented at the Public Works Committee in November. Due to more information the project will be expanded to replace the entire line. The project scope will be presented to the City Council on February 1st.
Streets							
S- Lone Oak Turnaround Waterline Above	\$80,000	Freeland Turk #10	14 months	Construction TBD	20% Design		See CIP Sheet
S- Lone Oak Related to Waterline Above	\$239,126	Freeland Turk #10	14 months	Construction TBD	20% Design		See CIP Sheet
S- Sunset Trail Related to Waterline Above	\$143,003	Freeland Turk #10	14 months	Construction TBD	20% Design		See CIP Sheet
S- Maintenance Plan FY 22	\$75,001	Carolyn	1 month	Pending	5%	0	Contract has been awarded to Alpha Paving. Schedule Pending.
Venue Fund							
Lovegrass Water Quality Pond	\$65,000	Freeland Turk #11	6 months	Pending	75% of Assessment Completed	\$ 2,000.00	Obtaining quotes from landscaping contractors for irrigation system repairs. See CIP Sheet.
General Fund							
Valley Creek Park	\$40,000	Freeland Turk #12	4 Month	Nov-21	Alignment 90% complete	\$ 4,000.00	American Youthworks is unavailable until later in 2022. Staff is exploring possibly completing portions of the trails inhouse and then finalizing the trail with American Youthworks.
Parks and Open Space Master Plan	\$50,000	RFQ issued	6 months	Jan-22	0%	\$ -	Awaiting RFQ responses
Land Development Code	\$50,000	Carolyn	Ongoing	Mar-22	0%	\$ -	RFQ to be brought to Council February 2022
Public Safety Improvements-City Hall Complex	\$115,000	Chief Carter	4 months	Feb-22	0%	\$ -	Awaiting RFP.Presentation to Council in February 2022.
IT improvements to City Hall	\$25,000	Sylvia	4-6 months	Jan-22	28%	\$ 7,100.00	
GIS Mapping	\$25,000	Carolyn	9 months	Jan-22	0%	\$ -	Staff will begin interviewing applicants in early January.

Other Projects Assigned							
Project/Fund	Budget	Task Order No./Assigned To	Estimated Timeline	Estimated Start Date	% of Project Completed	Budget Expended to Date	Issues/Notes
Emergency Operations	\$50,000	Chief Carter/Carolyn	2 months	12.8.21	40%	\$ -	Presentation to Council on December 7th. Flood Warning Signs will return to Council in February 2022.
PD Cameras	\$27,500	Chief Carter	4 months	11.17.21	20%		This project is undergoing legal review.
Beautification of Retail Areas	\$66,512	Sylvia	12 months	11.17.21	0	\$0	



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – LONE OAK TRAIL AND SUNSET TRAIL IMPROVEMENTS -

REPORT DATE 12.23.2021

PROJECT NAME: LONE OAK TRAIL
AND SUNSET TRAIL IMPROVEMENTS

PREPARED BY: C. MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 10.22.21.

Project Overview:

- DESIGN SURVEY OF PROJECT LIMITS & EASEMENT ACQUISITION PARCEL SURVEYS
- DESIGN LIMITED WATER LINE IMPROVEMENTS ON LONE OAK TRAIL AND REPLACE WATERLINE ON ENTIRETY OF SUNSET TRAIL.
- DESIGN HMAC OVERLAY IMPROVEMENTS FOR LONE OAK TRAIL AND SUNSET TRAIL
- DESIGN TURNAROUND AT END OF LONE OAK TRAIL AND PREPARE WDP FOR COSV
- PREPARE AND SUBMIT WPAP TO TCEQ FOR APPROVAL
- COORDINATE WITH PWC AND CC TO SOLICIT FEEDBACK
- BID/AWARD PROJECT
- CONSTRUCTION ADMINISTRATION

TASK	% DONE	TO	DRIVER	NOTES
Design survey, easement acquisition parcel surveys, design of water line improvements, and paving improvements on LOT and ST	20	03-01-2022	Improve fire flow and improve pavement condition	4 months
Design turnaround at LOT	0	03-01-2022	Provide turnaround at the end of LOT	4 months
PWC, CC, and COSV Permitting	0	05-01-2022		2 Months
TCEQ WPAP Permitting	0	05-01-2022	Aquifer protection	5 months
BID/AWARD	0	07-01-2022	Construction of improvements	2 months

Construction administration	0	01-01-2023		6 months
Total Project Timeline				14 Months

BUDGET OVERVIEW

CATEGORY	BUDGETED	% OF TOTAL	ON TRACK?	NOTES
DESIGN PHASE	\$96,000	21	Yes	
EASEMENT PREPARATION	\$8,000	0	Yes	
BID/AWARD PHASE	\$6,000	0	Yes	
CONSTRUCTION PHASE	\$18,000	0	Yes	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

Project design surveying is underway and should be complete by the end of December.

EAPP/WPAP exception request preparation is underway. The exception request requires a geologic assessment that is underway and scheduled for completion around February 1, 2022. FTEG will submit the exception request in early February.

Design of Sunset Trail water line and asphalt overlay improvements is underway (design surveying collected during preliminary engineering effort).

Preliminary CAD work and plan set up for Lone Oak Trail has begun.

CoSV staff is working on acquiring the one remaining right-of-entry.



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – VALLEY CREEK TRAIL PROJECT -

REPORT DATE 12.23.2021

PROJECT NAME: VALLEY CREEK TRAIL

PREPARED BY: C.MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 10.21.21.

Project Overview:

- Make field visits to determine the alignment of the trail as per the CIP sketch
- Provide stakes every 100' (or as needed) to mark the approximate centerline for construction.
- Prepare construction documents for clearing and trail construction.
- Assist the City in obtaining quotes from contractors.
- Assist the City in administering the construction.

TASK	% DONE	DUCE DATE	DRIVER	NOTES
Alignment determination and staking and CD's	90	11/21/2021		1 Month
Solicitation of Quotes	0	12/21/2021	Interlocal agreement with American Youth Works	1 Months
Construction	0	1/21/2022	American Youth Works Availability and Weather	2 Months
Total Project Timeline				4 Months

BUDGET OVERVIEW

CATEGORY	BUDGETED	% OF TOTAL SPENT	ON TRACK?	NOTES
Engineering, Alignment and Staking	\$5000	80	Yes	
Construction				

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
None Identified at this time.		

CONCLUSIONS/RECOMMENDATIONS

The alignment and staking are complete.

The construction documents are complete.

American Youth Works has indicated to CoSV staff that they lack the resources to take on the project at this time. Staff is exploring completing a portion of the project inhouse until American Youthworks has availability in the Spring.



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – LOVEGRASS WATER QUALITY POND REPAIR -

REPORT DATE 12.23.2021

PROJECT NAME: LOVEGRASS WATER
QUALITY POND REPAIR

PREPARED BY: C.MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 10.21.21.

Project Overview:

- Conduct field visits and assess the working condition of the pond.
- Prepare construction documents for repairs.
- Assist the City in obtaining quotes from contractors.
- Assist the City in administering the construction/repairs.

TASK	% DONE	DU DATE	DRIVER	NOTES
Field Visits and condition assessment	90	12/21/2021		2 Month
Solicitation of Quotes	0	2/21/2022		2 Months
Construction	0	4/21/2022		2 Months
Total Project Timeline				6 Months

BUDGET OVERVIEW

CATEGORY	BUDGETED	% OF TOTAL SPENT	ON TRACK?	NOTES
Field visits and condition assessment	\$10,000	25	Yes	
Quote Solicitations				
Construction				

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

The initial fieldwork and assessment are complete. Divided Water Services made an initial site visit. This company has successfully assisted the City in working on the ponds in the past.

FTEG are collaborating on preparing a project scope that will likely include:

- cleaning the outlet pipe
- replacing sprinkler heads and misc pipe
- replacing system controls
- Replace pump
- Install pond liner (synthetic)
- Replace stone stack with concrete

Project Status Report

Project Name: Stearns Lift Station – Task Order #4

Date: 12-29-21

Project Manager: Thomas N. Turk, P.E.

Stearns Lift Station	<p>Summary of Activities during Invoice Period:</p> <ul style="list-style-type: none">Prepared SCS updateFinal SCS Engr Report assemblySubmittal to TCEQTCEQ Approval Received 12-29-21 <p>Near Future Activities:</p> <ul style="list-style-type: none">Complete design and construction documents (January 2022)Initiate bidding, bid, and award (February-March 2022)NTP – Commence Construction (April 2022)
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Public Safety Report

1.4. 2022



Council Information Requests	N/A
Projects Ongoing or Planned (See project planning sheet)	<ul style="list-style-type: none">Deployment of portable pole cameras (FY 19-20) budgetTexas Police Chiefs Best Practices Recognition ProgramFall flood planning
Issues	<ul style="list-style-type: none">Illegal campingSpeed violations on Jones and adjacent streetsUnrestrained animalsDropped 911 call

Resident Information Requests	N/A
Meetings	12.27.2021 Public Safety Meeting
Upcoming Topics for Agenda or Discussion	
Council Action Requests	

Eyes on Sunset Valley

The department is continuing on ongoing effort to help the city maintain a clean and orderly appearance. On a weekly basis officers are removing abandoned shopping carts and remnants of campsites from public spaces. In addition, our officers are conducting foot patrols of the trails several days each week in order to monitor conditions in the area. Please call the police department at 512.892.1384 and report abandoned property.

Officers will impound any identifiable personal property found. The police department and public works will be doing a cleanup of the US Highway 290 easement in Sunset Valley throughout the remainder of 2021.

Police Department Phone

The police department phone line has been updated and is now more user friendly. Callers now have the option of leaving a message or remaining on the line and being directed to a dispatcher. In addition, voice messages are sent to the receiver's email so that they can be returned more efficiently. Residents are reminded to please call 911 for in-progress calls.

CITY COUNCIL MEETING DATE: JANUARY 4, 2022



CITY COUNCIL AGENDA ITEM #5

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Secretary
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: MINUTES

DESCRIPTION: Consider and act on approval of the minutes from December 7, 2021 regular meeting.

BACKGROUND: N/A

APPLICABLE CODE SECTIONS: TEXAS LOCAL GOVT. CODE 22.073

FUNDING:

CURRENT YEAR FISCAL BUDGET				
ACCOUNT	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
N/A	\$0	\$0	\$0	\$0
PRIOR YEAR FISCAL BUDGET(S)				
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 12.07.21



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
DECEMBER 7, 2021
6:00 P.M.

COUNCIL MEMBERS PRESENT

Marc Bruner, Mayor
Alfonso Carmona, Mayor Pro tem
Council Member Rob Johnson
Council Member Justin Litchfield
Council Member Wanda Reetz
Council Member Rudi Rosengarten

STAFF PRESENT

Sylvia Carrillo, City Administrator
Carolyn Meredith, Public Works Director
Lenn Carter, Chief of Police
Matt Lingafelter, City Secretary
Suzanna Fleegal, Accountant
Barbara Boulware-Wells, City Attorney

1. Call to order of the City Council.

- Mayor Bruner called the meeting to order at 6:00 P.M.

2. Citizen/Public Communication

- Mayor Bruner read an OpenGov comment from Melissa Gonzales

3. Staff Reports

- Sylvia Carrillo delivered the Administration Report
 - Update on the City Newsletter via potential Canales contract
- Carolyn Meredith delivered the Public Works Report
- Chief Carter delivered the Public Safety Report
 - Council Member Carmona requested that the Mayor and Council draft a letter to City of Austin regarding homeless encampments near Sunset Valley
 - Question from Council Member Rosengarten regarding trespassing policy in the commercial districts

4. Council consideration of agenda items for approval on consent.

Council Member Rosengarten made a motion to approve Agenda Items #5 and 6 on consent, seconded by Council Member Reetz. All voted in favor and the motion carried.

Items Which May Be Considered and Acted on Consent

5. **Consider and act on approval of the minutes from the November 16, 2021 regular meeting. (Mayor Bruner/Administration) Item Approved on Consent**
6. **Consider and act on an approval of a proclamation declaring December 18, 2021 as Arbor Day in Sunset Valley. (Mayor Bruner/Public Works) Item**

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Approved on Consent

**7. Consider and act on the dates, time, and location of the Council Retreat.
(Mayor Bruner/Administration)**

- Council discussed a potential date and location for the retreat to be held in mid-January
- Staff was directed to proceed with planning the retreat to be held onsite on Friday January 21st for a brief session, and the main retreat to be held Saturday January 22nd.

Presentation Items for Discussion and Possible Action

8. Consider and act on the following Human Resources related items (Council Member Carmona/ Council Member Rosengarten):

- A. **Consider approval of revisions to the Civilian and Police Department Pay Scales**
- B. **Consider approval of revisions to Staff Job Descriptions**
- C. **Consider approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #5 – FY 22)**
- D. **Consider and act on approving a job description and subsequent position for Utility Superintendent.**
- E. **Provide direction to Staff on a Communication/Administration Management Assistant.**

- Sylvia Carrillo introduced this agenda item
- Correction from Council Member Rosengarten to add “Maintenance Tech 1” below “Maintenance Tech 2” on the Organizational Chart
- Council Members thanked Council Members Carmona and Rosengarten and staff for their work through the pay scale and job description revisions
- Comments from Mayor Bruner and the City Administrator on the proposed communications position

Council Member Rosengarten made a motion to approve item A, revisions to the Civilian and Police Department Pay Scales, item B, revisions to staff job descriptions, and C, approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #5). The motion was seconded by Council Member Johnson.

- Comments from Council Members on clarifying the motion
- Citizen Comment from Melissa Gonzales

Council Member Rosengarten called the question. Council Members Carmona, Johnson, Reetz and Rosengarten voted in favor, and Council Member Litchfield voted against. The motion to call the question carried.

All Council Members voted in favor, and the motion on the floor carried.

- Council began discussing the proposed Public Works Superintendent position
- Comments from Carolyn Meredith, the Public Works Director
- Citizen Comment from Melissa Gonzales

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- Council Members made comments on the proposed job description
- Corrections to the job description, striking the sentence regarding "two years' experience in Sunset Valley"

Council Member Reetz made a motion to approve the job description for the Public Works Superintendent, with the corrections discussed, and post the job, seconded by Mayor Pro tem Carmona.

Comments from Council Member Rosengarten. Council Members Carmona, Johnson, Litchfield and Reetz voted in favor. Council Member Rosengarten voted against. With four votes in favor the motion carried, and the job description was approved.

Council Member Rosengarten made a statement regarding her vote. Council Member Carmona also made a statement.

- Mayor Bruner opened the discussion and made comments on the proposed Communications/Management Assistant position
- Comments from Council Members
- Comments from the City Administrator
- Citizen Comment from Jose Canales
- Mayor Bruner read citizen comments into the record from Open Gov:
 - Myles Fox
 - Sharon Drinkwine
 - Sasha Russell
- Council may want to discuss these issues at the Retreat
- Council Member Johnson suggested an iContact request for a resident volunteer to assist with interim marketing and social media posts

Council Member Carmona made a motion to discuss these issues at the Council retreat, and direction to the Mayor and staff to bring back options and job descriptions, and close the loop on any issues with the Marketing Ad hoc Committee, with the hope that the Committee can meet again soon. The motion was seconded by Council Member Reetz. All voted in favor and the motion carried.

9. Committee, Board and Commission Appointments for 2022. (Mayor Bruner/Administration)

Council Member Reetz made a motion to approve the list as presented to Council, seconded by Council Member Rosengarten.

Comment from Council Member Carmona.

All voted in favor and the motion carried.

10. Consider and act on approval of Emergency Operations planning purchases in an amount not to exceed \$33,250. (Mayor Bruner/Administration)

- Mayor Bruner introduced this agenda item
- Questions and Comments from Council Members
 - Staff has attempted to sell the unused flood gates, and have not found any buyers

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Council Member Johnson made a motion to approve the Emergency Operations planning purchases in an amount not to exceed \$33,250, seconded by Council Member Reetz.

Comments from Council Member Carmona, and question from Council Member Rosengarten.

All voted in favor and the motion carried.

11. Consider and act on approving the purchase of a new Granicus Encoder in the amount of \$6,102.68 as part of overall audio-visual improvements to City Hall. (Mayor Bruner/Administration) Agenda Item Tabled

12. Consider and act on an amendment to the Texas Disposal System (TDS) contract, codifying recent requests by Council as approved in the FY 22 budget. (Mayor Bruner/Administration)

- Mayor Bruner introduced this agenda item

Council Member Rosengarten made a motion to approve the amendment, seconded by Council Member Reetz. All voted in favor and the motion carried.

13. Consider and act on appointing Canales and Co as the Consultant for creative brand implementation of the recently developed Sunset Valley brand and associated work in an amount not to exceed \$114,500. (Mayor Bruner/Administration)

- The City Administrator introduced this agenda item.
- Presentation from Jose Canales
- Comment from the City Administrator on the contractual amounts
- Questions and comments from Council Members

Council Member Reetz made a motion to extend the meeting past 9:00 P.M. seconded by Council Member Johnson. All voted in favor and the motion carried.

Council Member Reetz made a motion to direct staff to work with Canales and Co. to bring back a proposed contract reviewed by legal at the January meeting, seconded by Council Member Johnson.

Citizen Comment from Melissa Gonzales.

All voted in favor and the motion carried.

14. Consider and act on a variance request for increased impervious cover at 5601 Brodie Lane for a sidewalk extension. (Mayor Bruner/Administration)

- Sylvia Carrillo introduced the variance request
- Mayor Burner read a comment from OpenGov by Terry Cowan

Council Member Carmona motion to approve the variance request based on the findings, with the condition that the water be directed to flow over the remaining landscaping, seconded by Council Member Reetz. All voted in favor and the motion carried.

15. Consider and act on a recommendation by the CED committee to begin the

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planning phase of banner development and placement. (Council Member Reetz/Administration)

- Council Member Reetz introduced this agenda item

Council Member Rosengarten made a motion to approve the planning phase of banner development and placement as recommended by the CED Committee, seconded by Council Member Johnson.

Questions from Council Members Carmona and Litchfield.

All voted in favor and the motion carried.

16. Consider and act on approval of Ordinance amending the FY 2021 Budget (Budget Amendment #2 – FY 21) and appropriation of a budget surplus. (Mayor Bruner/Administration)

- A. Budget Adjustment Ordinance
- B. Transfer/Subsidy Adjustment Ordinance
- C. Budget Sweep (informational only - no action)

17. Consider and act on approving the Residential Mulch Delivery and Assistance Program (Council Member Johnson/Public Works)

- Carolyn Meredith introduced this agenda item
- Comments from Mayor Bruner
- Comments and questions from Council Members

Council Member Johnson made a motion to approve the Residential Mulch Delivery and Assistance Program, seconded by Council Member Litchfield.

Question and comments from Council Member Carmona.

Council Members Carmona, Johnson, Litchfield and Reetz voted in favor. Council Member Rosengarten voted against. With four votes in favor the motion carried.

Executive Session Items – Possible Action in Open Session

18. Convene into Executive Session pursuant to Texas Government Code Section 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05 to consult with the City's Legal Counsel concerning legal issues.

- City Facilities
- Pending Litigation – S. Wilson vs. City of Sunset Valley

Brief discussion of distribution of Executive Session Items. Council did not convene into Executive Session.

19. Reconvene into Open Session

20. Adjourn

- Mayor Bruner adjourned the meeting 10:05 P.M.

CITY COUNCIL MEETING DATE: JANUARY 4, 2022



CITY COUNCIL AGENDA ITEM #6

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Secretary
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: ADMINISTRATION/COMMITTEE ASSIGNMENTS

DESCRIPTION: Consider and act on additional Committee and Commission appointments for 2022.

BACKGROUND: Each year, City Council solicits residents to volunteer for the various City Committees, Boards, and Commissions that help govern the City. Council made appointments at the December 7th meeting, but the Budget and Finance Committee fell short of the minimum of five appointed members. Since that meeting, two additional applicants have applied, Shakthi Shrima and Jose Flores.

In addition to Budget & Finance, the Zoning Commission does not currently have any alternate members. An issue arose in December where two members could not attend a called meeting and Public Hearing. Having an alternate member to call on when regular members cannot attend has been helpful in the past. The applicant for Zoning alternate, Mr. Harding, is a long-time resident of the City and former Council Member. Appointments to the current regular members of the Commission were made for 2020-2022, so Mr. Harding's appointment would be for the remainder of the 2020-2022 term.

The list of Committee appointees, with the additional applicants highlighted, is attached here.

APPLICABLE CODE SECTIONS: Chapter 31 of the City of Sunset Valley Code of Ordinances.

FUNDING: n/a

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
NA							
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL BUDGETED	NOTES

STAFF RECOMMENDATION: Make the additional three appointments

SUPPORTING MATERIALS PROVIDED: YES

- COMMITTEE LIST

FY 22 Committee Applications

# OF APPLICANTS PER COMMITTEE	COMMITTEE	APPLICANT	POSITION
1	Arts Commission	Carla Jenkins	Regular
2	Arts Commission	James Hart	Alternate
3	Arts Commission	Joe Hutson	Regular
4	Arts Commission	John Frick	Regular
5	Arts Commission	Ruth Pifer-Hutson	Regular
6	Arts Commission	Myles Fox	Regular
7	Arts Commission	Sasha Russell	Regular
8	Arts Commission	Julie Kestner	Regular
9	Arts Commission	Karen Medicus	Regular
1	Zoning Commission	Russell Harding	Alternate
1	Board of Adjustment	Tom Cedel	Regular
2	Board of Adjustment	Sandy Cox	Regular
3	Board of Adjustment	Richard Hayes	Regular
4	Board of Adjustment	Walt Jenkins	Regular
5	Board of Adjustment	Susan Durso	Regular
1	Budget & Finance	Terry Cowan	Regular
2	Budget & Finance	Charles Young	Regular
3	Budget & Finance	Ariel Cloud	Regular
4	Budget & Finance	Shakthi Shrima	Regular
5	Budget & Finance	Jose Flores	Regular
1	Community & Econ. Development	Penny Cedel	Regular
2	Community & Econ. Development	Lauren Alexander-Labahn	Regular
3	Community & Econ. Development	Mickie Powers	Regular
4	Community & Econ. Development	John Kestner	Regular
5	Community & Econ. Development	Clayton Stice	Regular
6	Community & Econ. Development	Horacio Zambrana	Regular
7	Community & Econ. Development	Jennie Lou Leeder	Regular
1	Planning and Environmental	Dawn Dickson	Regular
2	Planning and Environmental	Helen Besse	Regular
3	Planning and Environmental	Karen Medicus	Regular
4	Planning and Environmental	Katherine Johnson	Regular
5	Planning and Environmental	Lisa Versaci	Regular
6	Planning and Environmental	Zoe Trieff	Regular
7	Planning and Environmental	Melissa Gonzales	Regular

FY 22 Committee Applications

# OF APPLICANTS PER COMMITTEE	COMMITTEE	APPLICANT	POSITION
8	Planning and Environmental	Jennie Lou Leeder	Regular
1	Public Safety	Art Williams	Regular
2	Public Safety	Ian Kasnoff	Regular
3	Public Safety	Jeff Burdett	Regular
4	Public Safety	Joe Koizen	Regular
5	Public Safety	John Kestner	Regular
6	Public Safety	Joseph Labahn	Regular
7	Public Safety	Michael Moore	Regular
8	Public Safety	Roberta Grimes	Regular
9	Public Safety	Ruth Dawson	Regular
1	Public Works	Randy Machemehl	Regular
2	Public Works	Ken Schroeder	Regular
3	Public Works	Melissa Gonzales	Regular
4	Public Works	Randy Rosengarten	Regular
5	Public Works	Richard Leigh	Regular

CITY COUNCIL MEETING DATE: JANUARY 4, 2022



CITY COUNCIL AGENDA ITEM #7

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Secretary
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org / Administration

SUBJECT: COUNCIL RETREAT

DESCRIPTION: Consider and act on City Council Retreat Planning

BACKGROUND: Discuss the schedule and format of the City Council Retreat, scheduled for the third week of January, with possible dates of Friday and Saturday the 21st and 22nd. Now that Austin-Travis County is back to Stage 4 COVID-19 risk-based guidelines, certain precautions may need to be taken at the retreat to ensure safety for Council Members, staff and residents.

APPLICABLE CODE SECTIONS: N/A

FUNDING: N/A

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: Schedule and determine retreat format

SUPPORTING MATERIALS PROVIDED: [AUSTIN-TRAVIS COUNTY COVID GUIDELINES](https://austin-traviscounty.org/covid-19)



CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal, Accounting Manager
sfleegal@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: FY21 BUDGET ADJUSTMENT #2

DESCRIPTION: Consider and act on approval of Ordinance amending the FY 2021 Budget (Budget Amendment #2 – FY 21) and appropriation of a budget surplus.

BACKGROUND: Semi-annually, Finance will submit a budget adjustment for items that were either not budgeted at the appropriate level, or new items that may have arisen during the year that were not considered when preparing the original budget. The ending FY21 actual budget had surplus revenues of \$1.6M, and we came under budget in adopted expenses by \$746K.

Budget & Finance saw the Budget Adjustment #2 on 10/28/2021. The motion that passed unanimously was, “We do not vote on this budget adjustment document. We pass it on to council without a vote.” It was agreed to discuss the Financial Policies that address this issue in a future meeting in the hopes of preventing/reducing budget adjustments in the future.

Budget Adjustment #2 (Attachment A)

This will be the second budget adjustment of the year, the last of which was approved by Council on 8/2/21. The total amount of this budget adjustment is for \$414,429.22. Of that, only \$37,534.42 will need to be taken from the \$1.6M of excess revenues in the General Fund. All other items will be funded with available funds from underbudget expenses in their respective departments (total: \$259,962.15), American Rescue Plan Funds (\$100,000) and a transfer from Repair & Replacement funds (\$16,932.65).

It is important to note that the overall budget was in line with the overall amount approved by Council. Budgeted Revenues of \$7,084,576 and Expenses of \$6,527,294 at year end were Actual Revenues of \$8,730,560 and Actual Expenses of \$5,782,057.

However, City of Sunset Valley Financial Policies prevent transfers among line items in departments within the same fund by staff for items less than \$500 and by the Mayor

for items over \$500 but less than \$2,500. Historically, all budget adjustments have been brought before City Council. For example, if the Police Department budget was underbudget in line 5000-Salaries by \$50,000, but overbudget in line 5656 – Liability Insurance by \$20,000, the City's Financial Policy prevents staff or the Mayor from doing an internal transfer of funds within the department, even if the net result is the department is still under budget by \$30,000.

Budget Adjustment Summary

Total Budget Adjustment	(392,679.22)
Available Funds from Underbudget Expenses	259,962.15
American Rescue Plan Funds	100,000.00
Repair & Replacement Funds	16,932.65
Surplus General Fund Revenues	<u>37,534.42</u>
	<u>414,429.22</u>

Subsidy/Transfer Amendment (Attachment B)

Each year, a transfer from the General Fund to the Utility Fund is made to subsidize the utility expenses. We budgeted \$590,435 to be subsidized in FY21, but since we came in underbudget on many expenses, we can reduce the subsidy to \$312,812.65. Historically, the amount that was budgeted for utility subsidy was transferred, even when not required. However, the Utility Fund Reserve is a restricted account with less flexibility than the General Fund Reserve. By amending the subsidy to reduce the transfer, it will allow an extra \$277,622.35 fall to General Fund reserves, that would normally have fallen to Utility Reserve.

Sunset Valley also exceeded revenue expectations in Crime Control, thus allowing the budgeted \$102,806 transfer from General Fund to Crime Control to be cancelled.

The last item in this section is the Open Space Planning earmarked funds that were approved by Council in September. The \$700K would need to be transferred from the excess \$1.6M in revenues from the General Fund.

FY21 Utility Subsidy Budget Adjustment						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Subsidy	FY21 Suggested Subsidy	Difference
05-Water	719,087.99	671,335.44	(47,752.55)	263,425.00	47,752.55	215,672.45
06-Wastewater	614,938.65	508,082.67	(106,855.98)	172,681.00	106,855.98	65,825.02
07-Solid Waste	165,138.98	6,934.86	(158,204.12)	149,657.00	158,204.12	(8,547.12)
25-Drainage	74,554.19	102,251.67	27,697.48	4,672.00	-	4,672.00
	1,573,719.81	1,288,604.64	(285,115.17)	590,435.00	312,812.65	277,622.35

FY21 Transfer Budget Adjustment						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
19-Crime Control	371,231.41	422,176.32	50,944.91	102,806.00	\$0	(102,806.00)

FY21 Open Space Earmarked Funds						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
09-General Government	-	-	-	\$700,000	\$700,000.00	

Budget Sweep (Attachment C)

The last piece of this agenda item is for your information only. At the end of every fiscal year, all the underbudget expenses for the year are swept into reserves in each fund. In FY21, we did a great job at staying underbudget on many of the expenses allowing us to be able to sweep \$539,536.73 back to fund balance. If the above subsidy/transfer amendment also passes, that would be a total of \$919,965 that is able to fall back to fund balance.

Total Budget Sweep Across All Funds	
General Fund Sweep	117,449.57
Utility Fund Sweep	181,182.76
Street Fund Sweep	40,643.66
HOT Fund Sweep	50,459.13
Venue Fund Sweep	42,100.09
Crime Control Fund Sweep	53,694.63
Drainage Fund Sweep	54,006.89
Total Budget Sweep Across All Funds	539,536.73

CURRENT YEAR FISCAL BUDGET					
ACCOUNT	BUDGET	ENCUMBERED	ACTUALS	REMAINING	THIS ITEM
Total Revenues across all Funds	7,084,576	\$0	\$8,730,560	\$1,645,985	\$0
Total Expenses across all Funds	6,527,984	\$400,000 (for CIP Projects in FY22)	\$5,782,057	\$745,927	\$414,429.22
PRIOR YEAR FISCAL BUDGET(S)					
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES	
FY20 Budget Adj		\$58,542		This was the first year of COVID	
FY19 Budget Adj		\$48,215		4 Total Budget Amendments in FY19	

STAFF RECOMMENDATION: Approve all budget adjustments

SUPPORTING MATERIALS PROVIDED: YES

- FY21 BUDGET ADJUSTMENT #2
- FY21 SUBSIDY/TRANSFER AMENDMENT
- FY21 BUDGET SWEEP
- ORDINANCE

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
Administration Overbudget Expenses							
01	01	5000	Payroll	331,553.25	361,326.60	(29,773.35)	Organizational changes resulted in the prior Court Clerk being promoted to the City Secretary/Assistant to the City Administrator and the hiring of a new Court Clerk which was not considered in the previous budget. Council approved this item when the City Secretary was formally appointed in January of 2021. The new Court Clerk began duties in May of 2021.
01	01	5084	Salary - Cell phone allowance	480.00	616.00	(136.00)	
01	01	5086	Salary - Bilingual	-	75.00	(75.00)	
01	01	5087	Salary - Education	1,080.00	1,267.50	(187.50)	
01	01	5091	Salary - Licensing Incentives	240.00	265.00	(25.00)	
01	01	5120	Life Insurance Benefits	153.36	193.78	(40.42)	
01	01	5121	Medical Insurance Benefits	31,083.00	32,096.91	(1,013.91)	
01	01	5122	Dental Insurance Benefits	1,493.00	1,834.00	(341.00)	
01	01	5123	Vision Insurance	310.00	368.58	(58.58)	
01	01	5124	Long Term Disability Insurance	1,166.00	1,166.54	(0.54)	
01	01	5130	Medicare Tax - Employers Contribution	4,888.65	4,948.02	(59.37)	
01	01	5140	TMRS City Contribution	39,126.00	40,248.36	(1,122.36)	
01	01	5367	Payroll Services	4,320.00	4,354.49	(34.49)	
01	01	5327	Engineer - Design Fees	52,849.00	86,089.11	(33,240.11)	Multiple complex council meetings, CIP, and other tasks not budgeted
01	01	5343	IT Management Services	12,731.00	32,507.95	(19,776.95)	Increased cost due to a-la-carte style contract
01	01	5515	Bank / Management Fees	5,200.00	7,185.58	(1,985.58)	Higher rates, but have since removed some unnecessary services to reduce costs
01	01	5516	Credit Card Fees	1,000.00	1,356.52	(356.52)	Increased costs due to mailing statement fees, which have been removed for FY22 (statement credit expected)
01	01	5600	Dues / Subscriptions / Fees	2,000.00	4,862.51	(2,862.51)	ICMA dues \$1280, TML dues \$591 - Contractual obligation
01	01	5725	Printing	4,500.00	6,069.08	(1,569.08)	Higher use of printers
01	01	5782	Software Maintenance Fees	48,225.80	67,747.84	(19,522.04)	Higher due to increased needs for telecommuting and teleconferencing due to COVID -example GoTo
01	01	5820	Training & Education - City Staff	1,000.00	2,729.00	(1,729.00)	ICMA and TML conferences - contractual obligation
				543,399.06	657,308.37	(113,909.31)	
Administration Suggested Funding							
01	01	5126	Short Term Disability Insurance			7.98	
01	01	5131	TWC - Employers Contribution			973.44	
01	01	5306	Attorney			19,355.00	
01	01	5309	Audit			6,000.00	
01	01	5312	Building Inspections/Structural Engineer			4,842.50	
01	01	5326	Emergency Fund			1,507.24	
01	01	5330	Engineer - Review & Inspection Fees			18,014.00	
01	01	5345	Landscape Architect Fees			3,750.00	
01	01	5362	Ordinance Codification Maintenance			673.15	
01	01	5366	Records Management			1,819.30	
01	01	5381	Water Quality Consultants			500.00	
01	01	5450	Library Card Reimbursement			65.50	
01	01	5475	Volunteer Awards Banquet			311.03	
01	01	5500	Advertising / Public Notices			1,973.25	
01	01	5545	Coffee / Food Service			3,694.10	
01	01	5601	Organizational Memberships			1,311.93	
01	01	5615	Election Expense			312.19	
01	01	5655	Insurance - Fire/Theft/Vandalism/Bonds			4,608.43	
01	01	5656	Insurance - Liability			660.74	
01	01	5704	Employee Appreciation			335.44	
01	01	5705	Office Supplies/Delivery Fees			1,076.91	
01	01	5706	Postage			533.21	
01	01	5720	Personal Vehicle Use Mileage Expense			97.55	
01	01	5735	Rental Expense - Equipment			2,819.14	
01	01	5770	Small Equipment Repair/Purchase			661.90	
01	01	5815	Training - Mileage Reimbursement			250.00	
01	01	5835	Utilities: Elec/water/wastewater/telephone/gas			4,021.66	
			Total Unused Expense Lines			80,175.59	
			Surplus Required General Fund Revenues			33,733.72	
						113,909.31	
Police Department Overbudget Expenses							
01	02	5122	Dental Insurance Benefits	4,627.00	4,687.06	(60.06)	Increase due to high turnover rates
01	02	5090	Salary - Overtime	45,826.00	67,576.00	(21,750.00)	Increase due to high turnover rates
01	02	5140	TMRS City Contribution	93,071.00	106,539.77	(13,468.77)	Increase due to high turnover rates

Fund	Dept.	GL	GL Title	Adopted		Budget Under		Notes
				Budget	Actuals	(Over)		
01	02	5525	Bullet Proof Vests	-	929.79	(929.79)	Transfer from R&R Fund	
01	02	5625	Equipment Acquisition	-	9,310.00	(9,310.00)	Transfer from R&R Fund for new radios	
01	02	5656	Insurance - Liability	8,100.00	8,508.36	(408.36)	Unbudgeted increase in cost from TML	
01	02	5755	Repair & Maintenance - Vehicles	12,200.00	17,898.16	(5,698.16)	Unexpected repairs to vehicles	
01	02	5820	Training & Education - City Staff	7,000.00	8,029.56	(1,029.56)	Increase due to high turnover rates	
01	02	5830	Uniforms	8,000.00	13,807.08	(5,807.08)	Increase due to high turnover rates	
				178,824.00	237,285.78	(58,461.78)		
Police Department Suggested Funding								
21	12		Repair & Replacement Funding			10,239.79	Transfer from Repair and Replacement to cover Bullet Proof Vests and Radios that were scheduled	
01	02	5000	Payroll			48,221.99	Available dollars due to turnover and staffing shortages.	
						58,461.78		
Municipal Court Overbudget Expenses								
01	03	5000	Payroll	25,002.00	28,334.69	(3,332.69)	Organizational changes resulted in the prior Court Clerk being promoted to the City Secretary/Assistant to the City Administrator and the hiring of a new Court Clerk which was not considered in the previous budget. Council approved this item when the City Secretary was formally appointed in January of 2021. The new Court Clerk began duties in May of 2021.	
01	03	5084	Salary - Cell phone allowance	-	24.00	(24.00)		
01	03	5086	Salary - Bilingual	-	75.00	(75.00)		
01	03	5087	Salary - Education	120.00	132.50	(12.50)		
01	03	5121	Medical Insurance Benefits	1,361.00	1,855.49	(494.49)		
01	03	5122	Dental Insurance Benefits	84.00	104.16	(20.16)		
01	03	5123	Vision Insurance	16.49	21.09	(4.60)		
01	03	5124	Long Term Disability Insurance	48.00	146.15	(98.15)		
01	03	5126	Short Term Disability Insurance	32.00	34.22	(2.22)		
01	03	5130	Medicare Tax - Employers Contribution	371.63	474.81	(103.18)		
01	03	5140	TMRS City Contribution	1,466.00	2,367.55	(901.55)		
01	03	5516	Credit Card Fees	1,500.00	1,609.11	(109.11)	Increased costs due to mailing statement fees, which have been removed for FY22 (statement credit expected)	
				30,001.12	35,178.77	(5,177.65)		
Municipal Court Suggested Funding								
01	03	5306	Attorney			3,263.00		
01	03	5343	IT Management Services			905.00		
01	03	5354	Municipal Court Services			500.00		
01	03	5690	Municipal Court Supplies			500.00		
01	03	5725	Printing			9.65		
						5,177.65		
Public Works Overbudget Expenses								
01	04	5000	Payroll	82,795.00	86,865.29	(4,070.29)	Extra Maintenance Techs Approved by Council	
01	04	5077	Salary - Youth Program	10,000.00	11,093.04	(1,093.04)	Extra ancillary costs for Summer Youth Program	
01	04	5086	Salary - Bilingual	270.00	325.00	(55.00)	Extra Maintenance Techs Approved by Council	
01	04	5091	Salary - Licensing Incentives	465.00	630.00	(165.00)	Extra Maintenance Techs Approved by Council	
01	04	5121	Medical Insurance Benefits	7,824.00	9,277.46	(1,453.46)	Extra Maintenance Techs Approved by Council	
01	04	5122	Dental Insurance Benefits	484.00	520.78	(36.78)	Extra Maintenance Techs Approved by Council	
01	04	5123	Vision Insurance	100.00	105.48	(5.48)	Extra Maintenance Techs Approved by Council	
01	04	5130	Medicare Tax - Employers Contribution	1,249.00	1,353.06	(104.06)	Extra Maintenance Techs Approved by Council	
01	04	5140	TMRS City Contribution	9,998.00	11,837.75	(1,839.75)	Extra Maintenance Techs Approved by Council	
01	04	5332	Planning Services	-	29.00	(29.00)	Costs for pulling deed documents	
01	04	5343	IT Management Services	9,793.00	11,881.95	(2,088.95)	Increased cost due to a-la-carte style contract	
01	04	5523	Building Services	35,353.50	40,424.99	(5,071.49)	Increased contractual rate for building cleaning services	
01	04	5711	Open Space Management	500.00	3,900.63	(3,400.63)	Increased cost for temp help	
01	04	5740	Repair & Maintenance - Buildings	20,845.00	27,483.96	(6,638.96)	AC repair& replace, will be pulled from R&R	
01	04	5745	Repair & Maintenance - Equipment	6,000.00	6,068.56	(68.56)	Repair of Kubota	
01	04	5753	Repair & Maintenance - Trails & Footpaths	2,500.00	2,990.28	(490.28)	Increased cost for temp help	
01	04	5755	Repair & Maintenance - Vehicles	5,000.00	6,311.91	(1,311.91)	Unexpected vehicle repair	
01	04	5775	Small Tools	4,000.00	4,889.52	(889.52)	Extra purchases due to freeze damage	
01	04	5860	Vehicle Insurance	5,230.00	7,638.12	(2,408.12)	Unbudgeted increase in cost from TML	
				202,406.50	233,626.78	(31,220.28)		
Public Works Suggested Funding								

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
01	04	5133	Repair & Replacement Funding			6,638.96	Covering cost of AC Replacements
01	04	5350	Urban Forestry			3,004.38	
01	04	5444	Grounds Maintenance			21,076.84	
01	04	5444	Energy Conservation Rebates			500.10	
						31,220.28	
General Government Overbudget Expenses							
01	09	7010	Business Grant Program	-	100,000.00	(100,000.00)	Approved by Council, offset with American Rescue Plan Funds
				-	100,000.00	(100,000.00)	
General Government Suggested Funding							
			American Rescue Plan Funds			100,000.00	
						100,000.00	
Water Overbudget Expenses							
02	05	5086	Salary - Bilingual	210.00	312.50	(102.50)	Extra Maintenance Techs Approved by Council
02	05	5090	Salary - Overtime	2,302.00	2,324.06	(22.06)	Extra Maintenance Techs Approved by Council
02	05	5091	Salary - Licensing Incentives	555.00	740.00	(185.00)	Extra Maintenance Techs Approved by Council
02	05	5124	Long Term Disability Insurance	385.00	433.55	(48.55)	Extra Maintenance Techs Approved by Council
02	05	5126	Short Term Disability Insurance	253.00	292.59	(39.59)	Extra Maintenance Techs Approved by Council
02	05	5140	TMRS City Contribution	12,109.00	14,205.31	(2,096.31)	Extra Maintenance Techs Approved by Council
02	05	5327	Engineer - Design Fees	5,766.00	10,955.66	(5,189.66)	CIP Investigation for COA Contract Negotiations and Sunset Trail
02	05	5516	Credit Card Fees	1,000.00	1,964.83	(964.83)	Increased costs due to mailing statement fees, which have been removed for FY22 (statement credit)
02	05	5600	Dues / Subscriptions / Fees	880.00	1,402.00	(522.00)	Texas Water Utilities Association fees
02	05	5758	Repairs & Maintenance - System	26,889.00	38,442.24	(11,553.24)	Increased costs due to freeze repairs
02	05	5877	Water Conservation Program	10,000.00	13,078.67	(3,078.67)	Cost for water bill rebates larger than expected
				60,349.00	84,151.41	(23,802.41)	
Water Suggested Funding							
02	05	5373	Utility Contractual Services			23,802.41	
						23,802.41	
Wastewater Overbudget Expenses							
02	06	5086	Salary - Bilingual	150.00	203.75	(53.75)	Extra Maintenance Techs Approved by Council
02	06	5090	Salary - Overtime	1,336.00	1,349.53	(13.53)	Extra Maintenance Techs Approved by Council
02	06	5091	Salary - Licensing Incentives	285.00	415.00	(130.00)	Extra Maintenance Techs Approved by Council
02	06	5120	Life Insurance Benefits	43.00	47.25	(4.25)	Extra Maintenance Techs Approved by Council
02	06	5121	Medical Insurance Benefits	7,056.00	7,421.97	(365.97)	Extra Maintenance Techs Approved by Council
02	06	5124	Long Term Disability Insurance	230.00	289.05	(59.05)	Extra Maintenance Techs Approved by Council
02	06	5126	Short Term Disability Insurance	151.00	195.07	(44.07)	Extra Maintenance Techs Approved by Council
02	06	5140	TMRS City Contribution	7,260.00	9,470.20	(2,210.20)	Extra Maintenance Techs Approved by Council
02	06	5327	Engineer - Design Fees	3,311.00	4,044.88	(733.88)	CIP Investigation for 290 Sewer
02	06	5745	Repair & Maintenance - Equipment	1,200.00	3,146.73	(1,946.73)	Increased costs due to freeze repairs
02	06	5753	Repair & Maintenance - Trails & Footpaths	-	33.75	(33.75)	Increased costs due to freeze repairs
02	06	5758	Repairs & Maintenance - System	6,889.00	14,433.17	(7,544.17)	Increased costs due to freeze repairs
				27,911.00	41,050.35	(13,139.35)	
Wastewater Suggested Funding							
02	06	5373	Utility Contractual Services			13,139.35	
						13,139.35	
Solid Waste Overbudget Expenses							
02	07	5086	Salary - Bilingual	120.00	128.75	(8.75)	Extra Maintenance Techs Approved by Council
02	07	5091	Salary - Licensing Incentives	60.00	135.00	(75.00)	Extra Maintenance Techs Approved by Council
02	07	5140	TMRS City Contribution	4,703.00	4,735.10	(32.10)	Extra Maintenance Techs Approved by Council
02	07	5410	Brush Chipping Program	12,000.00	18,643.75	(6,643.75)	Increased costs due to freeze repairs
				16,883.00	23,642.60	(6,759.60)	
Solid Waste Suggested Funding							
02	07	5373	Utility Contractual Services			6,759.60	

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
						6,759.60	
Street Overbudget Expenses							
14	14	5086	Salary - Bilingual	120.00	168.75	(48.75)	Extra Maintenance Techs Approved by Council
14	14	5090	Salary - Overtime	1,017.00	1,024.58	(7.58)	Extra Maintenance Techs Approved by Council
14	14	5091	Salary - Licensing Incentives	300.00	355.00	(55.00)	Extra Maintenance Techs Approved by Council
14	14	5327	Engineer - Design Fees	-	6,840.04	(6,840.04)	CIP Investigation for Lone Oak and Sunset Trail
14	14	5770	Small Equipment Repair/Purchase	-	112.50	(112.50)	Increased costs due to freeze repairs
				1,437.00	8,500.87	(7,063.87)	
Street Suggested Funding							
14	14	5750	Repair & Maintenance - Streets & Drainage			7,063.87	
						7,063.87	
Hotel Occupancy Tax Overbudget Expenses							
16	16	6556	Advertising - SFC	10,000.00	29,895.54	(19,895.54)	FY20 Invoice posted in FY21 for \$23,418.95. No encumbrance was done
				10,000.00	29,895.54	(19,895.54)	
Hotel Occupancy Tax Suggested Funding							
16	16	5500	Advertising / Public Notices			19,895.54	
						19,895.54	
Venue Tax Overbudget Expenses							
18	18	5086	Salary - Bilingual	210.00	257.50	(47.50)	Extra Maintenance Techs Approved by Council
18	18	5090	Salary - Overtime	903.00	909.15	(6.15)	Extra Maintenance Techs Approved by Council
18	18	5091	Salary - Licensing Incentives	375.00	440.00	(65.00)	Extra Maintenance Techs Approved by Council
18	18	5120	Life Insurance Benefits	41.00	47.24	(6.24)	Extra Maintenance Techs Approved by Council
18	18	5121	Medical Insurance Benefits	6,464.00	7,421.97	(957.97)	Extra Maintenance Techs Approved by Council
18	18	5122	Dental Insurance Benefits	400.00	416.62	(16.62)	Extra Maintenance Techs Approved by Council
18	18	5123	Vision Insurance	83.00	84.38	(1.38)	Extra Maintenance Techs Approved by Council
18	18	5124	Long Term Disability Insurance	263.00	289.04	(26.04)	Extra Maintenance Techs Approved by Council
18	18	5126	Short Term Disability Insurance	173.00	195.07	(22.07)	Extra Maintenance Techs Approved by Council
18	18	5140	TMRS City Contribution	8,102.00	9,470.20	(1,368.20)	Extra Maintenance Techs Approved by Council
18	18	5711	Open Space Management	40,000.00	41,920.23	(1,920.23)	Clearing brush from freeze
18	18	7181	Ernest Robles Way WQP Rehabilitation	-	13,920.00	(13,920.00)	Budgeted in FY 20, however, not encumbered and funding did not carry over. Repairs occurred in FY 21.
				57,014.00	75,371.40	(18,357.40)	
Venue Tax Suggested Funding							
18	18	5381	Water Quality Consultants			15,000.00	
18	18	5749	Repair and Maintenance - Natural Waterways			3,357.40	
						18,357.40	
Crime Control Overbudget Expenses							
19	19	5035	Salary - Reserves	-	2,022.67	(2,022.67)	Cost of reserves incidentals
19	19	5090	Salary - Overtime	23,435.00	23,958.84	(523.84)	Increase due to high turnover rates
19	19	5120	Life Insurance Benefits	129.60	141.70	(12.10)	Increase due to high turnover rates
19	19	5124	Long Term Disability Insurance	797.00	867.11	(70.11)	Increase due to high turnover rates
19	19	5126	Short Term Disability Insurance	540.00	585.21	(45.21)	Increase due to high turnover rates
19	19	5140	TMRS City Contribution	25,477.00	28,410.60	(2,933.60)	Increase due to high turnover rates
19	19	5349	Digital Mapping Services	-	120.00	(120.00)	For emergency mapping services
19	19	5782	Software Maintenance Fees	13,572.75	13,749.72	(176.97)	Higher due to increased needs for telecommuting and teleconferencing due to COVID (Zoom, etc.)
				63,951.35	69,855.85	(5,904.50)	
Crime Control Suggested Funding							
19	19	5000	Payroll			5,904.50	
						5,904.50	
City Facilities Overbudget Expenses							

Fund	Dept.	GL	GL Title	Adopted	Budget Under		Notes
				Budget	Actuals	(Over)	
20	20	5327	Engineer - Design Fees	438.00	875.00	(437.00)	Engineering costs for pond repair
20	20	7120	City Facilities-New PW/PD Building	5,210.00	8,573.70	(3,363.70)	Costs of pond repair
				5,648.00	9,448.70	(3,800.70)	
City Facilities Suggested Funding							
			Surplus Required General Fund Revenues			3,800.70	
						3,800.70	
Repair & Replacement Overbudget Expenses							
21	12	5560	Computer Equip/Software Acquisition	1,102.00	1,155.90	(53.90)	
				1,102.00	1,155.90	(53.90)	
Repair & Replacement Suggested Funding							
			Transfer in from Reserves			53.90	~\$550k in reserves
						53.90	

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
Drainage Budget Expenses							
25	25	5086	Salary - Bilingual	120.00	128.75	(8.75)	Extra Maintenance Techs Approved by Council
25	25	5090	Salary - Overtime	430.00	435.00	(5.00)	Extra Maintenance Techs Approved by Council
25	25	5091	Salary - Licensing Incentives	60.00	135.00	(75.00)	Extra Maintenance Techs Approved by Council
25	25	5120	Life Insurance Benefits	19.00	23.61	(4.61)	Extra Maintenance Techs Approved by Council
25	25	5121	Medical Insurance Benefits	3,062.00	3,710.99	(648.99)	Extra Maintenance Techs Approved by Council
25	25	5122	Dental Insurance Benefits	189.00	208.31	(19.31)	Extra Maintenance Techs Approved by Council
25	25	5123	Vision Insurance	39.00	42.19	(3.19)	Extra Maintenance Techs Approved by Council
25	25	5124	Long Term Disability Insurance	106.00	144.52	(38.52)	Extra Maintenance Techs Approved by Council
25	25	5126	Short Term Disability Insurance	70.00	97.54	(27.54)	Extra Maintenance Techs Approved by Council
25	25	5140	TMRS City Contribution	3,358.00	4,735.10	(1,377.10)	Extra Maintenance Techs Approved by Council
25	25	5327	Engineer - Design Fees	-	4,674.92	(4,674.92)	CIP Investigation for Lovegrass Pond
				7,453.00	14,335.93	(6,882.93)	
Drainage Suggested Funding							
25	25	5746	Repair & Maint. - Drainage-Streets & ROW	20,000.00	1,437.50	6,882.93	
						6,882.93	
Totals							
			Total Budget Adjustment			(414,429.22)	
			Available funds from Underbudget Expenses			259,962.15	Available funds from Underbudget Expenses as of Year End
			American Rescue Plan Funds			100,000.00	Council approved Small Business Grant Expenses
			Transfer in from Repair & Replacement			16,932.65	Police Department Expenses (Vests & Radios), and City Hall AC Replacements/Planned but not budgeted
			Surplus General Fund Revenues Required for Other Expenses			376,894.80	
						37,534.42	
						414,429.22	

GL	Sum of Adopted Budget	Sum of Actuals	Sum of Budget Under (Over)
Advertising - SFC	10,000.00	29,895.54	(19,895.54)
Bank / Management Fees	5,200.00	7,185.58	(1,985.58)
Brush Chipping Program	12,000.00	18,643.75	(6,643.75)
Building Services	35,353.50	40,424.99	(5,071.49)
Bullet Proof Vests	-	929.79	(929.79)
Business Grant Program	-	100,000.00	(100,000.00)
City Facilities-New PW/PD Building	5,210.00	8,573.70	(3,363.70)
Computer Equip/Software Acquisition	1,102.00	1,155.90	(53.90)
Credit Card Fees	3,500.00	4,930.46	(1,430.46)
Dental Insurance Benefits	7,277.00	7,770.93	(493.93)
Digital Mapping Services	-	120.00	(120.00)
Dues / Subscriptions / Fees	2,880.00	6,264.51	(3,384.51)
Engineer - Design Fees	62,364.00	113,479.61	(51,115.61)
Equipment Acquisition	-	9,310.00	(9,310.00)
Ernest Robles Way WQP Rehabilitation	-	13,920.00	(13,920.00)
Insurance - Liability	8,100.00	8,508.36	(408.36)
IT Management Services	22,524.00	44,389.90	(21,865.90)
Life Insurance Benefits	385.96	453.58	(67.62)
Long Term Disability Insurance	2,995.00	3,335.96	(340.96)
Medical Insurance Benefits	56,850.00	61,784.79	(4,934.79)
Medicare Tax - Employers Contribution	6,509.28	6,775.89	(266.61)
Open Space Management	40,500.00	45,820.86	(5,320.86)
Payroll	439,350.25	476,526.58	(37,176.33)
Payroll Services	4,320.00	4,354.49	(34.49)
Planning Services	-	29.00	(29.00)
Printing	4,500.00	6,069.08	(1,569.08)
Repair & Maintenance - Buildings	20,845.00	27,483.96	(6,638.96)
Repair & Maintenance - Equipment	7,200.00	9,215.29	(2,015.29)
Repair & Maintenance - Trails & Footpaths	2,500.00	3,024.03	(524.03)
Repair & Maintenance - Vehicles	17,200.00	24,210.07	(7,010.07)
Repairs & Maintenance - System	33,778.00	52,875.41	(19,097.41)
Salary - Bilingual	1,200.00	1,675.00	(475.00)
Salary - Cell phone allowance	480.00	640.00	(160.00)
Salary - Education	1,200.00	1,400.00	(200.00)
Salary - Licensing Incentives	2,340.00	3,115.00	(775.00)
Salary - Overtime	75,249.00	97,577.16	(22,328.16)
Salary - Reserves	-	2,022.67	(2,022.67)
Salary - Youth Program	10,000.00	11,093.04	(1,093.04)
Short Term Disability Insurance	1,219.00	1,399.70	(180.70)
Small Equipment Repair/Purchase	-	112.50	(112.50)
Small Tools	4,000.00	4,889.52	(889.52)
Software Maintenance Fees	61,798.55	81,497.56	(19,699.01)
TMRS City Contribution	204,670.00	232,019.94	(27,349.94)
Training & Education - City Staff	8,000.00	10,758.56	(2,758.56)
Uniforms	8,000.00	13,807.08	(5,807.08)
Vehicle Insurance	5,230.00	7,638.12	(2,408.12)
Vision Insurance	548.49	621.72	(73.23)
Water Conservation Program	10,000.00	13,078.67	(3,078.67)
Grand Total	1,206,379.03	1,620,808.25	(414,429.22)

FY21 Subsidy/Transfer Amendment

Attachment B

FY21 Utility Subsidy Budget Adjustment

Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Subsidy	FY21 Suggested Subsidy	Difference
05-Water	719,087.99	671,335.44	(47,752.55)	263,425.00	47,752.55	215,672.45
06-Wastewater	614,938.65	508,082.67	(106,855.98)	172,681.00	106,855.98	65,825.02
07-Solid Waste	165,138.98	6,934.86	(158,204.12)	149,657.00	158,204.12	(8,547.12)
25-Drainage	74,554.19	102,251.67	27,697.48	4,672.00	-	4,672.00
	1,573,719.81	1,288,604.64	(285,115.17)	590,435.00	312,812.65	277,622.35

FY21 Transfer Budget Adjustment

Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
19-Crime Control	371,231.41	422,176.32	50,944.91	102,806.00	\$0	(102,806.00)

FY21 Open Space Earmarked Funds

Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
09-General Government	-	-	-	-	\$700,000	700,000.00

Funding Source Code	Department Code	General Ledger	General Ledger Title	Revised Budget	Budget Actual	Adjustmen	Available Budget
Police Department Available Budget							
01	02	5000	Payroll	774,382.00	703,439.37	26,471.99	44,470.64
01	02	5084	Salary - Cell phone allowance	1,920.00	1,750.00		170.00
01	02	5086	Salary - Bilingual	1,200.00	600.00		600.00
01	02	5087	Salary - Education	2,700.00	1,900.00		800.00
01	02	5120	Life Insurance Benefits	475.20	472.15		3.05
01	02	5121	Medical Insurance Benefits	87,442.00	83,497.17		3,944.83
01	02	5123	Vision Insurance	961.00	949.25		11.75
01	02	5124	Long Term Disability Insurance	2,978.00	2,900.25		77.75
01	02	5126	Short Term Disability Insurance	1,976.00	1,956.12		19.88
01	02	5130	Medicare Tax - Employers Contribution	11,628.82	11,478.84		149.98
01	02	5131	TWC - Employers Contribution	2,640.00	133.50		2,506.50
01	02	5150	Workers Compensation Benefits	26,834.71	13,487.84		13,346.87
01	02	5343	IT Management Services	20,566.00	12,818.97		7,747.03
01	02	5505	Ammunition	2,800.00	2,772.90		27.10
01	02	5570	Consumables	1,600.00	1,545.30		54.70
01	02	5600	Dues / Subscriptions / Fees	4,050.00	2,800.48		1,249.52
01	02	5645	Fuel	19,000.00	18,435.74		564.26
01	02	5725	Printing	900.00	850.45		49.55
01	02	5745	Repair & Maintenance - Equipment	3,000.00	2,826.12		173.88
01	02	5775	Small Tools	3,000.00	2,590.99		409.01
01	02	5782	Software Maintenance Fees	10,334.37	10,334.37		0.00
01	02	5815	Training - Mileage Reimbursement	2,500.00	1,453.85		1,046.15
01	02	5860	Vehicle Insurance	7,810.00	7,638.12		171.88
				990,698.10	886,631.78	26,471.99	77,594.33
Municipal Court Available Budget							
01	03	5091	Salary - Licensing Incentives	60.00	35.00		25.00
01	03	5120	Life Insurance Benefits	8.64	8.51		0.13
01	03	5131	TWC - Employers Contribution	288.00	8.92		279.08
01	03	5135	Social Security Contribution	806.00	672.28		133.72
01	03	5306	Attorney	6,000.00	2,737.00	3,263.00	0.00
01	03	5343	IT Management Services	980.00	75.00	905.00	0.00
01	03	5354	Municipal Court Services	500.00	0.00	500.00	0.00
01	03	5690	Municipal Court Supplies	500.00	0.00	500.00	0.00
01	03	5725	Printing	500.00	0.00	9.65	490.35
01	03	5815	Training - Mileage Reimbursement	400.00	0.00		400.00
01	03	5820	Training & Education - City Staff	400.00	0.00		400.00
				10,442.64	3,536.71	5,177.65	1,728.28
Public Works Available Budget							
01	04	5084	Salary - Cell phone allowance	504.00	417.00		87.00
01	04	5087	Salary - Education	480.00	365.00		115.00
01	04	5090	Salary - Overtime	1,083.00	1,028.72		54.28
01	04	5094	Salary-Water Sampling	7,893.00	6,307.66		1,585.34
01	04	5100	Exams/ Testing / Certifications	750.00	0.00		750.00
01	04	5120	Life Insurance Benefits	50.00	35.65		14.35
01	04	5124	Long Term Disability Insurance	325.00	129.31		195.69
01	04	5126	Short Term Disability Insurance	214.00	151.49		62.51
01	04	5131	TWC - Employers Contribution	276.00	28.42		247.58
01	04	5133	Urban Forestry	4,000.00	995.62	3,004.38	0.00
01	04	5150	Workers Compensation Benefits	3,678.00	3,566.00		112.00
01	04	5350	Grounds Maintenance	135,000.00	113,923.16	21,076.84	0.00
01	04	5436	Trails Master Plan	1,500.00	0.00		1,500.00
01	04	5437	Community Gardens	701.58	701.58		0.00
01	04	5444	Energy Conservation Rebates	10,000.00	7,096.63	500.10	2,403.27
01	04	5447	Pollution reduction Program	1,000.00	531.01		468.99
01	04	5476	Teen Program Expenses	2,000.00	606.12		1,393.88
01	04	5547	Ice Service	2,200.00	179.00		2,021.00
01	04	5570	Consumables	900.00	797.14		102.86

Funding Source Code	Department Code	General Ledger	General Ledger Title	Revised Budget	Budget	Available Budget
				Actual	Adjustments	
01	04	5575	Wildlife Management & Implementation	2,500.00	0.00	2,500.00
01	04	5600	Dues / Subscriptions / Fees	1,000.00	408.18	591.82
01	04	5645	Fuel	8,000.00	5,473.76	2,526.24
01	04	5735	Rental Expense - Equipment	750.00	300.00	450.00
01	04	5743	Repair & Maintenance - Landscaped Areas	4,500.00	2,841.03	1,658.97
01	04	5744	Repair & Maintenance - Parks & Grounds	8,000.00	7,802.08	197.92
01	04	5748	Repair & Maintenance - Fencing	2,500.00	335.14	2,164.86
01	04	5762	Reprographics Services	500.00	0.00	500.00
01	04	5815	Training - Mileage Reimbursement	1,750.00	816.56	933.44
01	04	5820	Training & Education - City Staff	2,500.00	875.29	1,624.71
01	04	5830	Uniforms	2,000.00	1,108.12	891.88
				206,554.58	156,819.67	24,581.32
						25,153.59
General Government Available Budget						
01	09	5089	Tuition Reimbursement	4,500.00	3,227.31	1,272.69
01	09	5321	Contingency Fund	500.00	0.00	500.00
01	09	5552	Sunset Valley Arts Commission-Community Programs	5,000.00	4,477.57	522.43
01	09	5558	Community Events - Spring Fling	4,400.00	0.00	4,400.00
01	09	5561	Community Events	3,000.00	0.00	3,000.00
01	09	5726	Property Lease Expense	5,200.00	2,600.00	2,600.00
01	09	5825	Training & Supplies - City Council	3,000.00	2,321.75	678.25
				25,600.00	12,626.63	0.00
			Total General Fund Available Budget			117,449.57
Water Available Budget						
02	05	5000	Payroll	100,512.00	87,470.88	13,041.12
02	05	5084	Salary - Cell phone allowance	552.00	448.00	104.00
02	05	5087	Salary - Education	510.00	252.50	257.50
02	05	5120	Life Insurance Benefits	71.00	70.86	0.14
02	05	5121	Medical Insurance Benefits	11,730.00	11,132.95	597.05
02	05	5122	Dental Insurance Benefits	694.00	624.94	69.06
02	05	5123	Vision Insurance	144.00	126.56	17.44
02	05	5130	Medicare Tax - Employers Contribution	1,513.00	1,358.30	154.70
02	05	5131	TWC - Employers Contribution	396.00	19.94	376.06
02	05	5303	Aquifer District Fees	3,500.00	3,235.32	264.68
02	05	5343	IT Management Services	980.00	0.00	980.00
02	05	5373	Utility Contractual Services	586,663.20	506,037.89	23,802.41
02	05	5375	Utility Inspections	250.00	0.00	250.00
02	05	5515	Bank / Management Fees	2,000.00	796.00	1,204.00
02	05	5645	Fuel	500.00	0.00	500.00
02	05	5705	Office Supplies/Delivery Fees	1,000.00	114.37	885.63
02	05	5735	Rental Expense - Equipment	250.00	0.00	250.00
02	05	5745	Repair & Maintenance - Equipment	1,200.00	461.79	738.21
02	05	5755	Repair & Maintenance - Vehicles	1,000.00	591.19	408.81
02	05	5775	Small Tools	3,000.00	2,633.04	366.96
02	05	5782	Software Maintenance Fees	9,448.63	9,448.63	0.00
02	05	5815	Training - Mileage Reimbursement	1,600.00	0.00	1,600.00
02	05	5820	Training & Education - City Staff	4,350.00	3,584.80	765.20
02	05	5830	Uniforms	700.00	341.64	358.36
02	05	5835	Utilities: Elec/water/wastewater/telephone/gas	3,000.00	1,089.03	1,910.97
02	05	7212	Backflows, Meters, & Vaults Improvements	50,000.00	0.00	50,000.00
				785,563.83	629,838.63	23,802.41
						131,922.79
Wastewater Available Budget						
02	06	5000	Payroll	60,334.00	52,487.70	7,846.30
02	06	5084	Salary - Cell phone allowance	336.00	274.00	62.00
02	06	5087	Salary - Education	285.00	126.25	158.75
02	06	5122	Dental Insurance Benefits	421.00	416.63	4.37

Funding Source Code	Department Code	General Ledger	General Ledger Title	Revised Budget	Budget	Available Budget
				Actual	Adjustments	
02	06	5123	Vision Insurance	87.00	84.37	2.63
02	06	5130	Medicare Tax - Employers Contribution	907.00	813.27	93.73
02	06	5131	TWC - Employers Contribution	240.00	11.99	228.01
02	06	5371	Industrial Waste Services	1,000.00	0.00	1,000.00
02	06	5373	Utility Contractual Services	519,161.64	485,981.01	13,139.35
02	06	5375	Utility Inspections	500.00	91.71	408.29
02	06	5600	Dues / Subscriptions / Fees	575.00	75.00	500.00
02	06	5645	Fuel	500.00	0.00	500.00
02	06	5705	Office Supplies/Delivery Fees	800.00	126.80	673.20
02	06	5735	Rental Expense - Equipment	250.00	27.71	222.29
02	06	5755	Repair & Maintenance - Vehicles	1,000.00	486.22	513.78
02	06	5775	Small Tools	2,000.00	365.88	1,634.12
02	06	5798	Annual WW Line Inspections	15,000.00	14,397.51	602.49
02	06	5815	Training - Mileage Reimbursement	1,000.00	0.00	1,000.00
02	06	5820	Training & Education - City Staff	1,500.00	236.67	1,263.33
02	06	5830	Uniforms	500.00	374.91	125.09
02	06	5835	Utilities: Elec/water/wastewater/telephone/gas	1,000.00	674.39	325.61
				607,396.64	557,052.02	13,139.35
						37,205.27
Solid Waste Available Budget						
02	07	5000	Payroll	39,142.00	36,717.74	2,424.26
02	07	5084	Salary - Cell phone allowance	168.00	140.00	28.00
02	07	5087	Salary - Education	105.00	71.25	33.75
02	07	5090	Salary - Overtime	723.00	573.88	149.12
02	07	5120	Life Insurance Benefits	28.00	23.61	4.39
02	07	5121	Medical Insurance Benefits	4,926.00	3,710.99	1,215.01
02	07	5122	Dental Insurance Benefits	273.00	208.31	64.69
02	07	5123	Vision Insurance	57.00	42.19	14.81
02	07	5124	Long Term Disability Insurance	151.00	144.52	6.48
02	07	5126	Short Term Disability Insurance	99.00	97.54	1.46
02	07	5130	Medicare Tax - Employers Contribution	588.00	553.81	34.19
02	07	5131	TWC - Employers Contribution	156.00	7.25	148.75
02	07	5150	Workers Compensation Benefits	1,322.00	157.00	1,165.00
02	07	5373	Utility Contractual Services	100,000.00	92,133.32	6,759.60
02	07	5374	Utility Dumpster Rental	7,000.00	3,625.66	3,374.34
02	07	5510	Animal Control	3,500.00	2,323.29	1,176.71
02	07	5650	Hazardous Material Disposal	389.00	60.84	328.16
02	07	5735	Rental Expense - Equipment	750.00	0.00	750.00
02	07	5795	Tire Recycling	650.00	621.50	28.50
				160,027.00	141,212.70	6,759.60
						12,054.70
			Total Utility Fund Available Budget			181,182.76
Street Available Budget						
14	14	5000	Payroll	41,214.00	35,984.45	5,229.55
14	14	5084	Salary - Cell phone allowance	264.00	214.00	50.00
14	14	5087	Salary - Education	225.00	111.25	113.75
14	14	5120	Life Insurance Benefits	28.00	23.61	4.39
14	14	5121	Medical Insurance Benefits	4,422.00	3,710.99	711.01
14	14	5122	Dental Insurance Benefits	273.00	208.31	64.69
14	14	5123	Vision Insurance	57.00	42.19	14.81
14	14	5124	Long Term Disability Insurance	159.00	144.52	14.48
14	14	5126	Short Term Disability Insurance	105.00	97.54	7.46
14	14	5130	Medicare Tax - Employers Contribution	624.00	562.07	61.93
14	14	5131	TWC - Employers Contribution	156.00	8.60	147.40
14	14	5140	TMRS City Contribution	4,993.00	4,735.10	257.90
14	14	5750	Repair & Maintenance - Streets & Drainage	82,000.00	40,969.84	7,063.87
				134,520.00	86,812.47	7,063.87
						40,643.66

Funding Source Code	Department Code	General Ledger	General Ledger Title	Revised Budget	Budget	Available Budget
			Total Street Fund Available Budget			40,643.66
HOT Available Budget						
16	16	5500	Advertising / Public Notices	260,000.00	189,645.33	19,895.54
				#####	189,645.33	19,895.54
			Total HOT Fund Available Budget			50,459.13
Venue Available Budget						
18	18	5000	Payroll	67,136.00	63,078.95	4,057.05
18	18	5084	Salary - Cell phone allowance	408.00	337.00	71.00
18	18	5087	Salary - Education	390.00	282.50	107.50
18	18	5130	Medicare Tax - Employers Contribution	1,012.00	957.97	54.03
18	18	5131	TWC - Employers Contribution	228.00	14.04	213.96
18	18	5133	Urban Forestry	5,000.00	247.50	4,752.50
18	18	5381	Water Quality Consultants	15,000.00	0.00	15,000.00
18	18	5446	Environmental Monitoring Program	2,500.00	0.00	2,500.00
18	18	5745	Repair & Maintenance - Equipment	3,000.00	0.00	3,000.00
18	18	5749	Repair and Maintenance - Natural Waterways	12,000.00	0.00	3,357.40
18	18	5753	Repair & Maintenance - Trails & Footpaths	2,000.00	0.00	2,000.00
18	18	5820	Training & Education - City Staff	2,000.00	499.00	1,501.00
18	18	5823	Education Programs	2,000.00	0.00	2,000.00
18	18	5880	Water Quality Ponds	15,000.00	1,799.55	13,200.45
				127,674.00	67,216.51	18,357.40
			Total Venue Fund Available Budget			42,100.09
Crime Control Available Budget						
19	19	5000	Payroll	227,230.00	188,148.29	5,904.50
19	19	5084	Salary - Cell phone allowance	480.00	370.00	110.00
19	19	5088	Salary - Shift Differential	2,400.00	1,700.00	700.00
19	19	5091	Salary - Licensing Incentives	2,400.00	2,000.00	400.00
19	19	5092	Salary - Holiday Traffic Control	5,000.00	0.00	5,000.00
19	19	5093	Salary - Holiday Pay	11,906.00	9,905.90	2,000.10
19	19	5121	Medical Insurance Benefits	22,931.00	22,265.91	665.09
19	19	5122	Dental Insurance Benefits	1,262.00	1,249.88	12.12
19	19	5123	Vision Insurance	262.00	253.13	8.87
19	19	5130	Medicare Tax - Employers Contribution	3,557.00	3,114.53	442.47
19	19	5131	TWC - Employers Contribution	960.00	36.15	923.85
19	19	5135	Social Security Contribution	1,597.00	848.76	748.24
19	19	5150	Workers Compensation Benefits	7,729.69	0.00	7,729.69
19	19	5439	Community Partnership	2,250.00	1,467.65	782.35
19	19	5600	Dues / Subscriptions / Fees	500.00	0.00	500.00
19	19	5613	800 MHz Operation and Maintenance	9,495.00	9,000.36	494.64
19	19	5614	911 Call Share	59,847.00	59,847.00	0.00
			Total Crime Control Fund Available Budget	359,806.69	300,207.56	5,904.50
						53,694.63
Drainage Available Budget						
25	25	5000	Payroll	27,985.00	25,329.54	2,655.46
25	25	5084	Salary - Cell phone allowance	168.00	140.00	28.00
25	25	5087	Salary - Education	105.00	41.25	63.75
25	25	5130	Medicare Tax - Employers Contribution	420.00	385.46	34.54
25	25	5131	TWC - Employers Contribution	108.00	5.81	102.19
25	25	5746	Repair & Maint. - Drainage-Streets & ROW	20,000.00	1,437.50	6,882.93
						11,679.57

Funding Source Code	Department Code	General Ledger	General Ledger Title	Revised Budget	Budget	Available Budget
				Actual	Adjustmen	
25	25	5761	Repair & Maintenance - Water Quality Ponds	5,000.00	1,428.62	3,571.38
25	25	5823	Education Programs	750.00	0.00	750.00
25	25	7184	Sunset Trail Street	35,122.00	0.00	35,122.00
				89,658.00	28,768.18	6,882.93
			Total Drainage Fund Available Budget			54,006.89
				Total Budget Sweep Across All Funds		
			General Fund Sweep			117,449.57
			Utility Fund Sweep			181,182.76
			Street Fund Sweep			40,643.66
			HOT Fund Sweep			50,459.13
			Venue Fund Sweep			42,100.09
			Crime Control Fund Sweep			53,694.63
			Drainage Fund Sweep			54,006.89
			Total Budget Sweep Across All Funds			539,536.73

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 200915 AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND TERMINATING SEPTEMBER 30, 2021 AND MAKING TRANSFERS AND APPROPRIATIONS OF FUNDS FOR ACCOUNTS AFFECTING THE GENERAL, CITY FACILITIES, UTILITY, DRAINAGE UTILITY, STREET REPAIR AND MAINTENANCE, HOTEL OCCUPANCY TAX, VENUE TAX, AND CRIME CONTROL AND PREVENTION DISTRICT FUNDS.

WHEREAS, the City Council of the City of Sunset Valley, Texas, deems it necessary to amend Ordinance No. 200915 to meet unexpected and/or unforeseen conditions that could not have been included in the original budget using reasonably diligent thought and attention.

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

Ordinance No. 200915 passed and approved on September 15, 2020, is hereby amended, to provide for the line-item adjustments and transfers set forth in Attachment A, Budget Amendment #2, and Attachment B, Subsidy/Transfer Amendment, attached hereto and incorporated herein. Except as specifically affected by the transfers and appropriations reflected on the attached Attachment A, the budget for Fiscal Year 2020-2021 as previously approved, shall remain in full force and effect.

PASSED AND APPROVED this the 4th day of January 2022.

Marc Bruner
Mayor

ATTEST:

Matt Lingafelter, City Secretary

CITY COUNCIL MEETING DATE: JANUARY 4, 2022



CITY COUNCIL AGENDA ITEM #9

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Council Member Rosengarten /Administration

SUBJECT: PUBLIC WORKS – GOOGLE FIBER INSTALLATION

DESCRIPTION: Consider and act on a variance request from Google Inc. for alternative methods of installation of internet fiber in Sunset Valley.

BACKGROUND: The variance request to section 6.509 of the Land Development Code was originally granted to Google in June of 2017.

However, the original permit expired, and Google reintroduced the permit request in 2020. At that time, it was determined that the requested method of install, micro trenching was not appropriate in the City due to the long-term effects on street longevity.

Google agreed and was to proceed with the required install method, boring under the street and behind curbs, to complete the project. To date, they have been unable to secure a contractor who will agree to such a method in Sunset Valley.

Google is once again requesting to be allowed to micro trench in the City to complete the install. To date, they have installed a “backbone” fiber down Jones Road to Brodie and from Brodie south.

Findings for Council Approval

Section 6.602 provides that the City Council may authorize a variance to the regulations of Chapter 6.

“Sec. 6.602 Variances All requests for variances must be submitted in writing to the City Council. The City Council may authorize a variance from these regulations when in its opinion, undue hardship will result from requiring strict compliance, or when existing affected transmission lines make compliance impracticable.”

Further Conditions

If council agrees with the findings as submitted by the applicant, the following staff recommendations would be further conditions on approval:

All conditions required in Sec. 6.503 Performance Bond and Public Liability Insurance Required as well as Section 6.505 Duties upon Completion of Work and 6.506 Certificate of Final Inspection.

"Sec. 6.503 Performance Bond and Public Liability Insurance Required

- (a) The city administrator or designee shall estimate the probable cost of repairing such street, sidewalk, right-of-way, easement, or highway to the required standard; and shall require the applicant to file a written bond in an amount sufficient to cover such cost, with two (2) or more sufficient sureties, conditioned that the street, sidewalk, right-of-way, easement, or highway shall be restored to as good or better condition than it was before the excavation or alteration was made. Such bond shall contain a provision for at least fifteen (15) days advance notice to the City prior to cancellation for any reason. Such bond is subject to the approval of the city attorney. An applicant may make a cash deposit of such sum in lieu of the written bond.
- (b) The conditions of the bond required in subsection 6.503(a) shall not be considered satisfied until the City shall have accepted the street, sidewalk, highway, right-of-way, or easements as being restored in good condition. In the event that the person making the opening shall fail to leave the affected area in a good state of repair, satisfactory to the City, then the City shall call upon the sureties to pay for the cost of repair; provided however, that in the event of a cash deposit, the City may proceed to have the street, sidewalk, right-of-way, easement, or highway put in good condition, paying for same out of the deposit made by the applicant, and if there be any remainder of said deposit after paying for such work, such remainder shall be refunded to the person making the deposit.
- (c) Before a permit may be issued hereunder, the applicant must comply with all applicable provisions of this Chapter pertinent to the issuance of such a permit and must show proof of comprehensive general liability insurance covering the work, including premises-operations and completed operations coverage, in not less than the following limits: General Liability Two Million Dollars (\$2,000,000.00) each occurrence Two Million Dollars (\$2,000,000.00) aggregate Property Damage Five Hundred Thousand Dollars (\$500,000.00) each occurrence Five Hundred Thousand Dollars (\$500,000.00) aggregate
- (d) Any policy providing for the above-required insurance shall name the City as an additional named insured for the duration of the work and shall contain a provision that the policy may not be cancelled, terminated, or modified without fifteen (15) days advance written notice thereof to the City.

- (e) Cancellation of insurance will automatically cause the suspension of the permit for thirty (30) days unless reinstated or substitute insurance is furnished. Suspended permits shall be automatically canceled at the end of thirty (30) days.
- (f) When the bond or deposit and insurance required by this Chapter shall have been accepted by the City, and all other applicable provisions relevant to the granting of permits have been satisfied, the City shall issue a permit for the excavation set out in the application, and the applicant may then proceed with the work in the exact location named in its application, and in no other place."

"Sec. 6.505 Duties upon Completion of Work After the trenching, excavation or opening have been made, the permit holder shall backfill the excavation with such materials and in such manner as to comply with the adopted standards of the City of Austin Transportation Criteria Manual."

"Sec. 6.506 Certificate of Final Inspection After the making of such tests and inspections as may be necessary or desirable by the City, and the satisfactory completion of the restoration work, the City shall certify that the work has been completed in accordance with the provisions of the permit and issue a Certificate of Final Inspection."

APPLICABLE CODE SECTIONS: [City of Sunset Valley Land Development Code](#)

FUNDING: The long-term effects of the requirements on the street fund to maintain the trenched areas remains unknown. It would qualify as a street maintenance expense.

STAFF RECOMMENDATION: Approve the requested installation method. Annual street inspection and maintenance will be considered especially significant in these areas to ensure to failure of street occurs. Additionally, it is the method most used in metropolitan areas.

SUPPORTING MATERIALS PROVIDED: YES

- GOOGLE INSTALLATION MAP

STANDARD ENVIRONMENTAL NOTES:

ADDITIONAL AREAS:

1. ANY ADDITIONAL AREAS REQUIRED FOR CONSTRUCTION OF THIS PROJECT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
2. ALL ASSOCIATED PERMITS AND FEES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
3. CONTRACTOR MUST INSTALL AND MAINTAIN EROSION/SEDIMENTATION CONTROLS AND TREE PROTECTION FOR ALL SUCH AREAS IN ACCORDANCE WITH THE CITY OF AUSTIN ENVIRONMENTAL CRITERIA MANUAL AND AS INCLUDED IN THE APPROVED SUBMITTAL OR DIRECTED IN THE FIELD BY THE CITY REPRESENTATIVE.
4. A SIGNED COPY OF THE PLANS PERMITTED THROUGH THE CITY MUST BE KEPT ON SITE AND ACCESSIBLE AT ALL TIMES DURING PROJECT CONSTRUCTION.

DEWATERING:

CONTRACTOR IS RESPONSIBLE FOR DEWATERING OF WORK AREA.

FUEL STORAGE:

FUEL STORAGE IS PROHIBITED ON THIS PROJECT. ADDITIONALLY, THE CONTRACTOR IS REQUIRED TO NOTIFY THE CITY IMMEDIATELY FOLLOWING ANY SPILL OF FUEL OR OTHER TOXIC MATERIAL. CONTRACTOR IS REQUIRED TO FOLLOW-UP WITH WRITTEN DOCUMENTATION, INCLUDING A COMPLETE DESCRIPTION OF THE INCIDENT, MATERIAL SPILLED, AND ACTIONS TAKEN TO CONTAIN AND CLEAN-UP MATERIAL.

FUGITIVE DUST CONTROL:

ALL PROJECTS APPROVED THROUGH THE CITY MUST COMPLY WITH THE CODE OF THE CITY OF AUSTIN AND THE ENVIRONMENTAL CRITERIA MANUAL REQUIREMENTS TO CONTROL AIRBORNE DUST. COMPLIANCE IS REQUIRED FOR ENTIRE PROJECT SITE AS WELL AS ASSOCIATED OPERATIONS.

SPOILS STORAGE:

NO SPOILS STORAGE IS ALLOWED WITHIN A CRITICAL WATER QUALITY ZONE, A 100-YEAR FLOODPLAIN, OR ON A SLOPE WITH A GRADIENT OF MORE THAN 15 PERCENT.

E/S CONTROLS FOR BORE / RECEIVING PIT LOCATIONS:

TEMPORARY E/S CONTROLS MUST SURROUND THE ENTIRETY OF BORING OPERATIONS, INCLUDING PIT, EQUIPMENT, ETC. FOR LOCATIONS WITHIN IMPERVIOUS AREAS, TEMPORARY CONTROL WILL BE TRIANGULAR FILTER DIKE (COA STANDARD DETAIL #62BS). DIKE FLAP WILL BE CONTINUOUSLY WEIGHTED DOWN THROUGH THE USE OF 1" BY 4" WOOD STRIPS NAILED TO THE PAVEMENT, EXCEPT FOR THE ACCESS POINT. PLACEMENT OF TEMPORARY E/S CONTROLS ACROSS ACCESS POINT WILL BE REQUIRED WHENEVER THE SITE IS NOT ACTIVELY USED. FOR LOCATIONS WITHIN PERVIOUS AREAS, TEMPORARY CONTROL WILL BE SILT FENCE (COA STANDARD DETAIL #6425-1) OR MULCH SOCKS (COA STANDARD DETAIL #64BS-1), AS INDICATED ON APPROVED PLANS.

SOIL RETENTION BLANKET:

UNLESS OTHERWISE INDICATED IN THE PROJECT DOCUMENTS, INSTALLATION OF SOIL RETENTION BLANKET WILL BE REQUIRED FOR ALL IMPACTED SLOPES GREATER THAN 3:1 AND ALL IMPACTED AREAS WITHIN DRAINAGE CONVEYANCES. (CITY OF AUSTIN STANDARD SPECIFICATION ITEM 6055) SOIL RETENTION BLANKET SUBMITTAL MUST BE APPROVED BY PROJECT ENGINEER AND CITY REPRESENTATIVE PRIOR TO USE AND MUST INCLUDE PRODUCT AND INSTALLATION DETAILS PROVIDED BY MANUFACTURER. FINISH GRADING MUST BE INSPECTED AND APPROVED BY THE CITY PRIOR TO BLANKET INSTALLATION. INSTALLATION MUST BE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND MUST BE INSPECTED AND APPROVED BY CITY REPRESENTATIVE PRIOR TO ACCEPTANCE.

SOO INSTALLATION:

REVEGETATION WITHIN MANAGED TURF AREAS MUST BE ACCOMPLISHED THROUGH THE INSTALLATION OF SOLID BLOCK GRASS SOO. SOO TYPE MUST MATCH ADJACENT GRASS TYPE. QUESTIONS REGARDING SOO TYPE WILL BE RESOLVED BY THE CITY OF SUNSET VALLEY.

TxDOT RIGHTS-OF-WAY:

TOPSOIL (TxDOT ITEM NO. 160), SOIL RETENTION BLANKET (TxDOT ITEM NO. 169), AND REVEGETATION (TxDOT ITEM NO. 164) INSTALLED WITHIN TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) RIGHT-OF-WAY SHALL COMPLY WITH "REQUIREMENTS FOR INSTALLATION OF UTILITIES WITHIN THE STATE RIGHT-OF-WAY, AUSTIN DISTRICT".

PROJECT SEQUENCE:
(REFER TO FULL PLAN SET FOR PROJECT-SPECIFIC ADDITIONS, IF APPLICABLE.)

PRIOR TO CONSTRUCTION:

1. SECURE APPLICABLE CITY PERMITS.
2. NOTIFY CITY REPRESENTATIVE PRIOR TO PLACEMENT OF E/S CONTROLS AND TREE PROTECTION FENCING. ALL PROPOSED PHASING OF CONTROLS MUST BE SUBMITTED TO AND APPROVED BY THE CITY REPRESENTATIVE PRIOR TO THE FIELD PRE-CONSTRUCTION CONFERENCE.
3. NOTIFY CITY REPRESENTATIVE PRIOR TO PLACEMENT OF TEMPORARY TRAFFIC CONTROLS. ALL PROPOSED PHASING OF CONTROLS MUST BE INDICATED ON APPROVED TEMPORARY TRAFFIC CONTROL PLAN AND SEALED BY PROFESSIONAL ENGINEER.
4. PLACE TEMPORARY E/S CONTROLS AND TREE PROTECTION FENCING PRIOR TO BEGINNING ANY EXCAVATION. INSTALL C.I.P. SIGN, IF APPLICABLE.
5. HOLD ENVIRONMENTAL PRE-CONSTRUCTION CONFERENCE ON SITE WITH THE CONTRACTOR, OWNER'S REPRESENTATIVE, AND CITY REPRESENTATIVE AFTER INSTALLATION OF E/S CONTROLS AND TREE PROTECTION FENCING AND PRIOR TO ANY TRENCHING OPERATIONS.
6. PLACE TEMPORARY TRAFFIC CONTROL DEVICES.

PROJECT CONSTRUCTION:

1. BEGIN CONSTRUCTION. NOTIFY CITY REPRESENTATIVE A MINIMUM OF 48 HOURS IN ADVANCE OF TRANSITION BETWEEN PHASES.
2. CONTACT CITY TO SCHEDULE FIELD INSPECTION PRIOR TO BEGINNING INSTALLATION OF PERMANENT E/S CONTROLS.
3. COMPLETE RESTORATION OF ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES FOR THIS PROJECT. (PERMANENT E/S CONTROLS)
4. REMOVE TEMPORARY TRAFFIC CONTROL DEVICES RELATED TO WORK AREAS OUTSIDE OF THE STREET.
5. HOLD ENVIRONMENTAL POST-CONSTRUCTION CONFERENCE ON SITE WITH THE CONTRACTOR, OWNER'S REPRESENTATIVE, AND CITY REPRESENTATIVE. ALL PERMANENT E/S CONTROLS MUST BE ACCEPTED BY THE CITY REPRESENTATIVE. PERMANENT CONTROLS SHALL CONSIST OF REVEGETATION PER DETAILS 602, 604S, AND 609S AS INDICATED ON APPROVED PLANS.
6. FOLLOWING FINAL ACCEPTANCE OF PERMANENT E/S CONTROLS BY THE CITY REPRESENTATIVE, REMOVE TEMPORARY E/S CONTROLS. CLEAN EXISTING STORM DRAINAGE SYSTEMS AS NECESSARY DUE TO CONSTRUCTION OPERATIONS.
7. DRESS-UP AND RESTORE ANY AREAS DISTURBED BY REMOVAL OF TEMPORARY E/S CONTROLS DESCRIBED ABOVE.

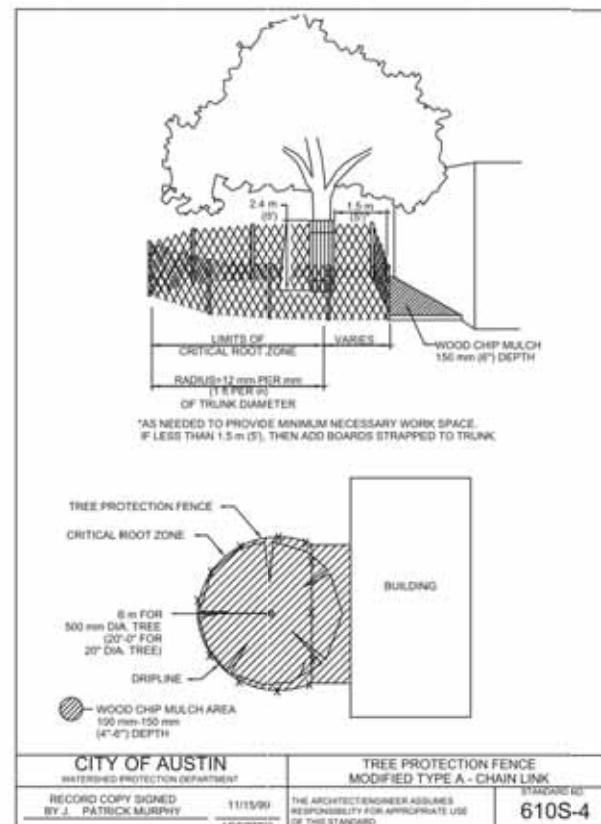
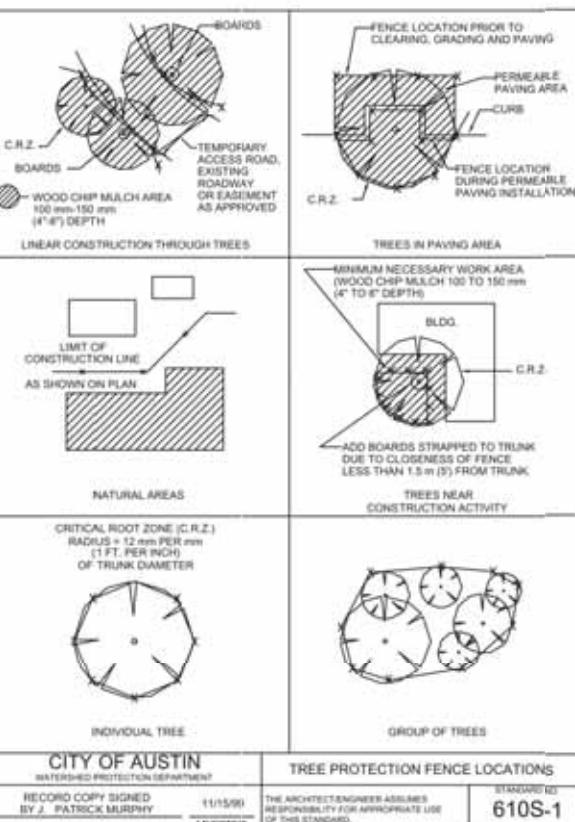
STANDARD NOTES**TREE AND NATURAL AREA PROTECTION**

1. ALL TREES AND NATURAL AREAS SHOWN ON PLAN TO BE PRESERVED SHALL BE PROTECTED DURING CONSTRUCTION WITH TEMPORARY MEASURES.
2. PROTECTIVE MEASURES SHALL BE INSTALLED ACCORDING TO CITY OF SUNSET VALLEY LAND DEVELOPMENT CODE (LDC) CHAPTER 16 STANDARDS OF TREE PROTECTION.
3. PROTECTIVE MEASURES SHALL BE INSTALLED PRIOR TO THE START OF ANY SITE PREPARATION WORK (CLEARING, GRUBBING OR GRADING), AND SHALL BE MAINTAINED THROUGHOUT ALL PHASES OF THE PROJECT.
4. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED OR MAINTAINED IN A MANNER WHICH DOES NOT RESULT IN SOIL BUILD-UP, COMPACTION OR CUTTING OF CRITICAL ROOT ZONE WITHIN TREE DRIP LINES.
5. DURING CONSTRUCTION, TEMPORARY TREE PROTECTION DEVICES SHALL BE INSTALLED AT LEAST TO THE LIMIT OF THE CRITICAL ROOT ZONE OR DRIPLINE, WHICHEVER IS GREATER, FOR ANY PROTECTED, HERITAGE OR ANCESTRAL TREES TO BE PRESERVED WHEN THE RESPECTIVE CRITICAL ROOT ZONE IS WITHIN THE LIMITS OF CONSTRUCTION.
6. A MINIMUM OF 50% OF THE CRITICAL ROOT ZONE MUST BE PRESERVED AT THE NATURAL GRADE AND WITH NATURAL GROUND COVER, NO CUT OR FILL, ANY DEPOSIT OR STOCKPILING OF EARTHEN MATERIALS IN THEIR NATURAL STATE, GREATER THAN 4 INCHES WILL BE LOCATED CLOSER TO THE TREE TRUNK THAN 1/2 THE CRZ RADIAL DISTANCE. IF MORE THAN 50% OF THE TREE'S CRITICAL ROOT ZONE IS AFFECTION BY CONSTRUCTION THE TREE MAY BE PRESERVED BUT REPLACEMENT PLANTINGS MUST BE MET AS PART OF THE MITIGATION REQUIREMENTS IN ACCORDANCE WITH SECTION 16.400.
7. A MAXIMUM AMOUNT OF 25% OF THE Viable PORTION OF THE TREE'S CROWN MAY BE REMOVED FOR CONSTRUCTION THE TREE MAY BE PRESERVED BUT REPLACEMENT PLANTINGS MUST BE MET AS PART OF THE MITIGATION REQUIREMENTS IN ACCORDANCE WITH SECTION 16.400.
8. ACTIVITIES DURING CONSTRUCTION THAT ARE HAZARDOUS TO THE HEALTH OF ANY PROTECTED, HERITAGE, OR ANCESTRAL TREES ARE PROHIBITED, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
 - A. PHYSICAL DAMAGE, ANY PHYSICAL DAMAGE, INCLUDING TREE TOPPING, TRUNK DAMAGE, OR OVER PRUNING.
 - B. EQUIPMENT CLEANING AND LIQUID DISPOSAL. CLEANING EQUIPMENT, DEPOSITING OR ALLOWING HARMFUL LIQUIDS TO FLOW OVERLAND WITHIN THE CRITICAL ROOT ZONE. THIS INCLUDES PAINT, OIL, SOLVENTS, ASPHALT, CONCRETE, MORTAR, TAR OR SIMILAR MATERIALS.
 - C. GRADE CHANGES: GRADE CHANGES WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE UNLESS ADEQUATE CONSTRUCTION METHODS ARE APPROVED BY THE CITY ARBORIST.
 - D. IMPERVIOUS PAVING, PAVING WITH IMPERVIOUS MATERIALS WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE AND WHICH MAY REASONABLY BE EXPECTED TO KILL A TREE.
 - E. MATERIAL STORAGE, STORING MATERIALS INTENDED FOR USE IN CONSTRUCTION OF ALLOWING WASTE MATERIALS DUE TO EXCAVATION FOR DEMOLITION TO ACCUMULATE WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE.

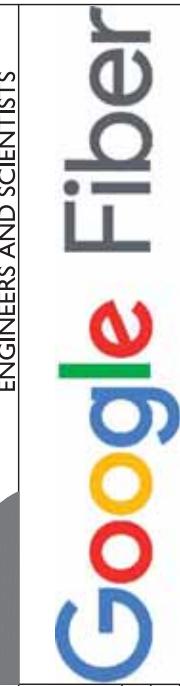
- F. TREE ATTACHMENTS, ATTACHING TO THE TREE ANY SIGNS, WIRES OR OTHER ITEMS, OTHER THAN THOSE OF A PROTECTIVE NATURE.
- G. VEHICULAR TRAFFIC, VEHICULAR AND/OR CONSTRUCTION EQUIPMENT TRAFFIC, PARKING OR STORAGE WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE, OTHER THAN ON PRE-EXISTING APPROVED PAVEMENT. THIS RESTRICTION DOES NOT APPLY TO SINGLE INCIDENT ACCESS WITHIN THE CRITICAL ROOT ZONE FOR PURPOSES OF CLEARING UNDERBRUSH, VEHICULAR ACCESS FOR EMERGENCY SERVICE, ROUTINE UTILITY MAINTENANCE, AND EMERGENCY RESTORATION OF UTILITY SERVICES OR ROUTINE MOWING ACTIVITIES.
- H. UTILITY ENCROACHMENT, INSTALLATION OF UTILITIES AND APPURTENANCES WITHIN THE CRITICAL ROOT ZONE OR CROWN EXCEPT WHERE APPROVED BY THE CITY ARBORIST.
- I. EXCAVATION AND TRENCHING. EXCAVATION AND TRENCHING WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE EXCEPT AS APPROVED BY THE CITY ARBORIST.

SUPPLEMENTAL TREE PROTECTION NOTES

1. ALL TREE PROTECTION MUST COMPLY WITH CITY OF SUNSET VALLEY CHAPTER 16 AND AS INDICATED BY STANDARD NOTES AND DETAILS INCLUDED WITHIN THIS DOCUMENT SET. CONTRACTOR SHALL INSTALL PROTECTION PRIOR TO PRE-CONSTRUCTION CONFERENCE, MAKE ADJUSTMENTS TO PROTECTION AS DIRECTED BY THE CITY REPRESENTATIVE, AND MAINTAIN PROTECTION UNTIL PROJECT IS COMPLETE.
2. TYPE AND LOCATION OF ALL TREE PROTECTION MUST BE APPROVED IN THE FIELD BY THE CITY ARBORIST PRIOR TO CONSTRUCTION.
3. CITY ARBORIST SHALL BE NOTIFIED 72 HOURS IN ADVANCE OF TREE PRUNING.
4. ALL PRUNING SHALL BE IN COMPLIANCE WITH APPLICABLE SUBSECTIONS OF CHAPTER 12 OF THE CITY OF SUNSET VALLEY LAND DEVELOPMENT CODE.



**ALAN PLUMMER
ASSOCIATES, INC.**
ENVIRONMENTAL
ENGINEERS AND SCIENTISTS



GENERAL PERMIT TREE PROTECTION AND ENVIRONMENTAL NOTES	
DATE: 02/10/2020	SCALE: 2 OF 25
DESIGNED: APAI	APPROVED: RV, AC
DRAWN: APAI	CHECKED: AH, SS



08/13/2020

STANDARD NOTES
EROSION AND SEDIMENTATION CONTROL

- THE CONTRACTOR SHALL INSTALL EROSION/SEDIMENTATION CONTROLS AND TREE/NATURAL AREA PROTECTIVE FENCING PRIOR TO ANY SITE PREPARATION WORK (CLEARING, GRUBBING, OR EXCAVATION).
- THE PLACEMENT OF EROSION/SEDIMENTATION CONTROLS SHALL BE IN ACCORDANCE WITH THE ENVIRONMENTAL CRITERIA MANUAL AND THE APPROVED EROSION AND SEDIMENTATION CONTROL PLAN.
- THE PLACEMENT OF TREE/NATURAL AREA PROTECTIVE FENCING SHALL BE IN ACCORDANCE WITH THE CITY OF SUNSET VALLEY STANDARD NOTES FOR TREE AND NATURAL AREA PROTECTION AND THE APPROVED GRADING/TREE AND NATURAL AREA PLAN.
- A PRE-CONSTRUCTION CONFERENCE SHALL BE HELD ON-SITE WITH THE CONTRACTOR, DESIGN ENGINEER, PERMIT APPLICANT, AND GENERAL PERMIT PROGRAM REPRESENTATIVE AFTER INSTALLATION OF THE EROSION/SEDIMENTATION CONTROLS AND THE TREE/NATURAL AREA PROTECTION MEASURES AND PRIOR TO BEGINNING ANY SITE PREPARATION WORK.
- ANY SIGNIFICANT VARIATION IN MATERIALS OR LOCATIONS OF CONTROLS OR FENCES FROM THOSE SHOWN ON THE APPROVED PLANS MUST BE APPROVED BY THE REVIEWING ENGINEER.
- THE CONTRACTOR IS REQUIRED TO INSPECT THE CONTROLS AND FENCES AT DAILY INTERVALS AND AFTER SIGNIFICANT RAINFALL EVENTS TO INSURE THAT THEY ARE FUNCTIONING PROPERLY. THE PERSON(S) RESPONSIBLE FOR MAINTENANCE OF CONTROLS AND FENCES SHALL IMMEDIATELY MAKE ANY NECESSARY REPAIRS TO DAMAGED AREAS. SILT ACCUMULATION AT CONTROLS MUST BE REMOVED WHEN THE DEPTH REACHES SIX (6) INCHES. SILT ACCUMULATION AT INLET DEVICES SHOULD BE REMOVED WHEN THE DEPTH REACHES TWO (2) INCHES.
- PRIOR TO FINAL ACCEPTANCE BY THE CITY, HAUL ROADS AND WATERWAY CROSSINGS CONSTRUCTED FOR TEMPORARY CONTRACTOR ACCESS MUST BE REMOVED. ACCUMULATED SEDIMENT REMOVED FROM THE WATERWAY AND THE AREA RESTORED TO THE ORIGINAL GRADE AND REVEGETATED. ALL LAND CLEARING DEBRIS SHALL BE DISPOSED OF IN APPROVED SPUD DISPOSAL SITES.
- ALL WORK MUST STOP IF A VOID IN THE ROCK SUBSTRATE IS DISCOVERED WHICH IS ONE CUBE FOOT OR LARGER IN TOTAL AREA. BLOW-OUT FROM WITHIN THE SUBSTRATE AND/OR CONSISTENTLY RECEIVES WATER DURING ANY RAIN EVENT. AT THIS TIME, IT IS THE RESPONSIBILITY OF THE PROJECT MANAGER TO IMMEDIATELY CONTACT THE CITY FOR FURTHER INVESTIGATION.
- FIELD REVISIONS TO THE EROSION/SEDIMENTATION CONTROL PLAN MAY BE REQUIRED BY THE CITY DURING THE COURSE OF CONSTRUCTION TO CORRECT CONTROLS INADEQUACIES. ANY REVISIONS TO THE PERMITTED PLAN MUST BE APPROVED BY THE CITY.
- PERMANENT EROSION/SEDIMENTATION CONTROL: ALL DISTURBED AREAS SHALL BE RESTORED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. WHERE THE CRITERIA MANUAL AND CONTRACT DOCUMENTS DIFFER THE MOST ENVIRONMENTALLY BENEFICIAL MATERIALS/METHODS SHALL BE REQUIRED UNLESS OTHERWISE APPROVED BY THE CITY.

11. DEVELOPER INFORMATION

OWNER:
COMPANY: GOOGLE FIBER
CONTACT: ANDREW CREEF, P.E.
ADDRESS: 201 COLORADO ST.
AUSTIN, TX 78701
PHONE: (512) 956-5756
E-MAIL: ACREEF@GOOGLE.COM

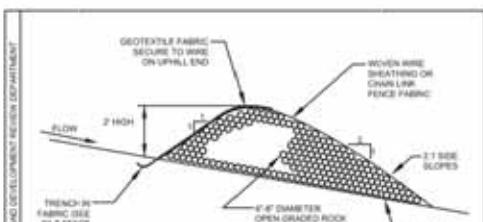
OWNER'S REPRESENTATIVE RESPONSIBLE FOR PLAN ALTERATIONS:
COMPANY: ALAN PLUMMER ASSOCIATES, INC.
CONTACT: RUBEN VASQUEZ, P.E.
ADDRESS: 6300 LA CALMA, SUITE 400
AUSTIN, TX 78752
PHONE: (512) 687-2150
E-MAIL: RVASQUEZ@APAINV.COM

PARTY RESPONSIBLE FOR EROSION/SEDIMENTATION CONTROL MAINTENANCE:
COMPANY: GOOGLE FIBER

PARTY RESPONSIBLE FOR TREENATURAL AREA PROTECTION MAINTENANCE:
COMPANY: GOOGLE FIBER

12. INLET PROTECTION SHALL BE INSTALLED IMMEDIATELY PRIOR TO STREET WORK, AND WILL BE REMOVED AS SOON AS THE CITY AGREES THAT THERE IS NO POTENTIAL FOR SEDIMENTATION.

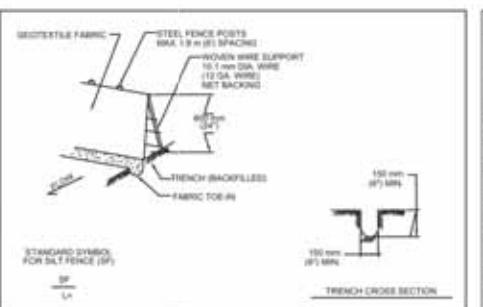
13. CONTRACTOR TO VERIFY DITCH ELEVATIONS AND HAND DIG IN AREAS EXCEEDING 3:1 TO PREVENT EROSION.



NOTES:
1. USE ONLY OPEN GRADED ROCK, 4-8 INCH DIAMETER, FOR STREAM FLOW CONDITION. USE OPEN GRADED ROCK, 3-4 INCH DIAMETER, FOR OTHER CONDITIONS.
2. ROCK BERM SHALL BE SECURED WITH A WOVEN WIRE SHEATHING HAVING A MAXIMUM 1 INCH OPENING AND MINIMUM WIRE DIAMETER OF 25 GAUSS.
3. ROCK BERM SHALL BE INSPECTED WEEKLY OR AFTER EACH RAIN, AND THE STONE ANCHOR FABRIC COVE WOVEN WIRE SHEATHING SHALL BE REPLACED WHEN THE STRUCTURE CESES TO FUNCTION AS INTENDED. DUE TO SILT ACCUMULATION AMONG THE ROCKS, WASHOUT, CONSTRUCTION TRAFFIC DAMAGE, ETC.
4. WHEN SILT REACHES A DEPTH EQUAL TO ONE-THIRD THE HEIGHT OF THE BERM OR ONE FOOT, WHICHEVER IS LESS, THE SILT SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED SITE AND IN A MANNER AS TO NOT CREATE A SILT ACCUMULATION PROBLEM.
5. DAILY INSPECTION SHALL BE MADE ON SEVERE SERVICE ROCK BERM. SILT SHALL BE REMOVED WHEN ACCUMULATION REACHES 8 INCHES.
6. WHEN SITE IS COMPLETELY STABILIZED, THE BERM AND ACCUMULATED SILT SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED MANNER.

FABRIC COVERED (SEVERE SERVICE) ROCK BERM

CITY OF AUSTIN
WATERWAYS PROTECTION DEPARTMENT
GENERAL PERMIT PROGRAM
APPROVED
RECORD COPY SIGNED BY
S. PATRICK MURPHY
SCALE: N.T.S.
STANDARD NO.
N/A



NOTES:
1. MATERIAL: THE FENCE MUST CORRESPOND TO THE FOLLOWING REQUIREMENTS:
PROPERTY: ASTM TEST METHOD: REQUIREMENTS:
FABRIC HEIGHT: 0.375" D-4580 22.0 OUNCES/SQUARE YARD
LA FRACIOLAT (24") D-4580 TENSILE STRENGTH IN FABRIC: 350 LB AFTER 100 HOURS IN BENCH AGE DEVICE
MULCH-BURST STRENGTH: 0.2988 2.05 POUNDS PER SQUARE INCH
WATER-BURST RATE: 0.4461 2.25 GALLONS/MINUTE/SQUARE FEET
2. THE MATERIAL SHOULD HAVE A MAXIMUM EXPECTED USEFUL LIFE OF APPROXIMATELY EIGHTEEN (18) MONTHS. THE EROSION PROTECTION DEVICES SHOULD BE CONSTRUCTED IN A MANNER THAT WILL FACILITATE CLEAN OUT AND DISPOSAL OF SEDIMENT WHILE MAINTAINING INTERFERENCE WITH CONSTRUCTION ACTIVITIES. THE DEVICES SHOULD NOT BE CONSTRUCTED IN A MANNER THAT WILL ALLOW WATER TO CAUSE EXCESSIVE FLOW. 4 INCHES OF STANDING WATER OR SPRAYED DUST/STRUCTURE OR AGGREGATE AREAS.
3. COVERAGE: THE FABRIC WIRE SHOULD COMPLETELY COVER THE OPENING OF THE INLET. AND DEVICES SHOULD BE INSTALLED WITHOUT PROTRUDING PARTS THAT COULD CAUSE A TRAFFIC, WORKER, OR PEDESTRIAN HAZARD. WHERE MONTAGE OF THE FABRIC OVERLAPS, THEY SHALL OVERLAP AT LEAST THREE (3) INCHES.
4. THE INLET FILTER BERM SHL BE ATTACHED IN A WAY THAT THEY CAN EASILY BE MOVED AND NOT BECOME ATTACHED TO THE USE OF SAND-BAGS. THE INLET FILTER MUST BE REMOVED UPON CONSTRUCTION OF WORK. IF PERMANENT DAMAGE TO THE CONCRETE CURB, THE CURB MUST BE REPAVED IMMEDIATELY.
5. DAILY INSPECTION SHALL BE MADE BY THE CONTRACTOR, AND THE INLET FILTER MUST BE REMOVED WHEN THE DEPTH REACHES 8 MM (1/4 INCH) IN ONE DIRECTION OR ONE-THIRD THE HEIGHT OF THE INLET, AND DISPOSED OF IN A MANNER WHICH WILL NOT CREATE ADDITIONAL SEDIMENT.
6. CONTRACTOR IS TO MONITOR THE PERFORMANCE OF INLET PROTECTION DURING EACH RAINFALL. IF HEAT IS IMMEDIATELY PRESENT THE INLET PROTECTIONS WILL BE REPAVED BEFORE TO OVERFLOW. THE CURB MUST BE REPAVED IMMEDIATELY.
7. INLET PROTECTIONS SHL BE REMOVED AS SOON AS THE SOURCE OF SEDIMENT HAS ACHIEVED FINAL STABILIZATION.

NOTES:
1. STEEL POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED RUNOFF SOURCE. POST MUST BE EMBEDDED A MINIMUM OF 450 mm (18").
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A SPADE OR MECHANICAL TRENCHER, SO THAT THE DOWNGRADE FACE OF THE TRENCH IS FLAT AND THE DOWNGRADE LINE OF FLOW. WHERE THE TRENCH CAN NOT BE TRENCHED DUE TO THE SURFACE (E.G. PAVEMENT), THE FENCE FLAP SHALL BE POSITIONED DOWN WITH WASHED GRAVEL ON UPHILL SIDE TO PREVENT FLOW UNDER FENCE.
3. THE TRENCH MUST BE A MINIMUM OF 150 mm (6") DEEP AND 150 mm (6") WIDE TO ALLOW FOR THE SILT FENCE FABRIC TO BE LAYED IN THE GROUND AND BACKFILLED WITH COMPACTED MATERIAL.
4. WHEN SILT REACHES A DEPTH EQUAL TO ONE-THIRD THE HEIGHT OF THE BERM OR ONE FOOT, WHICHEVER IS LESS, THE SILT SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED SITE AND IN A MANNER AS TO NOT CREATE A SILT ACCUMULATION PROBLEM.
5. DAILY INSPECTION SHALL BE MADE DAILY OR AFTER EACH RAINFALL EVENT AND REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN THE SITE IS COMPLETELY STABILIZED SO AS NOT TO BLOCK OR IMPED STORM FLOW OR DRAINS.
7. ACCUMULATED SILT SHL BE REMOVED WHEN IT REACHES A DEPTH OF 150 mm (6") AND THE SILT SHL BE DISPOSED OF ON AN APPROVED SITE AND IN SUCH A MANNER THAT WILL NOT CONTRIBUTE TO ADDITIONAL SEDIMENT.

NOTES:
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2. THE TOE OF THE MULCH SOCK SHALL BE PLACED SO THAT THE MULCH SOCK IS FLAT AND PERPENDICULAR TO THE LINE OF FLOW. IN ORDER TO PREVENT WATER FROM FLOWING BETWEEN THE JOINTS OF ADJACENT ENDS OF MULCH SOCKS, LAY THE ENDS OF MULCH SOCKS A MINIMUM OF 300mm (12") APART.

3. MULCH MATERIAL MUST BE FREE OF REFUSE, PHYSICAL CONTAMINANTS, AND MATERIAL TOXIC TO PLANTS. USE MULCH MATERIALS APPROVED FOR USE AS MULCH MATERIAL TO CONTAIN GROUNDS CONSTRUCTION (SERIAL, BAGGLES, OR MULCH).

4. MULCH MATERIAL SHL BE 100% BIODEGRADABLE, PHOTOBIODEGRADABLE PLASTIC, POLYESTER, OR ANY OTHER ACCEPTABLE MATERIAL.

5. MULCH SOCKS SHOULD BE USED AT THE BASE OF SLOPES NO STEEPER THAN 2:1 AND SHOULD NOT EXCEED THE MAXIMUM SPACING CRITERIA PROVIDED IN CITY OF AUSTIN ENVIRONMENTAL CRITERIA MANUAL, TABLE 1.4.B.1 FOR A GIVEN SLOPE CATEGORY.

6. ACCUMULATED SILT SHL BE REMOVED WHEN IT REACHES A DEPTH OF 150 mm (6") AND THE SILT SHL BE DISPOSED OF ON AN APPROVED SITE AND IN SUCH A MANNER THAT WILL NOT CONTRIBUTE TO ADDITIONAL SEDIMENT.

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3. MULCH MATERIAL MUST BE FREE OF REFUSE, PHYSICAL CONTAMINANTS, AND MATERIAL TOXIC TO PLANTS. USE MULCH MATERIALS APPROVED FOR USE AS MULCH MATERIAL TO CONTAIN GROUNDS CONSTRUCTION (SERIAL, BAGGLES, OR MULCH).

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4. MULCH MATERIAL SHL BE 100% BIODEGRADABLE, PHOTOBIODEGRADABLE PLASTIC, POLYESTER, OR ANY OTHER ACCEPTABLE MATERIAL.

CONSTRUCTION NOTES:

1. CONTRACTOR MUST OBTAIN ALL LOCATES PRIOR TO CONSTRUCTION. VERIFY THE LOCATION OF UNDERGROUND UTILITIES AT LEAST 100FT IN ADVANCE OF ALL PROPOSED UTILITY CROSSINGS, AND ALSO AT LOCATIONS WHERE THE PROPOSED FACILITIES ARE DEPICTED TO RUN PARALLEL TO AND WITHIN 5FT OF EXISTING FACILITIES.
2. ALL LABOR TO BE PERFORMED IN ACCORDANCE WITH SECTION 6.907 OF THE CITY OF SUNSET VALLEY LAND DEV. CODE AND THE LATEST OSHA STANDARDS, INCLUDING BUT NOT LIMITED TO TRENCH SAFETY. ALL CONSTRUCTION OPERATIONS SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE SAFETY AND HEALTH ADMINISTRATION (OSHA). COPIES OF THE OSHA STANDARDS MAY BE PURCHASED FROM THE U.S. GOVERNMENT PRINTING OFFICE, INFORMATION AND RELATED REFERENCE MATERIALS MAY BE PURCHASED FROM OSHA, 611 E. 6TH STREET, AUSTIN, TEXAS, THE CONTRACTOR SHALL MAKE DAILY INSPECTIONS OF TRENCH SAFETY SYSTEMS TO OVERSEE THAT OSHA REQUIREMENTS ARE MET, AS PER SEC. 6.901(F) OF THE CITY OF SUNSET VALLEY LAND DEV. CODE.
3. TRENCH BACKFILL TO BE ADEQUATELY COMPACTED. CONTRACTOR IS RESPONSIBLE FOR TRENCH BACKFILL STABILITY. ANY AND ALL SETTLEMENT OR EROSION SHALL BE REPAIRED BY THE CONTRACTOR AT HIS EXPENSE UNTIL FULL STABILITY IS ACHIEVED.
4. CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL DAMAGE TO THE PUBLIC IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO EXISTING UTILITIES, STREET, SIDEWALK, CURB AND GUTTER, AND GRADE.
5. CONTRACTOR SHALL USE COA STANDARD DETAIL 510S-5 FOR TRENCH REPAIR IN UNFINISHED SURFACES.
6. TRENCH & STREET RESTORATION TO BE DONE AS FOLLOWS: ALL STREET RESTORATION TO BE DONE IN ACCORDANCE WITH APPLICABLE COA 1100 SERIES STANDARD DETAILS.
7. ANY DAMAGE TO SIDEWALK OR CURB & GUTTER TO BE REPAIRED WITH COA STANDARD DETAIL 432S-1 & 430S-1 RESPECTIVELY.
8. ANY DAMAGE TO DRIVEWAY TO BE REPAIRED WITH COA STANDARD DETAILS 433S-1 & 433S-2.
9. COA WATER, WASTE WATER & STORM UTILITIES REQUIRE A MINIMUM HORIZONTAL SEPARATION OF 5FT, AND MINIMUM VERTICAL SEPARATION BY 2FT, MEASURED FROM EDGE TO EDGE OF INVOLVED FACILITIES. ALL OTHER UTILITIES REQUIRE 2 FOOT SEPARATION HORIZONTALLY & VERTICALLY.
10. ANY DAMAGE TO PRIVATE UTILITIES, INCLUDING BUT NOT LIMITED TO IRRIGATION LINES, SHALL BE REPAIRED IN A TIMELY MANNER AT CONTRACTOR'S EXPENSE.
11. CONTRACTOR MUST NOT CHANGE THE CONSTRUCTION METHOD WITHOUT OBTAINING PRIOR APPROVAL FROM DESIGN ENGINEER.
12. CONTRACTOR IS NOT ALLOWED TO MOVE THE PROPOSED ALIGNMENT BY A MEASUREMENT OF 2FT OR GREATER. ANY MOVEMENT OF PROPOSED ALIGNMENT BY A MEASUREMENT GREATER THAN 2FT MUST BE APPROVED THROUGH DESIGN ENGINEER.
13. CONTRACTOR IS URGED TO CONTACT THE ENGINEER FOR ANY CLARIFICATION THAT MAY BE NECESSARY.
14. EXISTING INFRASTRUCTURE LAYOUT WAS OBTAINED FROM RECORDS RESEARCH & GEOPHYSICAL FEATURES IN THE FIELD, & MAY OR MAY NOT BE ACCURATE NOR COMPLETE. CONTRACTOR IS RESPONSIBLE TO VERIFY & LOCATE ALL UTILITIES & OTHER OBSTRUCTIONS PRIOR TO COMMENCING WORK.
15. CONTRACTOR MUST CONTACT CITY TO SCHEDULE A PRE-BORE INSPECTION PRIOR TO ANY BORING IN ROW. ADDITIONALLY, CONTRACTOR MUST CONTACT CITY FOR BACKFILL INSPECTION PRIOR TO ANY BORE PIT AND/OR TRENCH BACKFILL THAT COMES WITHIN 18" OF ANY CITY STRUCTURE INCLUDING CURB & GUTTER, STREET AND/ OR SIDEWALK.
16. CONTRACTOR IS RESPONSIBLE TO KEEP ALL CONSTRUCTION ACTIVITY WITHIN THE ROW AND/OR DEDICATED P.U.E. ANY CONSTRUCTION ACTIVITY, INCLUDING BUT NOT LIMITED TO EQUIPMENT MANEUVERING, AND EQUIPMENT AND/OR MATERIAL STORAGE WITHIN PRIVATE PROPERTY, MUST BE PRE-APPROVED BY ASSOCIATED PROPERTY OWNER AND DOCUMENTED IN WRITING.
17. CONTRACTOR SHALL CONTACT CITY TO SCHEDULE FINAL INSPECTION FOR UNFINISHED SURFACE RESTORATION.
18. TRENCHING WITHIN 3FT OF UTILITY POLE REQUIRES POLE BRACING PRIOR TO EXCAVATION.
19. ALL CONSTRUCTION OPERATIONS SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE SAFETY AND HEALTH ADMINISTRATION (OSHA). COPIES OF THE OSHA STANDARDS MAY BE PURCHASED FROM THE U.S. GOVERNMENT PRINTING OFFICE, INFORMATION AND RELATED REFERENCE MATERIALS MAY BE PURCHASED FROM OSHA, 611 E. 6TH STREET, AUSTIN, TEXAS.

E/S CONTROL, RESTORATION AND TREE PROTECTION NOTES:

1. LIMITS OF CONSTRUCTION (LOC) ARE DEFINED AS A 30FT WIDE CORRIDOR CENTERED ON AND PARALLEL TO PROPOSED UTILITY ALIGNMENT UNLESS OTHERWISE OFFSET DUE TO PROXIMITY OF ROW LINE.
2. MATERIAL AND EQUIPMENT STAGING IS PERMITTED WITHIN THE LOC DURING DAYTIME HOURS ONLY. FOR ADDITIONAL INFORMATION, REFER TO STANDARD ROW NOTES ON SHEET 5-1.
3. ALL CONSTRUCTION RELATED SEDIMENT WILL BE CONTAINED WITHIN THE LOC, USED AS BACKFILL AND/OR REMOVED FROM THE SITE. ALL DEBRIS SHALL BE REMOVED FROM SITE. SITE SHALL BE KEPT CLEAN AT ALL TIMES.
4. CITY STREETS SHALL BE KEPT CLEAN AT ALL TIMES.
5. BORING EQUIPMENT MUST BE CONTAINED BY SILT FENCING TO PREVENT BORING MUD RUNOFF.
6. BORING MUD MUST BE DISPOSED OF AT A LOCATION APPROVED/PERMITTED BY THE CITY.
7. RESTORE ALL SOD TO ORIGINAL OR BETTER CONDITION WITHIN 48 HRS OF COMPLETION OF THAT PORTION OF CONSTRUCTION. RESTORATION SHALL FOLLOW ACTIVE CONSTRUCTION, AND AT NO POINT SHALL LAG MORE THAN 48 HRS BEHIND CONSTRUCTION. SOD TYPE MUST MATCH ADJACENT GRASS TYPE.
8. ANY DAMAGE TO LANDSCAPING SHALL BE REPLACED BY SAME TYPE AND SIZE.
9. CONTRACTOR IS ADVISED TO DOCUMENT EXISTING CONDITIONS OF LANDSCAPE AND VEGETATION.
10. ALL TREES ALONG THE ROUTE OF THIS PROJECT AS SHOWN ON PLAN SET ARE PROTECTED. HAND DIGGING OR BORING IS REQUIRED IN THE CRITICAL ROOT ZONE OF ALL TREES. CRITICAL ROOT ZONE IS DEFINED AS THE AREA FROM THE TRUNK TO THE DRIPLINE. ROOTS > 1 1/4" IN DIAMETER ARE NOT PERMITTED TO BE CUT. NO OPEN CUT IS ALLOWED CLOSER TO THE TRUNK THAN 1/2 THE DISTANCE FROM THE DRIPLINE TO THE TRUNK. CONTRACTOR SHALL BE RESPONSIBLE TO REPLACE ANY TREE DAMAGED AS A RESULT OF CONSTRUCTION AT HIS EXPENSE.
11. ALL TREES WITHIN THE ROUTE SHALL REQUIRE TREE PROTECTION FENCING WHERE EQUIPMENT IS TO BE MANEUVERED IN PROXIMITY OF TREES.
12. ANY AND ALL TREE PRUNING MUST BE DONE IN ACCORDANCE WITH ANSI 300 STANDARDS.
13. ALL VEGETATION DISTURBANCE ALONG THE ROUTE SHALL REQUIRE REVEGETATION TO MEET OR EXCEED THE PRE-CONSTRUCTION CONDITION.
14. IN MANAGED LAWN AREAS, SOLID SOD RESTORATION IS REQUIRED IN AREAS OF DISTURBANCE. CONTRACTOR IS REQUIRED TO ENSURE THAT VEGETATION ESTABLISHES.
15. ALL STORM DRAIN INLETS ALONG THE ROUTE ARE TO BE COVERED WITH TYPE II INLET PROTECTION IN ACCORDANCE WITH COA STANDARD DETAIL 628S-2 (REFER TO SHEET 6-1).
16. ONLY TREES IN VICINITY OF EXCAVATION ARE SHOWN ON PLANS. CITY MAY REQUIRE ADDITIONAL TREE PROTECTION SHOULD EXCAVATION LOCATIONS CHANGE AND INVOLVE TREES CURRENTLY NOT SHOWN.
17. A TRIANGULAR SEDIMENT FILTER DIKE SHALL BE INSTALLED ACROSS FULL WIDTH OR TRAFFIC LANE AND DOWNSTREAM OF CONSTRUCTION AREA, PERPENDICULAR TO CURB IN ACCORDANCE WITH COA STANDARD DETAIL 628S (REFER TO SHEET 6-1). FILTER DIKE INSTALLATION TO FOLLOW ACTIVE CONSTRUCTION.
18. CONTRACTOR IS URGED TO COORDINATE SERVICE INSTALLATIONS WITH THE Affected PROPERTY OWNER, PARTICULARLY THOSE SELECTED FOR OPEN CUT INSTALLATION TO ENSURE PROPERTY OWNER UNDERSTANDS THE SCOPE AND IMPACT TO THE PROPERTY. ALL EFFORTS MUST BE MADE TO PREVENT UNNECESSARY DAMAGE TO TREES, LANDSCAPE AND OTHER SITE FEATURES. CONTRACTOR IS URGED TO DOCUMENT PRE-CONSTRUCTION CONDITIONS, AS THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION TO EQUAL OR BETTER THAN PRE-CONSTRUCTION CONDITION.

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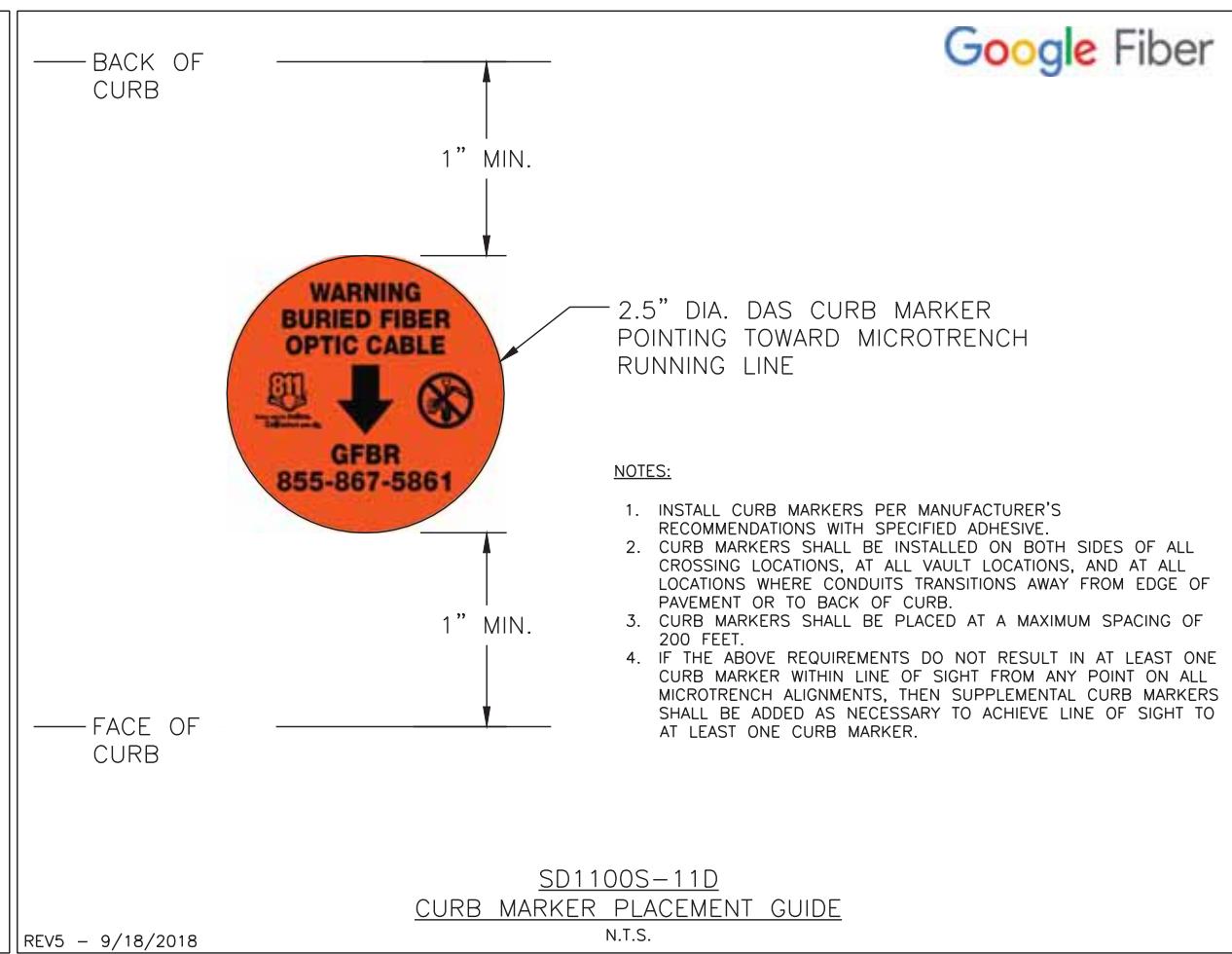
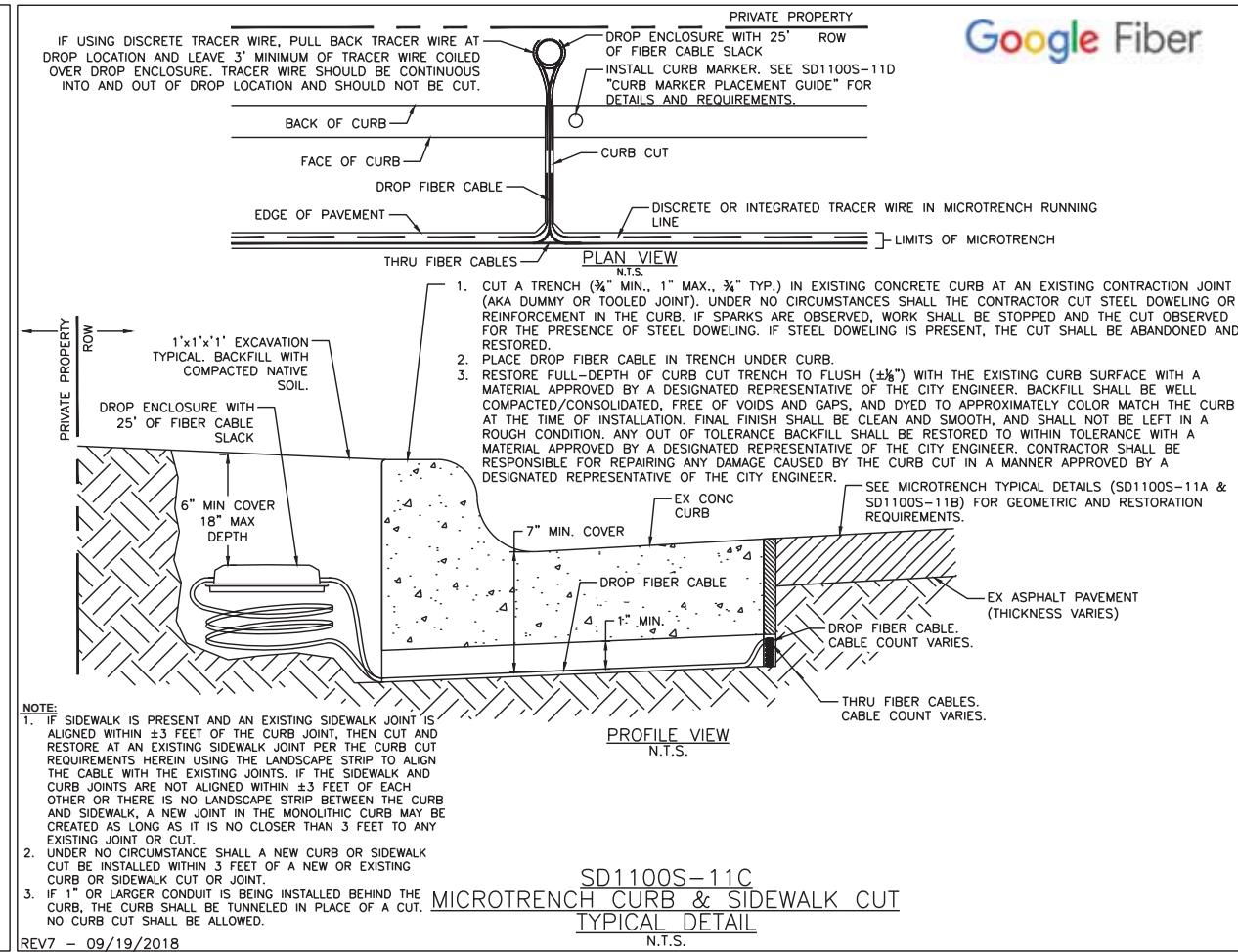
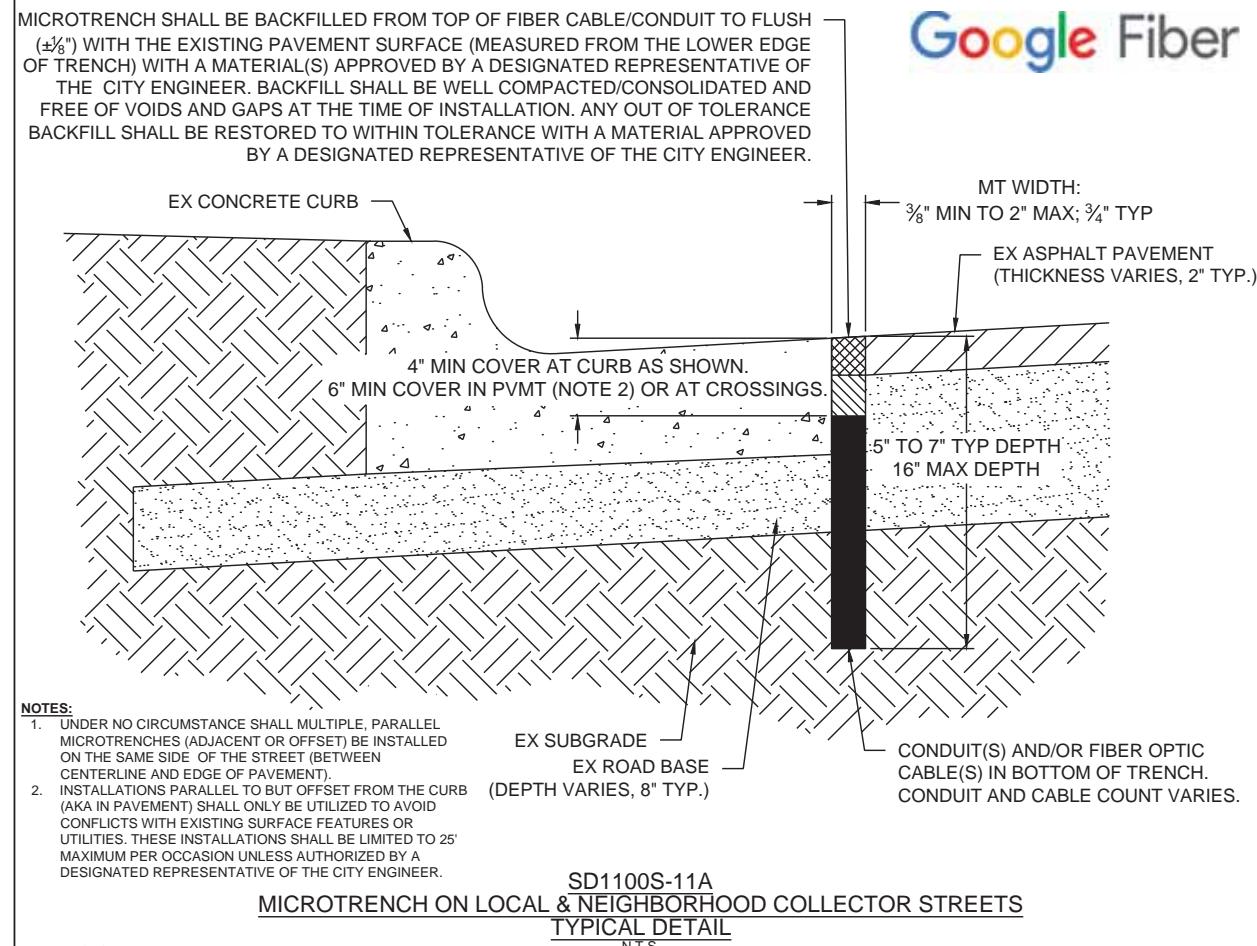
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GENERAL NOTES		
DATE: 02/10/2020	SHEET: 4 OF 25	SCALE: N.T.S.
DESIGNED: APAI	CHECKED: AH, SS	APPROVED: RV, AC
DRAWN: APAI		



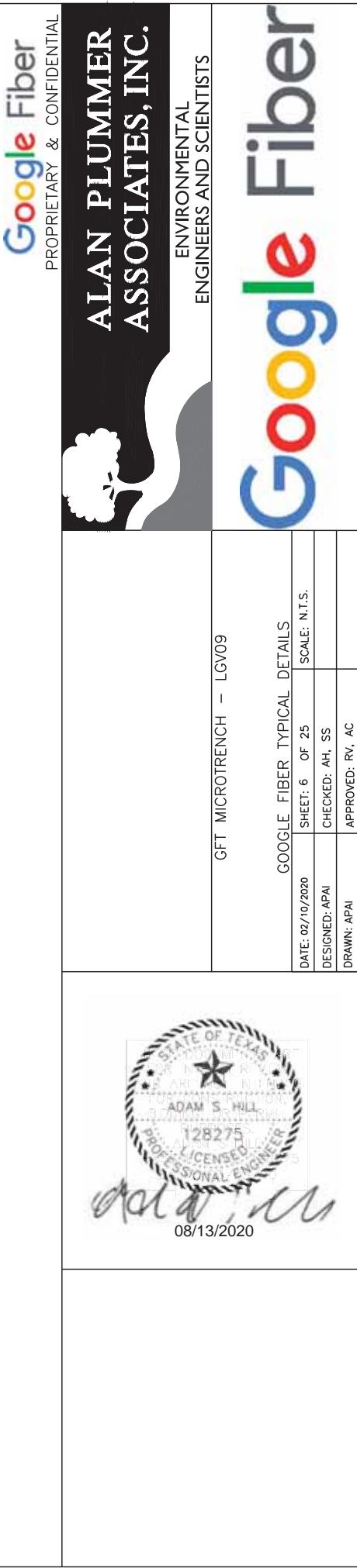
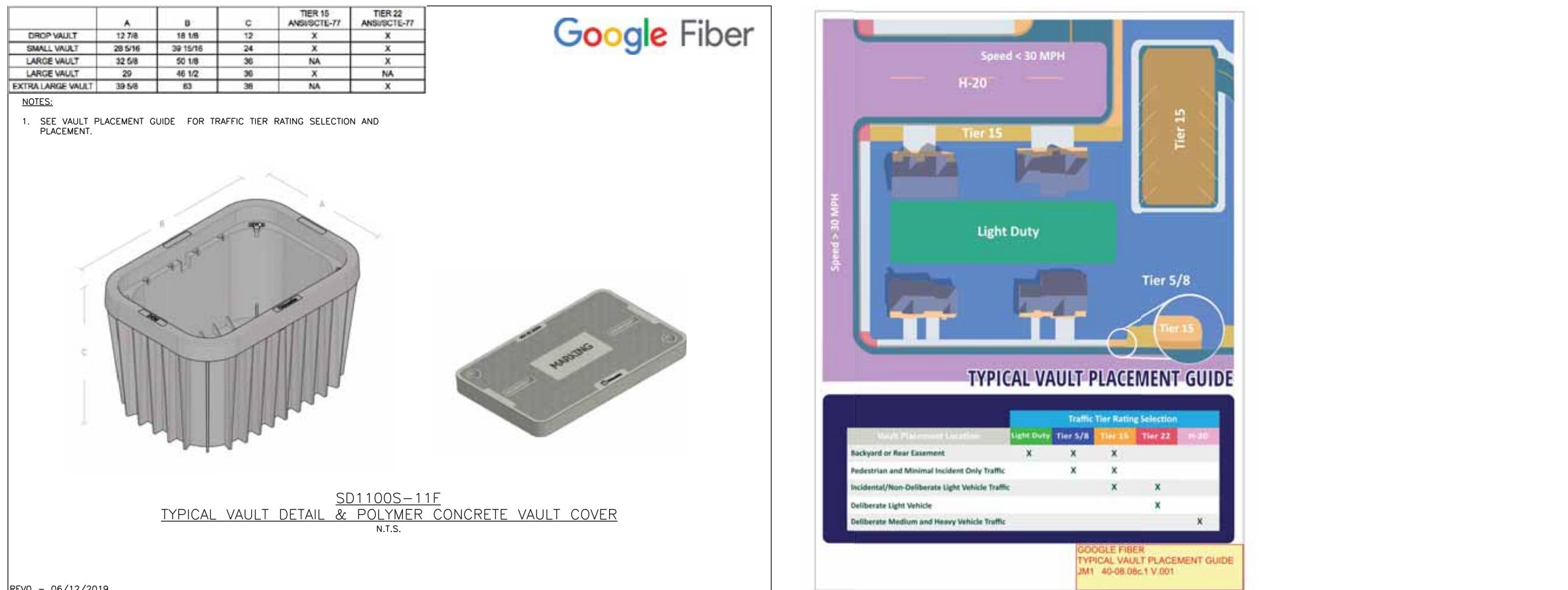
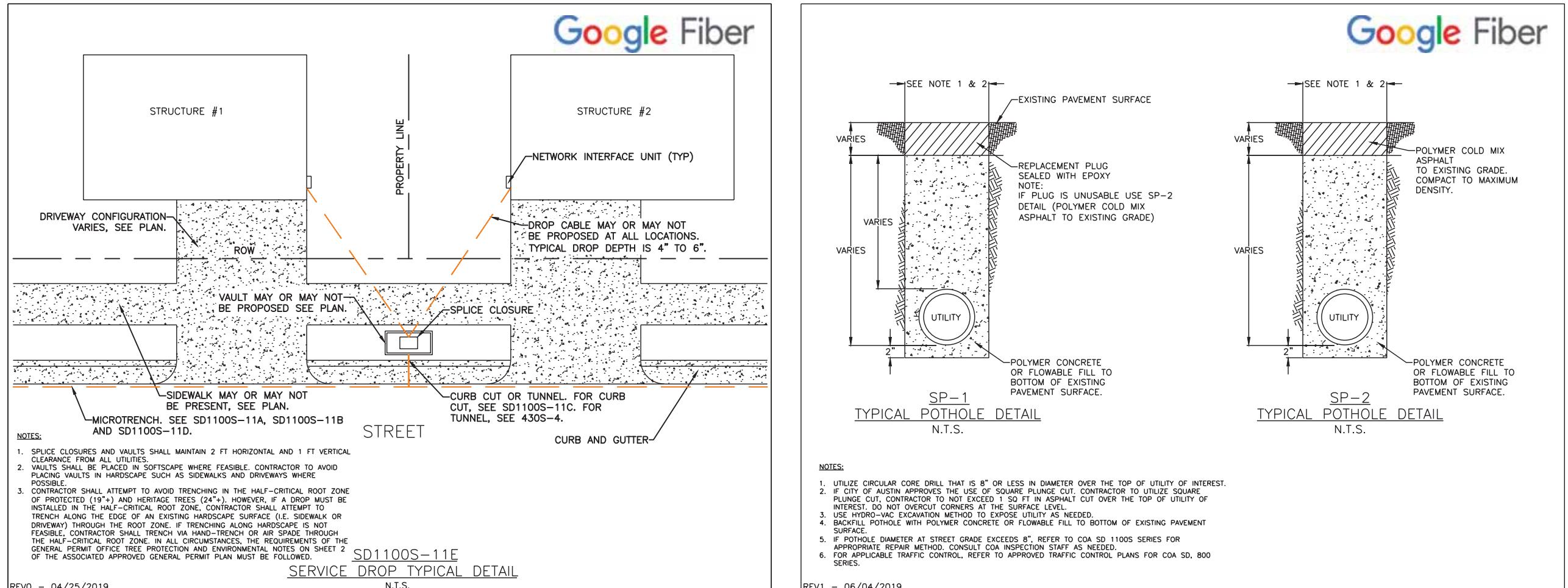
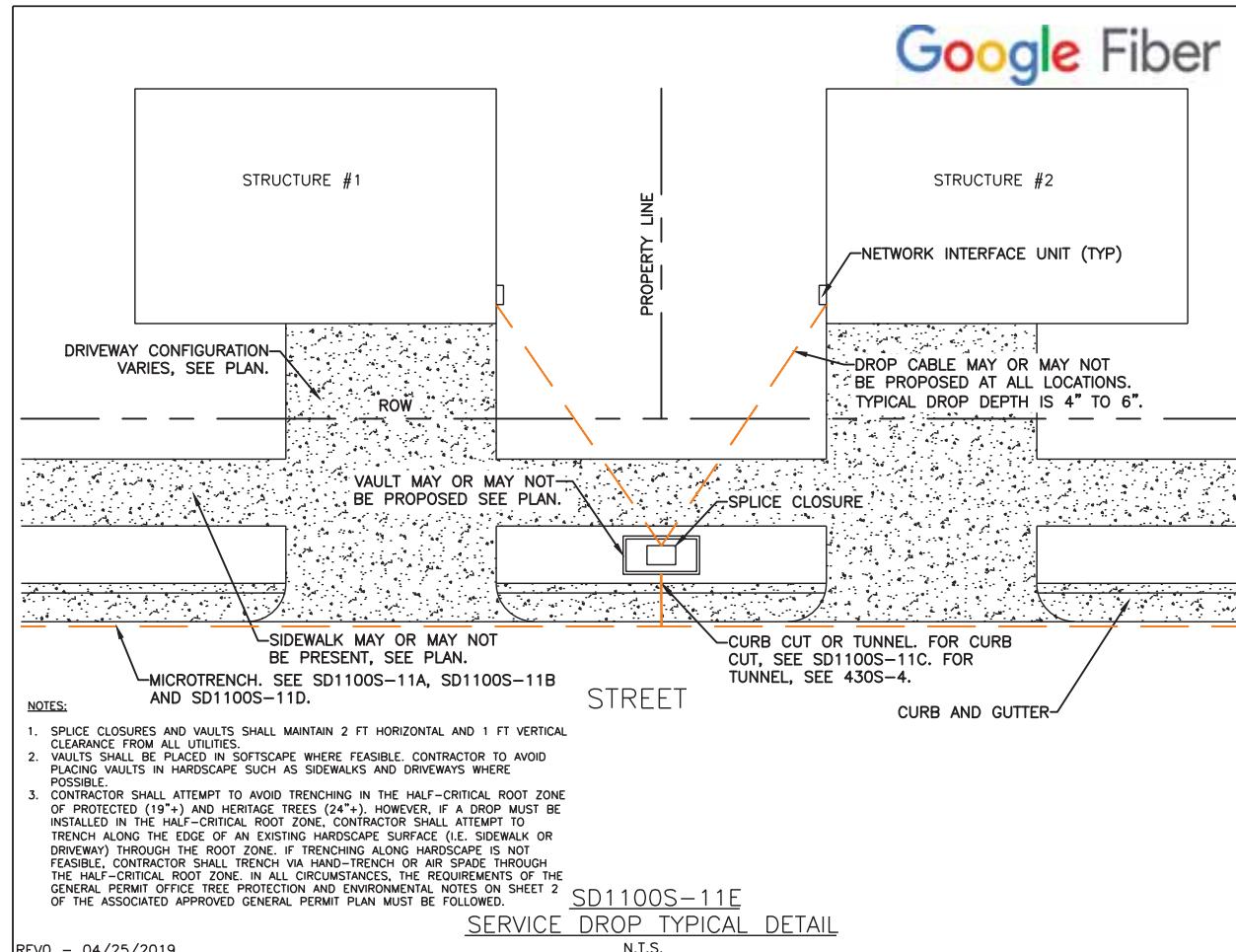
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GFT MICROTRENCH - LGV09		GOOGLE FIBER TYPICAL DETAILS	
DATE: 02/10/2020	SHEET: 5 OF 25	SCALE: N.T.S.	
DESIGNED: APAI	CHECKED: AH, SS	APPROVED: RV, AC	



LEGEND

- MT — PROP MICROTRENCH
- PROPOSED VAULT
(REFERENCES SD1100S-11E & SD1100S-11C DETAILS)
- ▲ PROP DIRECT BURY DROP CLOSURE
(REFERENCES SD1100S-11E & SD1100S-11C DETAILS)
- R.O.W.
- EX HYDRANT
- EX WATER VALVE
- EX WATER METER NOT FIELD VERIFIED
- EX WATER METER
- EX WATER MANHOLE
- EX WASTEWATER MANHOLE
- EX CLEANOUT
- EX STORM MANHOLE
- EX STORM INLET
- EX ELECTRIC METER
- EX ELECTRIC MANHOLE/HANDHOLE
- EX GAS TEST LEAD
- EX GAS VALVE
- EX GAS METER
- EX STREETLIGHT
- EX POLE
- EX TRAFFIC SIGNAL POLE
- EX TRAFFIC SIGNAL PULL BOX/ELECTRIC PULL BOX
- EX POWER POLE
- EX GUY WIRE
- EX TELEPHONE PEDESTAL
- EX TELECOM PED/VAULT/HANDHOLE
- EX TELECOM MANHOLE
- EX MISC/UNKOWN MANHOLE

PROPOSED MT ROUTE SHEET INDEX

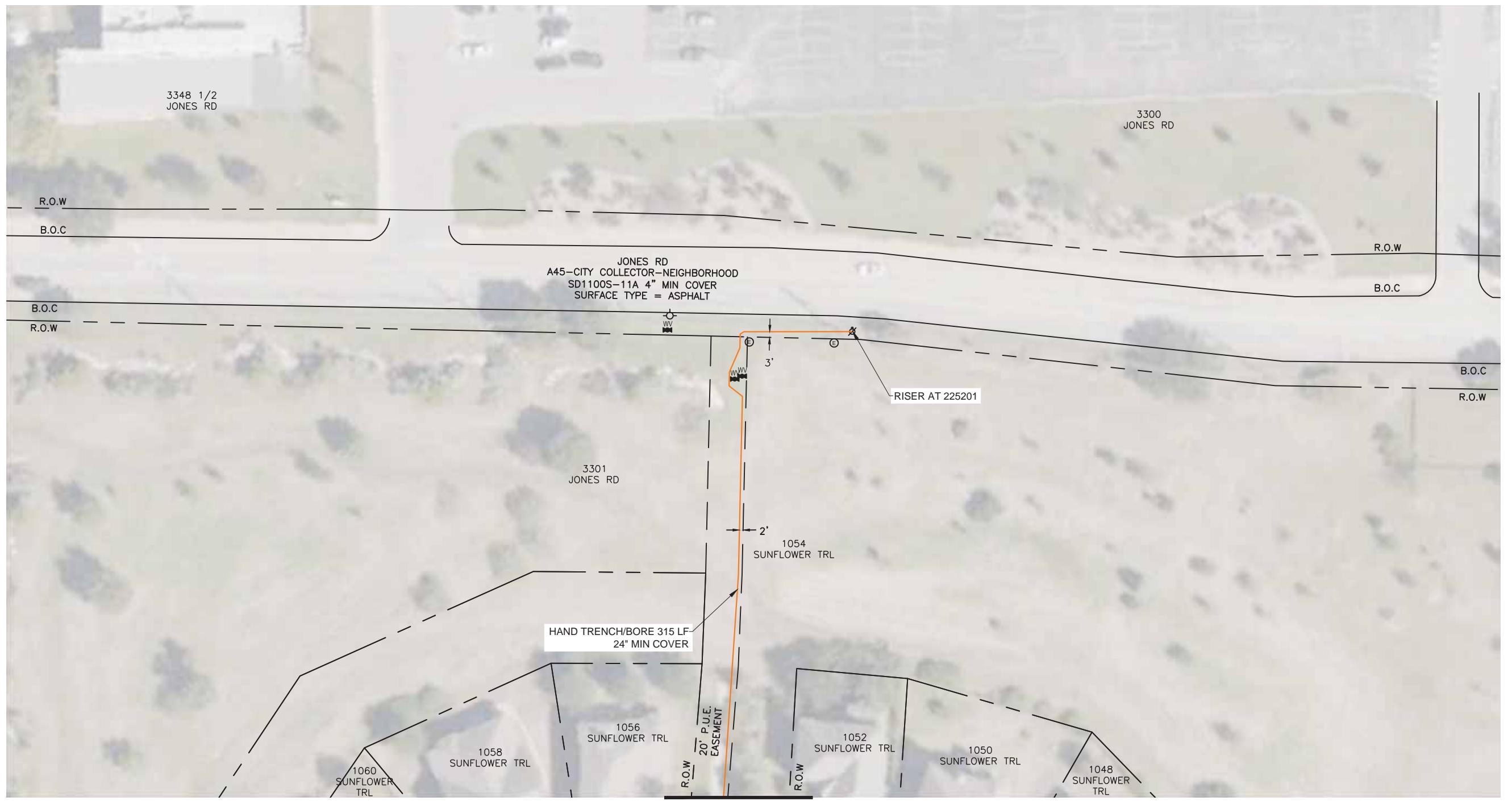


GFT MICROTRENCH - LGV09		
LEGEND AND SHEET INDEX		
DATE: 02/10/2020	SHEET: 7 OF 25	SCALE: N.T.S.
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RISER AT 225201

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AUSTIN WATER NOT

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08/13/2020

08/13/2020

A circular watermark featuring the Texas state seal, which includes a five-pointed star in the center, surrounded by a circular border with the words "THE STATE OF TEXAS".

08/13/2020

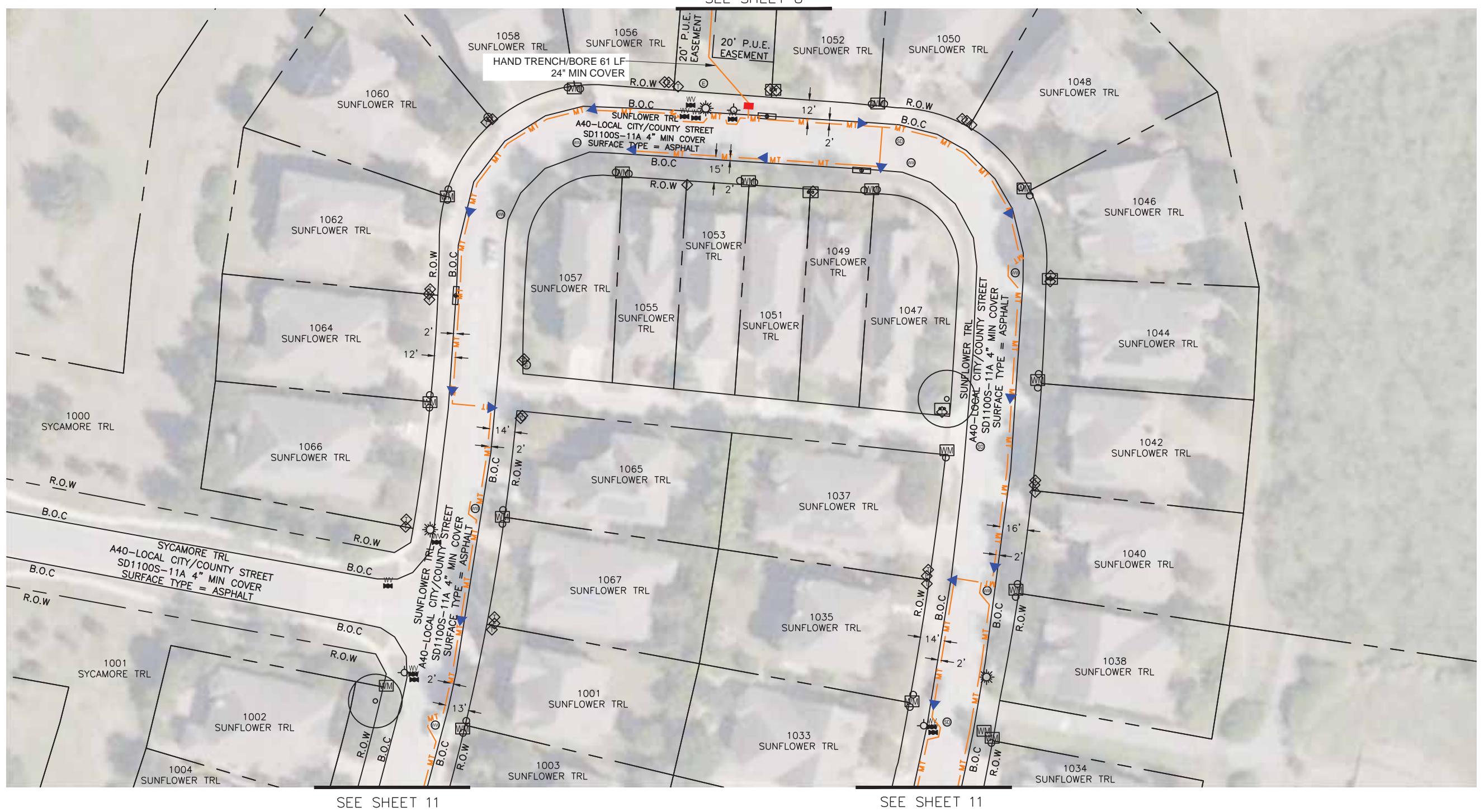
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<p>GFT MICRO TRENCH - LGV09</p>	<p>MT PLAN</p>	<p>DATE: 02/10/2020</p>	<p>SHEET: 8 OF 25</p>	<p>SCALE: 1" = 60'</p>
<p>DESIGNED: APAI</p>	<p>CHECKED: AH, SS</p>	<p>APPROVED: RV, AC</p>		
<p>DRAWN: APAI</p>				



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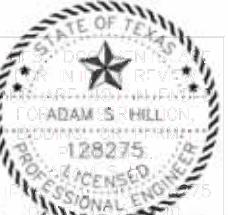
GFT MICROTRENCH - LGV09

MT PLAN

DATE: 02/10/2020 SHEET: 9 OF 25 SCALE: 1" = 60'

DESIGNED: APAI CHECKED: AH SS

DRAWN: APAI APPROVED: RV, AC



08/13/2020

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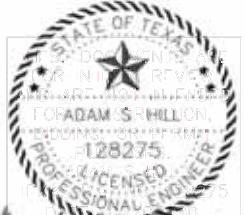
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GFT MICROTRENCH - LGV09		
DATE: 02/10/2020	MT PLAN SHEET: 10 OF 25	SCALE: 1" = 60'
DESIGNED: APN	CHECKED: AH, SS	APPROVED: RV, AC
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08/13/2020



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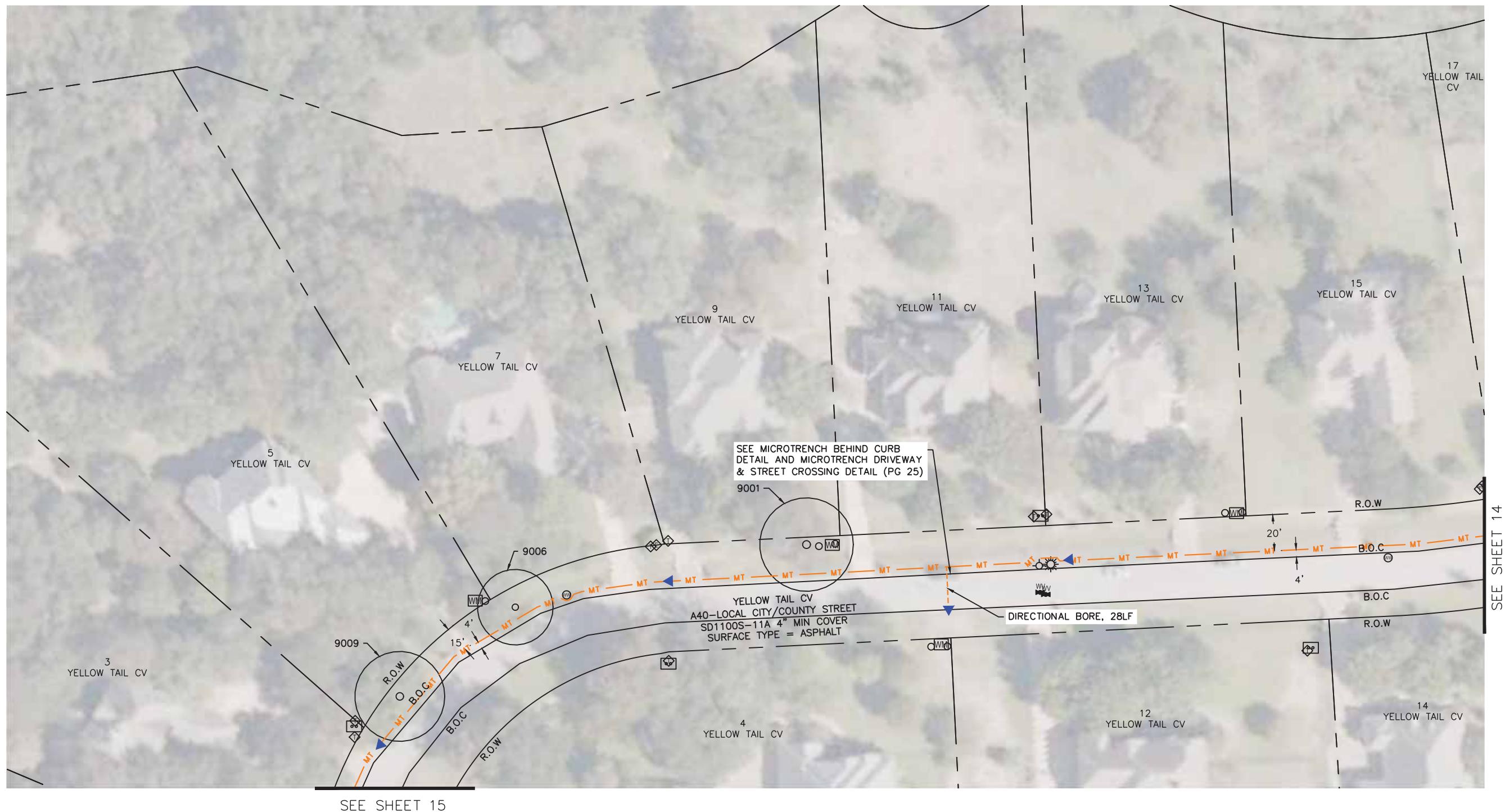
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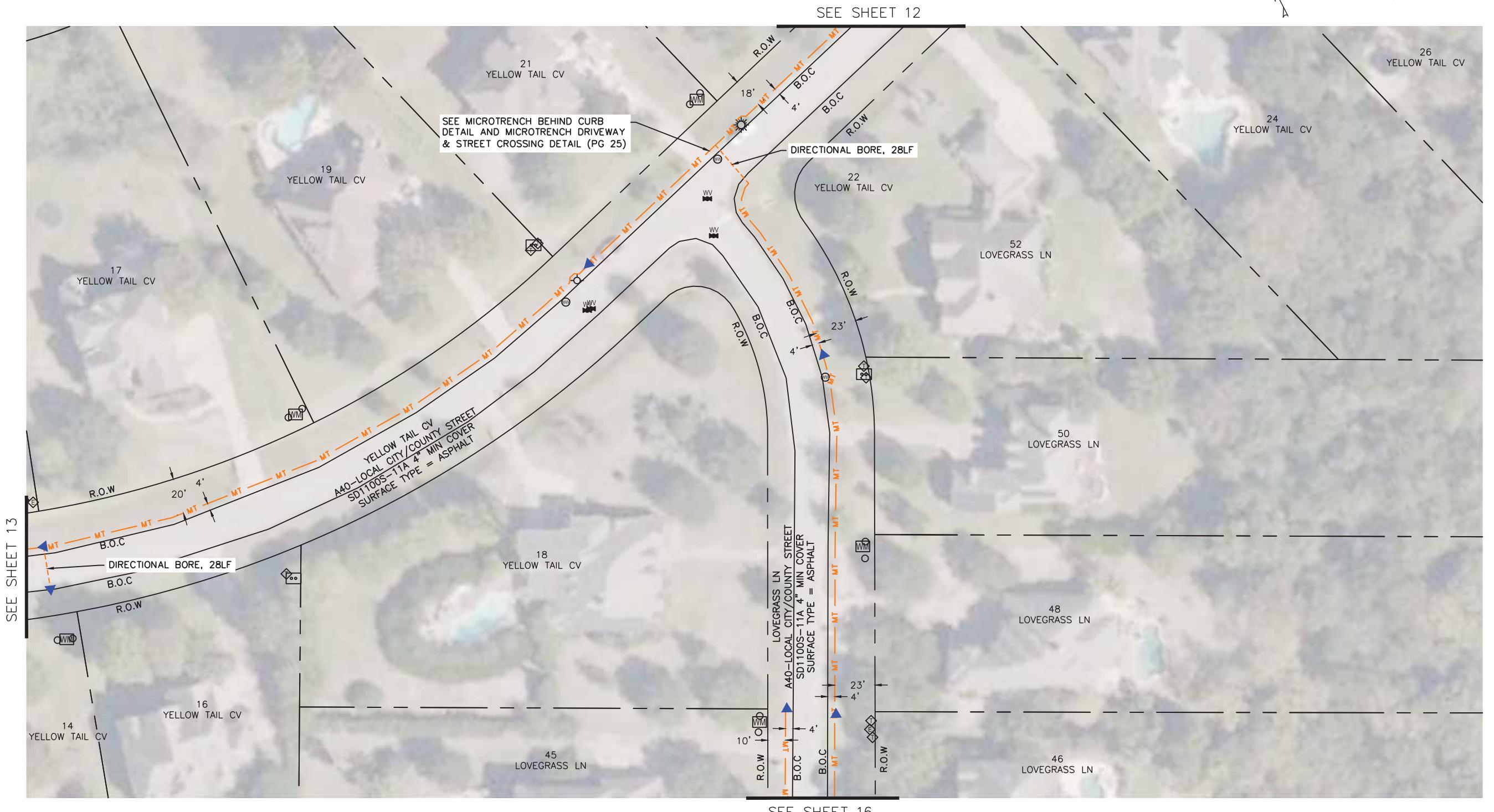
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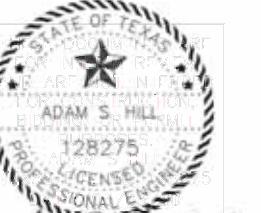
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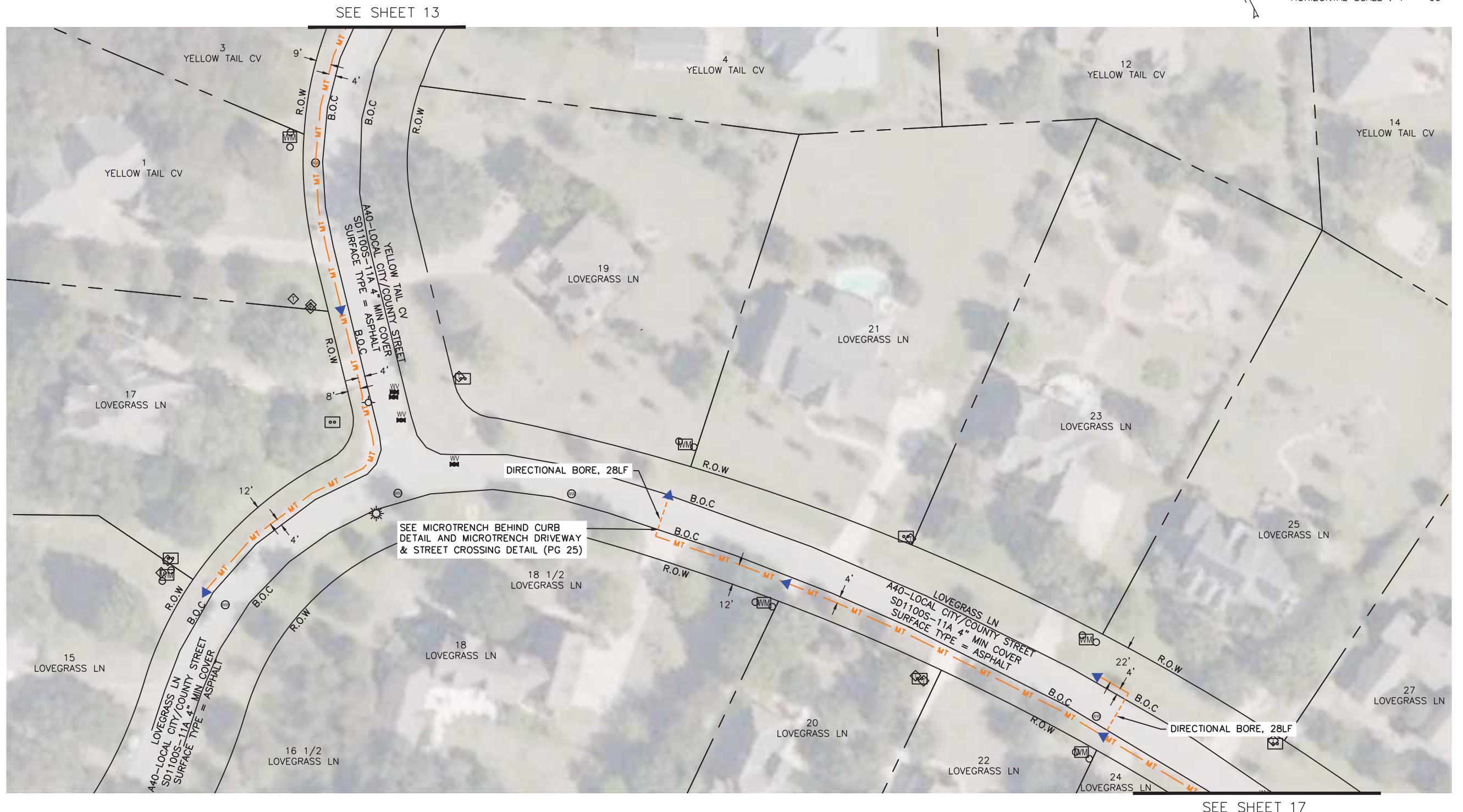
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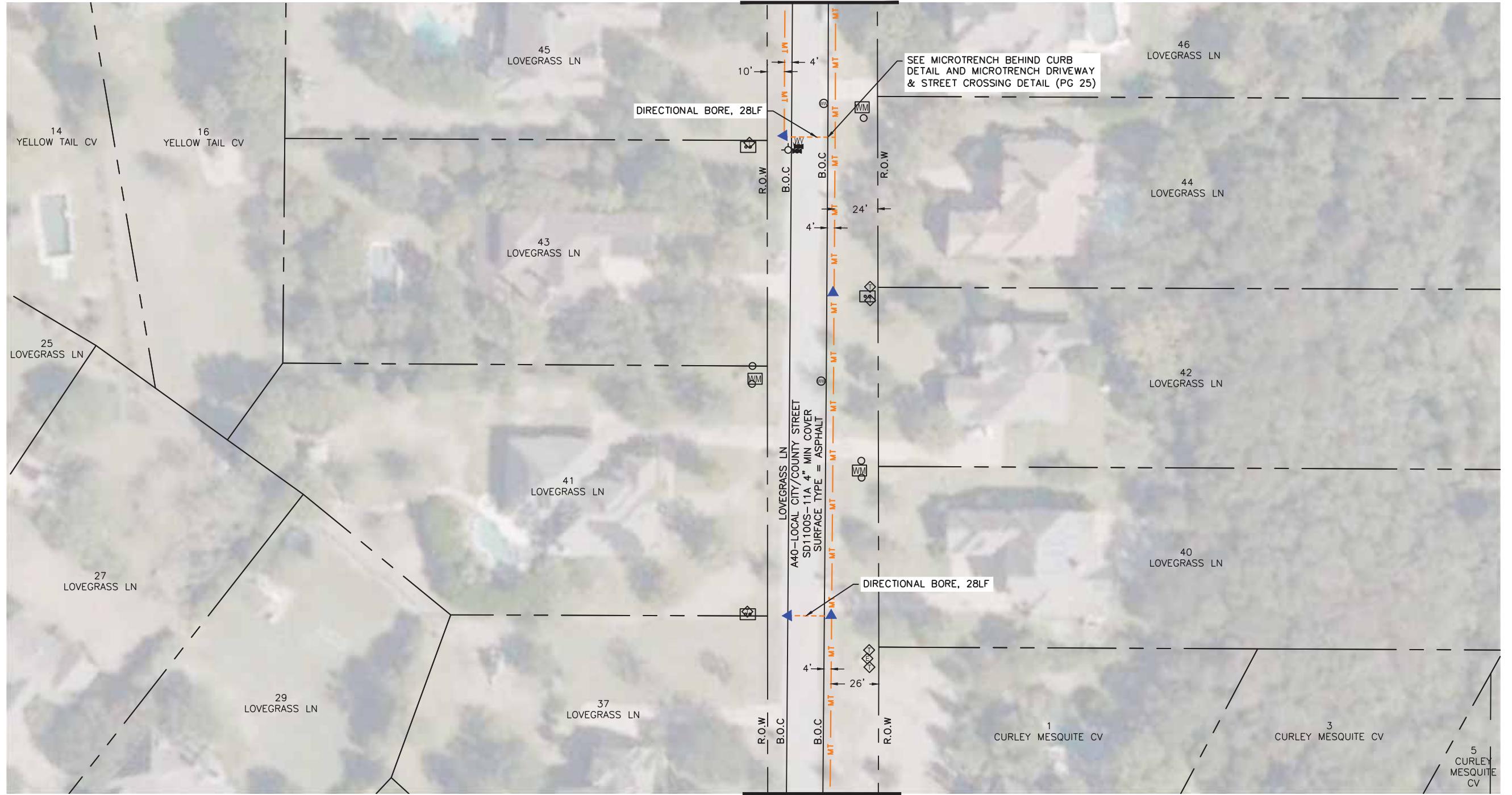


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3/13/2020



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1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK & AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES MIGHT BE OCCASIONED BY THE FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR IS TO POTHOLE ALL UTILITY CROSSINGS IN BORE PATH PRIOR TO BORING.
2. CURB INLET PROTECTION SHALL CONSIST OF A MULCH SOCK PER COA DETAIL 648S-1 PLACED OVER THE MOUTH OF THE INLET. CURB INLET PROTECTION SHALL BE PLACED ON ALL CURB INLETS WITHIN 300' DOWNGRADIENT OF ANY EXCAVATION, SHALL BE PLACED AT LEAST 300' IN ADVANCE OF UTILITY EXCAVATION, & SHALL BE PLACED & PICKED UP DAILY.
3. LIMITS OF CONSTRUCTION FROM UTILITY ALIGNMENTS ARE DEFINED AS 2' OFFSET TOWARDS THE ROW, & 8' OFFSET TOWARD THE STREET CENTER LINE FROM THE MICROTRENCH RUNNING LINE. THE LIMITS OF CONSTRUCTION ARE DEFINED AS A 5' RADIUS FROM THE CENTER OF ALL EXCAVATION BEHIND THE CURB.
4. EXISTING UTILITIES AND ROW BOUNDARIES HAVE BEEN DEPICTED ACCORDING TO PUBLIC INFORMATION, CITY GIS DATA, AND FIELD INVESTIGATION. NO SUE OR SURVEY WORK PERFORMED.
5. TYPICAL EXCAVATION BEHIND CURB IS 1' X 1' X 1'.
6. NO EXCAVATION TO TAKE PLACE WITHIN 5' OF THE TRUNK OF A PROTECTED OR HERITAGE TREE AS DEFINED BY COA CODE CHAPTER 25-8, SUBCHAPTER B, ARTICLE 1.
7. CONTRACTOR SHALL NOT CUT ANY ROOTS OVER 1" DIA OF A PROTECTED OR HERITAGE TREE AS DEFINED BY COA CODE CHAPTER 25-8, SUBCHAPTER B, ARTICLE 1.
8. CONTRACTOR MUST OBTAIN PERMISSION FROM AFFECTED PROPERTY OWNERS FOR ANY CONSTRUCTION RELATED ACTIVITY THAT MAY ENCROACH ON ADJACENT PRIVATE PROPERTY.
9. CONTRACTOR SHALL NOTIFY CAPITAL METRO 48 HOURS IN ADVANCE OF CONSTRUCTION.
10. CONTACT LAURIE SHAW WITH CAPITAL METRO AT 512-474-1200 OR LAURIE.SHAW@CAPMETRO.ORG PRIOR TO RELOCATING ANY BUS STOP OR SETTING ANY TRAFFIC CONTROL DEVICES AFFECTING ANY BUS STOP OR SERVICES.
11. TEXAS GAS SERVICE (TGS) FACILITIES - GFT INSTALLED FACILITIES SHALL MAINTAIN 2' HORIZ & 2' VERT (OUTER DIA TO OUTER DIA) SEPARATION FROM EX TGS INSTALLED FACILITIES UNLESS LESS SEPARATION IS AGREED UPON IN WRITING BY TGS. TGS ONE-CALL MARKINGS ARE AN APPROX HORIZONTAL LOCATION OF TGS

NO RISER ON SHEET

12. FACILITIES; A TOLERANCE ZONE OF AT LEAST HALF THE NOMINAL DIA PLUS A MIN OF 18" ON EITHER SIDE OF THE PIPELINE EXISTS. GFT IS RESPONSIBLE FOR USING WHATEVER MEANS NECESSARY TO DETERMINE THAT THE REQUIRED SEPARATION IS ACHIEVED FROM ACTUAL EXISTING TGS FACILITY LOCATIONS.
13. AUSTIN ENERGY FACILITIES - GFT INSTALLED VAULTS, MANHOLES, & BEHIND THE CURB SERVICE TRENCHES TO HOMES & BUSINESSES SHALL MAINTAIN 2' HORIZONTAL SEPARATION FROM EX AUSTIN ENERGY FACILITIES UNLESS OTHERWISE AGREED UPON WITH THE DESIGNATED AUSTIN ENERGY FIELD PERSONNEL.
14. FOR MICROTRENCH GEOMETRY (I.E. DEPTH, WIDTH, COVER, ETC) SEE TYPICAL MICROTRENCH INSTALLATION DETAILS SHEETS.
15. WATERSHED PROTECTION DEPARTMENT FACILITIES - CONTRACTOR SHALL FIELD VERIFY THAT NO CONFLICT EXISTS BETWEEN THE PROPOSED MICROTRENCH & THE TOP OF PIPE ELEVATION OF ALL STORMWATER LATERTALS & EXISTING CURB INLETS PRIOR TO CROSSING EACH STORMWATER LATERTAL. CONTRACTOR SHALL ALSO MAINTAIN 2' HORIZONTAL CLEARANCE FROM THE RING & COVER OF ALL STORMWATER MANHOLES.
16. ALL PROPOSED SERVICE DROPS ARE SHOWN SCHEMATICALLY FOR REFERENCE ONLY.
17. SURFACE FEATURE WERE GATHERED WITH SUB-METER ACCURACY WHERE POSSIBLE.
18. UTILITY FEATURE SYMBOLS SHOWN HEREON ARE NOT TO SCALE, BUT ARE GRAPHIC REPRESENTATIONS AT THE LOCATION OF THE FEATURE IN THE FIELD, BLOWN UP TO BE READABLE AT THE SCALE OF PLANSET.

AUSTIN WATER NOTE:

AUSTIN WATER (AW) INFRASTRUCTURE AND APPURTENANCES - GOOGLE FIBER (GF) INSTALLED CONDUIT, FIBER, VAULTS, MANHOLES, HANDHOLES, ETC. & BEHIND THE CURB FACILITIES SHALL MAINTAIN AT LEAST 2' HORIZONTAL AND 1' VERTICAL (OUTER DIAMETER TO OUTER DIAMETER) SEPARATION FROM EXISTING AW INFRASTRUCTURE AND APPURTENANCES UNLESS OTHERWISE AGREED UPON WITH THE DESIGNATED AW FIELD PERSONNEL. AW IS NOT RESPONSIBLE FOR ANY DAMAGES CAUSED BY GF TO AW'S FACILITIES DUE TO A FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND AW UTILITIES AND APPURTENANCES. THIS SECTION "AUSTIN WATER (AW) INFRASTRUCTURE AND APPURTENANCES" SHALL ONLY APPLY TO GF FACILITIES CONSTRUCTED AT A DEPTH OF LESS THAN SIXTEEN (16) INCHES.

ALAN PLUMMER
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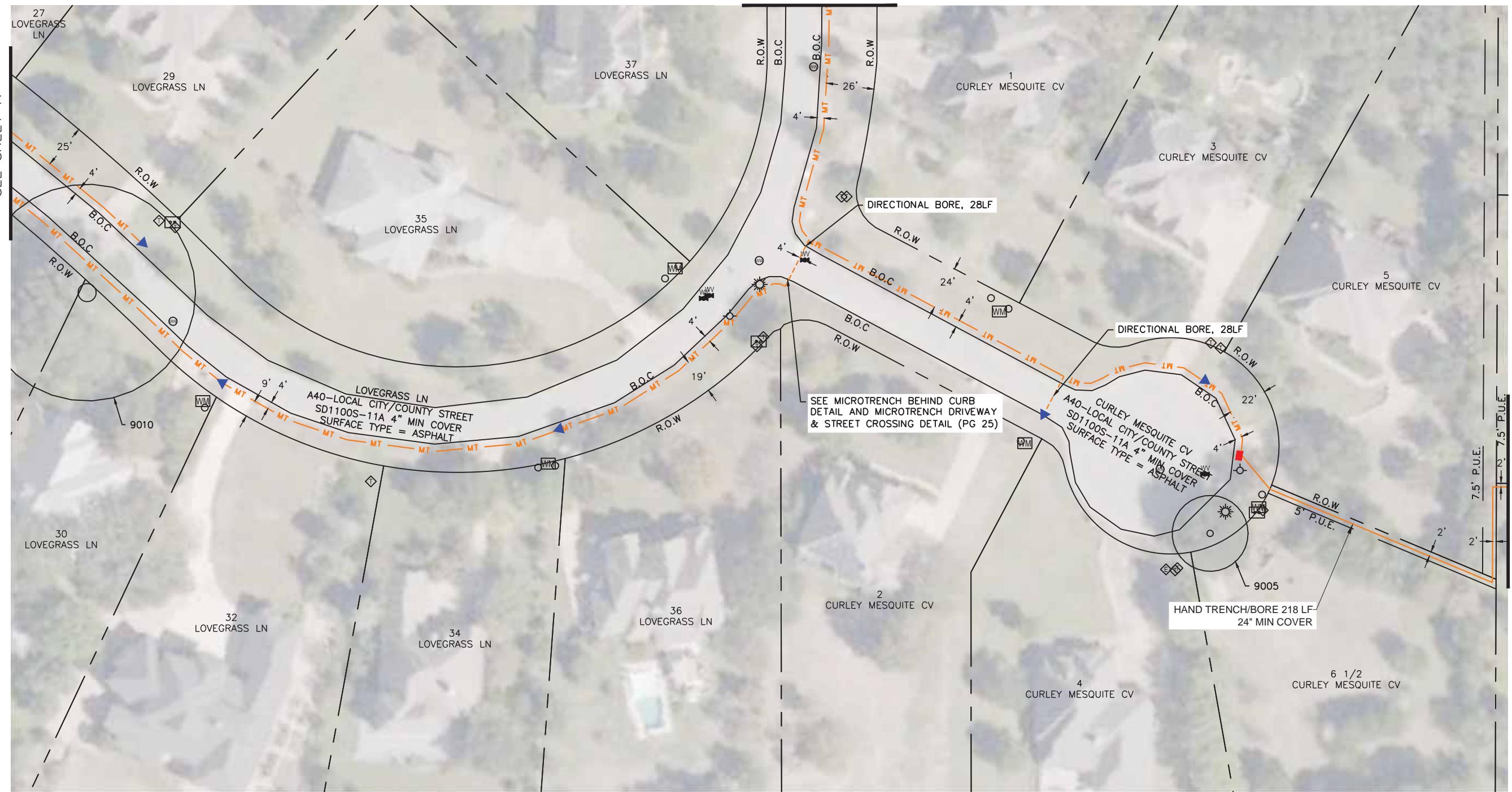


MT PLAN		
DATE: 02/10/2020	SHEET: 15 OF 25	SCALE: 1" = 60'
DESIGNED: APAI	CHECKED: AH, SS	
DRAWN: APAI	APPROVED: RV, AC	



08/13/2020

SEE SHEET 17



GENERAL NOTES:

1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EX UTILITIES BEFORE COMMENCING WORK & AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES MIGHT BE OCCASIONED BY THE FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR IS TO POTHOLE ALL UTILITY CROSSINGS IN BORE PATH PRIOR TO BORING.
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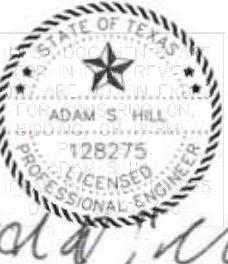
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ALAN PLUMMER
ASSOCIATES, INC.
ENVIRONMENTAL
ENGINEERS AND SCIENTISTS

GFT MICROTRENCH - LGV09

DATE: 02/10/2020	MT PLAN	SCALE: 1" = 60'
SHEET: 17 OF 25		
DESIGNED: APAI	CHECKED: AH, SS	
DRAWN: APAI	APPROVED: RV, AC	

Google Fiber



08/13/2020

SEE SHEET 18



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RISER AT 347341

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30 15 0 30 60
HORIZONTAL SCALE : 1" = 60'

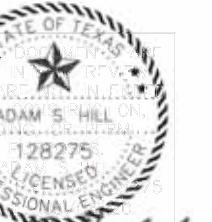


ALAN PLUMMER
ASSOCIATES, INC.

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ENGINEERS AND SCIENTISTS



MT PLAN		
DATE: 02/10/2020	SHEET: 18 OF 25	SCALE: 1" = 60'
DESIGNED: APAI	CHECKED: AH, SS	
DRAWN: APAI	APPROVED: RV, AC	



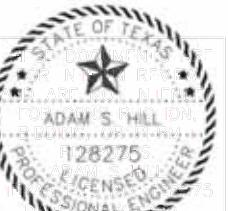
08/13/2020

**ALAN PLUMMER
ASSOCIATES, INC.**
ENVIRONMENTAL

ENVIRONMENTAL ENGINEERS AND SCIENTISTS



TREE SHEET INDEX			
DATE: 02/10/2020	SHEET: 19 OF 25	SCALE: N	
DESIGNED: APAI	CHECKED: AH, SS	APPROVED: BV, AC	
DRAWN: DAI			



8/13/2020

STREET	INTERSECTION	PLANNED IMPROVEMENTS	TRAFFIC CONTROL DETAIL	ALLOWED BARICADING HOURS	DURATION	COMMENTS
SUNFLOWER TRL	SYCAMORE TRL	MICROTRENCH	SD-800 SD-802	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION CONTRACTOR TO ALWAYS PROVIDE THROUGH ACCESS
YELLOW TAIL CV	LOVEGRASS LN	MICROTRENCH	SD-800 SD-802	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION CONTRACTOR TO ALWAYS PROVIDE THROUGH ACCESS
YELLOW TAIL CV	LOVEGRASS LN	MICROTRENCH	SD-800 SD-802	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION CONTRACTOR TO ALWAYS PROVIDE THROUGH ACCESS
LOVEGRASS LN	CURLEY MESQUITE CV	MICROTRENCH	SD-800 SD-802	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION CONTRACTOR TO ALWAYS PROVIDE THROUGH ACCESS

 ALAN PLUMMER ASSOCIATES, INC. <small>ENVIRONMENTAL ENGINEERS AND SCIENTISTS</small>				
		GFT MICRO TRENCH – LGV09 TRAFFIC CONTROL PLAN		
DATE: 02/10/2020	SHEET: 20 OF 25	SCALE: N.T.S.		
DESIGNED: APAI	CHECKED: AH, SS	APPROVED: GA		
DRAWN: APAI				



NOTE: NARROW EQUIPMENT TO BE USED ON ANY
NON-PRIMARY COLLECTOR OR ARTERIAL STREETS WHEN
WORK DONE IN THE BIKE LANE

STREET	CLASSIFICATION	PROTECTION	STREET FROM	STREET TO	PLANNED IMPROVEMENTS	TRAFFIC CONTROL DETAIL	ALLOWED BARRICADING HOURS	DURATION	COMMENTS
JONES RD	CITY COLLECTOR	NONE	3205 JONES RD	LONE OAK TRAIL	MICROTRENCH	SD-800 SD-806	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION
SUNFLOWER TRL	LOCAL CITY/COUNTY STREET	NONE	SYCAMORE TRL	1026 SUNFLOWER TRL	MICROTRENCH	SD-800 STD COA 804S-2 1 OF 8	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION
SUNFLOWER TRL	LOCAL CITY/COUNTY STREET	NONE	SYCAMORE TRL	1028 SUNFLOWER TRL	MICROTRENCH	SD-800 STD COA 804S-2 1 OF 8	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION
YELLOW TAIL CV	LOCAL CITY/COUNTY STREET	NONE	27 YELLOW TAIL CV	LOVEGRASS LN	MICROTRENCH	SD-800 STD COA 804S-2 1 OF 8	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION
LOVEGRASS LN	LOCAL CITY/COUNTY STREET	NONE	YELLOW TAIL CV	21 LOVEGRASS LN	MICROTRENCH	SD-800 STD COA 804S-2 1 OF 8	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION
LOVEGRASS LN	LOCAL CITY/COUNTY STREET	NONE	YELLOW TAIL CV	15 LOVEGRASS LN	MICROTRENCH	SD-800 STD COA 804S-2 1 OF 8	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION
CURLEY MESQUITE CV	LOCAL CITY/COUNTY STREET	NONE	LOVEGRASS LN	6 1/2 CURLEY MESQUITE CV	MICROTRENCH	SD-800 STD COA 804S-2 1 OF 8	8AM-5PM MON-FRI	60 DAYS	CONTRACTOR MUST PLACE NO PARKING SIGNS 48 HRS PRIOR TO CONSTRUCTION

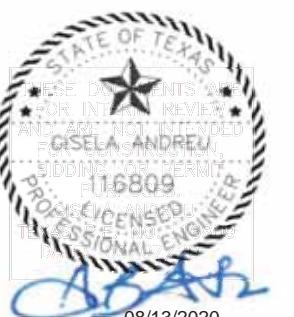
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ALAN PLUMMER
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ENVIRONMENTAL
ENGINEERS AND SCIENTISTS



GFT MICROTRENCH - LGv09		TRAFFIC CONTROL PLAN	
		DATE: 02/10/2020	SHEET: 21 OF 25
DESIGNED: APAI	CHECKED: AH_SS	APPROVED: GA	
DRAWN: APAI			



RIGHT OF WAY MANAGEMENT STANDARD NOTES FOR TRAFFIC CONTROL PLANS			
1. Contractor shall have an approved right of way (ROW) permit and traffic control plan (TCP) in electronic or paper formats on site at all times when working in the ROW.			
2. Contractor shall provide notification, as per the latest Mobility Guidelines (MG-04).			
3. Unless otherwise approved by the ROW Division of Austin Transportation Department (ATD): a.) Only one phase of a TCP may be set at any one time, and b.) Initial setup and phase changes of long term work zones shall be installed on weekends.			
4. Once traffic control has been set, the authorized and competent representative from the project team/barricade company will complete and upload the "Contractor's Self Inspection Checklist" form. See form and detailed instructions here: https://www.austintexas.gov/page/right-way-traffic-control			
5. For ROW violations, an investigation fee will be assessed for each offense until the violation is corrected. See current fee schedule here: https://www.austintexas.gov/page/default/row/transportation/right-of-way/permits/row-fees.pdf			
6. Excavations shall be backfilled or plated when required to open to traffic. Temporary paving shall be done according to City of Austin (COA) Standard Detail 11005-4 (for HMAC or PCC pavements). For excavations exceeding a transverse width of 5-feet, the contractor shall provide an engineered paving plan for review by the City.			
7. Pedestrian routes in and around the work zone, including construction entrances, temporary walking paths, bypasses, covered walkways, and detours, must remain accessible and ADA compliant throughout the project.			
8. All applicable safeguards shall be in place per Chapter 53 of the International Building Code, to include pedestrian protections per Section 3306.			
9. "Construction Entrance Ahead" signs must be placed at all approaches to construction entrances, unless otherwise shown on the approved TCP.			
10. Existing driveways shall not be closed except with advance notice to the affected businesses/residences and approval from the ROW Division of ATD.			
11. All traffic control devices including protective barriers must be crashworthy and installed according to the manufacturer's guidelines. Crashworthiness shall be determined per MASH testing requirements.			
12. Overnight protection of work zones and storage of material/equipment shall be according to COA Standard Detail 8045-4.			
13. The name of the barricade contractor shall be shown on the non-reflective surface of all traffic control devices in accordance with COA Standard Detail 8045-5.			
14. The City's traffic engineer or inspector may make or require field adjustments to address issues of safety and mobility.			
15. If existing Capital Metro bus stops are within the temporary traffic control or detour area, the contractor shall contact Capital Metro (Laurie Shaw at 512-621-5713 (Mobile) / 512-369-7701 (Work), Laurie.shaw@capmetro.org) two weeks prior to setting up the traffic control devices in order to coordinate potential bus-stop relocation or any other related issues.			
16. If existing signalized intersections are within the temporary traffic control area, the contractor shall contact ATD - Signals Division at (512) 974-4075, one week prior to setting traffic control devices.			
17. The right of way shall be returned to full use at the end of the approved work hours.			
18. Contractors shall adhere to all ROW special event activity restrictions, as per the latest Mobility Guidelines (MG-08).			
19. Projects that are routed through the DAPCZ process are required to coordinate with the Office of Special Events (512-974-3000 or TransportationSpecialEvents@atx.texas.gov), in conjunction with the ROW Division of ATD. Visit City-Events for scheduled events for all of Austin.			

1. FOR DAYTIME WORK, THE FLAGGER SHALL WEAR AN APPROVED BRIGHTLY COLORED VEST. FOR NIGHTTIME WORK, THE VEST SHALL BE RETRO-REFLECTIVE MATERIAL SHALL BE ORANGE, YELLOW, WHITE, SILVER, STRONG YELLOW-GREEN OR A FLUORESCENT VERSION OF THESE COLORS AND SHALL BE VISIBLE AT A MINIMUM DISTANCE OF 305 m (1,000').
2. FOR LOW-VOLUME APPLICATIONS, A SINGLE FLAGGER MAY BE ADEQUATE, WHERE ONE FLAGGER CAN BE USED, SUCH AS FOR SHORT WORK AREAS ON STRAIGHT ROADWAYS, THE FLAGGER MUST BE VISIBLE TO APPROACHING TRAFFIC FROM BOTH DIRECTIONS.
3. FLAGGERS SHALL USE ONLY STOP/SLOW PADDLE TO DIRECT TRAFFIC UNLESS WORKING IN A SIGNALIZED INTERSECTION WHERE DRIVERS MAY BE CONFUSED BY THE SIGN PADDLE. HAND SIGNAL MAY BE USED IN THESE SITUATIONS.
4. FLAGGERS SHALL ENSURE THAT ALL REQUIRED SIGNING IS IN PLACE PRIOR TO BEGINNING FLAGGING OPERATIONS.
5. FLAGGERS SHALL NOT PERFORM WORK THAT IS NOT RELATED TO FLAGGING WHILE ON DUTY.
6. FLAGGERS MAY CARRY AIR HONKS OR WHISTLES TO WARN WORKERS OF AN EMERGENCY CONDITION.
7. FLAGGERS SHALL BE REQUIRED TO USE TWO-WAY RADIOS WHEN OUT OF CLEAR VIEW OF EACH OTHER.
8. FLOODLIGHTS SHOULD BE PROVIDED TO MARK FLAGGER STATIONS AT NIGHT AS NEEDED.

TAPER LENGTHS

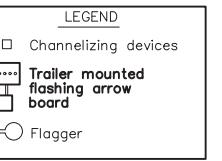
SPEED (kmph)	SPEED* (mph)	LENGTH (meters)	LENGTH (feet)
30	20	11	35
40	25	17	55
50	30	26	85
55	35	36	120
65	40	51	170
70	45	66	220
80	50	84	280
90	55	101	335
95	60	125	415
105	65	146	485

*POSTED SPEED

DEPARTMENT OF PUBLIC WORKS		FLAGGER SETUP FOR 2 LANE ROADWAY	
RECORD COPY SIGNED BY BILL GARDNER	03/13/06 ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO. 804S-2 3 OF 8

Typical Transition Lengths and Suggested Maximum Spacing of Devices

Speed KMPH	Posted Speed MPH	Formula	Minimum Desirable Taper Lengths (L) Meters (feet)			Suggested Max. Device Spacing Meters (feet)	Suggested Sign Spacing Meters (feet)
			3.0(10) Offset Meters (feet)	3.3(11) Offset Meters (feet)	3.6(12) Offset Meters (feet)		
50	30	L=WS ² 60	45 (150)	50 (165)	55 (180)	9 (30)	15-20 (60-75)
			65 (205)	70 (225)	75 (245)	10 (35)	25-25 (70-90)
			80 (265)	90 (295)	100 (320)	12 (40)	25-30 (80-100)
			135 (450)	150 (495)	165 (540)	13 (45)	25-30 (90-110)
			150 (500)	165 (550)	180 (600)	15 (50)	30-35 (100-125)
			165 (550)	185 (605)	200 (660)	16 (55)	35-40 (110-140)
			180 (600)	200 (660)	220 (720)	18 (60)	40-45 (120-150)
			195 (650)	215 (715)	235 (780)	19 (65)	40-50 (130-165)
			215 (700)	235 (770)	255 (840)	21 (70)	45-55 (140-175)
							240 (800)

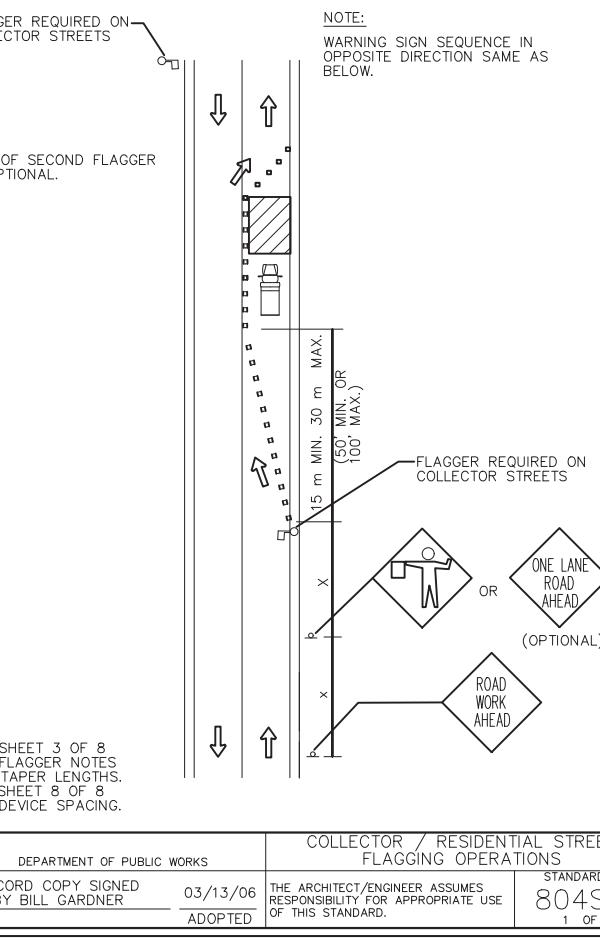


TRAFFIC DETOUR NOTES:

1. "STREET CLOSED" and "STREET CLOSED TO THRU TRAFFIC" MAY BE USED IN PLACE OF "ROAD CLOSED" AND "ROAD CLOSED TO THRU TRAFFIC".
2. THE USE OF A STREET SIGN NAME MOUNTED WITH THE M4-9 DETOUR SIGN** IS REQUIRED. THE STREET NAME PLATE SHOULD BE PLACED ABOVE THE DETOUR SIGN. THE PLATE MAY HAVE EITHER A WHITE-ON-GREEN OR A BLACK-ON-ORANGE LEGEND.
3. ADDITIONAL "DO NOT ENTER SIGNS" MAY BE DESIRABLE AT INTERSECTIONS WITH INTERVENING STREETS.
4. A M4-9 DETOUR SIGN** WITH AN ADVANCE TURN ARROW MAY BE USED IN ADVANCE OF A TURN. ON MULTI-LANE STREETS, SUCH SIGNS SHOULD BE USED.
5. M4-9 DETOUR SIGNS** MAY BE LOCATED ON THE FAR SIDE OF INTERSECTIONS.

** TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES

DEPARTMENT OF PUBLIC WORKS		TYPICAL LENGTHS & SPACING OF DEVICES, LEGEND and GENERAL NOTES	
RECORD COPY SIGNED BY BILL GARDNER	03/13/06 ADOPTED	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.	STANDARD NO. 804S-2 8 OF 8



NOTE:

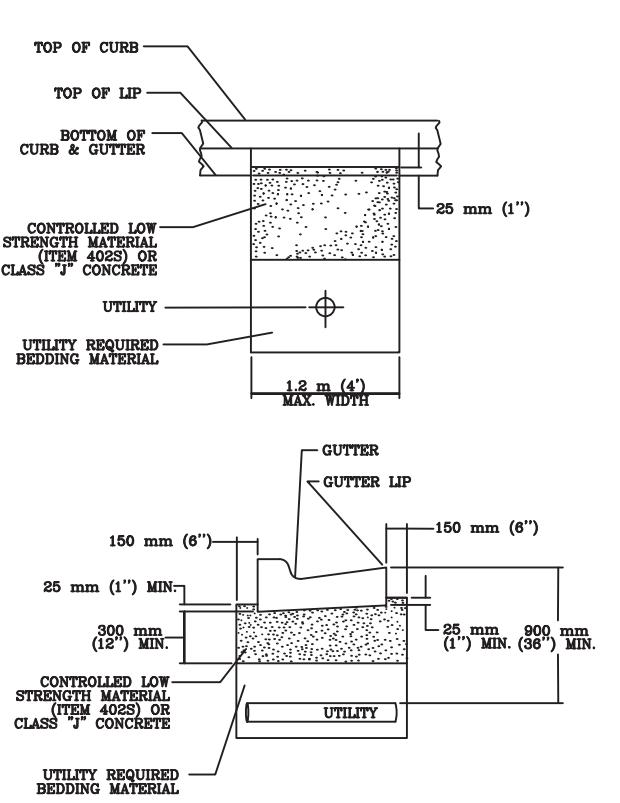
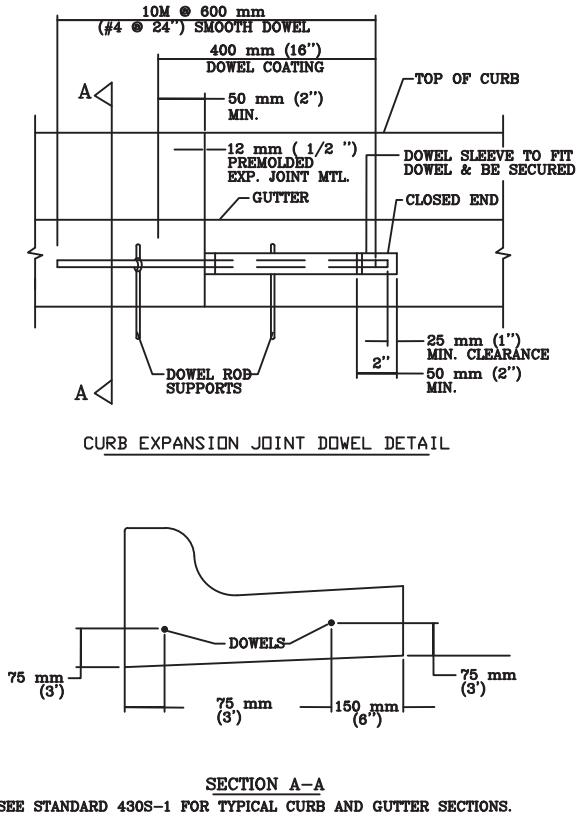
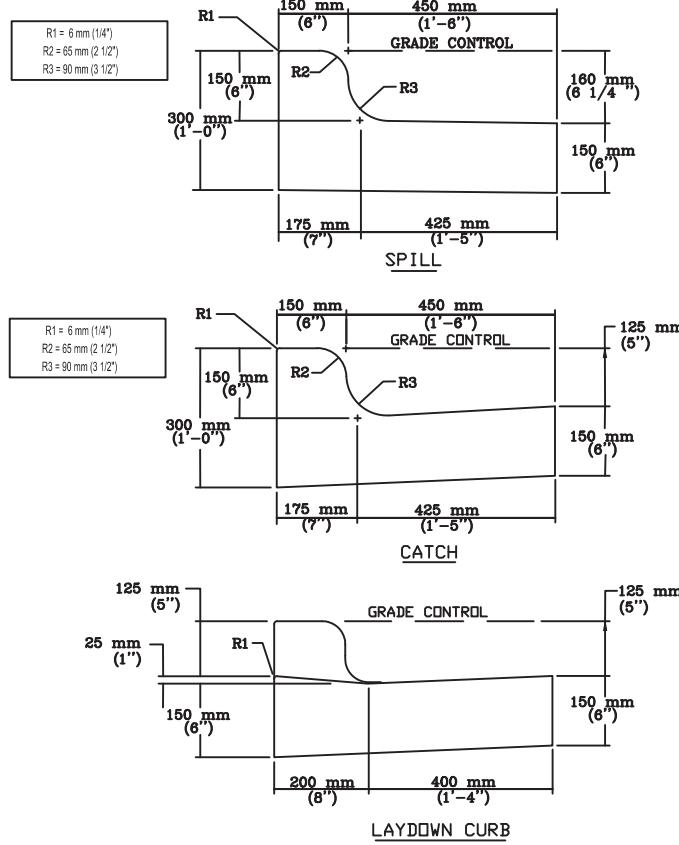
1. BACKFILL ALL TRENCHES & RETURN ROAD TO FULL USE AT END OF APPROVED WORK HOURS.
2. CONTRACTOR TO CONTACT THE ENGINEER OF RECORD IMMEDIATELY SHOULD FIELD CONDITIONS REQUIRE A CHANGE IN DETAILS OF ANY TRAFFIC CONTROL PLAN.
3. CONTACT LAURIE SHAW WITH CAPITOL METRO AT 512-474-1200 OR LAURIE.SHAW@CAPMETRO.ORG PRIOR TO RELOCATING ANY BUS STOP OR SETTING ANY TRAFFIC CONTROL DEVICES AFFECTING ANY BUS STOP OR SERVICES.
4. PROVIDE CAPMETRO 2 WEEKS NOTICE PRIOR TO WORK AROUND OR AFFECTING ANY BUS STOP. CAPMETRO CONTACT NUMBER 512-369-7701
5. NO WORK IS PERMITTED ON WEEKENDS OR CITY HOLIDAYS AND THROUGH ACCESS SHOULD ALWAYS BE PROVIDED.
6. CONTACTS FOR THE POLICE DEPARTMENT INCLUDE: LT. RICH ANDREUCCI AT RANDREUCCI@SUNSETVALLEY.ORG CHIEF LENN CARTER AT LCARTER@SUNSETVALLEY.ORG CONTACT WITH THE PUBLIC WORKS DEPARTMENT: JOSHUA RONSON AT JRONSON@SUNSETVALLEY.ORG

ALAN PLUMMER ASSOCIATES, INC.
ENVIRONMENTAL
ENGINEERS AND SCIENTISTS

COA STANDARD TRAFFIC CONTROL DETAILS		SCALE: N.T.S.
DATE: 02/10/2020	23 OF 25	
DESIGNED: APAI	CHECKED: AH, SS	APPROVED: GA
DRAWN: APAI		



TEXAS
5/7/20



NOTE

1. BACKFILL ALL TRENCHES & RETURN ROAD TO FULL USE AT END OF APPROVED WORK HOURS.
2. CONTRACTOR TO CONTACT THE ENGINEER OF RECORD IMMEDIATELY SHOULD FIELD CONDITIONS REQUIRE A CHANGE IN DETAILS OF ANY TRAFFIC CONTROL PLAN.
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CITY OF AUSTIN
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

CURB AND GUTTER SECTI

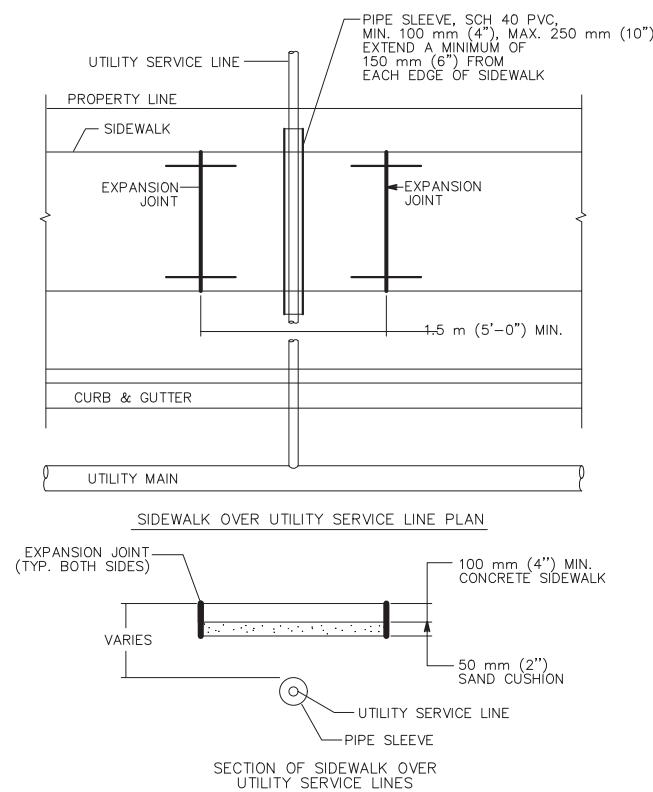
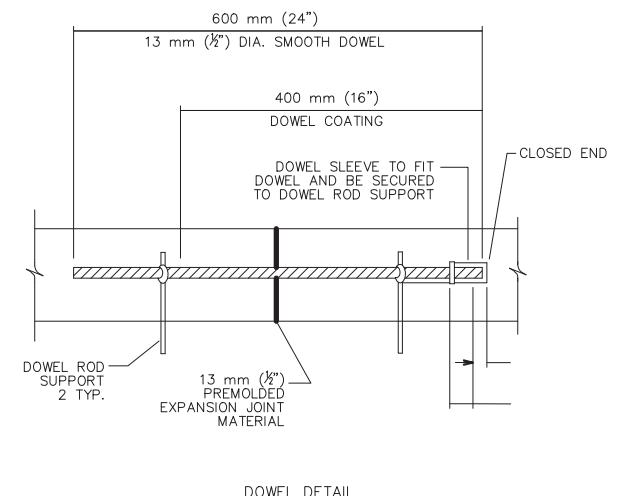
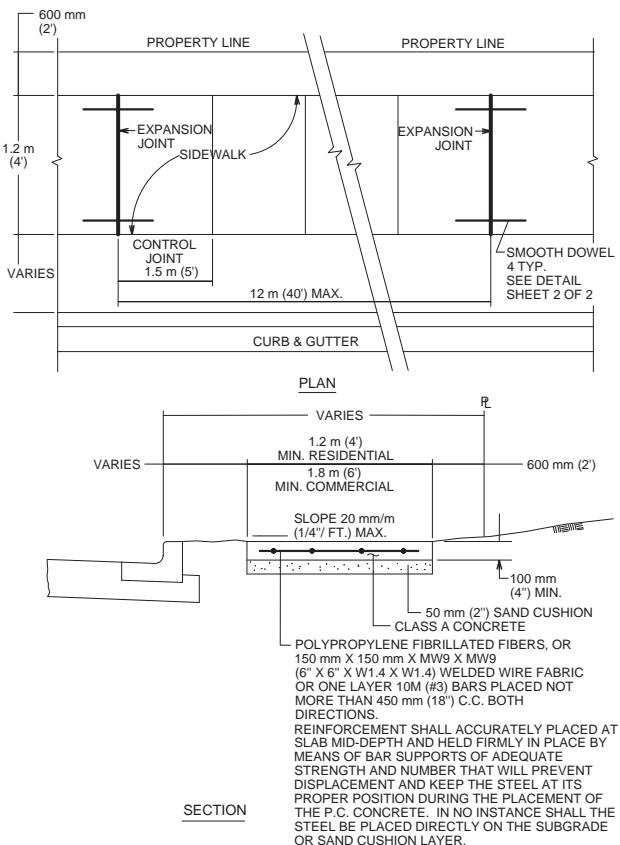
CITY OF AUSTIN
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

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CITY OF AUSTIN
DEPARTMENT OF PUBLIC WORKS

SIDEWALK

CITY OF AUSTIN
DEPARTMENT OF PUBLIC WORKS

SIDEWALK

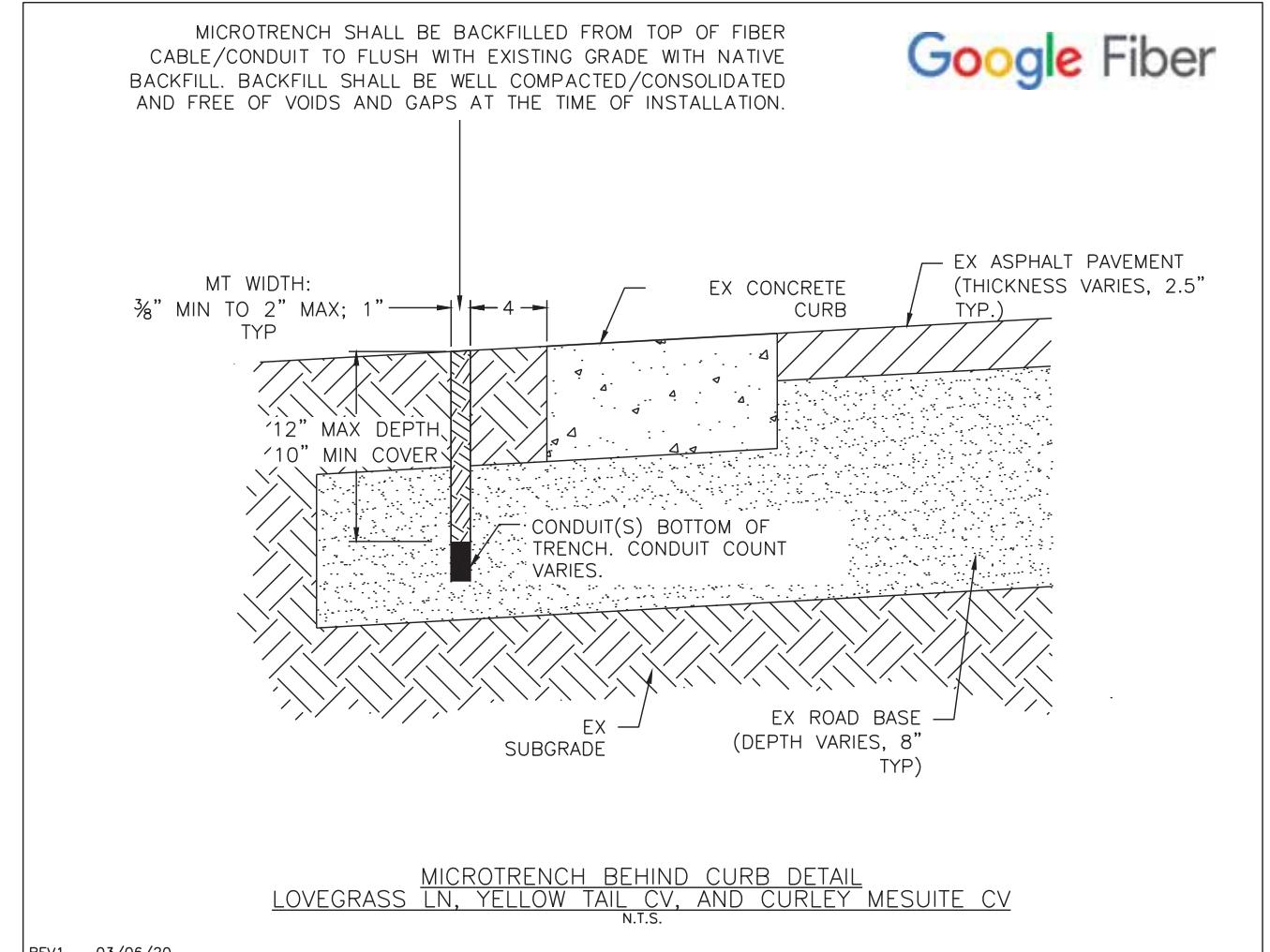
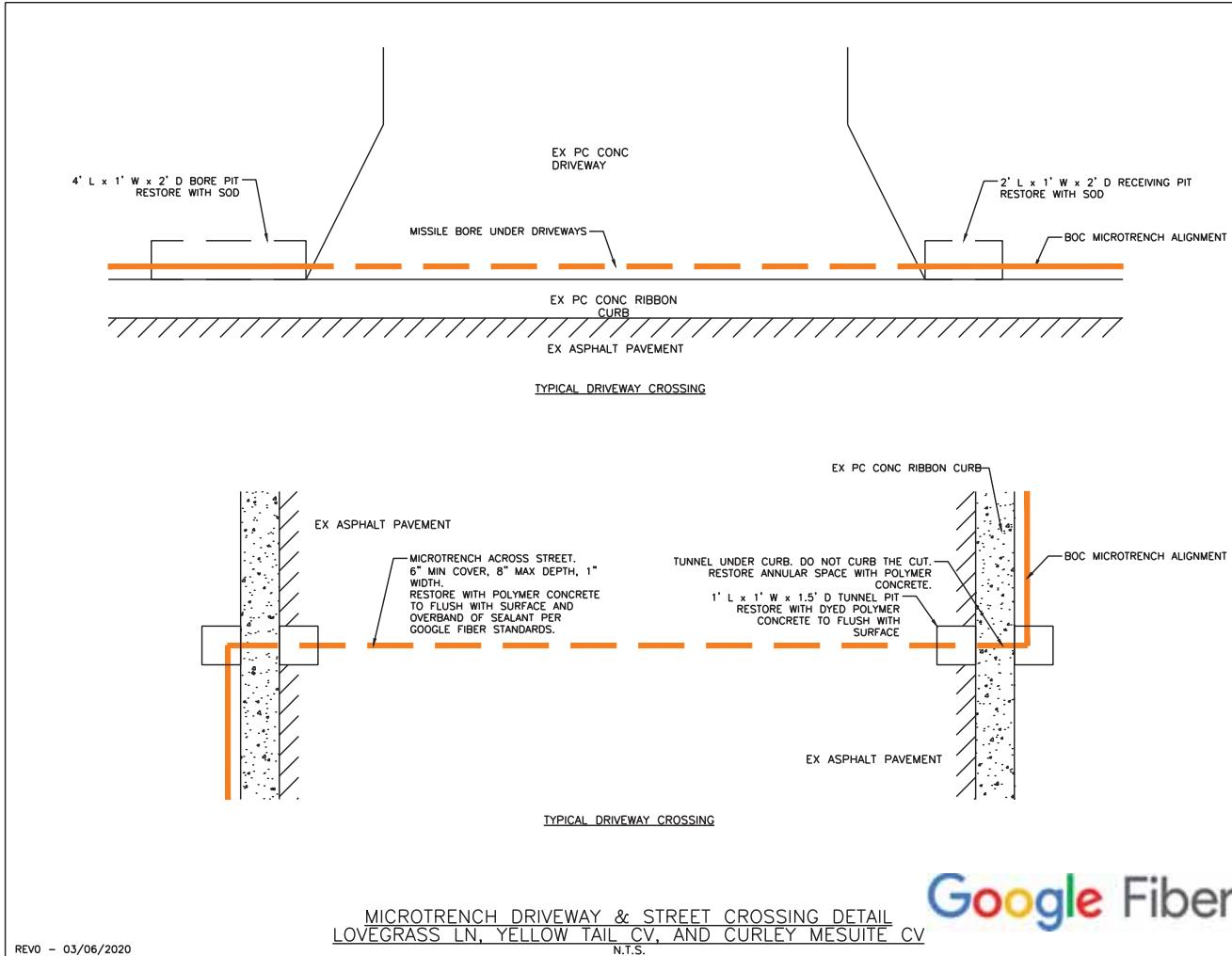
	CITY OF AUST DEPARTMENT OF PUBLIC
STANDARD NO. 32S-1 2 OF 3	RECORD COPY SIGNED BY BILL GARDNER

KS	SIDEWALK
03/26/08	THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR APPROPRIATE USE OF THIS STANDARD.
ADOPTED	

STANDARD NO.
432S-1
3 OF 3

GFT MICRO TRENCH - LGV09	
RESTORATION	DETAIL SHEET
02/10/2020	SHEET: 24 OF 25
APAI	CHECKED: AH, SS

Google Fiber



Google Fiber		PROPRIETARY & CONFIDENTIAL															
ALAN PLUMMER ASSOCIATES, INC.																	
ENVIRONMENTAL ENGINEERS AND SCIENTISTS																	
Google Fiber																	
<table border="1"> <tr> <td colspan="3">GFT MICROTRENCH - LGV09</td> </tr> <tr> <td colspan="3">GOOGLE FIBER TYPICAL DETAILS</td> </tr> <tr> <td>DATE: 02/10/2020</td> <td>SHEET: 25 OF 25</td> <td>SCALE: N.T.S.</td> </tr> <tr> <td>DESIGNED: APAI</td> <td>CHECKED: AH, SS</td> <td>APPROVED: RV, AC</td> </tr> <tr> <td>DRAWN: APAI</td> <td colspan="2"></td> </tr> </table>			GFT MICROTRENCH - LGV09			GOOGLE FIBER TYPICAL DETAILS			DATE: 02/10/2020	SHEET: 25 OF 25	SCALE: N.T.S.	DESIGNED: APAI	CHECKED: AH, SS	APPROVED: RV, AC	DRAWN: APAI		
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<p>08/13/2020</p>																	

CITY COUNCIL MEETING DATE: JANUARY 4, 2022



CITY COUNCIL AGENDA ITEM #10

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: LAND DEVELOPMENT CODE - VARIANCE REQUEST

DESCRIPTION: Consider and act on approval of a final site plan and landscaping plan at 4800 W. Highway 290 which includes the following variance requests from Townbridge Homes, LLC (Mayor Bruner/Administration):

- A. Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h)
- B. Chapter 150.606(A), previously Chapter 10.201 Basic Regulations subsection (a) requires a fire lane in off-street parking with more than five parking spaces
- C. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3 requires a drive aisle 26 feet in width with 90-degree parking stalls that are 9 feet wide and 18.5 feet deep

Alternative Landscape Compliance

- D. Chapter 150.689(B), previously Chapter 13.700 Variance and Alternative Landscape Compliance subsection (b) allows for Alternative Landscape Compliance for the parking area

BACKGROUND: In July 2020, the Sunset Valley City Council approved a change in Zoning for 4800 West Highway 290 from a SF Single Family Residential designation to an NO, Neighborhood Office designation. Prior to that rezoning, Townbridge and its representatives met with the surrounding neighbors and worked to create a site plan that would work best for the location and the neighborhood. This included a large area for neighborhood use and trails, as well as additional dedication to the City for lift station access.

The City approved the Plat on December 7, 2021.

The next step in the development sequence is construction. However, before construction can commence, the City must approve the site plan. The proposed site plan requires multiple variances to create a permissible project. The proposed site plan includes variances of the following:

- A. Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h).
Owner is requesting a variance to impervious cover limits from 18% to 23.59%.
This is due to a gross floor area versus net floor area contradiction in the code. Staff attempted to work thru the gross versus net floor area discussion with Planning and Environmental, as well as Zoning Commission, however, the consensus was to continue to use gross floor area in calculating the occupant load of the building, which then leads to calculating parking. In staff's opinion, areas such as hallways, HVAC closets, etc. should not be counted in the occupant load as those are areas that are not customarily occupied full time during the day to day as business is conducted.
- B. Chapter 150.606(A), previously Chapter 10.201 Basic Regulations subsection (a) requires a fire lane in off-street parking with more than five parking spaces.
Owner is requesting a variance to not include a fire lane in the parking area behind the building as the only access to that parking area is through the building.
Discussions and negotiations with the neighborhood included a large park area to be used at the rear of the property, which led to an elevated office building. Parking is situated under and behind the building. The fire lane access would need to be situated under the building, making it unfeasible. The applicant's proposal meets Fire Code standards.
- C. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3 requires a drive aisle 26 feet in width with 90-degree parking stalls that are 9 feet wide and 18.5 feet deep. **Owner is requesting a drive aisle width of 25'.**
Again, the requirement of additional parking due to gross versus net floor area has resulted in a reconfiguration of the parking area. For comparison, City streets are less than 25' in some sections.

Alternative Landscape Compliance

- D. Chapter 150.689(B), previously Chapter 13.700 Variance and Alternative Landscape Compliance subsection (b) allows for Alternative Landscape Compliance for the parking area. **Owner is requesting alternative compliance and is demonstrating an equal or better condition based on scoring as allowed in the LDC.**

Before the Council can approve any variance requests, the Applicant must meet 5 basic requirements:

That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable and economic use of his land;

- (2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
- (3) That the granting of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area;
- (4) That the granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this chapter; and
- (5) That the proposal demonstrates water quality will be equal to or better than would have resulted had development proceeded without the variance.

The applicant has addressed each of the statements in the attached letter.

APPLICABLE CODE SECTIONS: [Chapter 150 of the Code of Ordinances. \(Land Development Code\)](#)

FUNDING: N/A

STAFF RECOMMENDATION: Approve the final site plan and landscaping plan, with the variances as requested.

SUPPORTING MATERIALS PROVIDED: YES

- LETTER FROM CITY ENGINEER
- LETTER FROM THE APPLICANT
- SITE PLAN & LANDSCAPING PLAN



December 1, 2021

MEMO RE: Townbridge Variance Requests

We have reviewed the variance requests presented for the Townbridge Development and have the following commentary.

Variance 1 – Section 4.301 Impervious Cover

We have reviewed this variance request and the plans that accompanied this request. We agree that this development will treat more impervious cover than is being created by this development, and to a non-degradation standard. Ultimately, no development would be the most environmentally beneficial. However, considering this development is treating more impervious cover than it creates, it appears to provide a net benefit to the City of Sunset Valley. We have no objection to this variance request.

Variance 2 – Section 10.201 Fire Lanes

We have reviewed this variance request and the plans that accompanied this request. It appears this site meets the general requirements of the International Fire Code regarding the required fire lane access with the fire lane only at the front of the building. The International Fire Code is a widely adopted and acceptable design standard. We have no objection to this variance.

Variance 3 – Section 10.108 Design Standards

We have reviewed this variance request and the plans that accompanied this request. We agree that a 25' drive aisle is an acceptable design standard and conforms with many other jurisdictional requirements. The narrower drive also reduces impervious cover. We have no objection to this variance.

If you have any questions about these comments, please feel free to call me at (830) 377-4555.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Freeland'.

Gary Freeland, P.E., CFM
Consultant City Engineer for the City of Sunset Valley

November 23, 2021

Honorable Mayor Marc Bruner
Council Member Alfonso Carmona
Council Member Robert Johnson
Council Member Justin Litchfield
Council Member Wanda Reetz
Council Member Rudi Rosengarten
3205 Jones Road
Sunset Valley, Texas 78745

RE: 4800 W. U.S. 290 Highway 290

Dear Mayor and Council Members,

Our firm represents Townbridge Homes, LLC, owners of the above referenced property. On behalf of our client, we respectfully request three variances to the City of Sunset Valley Land Development Code.

Variance #1

Chapter 4: Watershed Development

Section 4.301 Impervious Cover

Specifically subsection (h)

This 2.104-acre property sought for and was subsequently approved for rezoning from SF, Single Family to NO, Neighborhood Office. There is currently a one lot Subdivision Application pending with the City of Sunset Valley as well as a Site Plan Application for 14,719 square feet of proposed office space to be constructed with associated parking, detention, water quality facilities and landscaping. The variance request is partially associated with ambiguity in the Land Development Code resulting in a request for an increase of impervious cover for the project.

Pursuant to Land Development Code Section 4.301(h), the site is limited to 18% impervious cover of the Uplands Zone, or 15,899 square feet. The request for the variance is to increase the

allowable impervious cover to 20,835 square feet, or 23.59%. The difference is 4,936 square feet, or 5.59%.

Impervious cover is an important consideration in any development application and the appropriate water quality treatment plus stormwater control for the impervious cover is a justified regulatory requirement especially in sensitive watersheds and over aquifers. Pollution Prevention Measures and best managed practices are essential engineering and scientific tools to mitigate the impervious cover to the greatest extent practical. The proposed request to increase impervious cover on this office site will result in better water quality and detention of stormwater compared to strict compliance to the Land Development Code limitation of 18% impervious cover.

A) How did the project reach a point of an impervious cover variance –

- 1) Minimum parking requirements for the proposed office use is driving the request for additional impervious cover with more parking being required than what may be typically provided for an office use in the City of Sunset Valley. While all minimum parking requirements are based on gross floor area, Section 10.102(a)(2) Schedule for Off-street Parking Requirements states-

10.102(a)(2) For the purposes of this Section, requirements shall be based on gross floor area unless specific designations exists based on rooms, units, seat or person capacity, but shall not include enclosed or covered areas used for off-street parking and loading (emphasis added).

The code defines Office use as –

A Room, studio, suite, or building or any part thereof in which a person transacts his business or carries on his stated occupation" (emphasis added).

These two code citations provide allowance for city interpretations for rooms within an office space (as is this proposed use) to be designated as areas that are where a person transacts business and where a person does not transact business. Our assertions are that business is not transacted in mechanical rooms, stairways, elevators, bathrooms, circulation areas, and storage areas. If there was recognition that all the aforementioned rooms within the building designated as such, these rooms are not where business is transacted, then the impervious cover variance would not be required. There is recognition

by city staff for 1,479 square feet of Service Space that can be deducted from the gross building area resulting in a minimum parking requirement based on 13,225 square feet of office space where business is transacted equating to a minimum parking requirement of 44 spaces for the office use. By our calculations, removing all the aforementioned rooms designated as areas where business is not transacted would result in a parking requirement of 35 parking spaces. With the impervious cover variance approved for the additional required parking, the outcome of additional parking beyond what is actually needed will likely result in parking spaces that remain largely unused. None the less, we are requesting the variance for additional impervious cover to address parking requirements beyond what is needed for the office use.

- 2) Overhangs (Eaves) – The building is planned with extensive overhangs at 6 feet – 8 feet in distance from the building face. These overhangs are 30 feet above the ground plane and total to 2,655 square feet that is considered as impervious cover, though rainfall can clearly hit the ground in the areas of the overhangs. The overhangs are critical shade elements necessary to reduce solar heat gain onto the building façade, while providing architectural appealing elements to the design and also to provide for better waterproofing protection of the building compared to a roof condition without an overhang.

B) Provisions allowed by City staff to assist in the impervious cover conditions –

City staff has provided the following in relation to how certain elements are to be addressed with the site plan –

- 1) At the rear of the site is a City Wastewater Lift Station at the northwest corner of the site that is served with a paved access drive from Stearns Lane along the north property line. The drive and the lift station total to 1,667 square feet and are within public easements. City staff is allowing for this existing paved area to not count as impervious cover, though it is actually impervious cover.
- 2) The proposed site plan for the office development is placing a rainwater harvesting water tank to capture the roof runoff. City staff is allowing for up to 350 square feet of impervious cover to be credited for this tank that sits on the ground.

C) Where does this put the overall project? –

- 1) The project must seek a variance to either reduce the minimum parking required or increase the allowable impervious cover.
- 2) The impervious cover modification sought herein is for 20,835 square feet, or 23.59%. The difference is 4,936 square feet, or 5.59%.
- 3) All of the proposed impervious cover will be treated to the non-degradation water quality standards of the Code and will not result in any harm to the area.

D) Proposed mitigation plans for the increase in impervious cover –

- 1) Stearns Lane is an older street not connected to a central storm sewer system and not developed with detention or water quality facilities. Approximately 3,281 square feet of the existing pavement of Stearns Lane and associated drainage area enters the proposed office site and was originally being bypassed around the US 290 drainage infrastructure where it then drained directly to Barton Creek. The proposed office plans have been revised to capture this currently untreated stormwater from Stearns Lane in the water quality system to then re-irrigate that on the office site to achieve non-degradation water quality treatment. This eliminates pollution originating from 3,281 square feet of impervious cover of currently untreated run-off that has occurred for decades over this area of the Edward's Aquifer.
- 2) The existing public impervious cover associated with the lift station and paved drive mentioned above in (B)(1) at 1,667 square feet will also be directed to the water quality system on the proposed office site and treated to non-degradation standards for water quality.
- 3) These two mitigation items total to 4,948 square feet of existing impervious cover that would otherwise never be treated for water quality purposes. Capturing this existing impervious cover and treating this through the stringent non-degradation standards of the Code will improve water quality overall for the aquifer. For an area comparison, the request is to increase the impervious cover for the proposed office site by 4,936 square feet which is 12 square feet less than the additional areas of existing impervious cover proposed for water quality treatment.

With this, we respectfully request deliberative consideration and positive approval to allow for an increase in impervious cover to 22.74% for the proposed office site. We believe the mitigation efforts to treat stormwater runoff that would otherwise never be treated is essentially the same as providing for mitigation land elsewhere to preserve that from development as an effort to offset the requested increase in impervious cover.

With this request we ask the City Council to recognize the following findings:

- 1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable and economic use of his land –

The request is unique to this property due to the elimination of access to Stearns Lane, the requirement for joint access with the abutting property to the west with TxDOT mandating the joint access driveway, requirement for a pad mounted transformer versus a pole mounted transformer, and the greater setbacks on the property.

- 2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant –

Reasonable use for the development of the site with respectful mitigations to offset any potentially perceived impact. The request for increased impervious cover will only be positive overall and not be impactful due to increased water quality in the area, non-degradation standards of the additional impervious cover, and better visual appearance.

- 3) That granting the variance will not be determinantal to the public health, safety, or welfare, or injurious to other property in the area –

Improving water quality for the area by treating existing untreated impervious cover will have a positive impact and not be detrimental to the public health, safety, or welfare, or be injurious to other property in the area.

- 4) That the granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this Chapter – As no other private or public properties are directly downstream from the proposed office site, no property is affected.

- 5) That the proposal demonstrates water quality will be equal to or better than would have resulted had development proceeded without the variance –

All of the proposed impervious cover located on the office site will be treated to non-degradation standards for water quality. In addition, 4,948 square feet of existing, untreated impervious cover run-off will be captured and meet the non-degradation standards for water quality. Therefore, overall water quality will be far better than the existing conditions if the variance were not granted.

Variance #2

Chapter 10: Parking and Fire Lanes

Section 10.201 Fire Lanes – Basic Regulations

Specifically subsection (a)

This section of the Code requires a Fire Lane in any off-street parking facility with 5 spaces or more. The practical approach to this provision is laid out in Section 10.200 Purpose which is to ensure that perpetual and adequate fire access is provided to commercial, office, multifamily, and other high density use facilities by fire-fighting and other emergency vehicles.

The proposed site plan entails the placement of the office building to be pushed towards the front setback line and to efficiently layout the other accessory uses of the site to accommodate the use. The design proposes to have the single driveway from the single point of access, being from US 290, serve the entire parking facility with parking placed under the building and beyond the building on the north. Under strict application of the Code, as written, the fire lane striping is required in the drive aisle under the building and into the extents of the parking located north of the building.

It is impractical, and not safe, to assume a fire truck will enter the site from US 290, drive under the building and then out the north side of the building. Past conversations with various Municipal Fire Departments in central Texas has yielded that the Fire Departments do not desire to drive under a burning building. Enforcing the Code to require Fire Lane striping on the entire drive aisle of the parking facility would promote this scenario. The extents of a Fire Lane should dictate only where it is safe for a Fire Truck to drive and where there is not any Fire Lane striping then the fire truck should not proceed in that area.

However, it is paramount to always meet the fire code requirements for access and appropriate distances associated with their ability to fight a fire on the building or provide for other emergency services. A fire truck can reach a certain point into or near a building, and from there the hose lay

rules with specific distance maximums determines the ultimate ability of full access to the building by the Fire department.

The proposed office building is to be sprinkled to aid in fire suppression of the building in the event of a fire. There is adequate vehicular access into the site by a fire truck or within the right-of-way of public streets to then lay hose in compliance to Fire Department standards to meet the requirements for access to the building in case of a fire. The striping of a fire lane under the building and in the parking facility on the north side of the building is not needed as adequate access is provided elsewhere.

With this, we respectfully request deliberative consideration and positive approval of this variance to recognize that adequate fire access is provided and meets the Purpose intent of the Code while also providing for greater safety and protections of the Fire Department in not promoting a fire truck to enter a striped Fire Lane under the building and into the parking facility on the north side of the building.

Variance #2

Chapter 10: Parking and Fire Lanes

Section 10.108 Design Standards

Specifically subsection (c) Table 3:

This section of the Code requires dimensional standards for a parking facility within Table 3. The proposed development includes 9' wide parking spaces laid out at 90° (perpendicular) to the drive aisle to accommodate all passenger vehicular movements typical of a dead-end parking facility. Strict application has dimensional standards of the parking module within the parking facility as follows with the Width of Aisle at 26' highlighted for which the variance is requested:

From Table 3					
Angle of Parking (Degrees)	Width of Stall	Depth of Stall 90° to Aisle	Width of Aisle	Width of Stall Parallel to Aisle	Module Width
90	9.0	18.5	26.0	9.0	63

The width of the aisle must maintain an acceptable area for maneuvering of the passenger vehicle to both enter the parking space and also to back-out of the parking space. The design of vehicles

has changed over the years with tighter turning radii and do not need wider aisles from standards based on 1980's data. As such, 26' is not necessary for this maneuvering aisle area. Further, the majority of vehicles average 15' in length, and larger cars, smaller trucks and large SUV's are less than 17' average in length. By comparison, large trucks average 18.4' in length. The standards of table 3 require a full parking module width of 63' overall to accommodate two rows of head-in parking at 18'5 deep stalls and a 26' wide aisle. With the proposed variance to allow for a 25' wide aisle and with the excess stall depth maintained at 18.5', the overall width of the parking module is 62'. This is 1' difference to the standards and will not cause disruption to the parking capabilities of the vehicles that will use the parking facility.

With this, we respectfully request deliberative consideration and positive approval of this variance to recognize that an aisle width of 25' is adequate for maneuvering of passenger vehicles is provided in the parking facilities and meets the intent of the Code ensuring functionally adequate parking and ensuring the usefulness of parking facilities in general.

Please let us know if you have any questions.

Sincerely,



A. Ron Thrower



CHRIS McCOMB

804.42

LICENSED PROFESSIONAL ENGINEER

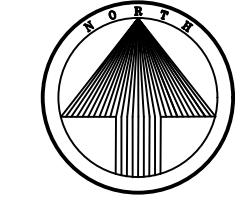
Chris McComb

11/1/21

SCALE: 1" = 30'

SCALE IN FEET

30 15 0 30



AMC
DESIGN
GROUP

LEGEND

- LOC
- LIMITS OF CONSTRUCTION
- WQTZ
- ACCESSIBLE ROUTE (SEE NOTES)
-
- FIRE LANE
-
- DUMPSTER
- DI-1/DI-2
- PAVEMENT TYPE (SEE CONST. DETAILS)

NOTES

SITE NOTES

- PARKING SURFACE TO BE ASPHALT, SEE CONSTRUCTION DETAILS.
- FOR DRIVEWAY CONSTRUCTION, THE OWNER IS RESPONSIBLE FOR ALL COSTS AND RELATED DAMAGE OR DAMAGE TO THE SITE.
- COORDINATE ALL CONSTRUCTION IN PRIVATE RIGHT-OF-WAY WITH OWNER'S REPRESENTATIVE PRIOR TO STARTING WORK.
- ALL DEMOLISHED MATERIALS ARE TO BE MOVED TO AN OFF-SITE LOCATION BY DEMOLITION CONTRACTOR.
- THERE ARE NO OTHER STRUCTURES OR BUILDINGS WITHIN 50' OF THE UNIFORM BUILDING CODE, REFER TO THOSE SHOWN.
- ESTABLISH FIRE ZONES AS SHOWN ON SITE BY PAINTING GUTTER RED STENCIL THE WORDS "FIRE ZONE/TOW-AWAY ZONE" IN WHITE LETTERS AT LEAST 3 INCHES HIGH AT 35' INTERVALS ALONG THE CURB OR PAVEMENT AS NOTED ON THE SITE PLAN.
- GUARDRAILS ARE REQUIRED ON ALL STRUCTURES WHERE THE VERTICAL GROUND DIFFERENCE IS GREATER THAN 30 INCHES ACCORDING TO THE UNIFORM BUILDING CODE. REFER TO ARCHITECTURAL PLANS FOR GUARDRAIL DESIGN AND LAYOUT.

ACCESSIBILITY NOTES

- WHEN MORE THAN ONE BUILDING OR FACILITY IS LOCATED ON A SITE, AT LEAST ONE ACCESSIBLE ROUTE MUST BE PROVIDED BETWEEN ACCESSIBLE ELEMENTS, FACILITIES AND BUILDINGS.
- SLIDES OR ACCESSIBLE ROUTES MAY NOT EXCEED 1:20 UNLESS DESIGNED AS A RAMP.
- ACCESSIBLE ROUTES MUST HAVE A CROSS-SLOPE NO GREATER THAN 1:50.
- GROUND SURFACES ALONG ACCESSIBLE ROUTES MUST BE STABLE, FIRM AND SMOOTH.
- THE MAXIMUM SLOPE OF A RAMP IN NEW CONSTRUCTION IS 1:12. THE MAXIMUM RISE FOR ANY RAMP RUN IS 30 IN. IN THE MAXIMUM HORIZONTAL PROJECTION 30 FEET FOR A RAMP WITH A SLOPE BETWEEN 1:12 AND 1:16, AND 40 FEET FOR A RAMP WITH A SLOPE BETWEEN 1:16 AND 1:20.
- DETECTABLE WARNINGS FOR CURB RAMPS SHALL FOLLOW TDLR TECHNICAL MEMORANDUM TM 08-01 AND HAVE TEXTURES CONSISTING OF RAISED TRUNCATED DOMES WITH A DIAMETER OF NOMINAL 0.9 IN., A HEIGHT OF NOMINAL 0.2 IN. AND A CENTER TO CENTER SPACING OF NOMINAL 3.2 IN. AND SHALL CONTRAST VISUALLY WITH ADJACENT SURFACES, EITHER LIGHT ON DARK, OR DARK ON LIGHT. THE MATERIAL USED TO PROVIDE CONTRAST SHALL BE AN INTEGRAL PART OF THE WALKING SURFACE.
- ACCESSIBLE PARKING SPACES MUST BE LOCATED ON A SURFACE WITH SLOPE NOT EXCEEDING 1:50.
- ACCESSIBLE PARKING SPACES MUST BE LOCATED ON THE SHORTEST POSSIBLE ACCESSIBLE ROUTE TO AN ACCESSIBLE BUILDING ENTRANCE. THE ACCESSIBLE ROUTE MUST MEET THE ACCESSIBLE ENTRANCE WITH ADJACENT PARKING. ACCESSIBLE PARKING SPACES MUST BE DISPERSED AND LOCATED NEAR THE ACCESSIBLE ENTRANCES.
- EVERY ACCESSIBLE PARKING SPACE MUST BE IDENTIFIED BY A SIGN, CENTERED AT THE HEAD OF THE PARKING SPACE. THE SIGN MUST INCLUDE THE INTERNATIONAL SYMBOL FOR ACCESSIBILITY STATE RESEMBLED OR EQUIVALENT LANGUAGE, CHARACTERS AND SYMBOLS ON SUCH SIGNS MUST BE LOCATED 60" MINIMUM ABOVE THE GROUND SO THAT THEY CANNOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE. SEE SIGN DETAIL ON CONSTRUCTION DETAILS SHEET.
- AT EVERY PRIMARY PUBLIC AND AT EVERY MAJOR JUNCTION ALONG THE LEADING ACCESSIBLE ROUTE TO THE TRAVEL, MUST BE A SIGN DISPLAYING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY. SUCH SIGNS MUST INDICATE THE DIRECTION TO AN ACCESSIBLE BUILDING ENTRANCE.
- THE CONTRACTOR SHALL VERIFY ALL GRADES CONCERNING ACCESSIBLE ROUTES AND WALKWAYS PRIOR TO PLACEMENT OF CONCRETE. CONTRACTOR SHALL CONTACT THE ENGINEER 48 HOURS PRIOR TO CONCRETE PLACEMENT ON ALL ACCESSIBLE ROUTES AND WALKWAYS IN ORDER TO VERIFY FORM PLACEMENT SLOPES AND GRADES.
- APPROVAL OF THESE PLANS BY THE CITY OF AUSTIN IS COMPLIANCE WITH APPROPRIATE LOCAL, STATE AND FEDERAL ACCESSIBILITY STANDARDS. AS THE 2010 STANDARDS FOR ACCESSIBLE DESIGN OR THE 2012 TEXAS ACCESSIBILITY STANDARDS WAS NOT VERIFIED, THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE ACCESSIBILITY STANDARDS.

Thraver Design

LAND PLANNERS

P.O. BOX 41557 • AUSTIN, TEXAS 78704 • (512) 476-4436

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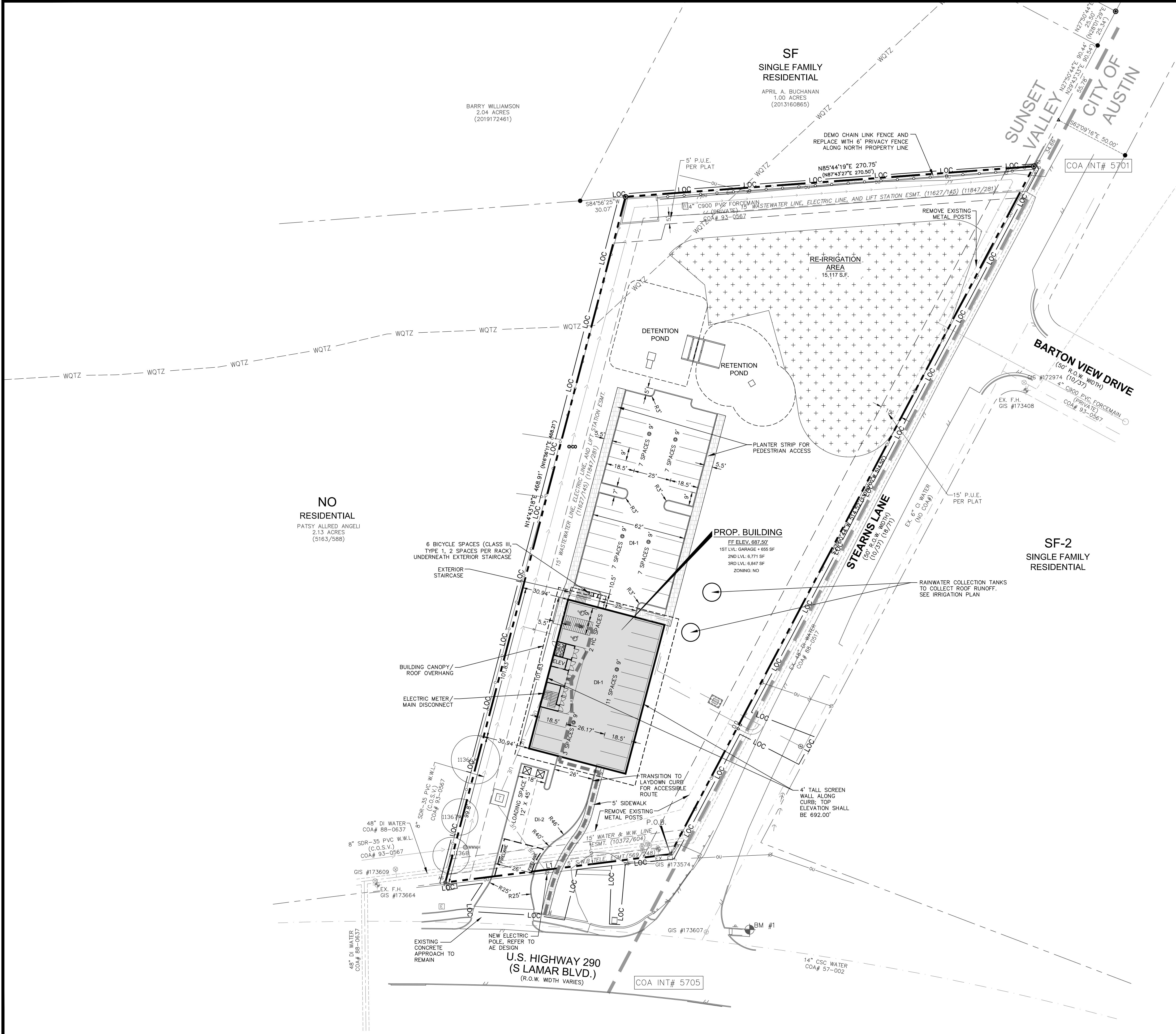
**TOWNBRIDGE CAPITAL
OFFICE BUILDING**
4800 W. U.S. HIGHWAY 290
SUNSET VALLEY, TEXAS

**SITE
PLAN**

SHEET NO.

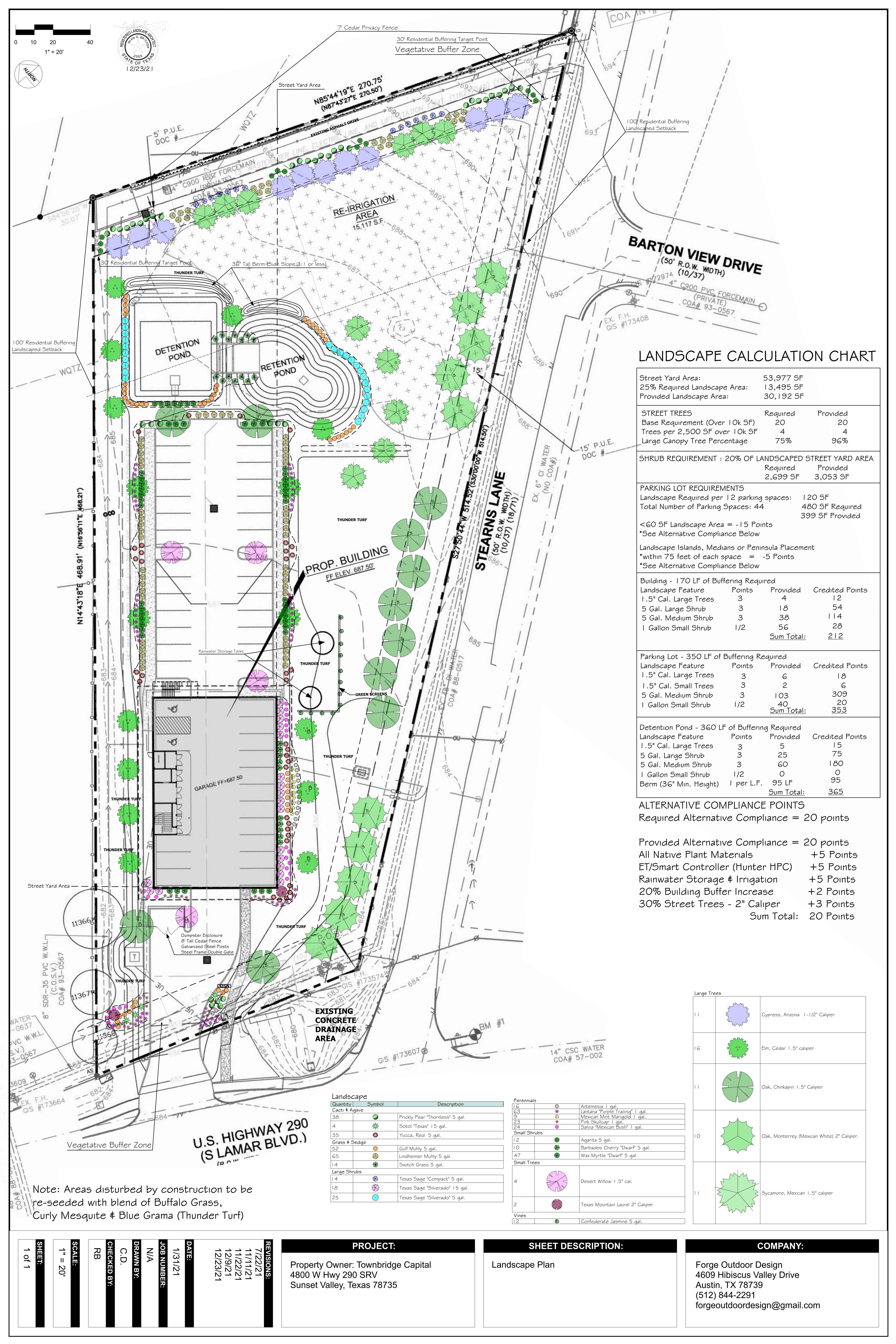
8

of 23



SITE CALCS

LIMITS OF CONSTRUCTION	2.261 ACRES =	98,500 S.F.	
SITE AREA			
WQTZ UPLANDS		3,305 S.F.	
		88,330 S.F.	
IMPERVIOUS COVER	2.104 ACRES =	91,635 S.F.	
ALLOWABLE			
*Barton Creek Watershed	0.365 ACRES =	15,899 S.F.	
EXISTING			
BUILDING	- S.F.		
PARKING, DRIVES & WALKS	- S.F.		
PROPOSED	- S.F.	0.00%	
BUILDING AND ROOF			
PARKING, DRIVES & WALKS			
350 SF DEDUCTION FOR RAINWATER HARVESTING	9,376 S.F.	21,185 S.F.	
	11,809 S.F.	350 S.F.	
	21,185 S.F.	20,835 S.F.	
		23.59%	
BUILDING INFO	1st FLR	2nd FLR	3rd FLR
BUILDING SIZE =	564	7,039	7,116
BUILDING COVERAGE =			14,719 S.F.
BUILDING F.A.R. =	0.16	.1	10.23%
BUILDING HEIGHT =			35 FT.
USE			
OFFICE SPACE	13,225 S.F.		
SERVICE SPACE	1,494 S.F.		
TOTAL		14,719 S.F.	
PARKING SUMMARY			
REQUIRED PARKING		RATIO	
OFFICE SPACE	1/300	N/A	44 SPACES
SERVICE SPACE			
PROVIDED PARKING			
STANDARD SPACES	GARAGE	SITE	TOTAL
HANDICAP SPACES	14	2	42
TOTAL	2	0	2
			44 SPACES
BICYCLE SPACES - TYPE III			
REQUIRED @ 5% =			5 SPACES
PROVIDED			6 SPACES





CITY COUNCIL AGENDA ITEM #10

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: LAND DEVELOPMENT CODE - VARIANCE REQUEST

DESCRIPTION: Consider and act on the following variance requests from Townbridge, LLC. (Mayor Bruner/Administration)

- A. Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h)
- B. Chapter 150.606(A), previously Chapter 10.201 Basic Regulations subsection (a) requires a fire lane in off-street parking with more than five parking spaces
- C. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3 requires a drive aisle 26 feet in width with 90-degree parking stalls that are 9 feet wide and 18.5 feet deep
- Alternative Landscape Compliance
- D. Chapter 150.689(B), previously Chapter 13.700 Variance and Alternative Landscape Compliance subsection (b) allows for Alternative Landscape Compliance for the parking area

BACKGROUND: In July 2020, the Sunset Valley City Council approved a change in Zoning for 4800 West Highway 290 from a SF Single Family Residential designation to an NO, Neighborhood Office designation. Prior to that rezoning, Townbridge and its representatives met with the surrounding neighbors and worked to create a site plan that would work best for the location and the neighborhood. This included a large area for neighborhood use and trails, as well as additional dedication to the City for lift station access.

The City approved the Plat on December 7, 2021.

The next step in the development sequence is construction. However, before construction can commence, the City must approve the site plan. The proposed site plan requires multiple variances to create a permissible project. The proposed variances include:

- A. Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h).
Owner is requesting a variance to impervious cover limits from 18% to 23.59%.
This is due to a gross floor area versus net floor area contradiction in the code. Staff attempted to work thru the gross versus net floor area discussion with Planning and Environmental, as well as Zoning Commission, however, the consensus was to continue to use gross floor area in calculating the occupant load of the building, which then leads to calculating parking. In staff's opinion, areas such as hallways, HVAC closets, etc. should not be counted in the occupant load as those are areas that are not customarily occupied full time during the day to day as business is conducted.
- B. Chapter 150.606(A), previously Chapter 10.201 Basic Regulations subsection (a) requires a fire lane in off-street parking with more than five parking spaces.
Owner is requesting a variance to not include a fire lane in the parking area behind the building as the only access to that parking area is through the building.
Discussions and negotiations with the neighborhood included a large park area to be used at the rear of the property, which led to an elevated office building. Parking is situated under and behind the building. The fire lane access would need to be situated under the building, making it unfeasible. The applicant's proposal meets Fire Code standards.
- C. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3 requires a drive aisle 26 feet in width with 90-degree parking stalls that are 9 feet wide and 18.5 feet deep. **Owner is requesting a drive aisle width of 25'.**
Again, the requirement of additional parking due to gross versus net floor area has resulted in a reconfiguration of the parking area. For comparison, City streets are less than 25' in some sections.

Alternative Landscape Compliance

- D. Chapter 150.689(B), previously Chapter 13.700 Variance and Alternative Landscape Compliance subsection (b) allows for Alternative Landscape Compliance for the parking area. **Owner is requesting alternative compliance and is demonstrating an equal or better condition based on scoring as allowed in the LDC.**

Before the Council can approve any variance requests, the Applicant must meet 5 basic requirements:

That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable and economic use of his land;

- (2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
- (3) That the granting of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area;
- (4) That the granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this chapter; and
- (5) That the proposal demonstrates water quality will be equal to or better than would have resulted had development proceeded without the variance.

The applicant has addressed each of the statements in the attached letter.

APPLICABLE CODE SECTIONS: [Chapter 150 of the Code of Ordinances. \(Land Development Code\)](#)

FUNDING: N/A

STAFF RECOMMENDATION: Approve the variances as requested.

SUPPORTING MATERIALS PROVIDED: YES

- LETTER FROM CITY ENGINEER
- LETTER FROM THE APPLICANT
- SITE PLAN & LANDSCAPING PLAN



December 1, 2021

MEMO RE: Townbridge Variance Requests

We have reviewed the variance requests presented for the Townbridge Development and have the following commentary.

Variance 1 – Section 4.301 Impervious Cover

We have reviewed this variance request and the plans that accompanied this request. We agree that this development will treat more impervious cover than is being created by this development, and to a non-degradation standard. Ultimately, no development would be the most environmentally beneficial. However, considering this development is treating more impervious cover than it creates, it appears to provide a net benefit to the City of Sunset Valley. We have no objection to this variance request.

Variance 2 – Section 10.201 Fire Lanes

We have reviewed this variance request and the plans that accompanied this request. It appears this site meets the general requirements of the International Fire Code regarding the required fire lane access with the fire lane only at the front of the building. The International Fire Code is a widely adopted and acceptable design standard. We have no objection to this variance.

Variance 3 – Section 10.108 Design Standards

We have reviewed this variance request and the plans that accompanied this request. We agree that a 25' drive aisle is an acceptable design standard and conforms with many other jurisdictional requirements. The narrower drive also reduces impervious cover. We have no objection to this variance.

If you have any questions about these comments, please feel free to call me at (830) 377-4555.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Freeland'.

Gary Freeland, P.E., CFM
Consultant City Engineer for the City of Sunset Valley

November 23, 2021

Honorable Mayor Marc Bruner
Council Member Alfonso Carmona
Council Member Robert Johnson
Council Member Justin Litchfield
Council Member Wanda Reetz
Council Member Rudi Rosengarten
3205 Jones Road
Sunset Valley, Texas 78745

RE: 4800 W. U.S. 290 Highway 290

Dear Mayor and Council Members,

Our firm represents Townbridge Homes, LLC, owners of the above referenced property. On behalf of our client, we respectfully request three variances to the City of Sunset Valley Land Development Code.

Variance #1

Chapter 4: Watershed Development

Section 4.301 Impervious Cover

Specifically subsection (h)

This 2.104-acre property sought for and was subsequently approved for rezoning from SF, Single Family to NO, Neighborhood Office. There is currently a one lot Subdivision Application pending with the City of Sunset Valley as well as a Site Plan Application for 14,719 square feet of proposed office space to be constructed with associated parking, detention, water quality facilities and landscaping. The variance request is partially associated with ambiguity in the Land Development Code resulting in a request for an increase of impervious cover for the project.

Pursuant to Land Development Code Section 4.301(h), the site is limited to 18% impervious cover of the Uplands Zone, or 15,899 square feet. The request for the variance is to increase the

allowable impervious cover to 20,835 square feet, or 23.59%. The difference is 4,936 square feet, or 5.59%.

Impervious cover is an important consideration in any development application and the appropriate water quality treatment plus stormwater control for the impervious cover is a justified regulatory requirement especially in sensitive watersheds and over aquifers. Pollution Prevention Measures and best managed practices are essential engineering and scientific tools to mitigate the impervious cover to the greatest extent practical. The proposed request to increase impervious cover on this office site will result in better water quality and detention of stormwater compared to strict compliance to the Land Development Code limitation of 18% impervious cover.

A) How did the project reach a point of an impervious cover variance –

- 1) Minimum parking requirements for the proposed office use is driving the request for additional impervious cover with more parking being required than what may be typically provided for an office use in the City of Sunset Valley. While all minimum parking requirements are based on gross floor area, Section 10.102(a)(2) Schedule for Off-street Parking Requirements states-

10.102(a)(2) For the purposes of this Section, **requirements shall be based on gross floor area unless specific designations exists based on rooms**, units, seat or person capacity, but shall not include enclosed or covered areas used for off-street parking and loading (emphasis added).

The code defines Office use as –

A Room, studio, suite, or building or **any part thereof in which a person transacts his business or carries on his stated occupation**" (emphasis added).

These two code citations provide allowance for city interpretations for rooms within an office space (as is this proposed use) to be designated as areas that are where a person transacts business and where a person does not transact business. Our assertions are that business is not transacted in mechanical rooms, stairways, elevators, bathrooms, circulation areas, and storage areas. If there was recognition that all the aforementioned rooms within the building designated as such, these rooms are not where business is transacted, then the impervious cover variance would not be required. There is recognition

by city staff for 1,479 square feet of Service Space that can be deducted from the gross building area resulting in a minimum parking requirement based on 13,225 square feet of office space where business is transacted equating to a minimum parking requirement of 44 spaces for the office use. By our calculations, removing all the aforementioned rooms designated as areas where business is not transacted would result in a parking requirement of 35 parking spaces. With the impervious cover variance approved for the additional required parking, the outcome of additional parking beyond what is actually needed will likely result in parking spaces that remain largely unused. None the less, we are requesting the variance for additional impervious cover to address parking requirements beyond what is needed for the office use.

- 2) Overhangs (Eaves) – The building is planned with extensive overhangs at 6 feet – 8 feet in distance from the building face. These overhangs are 30 feet above the ground plane and total to 2,655 square feet that is considered as impervious cover, though rainfall can clearly hit the ground in the areas of the overhangs. The overhangs are critical shade elements necessary to reduce solar heat gain onto the building façade, while providing architectural appealing elements to the design and also to provide for better waterproofing protection of the building compared to a roof condition without an overhang.

B) Provisions allowed by City staff to assist in the impervious cover conditions –

City staff has provided the following in relation to how certain elements are to be addressed with the site plan –

- 1) At the rear of the site is a City Wastewater Lift Station at the northwest corner of the site that is served with a paved access drive from Stearns Lane along the north property line. The drive and the lift station total to 1,667 square feet and are within public easements. City staff is allowing for this existing paved area to not count as impervious cover, though it is actually impervious cover.
- 2) The proposed site plan for the office development is placing a rainwater harvesting water tank to capture the roof runoff. City staff is allowing for up to 350 square feet of impervious cover to be credited for this tank that sits on the ground.

C) Where does this put the overall project? –

- 1) The project must seek a variance to either reduce the minimum parking required or increase the allowable impervious cover.
- 2) The impervious cover modification sought herein is for 20,835 square feet, or 23.59%. The difference is 4,936 square feet, or 5.59%.
- 3) All of the proposed impervious cover will be treated to the non-degradation water quality standards of the Code and will not result in any harm to the area.

D) Proposed mitigation plans for the increase in impervious cover –

- 1) Stearns Lane is an older street not connected to a central storm sewer system and not developed with detention or water quality facilities. Approximately 3,281 square feet of the existing pavement of Stearns Lane and associated drainage area enters the proposed office site and was originally being bypassed around the US 290 drainage infrastructure where it then drained directly to Barton Creek. The proposed office plans have been revised to capture this currently untreated stormwater from Stearns Lane in the water quality system to then re-irrigate that on the office site to achieve non-degradation water quality treatment. This eliminates pollution originating from 3,281 square feet of impervious cover of currently untreated run-off that has occurred for decades over this area of the Edward's Aquifer.
- 2) The existing public impervious cover associated with the lift station and paved drive mentioned above in (B)(1) at 1,667 square feet will also be directed to the water quality system on the proposed office site and treated to non-degradation standards for water quality.
- 3) These two mitigation items total to 4,948 square feet of existing impervious cover that would otherwise never be treated for water quality purposes. Capturing this existing impervious cover and treating this through the stringent non-degradation standards of the Code will improve water quality overall for the aquifer. For an area comparison, the request is to increase the impervious cover for the proposed office site by 4,936 square feet which is 12 square feet less than the additional areas of existing impervious cover proposed for water quality treatment.

With this, we respectfully request deliberative consideration and positive approval to allow for an increase in impervious cover to 22.74% for the proposed office site. We believe the mitigation efforts to treat stormwater runoff that would otherwise never be treated is essentially the same as providing for mitigation land elsewhere to preserve that from development as an effort to offset the requested increase in impervious cover.

With this request we ask the City Council to recognize the following findings:

- 1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable and economic use of his land –

The request is unique to this property due to the elimination of access to Stearns Lane, the requirement for joint access with the abutting property to the west with TxDOT mandating the joint access driveway, requirement for a pad mounted transformer versus a pole mounted transformer, and the greater setbacks on the property.

- 2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant –

Reasonable use for the development of the site with respectful mitigations to offset any potentially perceived impact. The request for increased impervious cover will only be positive overall and not be impactful due to increased water quality in the area, non-degradation standards of the additional impervious cover, and better visual appearance.

- 3) That granting the variance will not be determinantal to the public health, safety, or welfare, or injurious to other property in the area –

Improving water quality for the area by treating existing untreated impervious cover will have a positive impact and not be detrimental to the public health, safety, or welfare, or be injurious to other property in the area.

- 4) That the granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this Chapter – As no other private or public properties are directly downstream from the proposed office site, no property is affected.

- 5) That the proposal demonstrates water quality will be equal to or better than would have resulted had development proceeded without the variance –

All of the proposed impervious cover located on the office site will be treated to non-degradation standards for water quality. In addition, 4,948 square feet of existing, untreated impervious cover run-off will be captured and meet the non-degradation standards for water quality. Therefore, overall water quality will be far better than the existing conditions if the variance were not granted.

Variance #2

Chapter 10: Parking and Fire Lanes

Section 10.201 Fire Lanes – Basic Regulations

Specifically subsection (a)

This section of the Code requires a Fire Lane in any off-street parking facility with 5 spaces or more. The practical approach to this provision is laid out in Section 10.200 Purpose which is to ensure that perpetual and adequate fire access is provided to commercial, office, multifamily, and other high density use facilities by fire-fighting and other emergency vehicles.

The proposed site plan entails the placement of the office building to be pushed towards the front setback line and to efficiently layout the other accessory uses of the site to accommodate the use. The design proposes to have the single driveway from the single point of access, being from US 290, serve the entire parking facility with parking placed under the building and beyond the building on the north. Under strict application of the Code, as written, the fire lane striping is required in the drive aisle under the building and into the extents of the parking located north of the building.

It is impractical, and not safe, to assume a fire truck will enter the site from US 290, drive under the building and then out the north side of the building. Past conversations with various Municipal Fire Departments in central Texas has yielded that the Fire Departments do not desire to drive under a burning building. Enforcing the Code to require Fire Lane striping on the entire drive aisle of the parking facility would promote this scenario. The extents of a Fire Lane should dictate only where it is safe for a Fire Truck to drive and where there is not any Fire Lane striping then the fire truck should not proceed in that area.

However, it is paramount to always meet the fire code requirements for access and appropriate distances associated with their ability to fight a fire on the building or provide for other emergency services. A fire truck can reach a certain point into or near a building, and from there the hose lay

rules with specific distance maximums determines the ultimate ability of full access to the building by the Fire department.

The proposed office building is to be sprinkled to aid in fire suppression of the building in the event of a fire. There is adequate vehicular access into the site by a fire truck or within the right-of-way of public streets to then lay hose in compliance to Fire Department standards to meet the requirements for access to the building in case of a fire. The striping of a fire lane under the building and in the parking facility on the north side of the building is not needed as adequate access is provided elsewhere.

With this, we respectfully request deliberative consideration and positive approval of this variance to recognize that adequate fire access is provided and meets the Purpose intent of the Code while also providing for greater safety and protections of the Fire Department in not promoting a fire truck to enter a striped Fire Lane under the building and into the parking facility on the north side of the building.

Variance #2

Chapter 10: Parking and Fire Lanes

Section 10.108 Design Standards

Specifically subsection (c) Table 3:

This section of the Code requires dimensional standards for a parking facility within Table 3. The proposed development includes 9' wide parking spaces laid out at 90° (perpendicular) to the drive aisle to accommodate all passenger vehicular movements typical of a dead-end parking facility. Strict application has dimensional standards of the parking module within the parking facility as follows with the Width of Aisle at 26' highlighted for which the variance is requested:

From Table 3					
Angle of Parking (Degrees)	Width of Stall	Depth of Stall 90° to Aisle	Width of Aisle	Width of Stall Parallel to Aisle	Module Width
90	9.0	18.5	26.0	9.0	63

The width of the aisle must maintain an acceptable area for maneuvering of the passenger vehicle to both enter the parking space and also to back-out of the parking space. The design of vehicles

has changed over the years with tighter turning radii and do not need wider aisles from standards based on 1980's data. As such, 26' is not necessary for this maneuvering aisle area. Further, the majority of vehicles average 15' in length, and larger cars, smaller trucks and large SUV's are less than 17' average in length. By comparison, large trucks average 18.4' in length. The standards of table 3 require a full parking module width of 63' overall to accommodate two rows of head-in parking at 18'5 deep stalls and a 26' wide aisle. With the proposed variance to allow for a 25' wide aisle and with the excess stall depth maintained at 18.5', the overall width of the parking module is 62'. This is 1' difference to the standards and will not cause disruption to the parking capabilities of the vehicles that will use the parking facility.

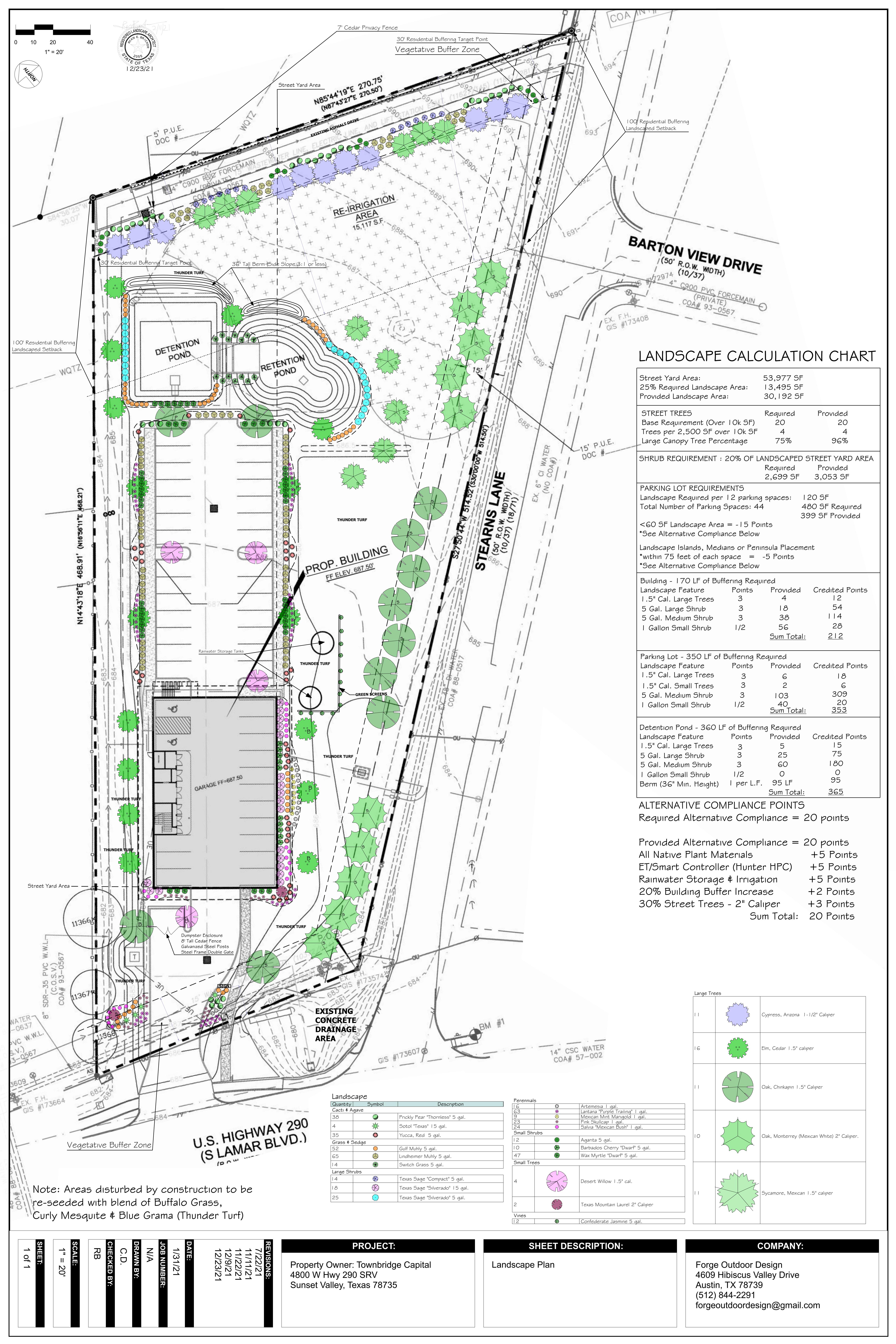
With this, we respectfully request deliberative consideration and positive approval of this variance to recognize that an aisle width of 25' is adequate for maneuvering of passenger vehicles is provided in the parking facilities and meets the intent of the Code ensuring functionally adequate parking and ensuring the usefulness of parking facilities in general.

Please let us know if you have any questions.

Sincerely,



A. Ron Thrower



CITY COUNCIL MEETING DATE: JANUARY 4, 2022



CITY COUNCIL AGENDA ITEM #11

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Rob Johnson rjohnson@sunsetvalley.org / Administration

SUBJECT: GRANTS – ARTS COMMISSION

DESCRIPTION: Consider authorization to apply for Performance Support grant funds from the Texas Commission on the Arts to support hiring of musicians for ArtFest 2022 and authorize the Mayor to execute contracts for ArtFest 2022.

BACKGROUND: ArtFest 2022, organized by the Sunset Valley Arts Commission, will be held on Saturday, April 30, 2022, on the Toney Burger Center Parking lot. For the past several years, the City has leveraged local funding with a state grant. This item is to request authorization for city staff to submit the on-line grant application for this purpose and allow post grant award contract execution to the Mayor.

The grant, Art Performance Support Program, is funded through the Texas Commission on the Arts (TCA). This program assists schools, units of government, libraries and non-profit organizations by funding a portion of performance fees for acts on an approved list. Applicants may receive up to 50% of the cost of the performance. The Commission bases the potential awards on a sliding scale that generally funds acts with lower fees at the full dollar for dollar rate. The maximum allowable grant is \$8,000. The on-line application for this grant is due February 1, 2022. The City has been awarded this grant in 2018, 2019, and 2020.

This year, if approved, the City will request the maximum grant assistance, or \$8,000, however, the Commission has not committed to artist selection at this time. Since not all artists are eligible to receive grant funding, depending on the artist selection, only a portion of the grant may be used. Any unused funds are returned and repurposed by the TCA in the May grant award. The City may only apply for assistance for performers that are registered on the Texas Touring Roster. For more information, see grant info [here](#).

There is a 1:1 match requirement for this grant. The matching portion is derived from the Art Fest budget for the 2022 event.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: No funding is required for this agenda item, but grant money obtained from the TCA could offset the costs associated with ArtFest production.

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- [TCA INFORMATION VIA HYPERLINK](#)