



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, FEBRUARY 1, 2022
5:30 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 1st day of February 2022 at **5:30 P.M.** in the Council Chambers, Municipal Building, 3205 Jones Road, Sunset Valley, Texas.

Due to current COVID-19 restrictions and Travis County Order 2022-01, the number of public participants allowed into the Council Chambers may be limited. Under the current order, masks are required to enter City Hall. The public is encouraged to leave public comments via Open Town Hall here: <https://www.opentownhall.com/11566>. Comments will be read by the Council Members. Additionally, the public may livestream the meeting using this link: www.sunsetvalley.org/livestream.

On this date, 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
 - Daisy Dash Check Presentation
 - Speed Survey Results
 - Development Review
 - B. Public Works
 - CIP Monthly Update
 - C. Public Safety
4. 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
 - B. Transfer/Subsidy Adjustment
 - C. Budget Sweep (informational only - no action)

5. Council consideration of agenda items for approval on consent

Items Which May Be Considered and Acted on Consent

6. Consider and act on approval of the minutes from the January 4, 2022 regular meeting. (Mayor Bruner/Administration)
7. Consider and act on approval of the destruction/recycling of outdated computer equipment assets. (Mayor Bruner/Administration)
8. Consider and act on approval of a Statement of Work with Canales and Co. to act as Creative Development Director for the City of Sunset Valley in an amount not to exceed \$86,525 and authorizing the Mayor and City Attorney to execute a contract based on an approved Statement of Work. (Council Member Reetz/Administration)
9. Consider and act on approval of an interlocal agreement with the City of Austin for a Utility Box Mini-Mural Project in an amount not to exceed \$3,750 to be funded from the Economic Development line item for beautification purposes. (Council Members Johnson and Reetz)
10. Consider and act on award of bid to Asakura Robinson in an amount not to exceed \$49,993 to complete the Parks and Open Space Plan and creation of an Ad hoc Committee to facilitate the final recommendations to Council. (Council Member Litchfield/Public Works)
11. Consider and act on authorizing Engineering Task Order #13 for replacement of the Highway 290 Wastewater Line in an amount not to exceed \$45,000 to be funded from the FY 21-22 CIP Project List (Mayor Pro tem Carmona/Public Works)

Presentation Items for Discussion and Possible Action

12. Public Hearing to consider a request for a Zoning Change at 6405 Brodie Lane from SF (Single Family Residential) to NC (Neighborhood Commercial). – **TIME CERTAIN 7:00 P.M.**
13. Consider and act on a request for a Zoning Change at 6405 Brodie Lane from SF (Single Family Residential) to NC (Neighborhood Commercial).
14. 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. Impervious Cover, Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h)

- B. Schedule of Off-Street Parking Requirements, Chapter 150.587, previously Chapter 10 Parking and Fire Lanes, Section 10.102 Schedule of Off-Street Parking Requirements
- C. Fire Lanes, Chapter 150.606 (D), Chapter 10 Parking and Fire Lanes, Section 10.201 Fire Lanes, subsection (a)
- D. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3

Alternative Landscape Compliance

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

15. Consider and act on a bid from Thomas Graphics Inc. for banner production in an amount not to exceed \$8,089.24 from the Economic Development line item allocated for beautification purposes. (Council Member Reetz/Administration)

Executive Session Items – Possible Action in Open Session

- 16. 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. City Facilities
- 17. Reconvene into Open Session
- 18. 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 29th day of January 2022 at 5:00 P.M.

Matt Lingafelter
Matt Lingafelter
City Secretary

Administration Report

02.01.22



Council Information Requests	<ol style="list-style-type: none">1. Daisy Dash Check Presentation2. Traffic Calming/Speed Bump Survey Results3. Development Process <p><i>See backup, Development Processes update will be provided to Council prior to the Meeting.</i></p>
Issues	<ul style="list-style-type: none">• COVID-19 Protocols• Rescheduling Council Retreat
Resident Information Requests	N/A
Upcoming Meetings & Topics of Interest	<p>CED 2.02.22</p> <ul style="list-style-type: none">• Post-event Follow-Up and Planning• Beautification Planning• 2022 Spring/Volunteer Event Planning <p>Arts Commission 2.14.22</p> <ul style="list-style-type: none">• Project Planning for 2022• ArtFest 2022 Preparation <p>Zoning Commission 2.23.22</p> <ul style="list-style-type: none">• 6405 Brodie SUPs (if Zoning Change is approved by Council)• Short Term Rentals <p>Board of Adjustment (date TBD)</p> <ul style="list-style-type: none">• 11 Sunset Variance Request
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none">• New Website Launches 2.22.22• Document Management System/Archiving Files• Art in Public Places Policy• Staffing levels/Marketing Ad-hoc closeout

	<ul style="list-style-type: none">• Financial Policy amendments• Budget Planning• Development Review
Development & Commercial Permitting Activity	<ul style="list-style-type: none">• 6405 Brodie proposed development



STAFF REPORT ADDITIONAL INFORMATION

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

Item #1 – Daisy Dash Check Presentation – Brent Stein, President Austin Runner’s Club would like to present a check to Marathon Kids at City Council as a result of the funds raised at the October event in Sunset Valley. Brent Stein will present and would like photos taken with the City Council.

Item #2 – Speed Survey Results – At the request of Council, staff sent out a survey card to residents requesting information on public safety (speed) and traffic calming devices (speed humps). The result of the information is present in summary below with more detailed information in the backup.

Online respondents: 146 Email/Phone respondents: 7

(See Attachment Admin1)

Q2- Do you believe there is an issue with speeding on your street?

- On-line respondents: 146
 - No- 80
 - Yes – 66
- Email/Phone – 6
 - No – 4
 - Yes - 2

Q3 - Are in favor of the use of traffic calming devices otherwise known as speed bumps to be used on your street?

- On-line respondents: 146
 - No- 94
 - Yes – 52
- Email/Phone – 6
 - No – 6

Item #3 – Development Review – (**Detailed Memo to be provided by Legal, City Engineer, and Staff prior to the meeting**)



We need your
input!



We need your
input!





City of Sunset Valley
3205 Jones Rd
Sunset Valley, TX 78640

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WE WANT TO HEAR FROM YOU AS IT RELATES TO
SPEEDING AND PUBLIC SAFETY IN YOUR
NEIGHBORHOOD.

The City is collecting
information regarding speed
bumps in your neighborhood.
Please fill out the attached
survey by scanning the QR code
or by emailing your responses to
scarrillo@sunsetvalley.org.

Your responses are confidential.

- What street do you live on?
- Do you believe there is an issue with speeding on your street?
- Are you in support of speed humps on your street?
- Any other comments?



City of Sunset Valley
(512) 892-1383
www.sunsetvalley.org



Financial Consultation
5432 Any Street West
Townsville, State 54321

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- Are you in support of



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Attachment Admin1

Respondent ID	Collector ID	What street do you live on?	Do you believe there is an issue with speeding on your street?	Are in favor of the use of traffic calming devices otherwise known as speed bumps to be used on your street?	Please comment regarding your response to Question 3 above.
13265763308	413704870	Brodie Lane	No	No	No need to waste city budget
13256834340	413704870	Country White Lane	No	Yes	Perhaps temporary "speed bumps" could be used?
13266188228	413704870	Curley Mesquite	No	No	Although I appreciate that you are asking for public comment on this question, a lot of what you get will be opinion based rather than fact driven. What do the traffic stats say? How many accidents or near accidents have been reported? Guided with that data I would expect that you advise on the streets where there are problems and make the recommendation for speed bumps there. Absent the data I would not support speed bumps just guided by the sentiment of an uninformed majority.
13256669526	413704870	Curley Mesquite Cove	No	No	Prefer solar paneled speed limit sign showing "your speed"
13256619317	413704870	Curley Mesquite Cv	No	No	We strongly oppose any speed bumps anywhere in the sunset valley meadows neighborhood including the entry road, lovegrass lane, and curley Mesquite.
13274380709	413704870	Jones	No	No	The city listens to the loud minority instead of the professionals they hire. This is more of the same
13287910769	413704870	Jones Road	Yes	Yes	
13273120958	413704870	lone oak	Yes	No	There are people who speed but I find it to be occasional. Likely it is visitors and not residents who are speeding or when someone is running late.
13266732375	413704870	Lone oak	No	No	There is no need on a dead end street
13263632334	413704870	Lone Oak	No	No	We already have some, and I don't see people speeding.
13263550837	413704870	Lone Oak	No	No	
13259526584	413704870	lone oak	No	Yes	I believe we have a couple now.
13278127592	413704870	Lone Oak	Yes	Yes	Heading South down Lone Oak we have seen extreme speeding. I am very worried about kids or those walking pets in the road
13267758686	413704870	Lone Oak Trail	Yes	Yes	I do think it could be a good idea but I would want it instead after my house. I know other on the street want it more then I do.
13282285515	413704870	Lone oak trail	No	No	Even if I thought speed was a problem on the street I would not support speed bumps as a measure.
13276991624	413704870	Lone Oak Trail	No	No	We seem to have natural / gentle speed control devices on our street - don't need anything more aggressive than that.
13271003361	413704870	Lone Oak Trail	No	No	No need for speed bumps.
13256779845	413704870	Lone Oak Trail	No	Yes	We have a speed bump on our street. It appears to keep people from speeding.
13256763565	413704870	lone oak trail	No	No	There is no need for speed bumps, very BAD idea. There is a need for managing the flood pain. Short-term rentals, lack of a noise ordinance and many other real problems are issues.
13256591417	413704870	lone oak trail	Yes	No	we already have traffic calming devices on our street and DO NOT want any more. They dont make a difference to the people who want to go tearing off down the street at high speeds. Ths is on eof those situations where you just need to put in more enforcement for those people who break the law. if you were writing mor etickets for the speeders (who are mostly non residents visiting for whatever reason) then it would have an impact. But making it more difficult on those of us who live here and follow the laws and respect others, is NOT the solution.
13278107319	413704870	Lone Oak Trail	Yes	Yes	Cars drive very fast heading South down the hill at the beginning of Lone Oak (after the bridge). I'm worried someone could get hurt.
13271604057	413704870	Lone oak trail	No	No	Speeding does not seem to be an issue on my block.

13262888030	413704870	Lone Oak Trail	Yes	Yes	There's a speed table in front of my house and "most" of the time people will slow down for it. They work!
13256701493	413704870	Lone oak trail	No	No	We currently have traffic calming devices and I believe those are sufficient.
13258060209	413704870	Lone Oak Trl	No	No	Every once in a while I think someone is going a bit too fast on our street, but not all the time and I think speed bumps would be a bit intrusive and inconvenient for all the residents and delivery trucks and such here every day.
13256529508	413704870	lone oak trl	No	No	there is no need for those on residential dead-end streets
13263041772	413704870	Love grass Lane	No	No	We have very few speeders. Bumps inconvenience all travelers .
13271297471	413704870	Lovegrass	No	No	Do not want speed hump
13268437651	413704870	Lovegrass	No	No	I do not believe we need them.
13266715196	413704870	Lovegrass	No	No	Strongly against these devices.
13264251208	413704870	Lovegrass	No	No	I've lived here 20 years and speed has not been nor is an issue in our neighborhood. I also don't think there should be speed bumps on Brodie. It is a major road and traffic should not be impeded further by adding speed bumps.
13256564967	413704870	Lovegrass	No	No	No speed bumps please. And Not on this street not on any main street in sunset valley.
13286846444	413704870	Lovegrass	No	No	The devices at the entrance of Lovegrass are enough. Our children enjoy skating and biking around the block, and the bumps would challenge their balance. We also have neighbors in wheelchairs that would experience unnecessary jostling. Those with jogging strollers would stop using the street due to break in stride.
13263638376	413704870	Lovegrass	No	No	Unnecessary expense
13263636821	413704870	Lovegrass	No	No	There is already enough potholes on the street that force you to slow down.
13274483440	413704870	Lovegrass Lane	No	No	Very seldom do we have an issue with speeding.
13279791572	413704870	Lovegrass Lane	No	No	
13278371530	413704870	Lovegrass Lane	No	No	Not necessary.
13269460341	413704870	Lovegrass Lane	No	No	
13266257698	413704870	Lovegrass Lane	Yes	Yes	Strongly favor something to help slow down speeders in this neighborhood
13258581678	413704870	Lovegrass Lane	Yes	Yes	Speeds on Lovegrass on the section with homes are pretty reasonable. Folks speed through the section from houses to Brodie Lane
13256739109	413704870	Lovegrass Lane	Yes	No	
13263791373	413704870	lovegrass lane	No	No	speed bumps are stupid
13263650207	413704870	Lovegrass Ln	No	No	The street is already narrow and we are forced to go slow, not to mention the pot holes that slow us to below the speed limit.
13263650076	413704870	Lovegrass ln	No	No	They are not necessary, speeding happens very rarely.
13256849416	413704870	Lovegrass LN	No	No	
13256642881	413704870	Lovegrass Ln	Yes	Yes	I've lived in SV for over a decade and speeding has always been an issue in the Meadows (this includes residents, guests, workers, and delivery vehicles). It's one of the only things I really dislike about this neighborhood (especially since there are no sidewalks). Our roads are incredibly narrow, particularly when there are cars parked on the side, which makes them dangerous for walkers and kids when people are speeding.
13284122832	413704870	Oakdale	Yes	Yes	n/a
13268849749	413704870	Oakdale	Yes	No	No one in our family 5 adults want speed bumps. We need to try other ways before we get so desperate
13268196768	413704870	Oakdale	Yes	Yes	Too many speeding cars
13262856275	413704870	oakdale	Yes	No	n/a
13262841549	413704870	Oakdale	Yes	Yes	Safer for kids and animals

13262716534	413704870	Oakdale	Yes	Yes	It's become dangerous for us to let our kids go up and down the street because of so many speeding vehicles.
13260448603	413704870	Oakdale	Yes	Yes	The traffic has increased on Oakdale and I think a method to slow it down would be great.
13260429747	413704870	Oakdale	Yes	Yes	We have small grandchildren and slowing traffic would help keep them safer.
13256903139	413704870	Oakdale	No	No	Not necessary. Please don't tear up the road again for no reason.
13256709496	413704870	Oakdale	Yes	Yes	Hi! I live at the end of Oakdale and have 3 young children. We used to love to go on walks and bike rides down the street but the traffic has gotten to the point where we don't like to go anymore. We are constantly steering our kids off the road into the grass multiple times every walk. The amount of drivers who don't slow down and go speeding by my young kids is really unbelievable. We would LOVE speed bumps on our street to help slow down the increasing traffic on our road.. in order to keep the walkers, animals, and especially, the young kids safe! Also, I believe the increased traffic is due to people using the trails and parking all over our narrow road. Cars park up and down the end of the street and directly in front of our house & gate. We find garbage, dog poop, random loose trash in our recycling bin, etc. Some no parking signs would be wonderful and probably help with the extra traffic. Thank you.
13256525393	413704870	Oakdale	Yes	Yes	Yes we would love actual speedbumps on our road. We have a lot of people coming down our road and we've had scary experiences with our 3 small kids many times over the last few years. We would also love "NO Parking" signs along the street because we are getting more and more people parking to use the trails. They leave trash, dogs aren't on leashes, safety concern with cars parked right in front of our house with our kids out front, etc.
13256601219	413704870	Oakdale	Yes	Yes	Many small children now on our street walking learning to ride bikes etc. Many persons, families, dogs from two apartment complexes use our street (I ask. They love our street for walking).Delivery, service trucks and passenger cars often think we are a through street, find we are not and turn around and drive very fast to go back. I flag them down if on the street. Lastly we get several deer injured or killed each year either being hit or caught in fences avoiding speeding cars. Thanks for asking.
13257574050	413704870	Oakdale Dr	Yes	Yes	Contractors and people who think Oakdale is a cut-through to West Gate constantly speed on Oakdale. I support speed bumps on Oakdale. I also support NO public parking on Oakdale as we have seen an increase in parked cars blocking access to the green belt trails.
13256874970	413704870	Oakdale Dr	No	No	Speed bumps are unnecessary on our street. However, more prominent signage is needed to let people know that there is no outlet. The rare times I notice someone driving too fast, it's usually someone who doesn't live on our street and they end up turning around at the dead end.
13256754414	413704870	Oakdale Drive	Yes	Yes	I have personally stopped vehicles, both cars & trucks on our street who were speeding to admonish them for driving too fast. We have lots of families with small children, bikers & walkers that go down Oakdale and we need some way to slow these idiots down!
13256622153	413704870	Oakdale Drive	Yes	Yes	Many vehicles (both private and commercial) speed when traveling west on Oakdale to Brodie. There are many residents who have children and grandchildren playing on this street who have expressed concern over this. Waste Management Recycling Trucks are one of the biggest offenders for speeding on Oakdale!!
13287241159	413704870	pillow	No	No	No...placing speed bumps on a street would more than likely end up with MORE signs up and down the street to warn motorists/delivery trucks/bicyclists/etc of their presence especially at night for safety reasons. There are speed limit signs in place...maybe just more enforcement measures in identified problem areas.

13286822557	413704870	Pillow	No	No	1. There is already a 25mph posted limit. Why are police not enforcing if there is a known speeding problem? 2. We would like to see the data about number of speeding complaints and number of speeding tickets issued for the residential streets over last couple of years before any decision is made about traffic humps. 3. We have no info regarding numbers/locations/design/signage/cost to city required to install and maintain 'speed humps.' 4. No info has been provided documenting severity/frequency of speeding problems or locations where problems with speeding have resulted in this survey. 5. Would they be installed on all residential streets in SSV or just 'select' areas? If they are installed we would expect them to be placed equally on ALL residential streets in Sunset Valley. 6. Before considering results of this survey an accurate 'representation of citizens concerns' you need to educate people with a better picture of the problem and potential impacts of a solution such as 'speed humps.' How can we give you a true opinion without this information?
13269183875	413704870	pillow	No	No	there is very little traffic on pillow road. "occasionally," someone is speeding but it does not warrant the inconvenience of speed bumps for every car and all the time.
13263678942	413704870	Pillow	No	No	I don't think they are necessary on Pillow. I'm near the end (south) of the street and don't ever see speeders.
13262439442	413704870	Pillow	No	No	I just don't like them. I can live with them if you choose to put them in but I don't like them.
13256939034	413704870	Pillow	No	No	I have not had a problem with speeders in 23 years on Pillow.
13256910917	413704870	Pillow	Yes	Yes	I would've mind them but I also think moving the dead end street sign needs to be moved down further from where it is now, or possible add a second sign near the bridge
13256893802	413704870	Pillow	No	No	I do not think they are needed on Pillow Road,
13256700309	413704870	Pillow	Yes	Yes	Moving the speed limit sign would be helpful. Current sign is too close to corner. Easily missed.
13256872043	413704870	Pillow	No	No	Speed bumps are a nuisance. They are hard on any vehicle. I despise them.
13266189432	413704870	Pillow Rd	Yes	No	Speed bumps penalize EVERYONE. Tickets need to be given to penalize those who speed. Also provide a way to report repeat offenders like pizza delivery, contractors and those who live at the end of the streets who seem not to care about speeding their way to the end.
13258385358	413704870	Pillow Rd	No	No	The only issue on speeding is that people going down the hill on Pillow Rd heading North will have some momentum but nothing that drastic as to install speed bumps.
13256630287	413704870	Pillow Rd.	No	No	Too many elderly and speedbumps can be quite jarring to drive over. Also it slows response time for EMS and fire.
13263907129	413704870	Pillow Road	Yes	No	While there are a few speeders on Pillow I am more concerned with the number of people I see every morning not stopping or even slowing down at the stop sign on Jones at Pillow.
13293354792	413704870	Reese	Yes	Yes	Speed bumps needed on Jones Rd, specifically in front of the school. Reese Dr. speed bumps would help slow down speeders as they approach Jones/Reese school intersection.
13271278016	413704870	Reese	Yes	Yes	Cars race up and down Reese Drive all day. With kids playing/riding bikes/riding horses all day, it's just a matter of time before something tragic happens....to a person, a dog, a deer, a horse, or another car. Totally in favor of speed bumps.
13270656242	413704870	Reese	No	No	
13266731264	413704870	Reese	Yes	Yes	I see people speeding frequently on Reese—both residents and visitors. Speed bumps would be a constant reminder of the need to be cautious and go slowly on our street.
13266164594	413704870	Reese	No	No	It's rare to see speeding. On this street many consider 20 mph speeding. We have children that play in the street on a regular basis and we asked them if they ever feel unsafe or endangered of speeding vehicles and they said no. I would agree with our kids.
13265685824	413704870	Reese	No	No	Do not like them
13265636460	413704870	Reese	No	No	No issues

13259441096	413704870	Reese	No	No	Speed bumps are hard on suspensions and totally unnecessary on a dead end street. If people think there is speeding- start with enforcement. I would absolutely hate it if we put in speed bumps.
13257019492	413704870	Reese	Yes	No	I don't like speed bumps
13256890657	413704870	Reese	No	No	Speeding is not an issue and speed bumps are torture. No, thank you!!
13282563067	413704870	Reese	No	No	We do not need them. Drivers are cautious.
13271350191	413704870	Reese Dr.	Yes	Yes	I'm close to Jones Rd so I don't see people speeding past my home but I've read comments on OpenGov from people who live down the street that speeding is an issue. So I don't have an issue with it, but I believe others do.
13272095188	413704870	Reese Dr.	Yes	Yes	Speeding vehicles frequently put children and pets at danger on our street.
13263783948	413704870	Reese Drive	Yes	Yes	Speed humps preferred to speed bumps. Biking and skateboarding is better over humps.
13258294500	413704870	Reese drive	Yes	Yes	
13258274682	413704870	Sunflower tel	Yes	No	Consider the research with TXDOT. They prove again and again that speed bumps do not work. It is a nuisance to local residents pulling in and out of their driveways. They cause unnecessary waste and tear to automobiles. They also send the message that we don't really want people here; it's just crotchety and outdated in my view
13265488097	413704870	Sunflower Trail	No	No	We have tight turns and that keeps speeds down.
13256711791	413704870	Sunflower Trail	Yes	Yes	We need speed bumps, not humps
13285259954	413704870	Sunflower Trail	Yes	Yes	There are a lot of children playing outside and I would like to do anything possible to make sure that they are safe. This street is narrow and cars are parked all on one side limiting visibility- this makes speeding on the street more dangerous.
13285253859	413704870	Sunflower Trail	Yes	Yes	In addition to frequent speeders through the circle, our street requires more, and more prominent "one-way" signs as it is not uncommon to see cars going the wrong way on Sunflower, which poses an additional hazard.
13284973973	413704870	Sunflower Trail	Yes	Yes	The street is narrow, with minimum setbacks between them and the cars parked on one side of the road. These conditions create poor horizon visibility that requires concentration and control of the velocity. The delivery drivers and some residents drive at high speed, which needs to be controlled by speed bumps.
13279430601	413704870	Sunflower Trail	No	No	I do not think we need these. Even when driving at or under the speed limit they are uncomfortable and undesirable.
13271510321	413704870	Sunflower Trail	No	No	There is not speed driving issues in our neighborhood. Those humps can cause more noise and air pollution. This is a quiet street with no bad incidents,. We have limited parking areas for visitors, related to bad planning and there is no room for speeding in such a narrow street
13269372679	413704870	Sunflower trail	Yes	Yes	Cars drive by fast
13267847269	413704870	Sunflower trail	No	No	Not a lot of traffic on this street and no one speeds so don't think speed bumps are necessary at this time
13263060519	413704870	Sunflower Trail	Yes	Yes	We have issues with speeders., parking on the wrong side and driving the wrong way on a one-way street
13262917768	413704870	Sunflower Trail	Yes	Yes	I don't think speeding is a huge issue but I'm not opposed to speed bumps. I think there's more of an issue with people getting confused and going the wrong direction on our one way street.
13262721949	413704870	Sunflower Trail	Yes	Yes	
13258656100	413704870	Sunflower Trail	Yes	Yes	Prefer not to use traditional concrete speed bumps, but look into other traffic calming measures to remind drivers slow down, specifically on the section of Sunflower Trail at the back end of the loop.
13258504409	413704870	sunflower trail	Yes	Yes	We have a number of small children on our street and people should drive carefully. Many have bikes and scooters.
13256883172	413704870	Sunflower Trail	No	No	Don't feel it is necessary! Haven't seen a lot of speeding on the street.

13256660883	413704870	Sunflower Trail	No	No	Most of the speeding I have witnessed is on Jones Road and Ernest Robles.
13256532340	413704870	Sunflower Trail	No	No	The narrow street and sharp corners keep speeds sufficiently low. For public safety, I'd much rather invest money and time into installing street lights on Sunflower and especially Brodie.
13243707099	413704870	Sunflower Trail	Yes	Yes	The only effective way to slow speeders. Speed limit signs don't work.
13263811263	413704870	Sunflower trail	No	No	Absolutely no need on Sunflower Trail. No issues with speeding
13256775054	413704870	Sunflower Trail	No	No	I don't think that we need them. It is a one way street you really cannot drive fast in this street.
13274599333	413704870	Sunflower Trl	Yes	Yes	Speed bumps would be more useful at the beginning of each curve only! We would be in favor of having them as long as they don't become an issue (having too many for example)
13269212334	413704870	Sunflower trl	No	No	Never seen any speeding around the loop
13264115684	413704870	Sunflower Trl	No	No	We could use some parking control devices.
13256522179	413704870	Sunflower Trl	No	No	A speed bump before the crosswalk on Ernest Robles would be nice. Cars don't even stop when the lights are flashing.
13263804481	413704870	Sunflower Trl	No	No	That would be too much. It's already complicated enough with one way and parking only on one side of the road. Speed bumps would be unbearable. However, it would make sense to change the intersection of Sunflower Trl and Ernest Robles into a 4 way stop.
13262824673	413704870	Sunflower Trl	No	Yes	Prevention pays off
13257855366	413704870	Sunset Trail	Yes	No	We need more police time spent monitoring speeders. From my observations residents are not the ones speeding, but rather persons coming in as service providers (workers, repairmen). Why should we pay for speed bumps for those jerks? I think a hefty fine would be a great deterrent.
13278190782	413704870	Sunset Trail	Yes	No	We need to SLOW DOWN on Sunset Trail, for sure!! We have so many young children on our street! However, I'd prefer police presence rather than speed bumps. Running radar and creating speed traps is amazingly successful in bringing speeds down.
13274835709	413704870	Sunset Trail	Yes	Yes	
13274569974	413704870	Sunset Trail	Yes	No	I live on a large corner circle where we could use your portable speed machine. Not on a downward bridge area where everyone knows to slow down. Use on long even areas, please. No need for speed bumps -
13274118663	413704870	Sunset Trail	Yes	Yes	People FLY up our street and I feel like speed bumps will be the only way to physically slow them down unfortunately. I don't think lowering the speed limit is going to do much since there isn't anyone enforcing the speed limit.
13266299592	413704870	Sunset Trail	Yes	Yes	There are some blind curves on Sunset Trail and the community has witnessed more kids than there used to be. The safety of children playing or ppl exercising on our streets is a huge concern
13263906613	413704870	Sunset Trail	Yes	No	I don't want to have to drive over the speed bumps every time I come and go from my house. I think the dip in the road where the creek slows cars down. I also think reducing the speed limit to 20mph would help slow vehicles to a safer speed for our neighborhood.
13263055995	413704870	Sunset Trail	Yes	No	Other measures are more effective in slowing traffic.
13258625790	413704870	Sunset Trail	No	No	They are not needed on old town streets since speeding is not a problem there. Also, they are very hard on tires and suspension as well as residents' back problems and arthritis. Speed limits, if they are changed at all, should go no lower than 20 mph.
13258018867	413704870	Sunset Trail	Yes	No	Perhaps traffic signs can be used to slow the dangerous traffic (delivery trucks and workers trucks, not postal trucks). If not, then a few speed bumps may be needed. Or periodic advisory signs might 'train' the traffic to slow down.
13256837410	413704870	Sunset Trail	No	No	Sunset Trail is fine as far as speed is concerned, I see no problem with speed, & I'm home all day.
13256726727	413704870	Sunset trail	Yes	Yes	Children bicyclists walkers and ponies are found on the street, their safety should be protected as well as mine

13256557981	413704870	Sunset Trail	No	No	Although there is an occasional butthead, in general people are safety conscious. I HATE speed bumps. Were I to lose this opinion poll, we should look at the minimum impact bumps on Packsaddle north of Jones. They are the least obnoxious of their ilk. Mickie Powers
13263470968	413704870	sunset trail	No	No	Speed bumps would ruin the simple individual charm of sunset valley living. This isn't the big city of Austin where they impose absolutely moronic street modifications on Austin public to. Make them. Conform to Stupid non sensical decisions I don't want to. Change sunset valley residential streets, they are small and narrow as it is. You need to come up with a much less obtrusive alternative. I'm very upset by you imposing this on my street!
13256842533	413704870	Sunset Trail	Yes	Yes	As long as this does not create an issue for emergency vehicles moving down the street, I am all for it! The speeding is out of control.
13265661068	413704870	Sunset trl	Yes	No	Speed bumps are a nuisance for home owners. I think we could just post more signs (I don't think we have the speed limit posted anywhere on our street) and lower the sl to 20.
13256561050	413704870	Sunset Trl	Yes	Yes	While speed bumps may help, I truly believe that the speed limit on my street (Sunset Trl) should be reduced to minimum allowable limit of 17 mph.
13262762966	413704870	Yellow Tail	No	No	Avoid due to car damage
13278648739	413704870	Yellow Tail Cove	No	No	Speed bumps tear up cars, make biking and walking unpleasant and are unnecessary because my neighbors are generally courtesy and drive safely in the neighborhood.
13271215146	413704870	Yellow Tail Cove	No	No	No speed bumps!
13263588999	413704870	Yellow Tail Cove	No	No	We have some speeding on the main two streets of the Meadows neighborhood. Lovegrass Lane, especially the entry segment, seems to be a little worse than Yellow Tail Cove. However, the problem is not great enough to justify placing speed bumps throughout the neighborhood, because such bumps are not nice to cars or human bodies at any speed. My suggestions: 1) have only one speed bump, placed on the entry segment prior to the trail crossing, and 2) increase ticket enforcement just enough to catch a few incidents per month, which will encourage better behavior by all of us.
13261261501	413704870	Yellow Tail Cove	Yes	No	Wish there was another way besides speed bumps. I can see people swerving to miss the bumps on our streets that have no curbs and causing ruts in our yards.
13256546946	413704870	Yellow Tail Cove	No	No	I have not seen excess speeds by cars in neighborhood. I do not want to go over speed humps every time I leave or return to my house. We have sufficient police force to address speeding issues.
13256540284	413704870	Yellow Tail Cove	Yes	No	We do not want to have to go over them every time we go in and out of the neighborhood.
13264232408	413704870	Yellow Tail Cove	No	No	Speed bumps can ruin your socks even at a slow speed
13256558254	413704870	Yellow Tail Cv	No	No	I don't feel there is a speed problem on Yellow Tail Cv
13256713731	413704870		Yes	Yes	Sunflower Trail needs speed bumps, not humps

Public Works Report

February 1, 2022

Carolyn Meredith, Public Works Director



Public Works welcomes Zachary Rodriguez as a Maintenance Technician and Ryan Nanowsky as GIS Intern.

Projects Ongoing or Planned

Projects

- CIP-See attached
- Violet Crown Trail- Preconstruction meeting scheduled for February 3rd. Construction will begin Mid-February beginning at Home Depot BLVD.

Water

- Austin Water Contract-In legal review.
- Emergency Preparedness Plan-in process.
- Valve Maintenance Schedule
- Water Use and Water Loss Report
- Backflow Weather Protection-See CIP.
- AMI Pilot Program is ready to begin

Wastewater

- Sewer averaging. Using the months of November, December, and January water consumption.
- Investigating Purchase of a generator for the lift station.
- Jetting of 290 Wastewater line.
- 290 Sewer Replacement-Engineering Task Order.

Streets

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

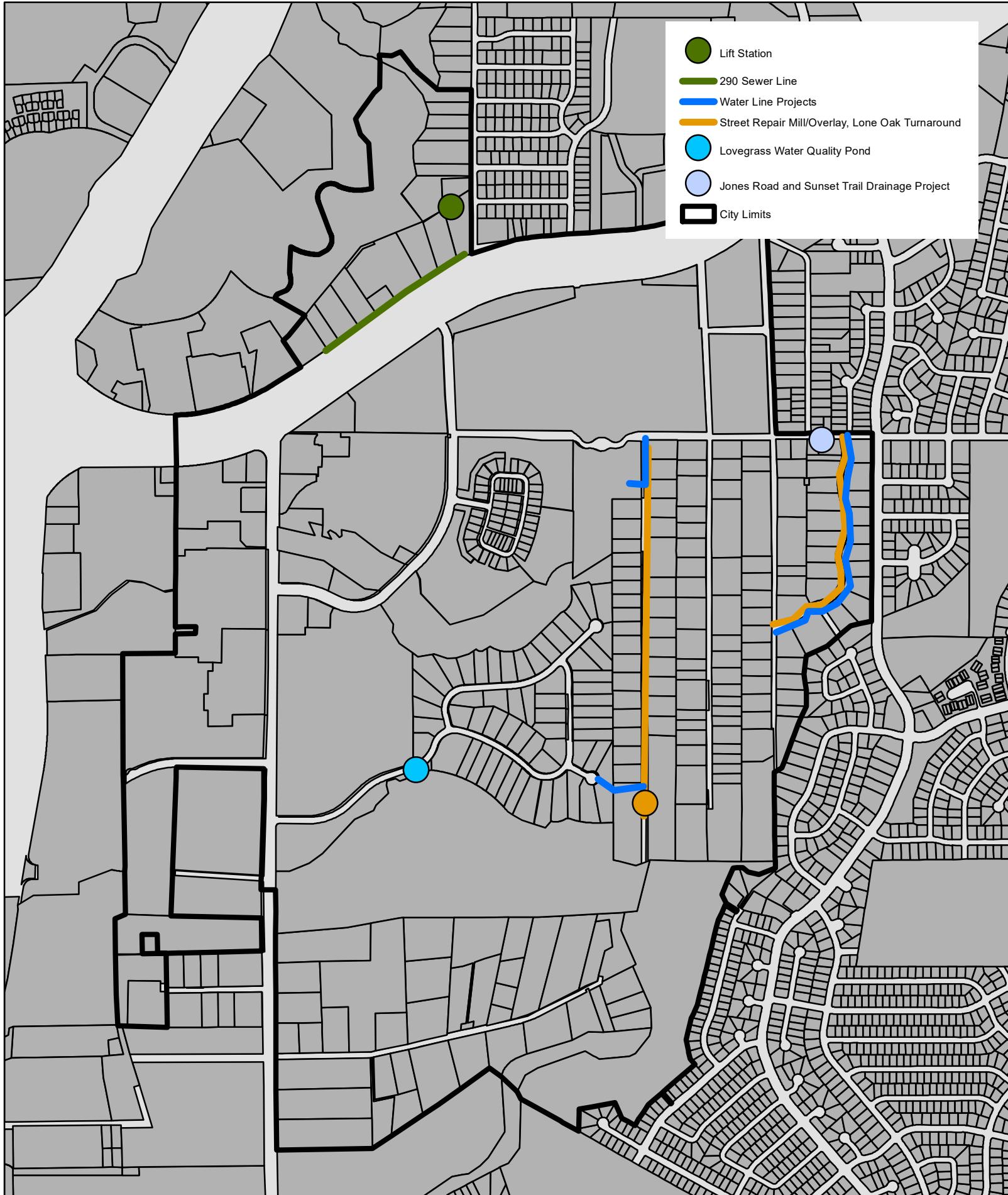
	<p><u>Parks and Open Space</u></p> <ul style="list-style-type: none"> • RFQ for Parks and Open Space Master Plan-Council Action Item. • Yellowtail Pond Trail-Drainage repaired, trail work will continue. • Coordination of Valley Creek Park Trail Connection to South Hills Conservation Area-Volunteer day scheduled for February 22nd <p><u>Urban Forestry</u></p> <ul style="list-style-type: none"> • Urban Forestry- Citywide Planting Plan. <p><u>Drainage and Water Quality</u></p> <ul style="list-style-type: none"> • Water Quality Pond Maintenance RFB <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Emergency Power at PW/CH • City Hall Repairs <p><u>Planning</u></p> <ul style="list-style-type: none"> • Comprehensive Plan Updates • Land Development Code Changes • Website Updates <p><u>Training and Education</u></p> <ul style="list-style-type: none"> • Maintenance Techs will begin classes on Wastewater Collection. New Maintenance tech scheduled for Basic Water Course
Completed Maintenance Items	<ul style="list-style-type: none"> • General City Maintenance • Irrigation Checks • Lift Station Maintenance • Meter Reading • Daily Samples • Fence Repair 5012 Westgate • Monthly Water line flushing • Playground Repairs • Sign Maintenance • Trail Inspections • Cleanup of Homeless Camps

	<ul style="list-style-type: none"> ● Fencing and Posts on Oakdale ● Mulch Delivery ● Line Locates ● Winter Preparations Preparation ● Donation Box Removal ● Quarterly Generator Maintenance
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 ● Public Works Committee ● Violet Crown Trail Meet the Contractor
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none"> ● Water Quality Pond Maintenance RFB

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%	\$ -	Have been ordered. Two will arrive shortly. The final one is special size and will arrive in late March.
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 have arrived. Staff is reaching out to individuals who will be participants in the pilot program.
WW- Lift Station	\$194,000	Freeland Turk #4	12 months	Bids February 2022	100% Design 100% TCEQ Permit Process	\$ 77,000.00	Approved by TCEQ. Project ready to be released for bids.
WW - US 290 Sewer	\$150,000	Freeland Turk	Pending	Pending	0%		Engineering Task Order on February 1st agenda.
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	Memo attached. RFB for Water Quality Pond Maintenance will be issued.
General Fund							
Valley Creek Park	\$40,000	Freeland Turk #12	4 Month	Nov-21	Alignment 90% complete	\$ 4,000.00	American Youthworks is unavailable April 2022. A volunteer workday is scheduled for February 22nd. Staff will work with volunteers to complete sections of the trail and American Youthworks will finish the trail in April.
Parks and Open Space Master Plan	\$50,000	RFQ issued	6 months	Jan-22	0%	\$ -	Contract Award request on the February 1st agenda.
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%	\$ -	Position has been filled. Intern

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		\$ -	Flood Warning Signs will be presented to Council at the March 1st meeting.
PD Cameras	\$27,500	Chief Carter	4 months	11.17.21	20%		
Beautification of Retail Areas	\$66,512	Sylvia	12 months	11.17.21	0	\$0	

Capital Improvement Projects 2022





FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – LONE OAK TRAIL AND SUNSET TRAIL IMPROVEMENTS -

REPORT DATE 1.26.2022

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	30	03-01-2022	Improve fire flow and improve pavement condition	4 months
Design turnaround at LOT	25	03-01-2022	Provide turnaround at the end of LOT	4 months
PWC, CC, and COSV Permitting	0	05-01-2022	Oversight	2 Months
TCEQ WPAP Permitting	0	05-01-2022	Aquifer protection	5 months
BID/AWARD	0	07-01-2022	Procurement – Competitive Bid	2 months

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

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
DESIGN PHASE	\$96,000	35	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 complete.

The geologic assessment for the Lone Oak Trail Turnaround is complete. The design of the Lone Oak Trail turnaround is underway. EAPP/WPAP exception request preparation is underway and FTEG plans to submit the exception request in early February.

Preliminary CAD work and plan set up for Sunset Trail and Lone Oak Trail is complete.

The design of Sunset Trail and Lone Oak Trail water line and asphalt overlay improvements is underway.



FY 21 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – STEARNS LIFT STATION REHABILITATION

REPORT DATE 1.26.2022

PROJECT NAME: STEARNS LIFT STAT

PREPARED BY: S.CARRILLO

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 4.06.21. PROJECT IS DESIGNED, APPROVED BY TCEQ AND READY TO BID.

Project Overview:

- SURVEY PROJECT LIMITS
- DESIGN LIFT STATION IMPROVEMENTS AND PREPARE OPINION OF PROBABLE COSTS
- PARTICIPATE/COORDINATE WITH PWC AND CC TO SOLICIT FEEDBACK
- OBTAIN SCS MODIFICATION APPROVAL FROM TCEQ FOR LIFT STATION IMPROVEMENTS
- ASSIST CITY WITH BID/AWARD OF PROJECT
- CONSTRUCTION ADMINISTRATION

TASK	% DONE	DU DATE	DRIVER	NOTES
Survey, Design of Lift Station Improvements	100	06-06-2021	Continued lift station maintenance	2 Months
Prepare SCS Modification and submit to TCEQ for approval	100	02-1-2022	Permit from TCEQ	8 months
Solicitation of Quotes	0	05-1-2022	Procurement – Competitive Bid	3 Months
Construction	0	09-1-2022	Construction of Improvements	4 Months
Total Project Timeline				17 Months

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Preliminary Engineering Report	\$18,000	100	YES	Complete
Design	\$27,000	100	YES	Complete

SCS Modification	\$15,000	100	YES	Complete
Bid	\$5,000	0	YES	In-progress
Construction	\$12,000	0	YES	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

Construction documents are complete.

TCEQ approved SCS modification.

Arranging water service from City of Austin.

Advertisement of bids is expected in mid-February, 2022.

Bid date is expected to be mid to late March, 2022.

Recommendation of award, PWC/CC consideration and contractor NTP expected during April, 2022.



FY 21 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – STEARNS LIFT STATION REHABILITATION

REPORT DATE 1.26.2022

PROJECT NAME: STEARNS LIFT STAT

PREPARED BY: S.CARRILLO

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 4.06.21. PROJECT IS DESIGNED, APPROVED BY TCEQ AND READY TO BID.

Project Overview:

- SURVEY PROJECT LIMITS
- DESIGN LIFT STATION IMPROVEMENTS AND PREPARE OPINION OF PROBABLE COSTS
- PARTICIPATE/COORDINATE WITH PWC AND CC TO SOLICIT FEEDBACK
- OBTAIN SCS MODIFICATION APPROVAL FROM TCEQ FOR LIFT STATION IMPROVEMENTS
- ASSIST CITY WITH BID/AWARD OF PROJECT
- CONSTRUCTION ADMINISTRATION

TASK	% DONE	DU DATE	DRIVER	NOTES
Survey, Design of Lift Station Improvements	100	06-06-2021	Continued lift station maintenance	2 Months
Prepare SCS Modification and submit to TCEQ for approval	100	02-1-2022	Permit from TCEQ	8 months
Solicitation of Quotes	0	05-1-2022	Procurement – Competitive Bid	3 Months
Construction	0	09-1-2022	Construction of Improvements	4 Months
Total Project Timeline				17 Months

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Preliminary Engineering Report	\$18,000	100	YES	Complete
Design	\$27,000	100	YES	Complete

SCS Modification	\$15,000	100	YES	Complete
Bid	\$5,000	0	YES	In-progress
Construction	\$12,000	0	YES	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

Construction documents are complete.

TCEQ approved SCS modification.

Arranging water service from City of Austin.

Advertisement of bids is expected in mid-February, 2022.

Bid date is expected to be mid to late March, 2022.

Recommendation of award, PWC/CC consideration and contractor NTP expected during April, 2022.



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – VALLEY CREEK TRAIL PROJECT -

REPORT DATE 1.26.2022

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	DU DATE	DRIVER	NOTES
Alignment determination and staking and CD's	100	11/21/2021		1 Month
Solicitation of Quotes	0	12/21/2021	Interlocal agreement with American Youth Works	1 Months
Construction	0	2/21/2022	American Youth Works Availability and Weather	2 Months
Total Project Timeline				4 Months

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Alignment and Staking	\$3,600.00	100	Yes	
Quote Solicitation	\$0	0		
Construction	\$1,400	0		

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
None Identified at this time.		

CONCLUSIONS/RECOMMENDATIONS

The alignment staking and construction documents are complete.

American Youthworks is available to assist with this project in April. A volunteer day has been scheduled for February 22nd to begin clearing segments of the trail. City staff will work with volunteers through February and March. American Youthworks will finish the trail segments that require more technical experience in April. The trail is anticipated to be completed by May 2022.



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	DUUE DATE	DRIVER	NOTES
Field Visits and condition assessment	100	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	SPENT	% OF TOTAL	ON TRACK?	NOTES
Field visits and condition assessment	\$3,500.00	40%	Yes	
Quote Solicitations	\$500.00	5%	Yes	
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.

FTEG prepared a step-approach project memo to define project scope that includes:

- Repair/replace controls
- Remove/repair/replace pump
- Clean drain system and wet well and repair any leaks found
- Repair/replace irrigation heads
- Repair pond
 - Replace stack rock wall
 - Install HPDE liner
 - Monitor retaining wall weepholes and repair is leaking

Due to the multiple steps to have this pond repaired, FTEG discussed with staff an RFB approach to have a landscape contractor on contract for this repair and overall maintenance of all city ponds. FTEG is working with staff to prepare RFB.

Public Safety Report

City Council Meeting 2.1.2022



Council Information Requests	N/A
Projects Ongoing or Planned (See project planning sheet)	<ul style="list-style-type: none">• Citywide Security Cameras: 8 of 10 cameras installed on 1/28/2022• Texas Police Chiefs Best Practices Recognition Program• Emergency Exercise Tabletop 2/22/2022• Emergency Operations Purchases
Issues	<ul style="list-style-type: none">• Illegal camping• Speed violations on Jones and adjacent streets• Unrestrained animals

Resident Information Requests	N/A
Meetings	2.28.2022 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 into 2022.

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 AGENDA ITEM #4

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

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 voted on Budget Adjustment #2 on 1/27/2022. The motion that passed 4-1, as “Due to noncompliance with Financial Policies, this Budget Amendment be returned to the Council without a vote to review and take appropriate action.” Further discussions in future meetings that address Financial Policies related to this issue are planned.

Several comments were provided by members of the committee, specifically the chair during the last OpenTown Hall session. The comments are addressed by the City Accountant in the final pages of this agenda item.

Budget Adjustment #2 (Attachment A)

This will be the second budget adjustment of the FY 21 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	(414,429.22)
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, thereby saving \$277,622.35. 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

Appropriation of the Budget Surplus (Attachment C)

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

The last piece of this agenda item is for policy discussion and ultimate decision by the Council. 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 the respective fund balances.

If the above subsidy/transfer amendment also passes, that would be a total of \$919,965.08 that is able to fall back to fund balance. That is the \$277,622.35 in the Utility Fund plus \$102,806 from the Crime Control Fund for a total of \$380,428.35 and the \$539,536.73 mentioned above.

The rationale for transferring back the Utility Surplus and Crime Control into the General Fund, is that it is the least restrictive fund. In the uncertain financial times of COVID, and as a city that relies solely on sales tax, it is imperative that the City have flexibility with its funds. Both the Utility Account and the Crime Control funds are classified as Enterprise Fund and Special Revenue Fund respectively by internal practice, however, both accounts are truly Special Revenue Funds in that they require a subsidy from the General Fund to sustain solvent operations. Staff will discuss this classification with the auditors to determine the classification that best fits the legal parameters of the funds, however that does not affect the discussion at hand. Leaving unspent funds in a rigid fund classification removes any ability for the city to transfer funds should the need arise in the future.

Additionally,

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

STAFF RECOMMENDATION: Approve all budget adjustments and the surplus appropriation to allow excess funds back to General Fund Balance from the Utility Fund and Crime Control Fund.

SUPPORTING MATERIALS PROVIDED: YES

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

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)	
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	

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
			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
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

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
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

			Repair & Replacement Funding			6,638.96	Covering cost of AC Replacements
01	04	5133	Urban Forestry			3,004.38	
01	04	5350	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

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
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	
						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

Fund	Dept.	GL	GL Title	Adopted	Actuals	Budget Under	Notes
				Budget		(Over)	
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							
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
						376,894.80	
			Surplus General Fund Revenues Required for Other Expenses			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	Departments	General			Revised	Budget	Available	
Code	Code	Ledger Code	General Ledger Title		Budget	Actual	Adjustment	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

Funding Source	Departments	General					
Code	Code	Ledger Code	General Ledger Title		Revised Budget	Budget	Available Budget
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
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	12,973.37
			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	56,822.90
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

Funding Source	Departments	General					
Code	Code	Ledger Code	General Ledger Title		Revised Budget	Budget Adjustment	Available Budget
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
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	20,041.28
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	1,107.08
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

Funding Source	Departments	General					
Code	Code	Ledger Code	General Ledger Title		Revised Budget	Budget Actual	Available Adjustment Budget
					160,027.00	141,212.70	6,759.60
			Total Utility Fund Available Budget				181,182.76
Street Available Budget							
14	14	5000	Payroll		41,214.00	35,984.45	
14	14	5084	Salary - Cell phone allowance		264.00	214.00	
14	14	5087	Salary - Education		225.00	111.25	
14	14	5120	Life Insurance Benefits		28.00	23.61	
14	14	5121	Medical Insurance Benefits		4,422.00	3,710.99	
14	14	5122	Dental Insurance Benefits		273.00	208.31	
14	14	5123	Vision Insurance		57.00	42.19	
14	14	5124	Long Term Disability Insurance		159.00	144.52	
14	14	5126	Short Term Disability Insurance		105.00	97.54	
14	14	5130	Medicare Tax - Employers Contribution		624.00	562.07	
14	14	5131	TWC - Employers Contribution		156.00	8.60	
14	14	5140	TMRS City Contribution		4,993.00	4,735.10	
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
			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
					260,000.00	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	
18	18	5084	Salary - Cell phone allowance		408.00	337.00	
18	18	5087	Salary - Education		390.00	282.50	
18	18	5130	Medicare Tax - Employers Contribution		1,012.00	957.97	
18	18	5131	TWC - Employers Contribution		228.00	14.04	
18	18	5133	Urban Forestry		5,000.00	247.50	
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	
18	18	5745	Repair & Maintenance - Equipment		3,000.00	0.00	
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	
18	18	5820	Training & Education - City Staff		2,000.00	499.00	
18	18	5823	Education Programs		2,000.00	0.00	
18	18	5880	Water Quality Ponds		15,000.00	1,799.55	
					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

Funding Source	Departments	General					Budget	Available
Code	Code	Ledger Code	General Ledger Title		Revised Budget	Actual Adjustment		Budget
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
				359,806.69	300,207.56	5,904.50	53,694.63	
			Total Crime Control Fund Available Budget					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
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	54,006.89	
			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 7TH DAY OF DECEMBER 2021.

Marc Bruner
Mayor

ATTEST:

Matt Lingafelter, City Secretary

Clarification on Comments from 1/4/22 Council Meeting

- Lack of accuracy and clarity in the current state of the budget process. While the City has adequate financial policies, the implementation of these policies was not adequate in this budget adjustment
 - o Going back through the last 7 years of history, there was at least two budget adjustments each year approved by council. "Because it's always been done that way" isn't a good answer to the question though. Sylvia and I have started implementing a few new policies that will ensure the budget is top priority. With that said- there will always still be some items that were unexpected and go over budget. We hope to address these items when we discuss the policy during the year.
- "Wiggle room" because not all of the expenses were in yet
 - o Budgeting is not an exact science. At the time the budget adjustment was first presented, not all invoices for FY21 had been turned into the city yet. There was an estimated amount of budget reserved for those items. This is a normal method to account for unknown budgetary items.
- this revised amendment is substantially different.
 - o It was brought to the Committee's attention that the budget adjustment they were seeing was not complete but Council had requested it before FY21 was closed. By the time it got to council, the rest of the numbers had come in so the "wiggle room" mentioned above could be removed and actual numbers used instead. That is the difference in the two adjustments.
- In any good financial accounting system, every number should be justified and every change should be explained and accounted for.
 - o Every number *is* justified and accounted for. This is why the annual external audit occurs. The auditors ensure that the numbers have been entered correctly according to GAAP (Generally Accepted Accounting Principles) and have adequate documentation.
- Budgeted and actual numbers for the items that are supposedly under budget have been removed, leaving only the difference between the numbers.
 - o This was done purposefully because it seemed to be confusing to committee members when presented the first time. Councilmember Rosengarten says she prefers the format that was presented to council so it will continue to be presented in that manner.
- This is probably a typo - it should probably say 414,429.22
 - o Yes, it was a typo.
- There was no constant fluctuation of the numbers, documents presented to us were generally clear, accurate, and complete, there were no known significant violations of our financial policies, and no enormous deviations from our budget that required massive amendments with significant moneys already spent before the amendment.
 - o Accounting is not a flat, consistent number. Invoices are entered, journal entries are booked, revenue is added, etc. OpenGov show the data in real time. It shows each time I enter a journal entry or run checks for accounts payable. The numbers will continue to change due to the constant inflow and outflow.

- Three years ago, under a different city administration, we had a clear process that worked. It wasn't perfect, the old-fashioned paper-based system could be awkward, and there was the occasional typo, but overall it worked and worked well.
 - o Council has directed that the accounting department and Budget & Finance Committee use OpenGov. The reason why accounting prefers OpenGov to paper is for the same reason stated in the bullet above. It shows the numbers in real time. The only way those numbers change is if the accounting department enters an entry into our accounting software. On paper, it is easy to change a number here, move some numbers there, etc. It has no accountability and the numbers can easily be manipulated. That is not possible with OpenGov, which is why it is preferred by both Council and staff.

Clarification on Comments from 1/4/22 Council Meeting

- Lack of accuracy and clarity in the current state of the budget process. While the City has adequate financial policies, the implementation of these policies was not adequate in this budget adjustment
 - o Going back through the last 7 years of history, there was at least two budget adjustments each year approved by council. "Because it's always been done that way" isn't a good answer to the question though, and we understand that. As the prior chair Michael Francis pointed out, they have historically been approved after the fact. Sylvia and I have started implementing a few new policies that will ensure budget amendments are kept to a minimum, and that is using the existing tools available to us in MIP, the City's accounting software, namely the PO process. However, with that said there will always still be some items that were unexpected and go over budget such as accidents or increases in premiums mid-year. We hope to address these items when we discuss the policy during the year.
- "Wiggle room" because not all of the expenses were in yet
 - o Budgeting is not an exact science. At the time the budget adjustment was first presented, not all invoices for FY21 had been turned into the city yet. There was an estimated amount of budget reserved for those items. This is a normal method to account for unknown budgetary items.
- this revised amendment is substantially different.
 - o It was brought to the Committee's attention that the budget adjustment they were seeing was not complete, but Council had requested it before FY21 was closed. By the time it got to council, the rest of the numbers had come in so the "wiggle room" mentioned above could be removed and actual numbers used instead. That is the difference in the two adjustments.
- In any good financial accounting system, every number should be justified and every change should be explained and accounted for.
 - o Every number *is* justified and accounted for. This is why the annual external audit occurs. The auditors ensure that the numbers have been entered correctly according to GAAP (Generally Accepted Accounting Principles) and have adequate documentation. At the end of every year, in every accounting and budgeting public agency, there will always be journal entries to correct prior entries, for things like a refund or missed invoice. The Auditors ensure these items are correctly accounted for, and again, the numbers may change. The Council's adoption of the audit is when any and all numbers are finally permanent.
- Budgeted and actual numbers for the items that are supposedly under budget have been removed, leaving only the difference between the numbers.
 - o This was done purposefully because it seemed to be confusing to committee members when presented the first time. Councilmember Rosengarten says she prefers the format that was presented to council so it will continue to be presented in that manner.
- This is probably a typo - it should probably say 414,429.22
 - o Yes, it was a typo.

- There was no constant fluctuation of the numbers, documents presented to us were generally clear, accurate, and complete, there were no known significant violations of our financial policies, and no enormous deviations from our budget that required massive amendments with significant moneys already spent before the amendment.
 - o Accounting is not a flat, consistent number. Invoices are entered, journal entries are booked, revenue is added, etc. OpenGov shows the data in real time. It shows each time I enter a journal entry or run checks for accounts payable. The numbers will continue to change due to the constant inflow and outflow.
 - o OpenGov is a viewer into the City's financial software. It is not the software we are working in. Snapshots of time are taken and presented, but again, journal entries, etc may change the numbers presented. It is not an attempt to hide anything, but rather OpenGov allows the committee members and Council to see every transaction; that was not possible before.
- Three years ago, under a different city administration, we had a clear process that worked. It wasn't perfect, the old-fashioned paper-based system could be awkward, and there was the occasional typo, but overall it worked and worked well.
 - o Council has directed that the accounting department and Budget & Finance Committee use OpenGov. The reason why accounting prefers OpenGov to paper is for the same reason stated in the bullet above. It shows the numbers in real time. The only way those numbers change is if the accounting department enters an entry into our accounting software. On paper, it is easy to change a number here, move some numbers there, etc. It has no accountability and the numbers can easily be manipulated. That is not possible with OpenGov, which is why it is preferred by both Council and staff.

CITY COUNCIL MEETING DATE: FEBRUARY 1, 2022



CITY COUNCIL AGENDA ITEM #6

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 January 4, 2022 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 01.04.22



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

COUNCIL MEMBERS PRESENT

Marc Bruner, Mayor
Mayor Pro tem Alfonso Carmona
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
Barbara Boulware-Wells, City Attorney
Suzanna Fleegal, Accountant

1. Call to order of the City Council.

- Mayor Bruner called the meeting to order at 6:02 P.M.
- Mayor Bruner made a statement regarding the COVID-19 pandemic

2. Citizen/Public Communication

- Melissa Gonzales
- Keri Collins

3. Staff Reports

- Sylvia Carrillo delivered the Administration Report
 - Question from Council Member Carmona on the development process; discussion with staff
- Carolyn Meredith delivered the Public Works Report
 - Question and comments from Mayor Pro tem Carmona on Water and Wastewater Licenses in the department
 - Question from Council Member Litchfield on Engineering Design phase for CIP projects
 - Question from Council Member Johnson on the Valley Creek Trail project
- Chief Carter delivered the Public Safety Report
 - Question and comment from Council Member Johnson regarding New Year's Eve
 - Question and comment from Mayor Pro tem Carmona on speeding and pedestrian safety in the Villas
 - Staff direction to prepare a survey to send out to the Villas, and potentially other neighborhoods and streets

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

THIS IS NOT A TRANSCRIPT OF THE MEETING. A RECORDING OF THIS MEETING IS ON THE CITY'S WEBSITE.

Council Member Rosengarten made a motion to approve Agenda Items #6 and 11 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 December 7, 2021 regular meeting. (Mayor Bruner/Administration)

- Council Member Carmona had a question regarding Agenda Item #16 from the December 7th draft minutes
- Correction to include "item not addressed" for Agenda Item #16

Council Member Reetz made a motion to approve the minutes with corrections to items #14 and 16, seconded by Mayor Pro tem Carmona. All voted in favor and the motion carried.

6. Consider and act on additional Committee/Commission appointments for 2022. (Mayor Bruner/Administration) Agenda Item Approved on Consent

Presentation Items for Discussion and Possible Action

7. Consider and act on City Council Retreat Planning (Mayor Bruner/Administration)

- Mayor Bruner introduced the agenda item
- Council and staff discussed the format of the retreat, with consensus being a Council and staff-only retreat on Friday the 21st and Saturday the 22nd
- Potential third retreat date in February after all Committee leadership has been elected
- Council Member Reetz requested financial information to be provided, including updated fund balances
- Survey will be sent to Council Members to be completed by the 10th, so the Mayor and staff can finalize the agenda by the 14th

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)**

This item was discussed after Agenda Item #10.

Council Member Rosengarten made a motion to table Agenda Item #8, seconded by Council Member Johnson. Brief discussion by Council.

Mayor Pro tem Carmona voted yes
Council Member Johnson voted yes
Council Member Reetz voted yes
Council Member Rosengarten yes

Council Member Litchfield voted no

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With four votes in favor, the motion carried, and the item was tabled.

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)

- Sylvia Carrillo introduced the variance request
- Presentation from John Michael Cortez with Google Fiber
- Questions and comments from Council Members
- Discussion of implementation, communication, and logistics with residential neighborhoods if this project is to move forward
- Citizen Comments:
 - Melissa Gonzales
 - Comments from Council Member Carmona on possibly sending this variance request to the Public Works Committee at their January meeting
 - Mayor Bruner read an OpenGov comment from Ariel Cloud

Council Member Litchfield made a motion to approve the variance based on the finding for alternative methods of installation of internet fiber, seconded by Council Member Reetz.

Comments from Council Members, and additional questions for the applicant regarding the timeline. All voted in favor and the motion carried.

Council took a short recess.

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):

- 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%.
- 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.
- 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

- 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.

- Sylvia Carrillo introduced this item and the variance requests
- Presentation from Aaron Levy with Townbridge Homes, LLC
- Comments and questions from Council Members
- Comment from Ron Thrower of Thrower Designs, Land Planner

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- Citizen Comments:
 - Jean Wilkins
 - Horacio Gasquet
 - Melissa Gonzales
 - Mayor Bruner read comments from the following:
 - Ingrid Morton
 - Robert Skewis
 - Terry Cowan
 - Anezka Carmona
 - Ron Thrower, representing the applicant
 - Horacio Gasquet

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.

- Comments from Barbara Boulware-Wells, City Attorney
- Citizen Comment:
 - Melissa Gonzales
- Additional comments from Council Members and discussion with the applicant

Mayor Pro tem Carmona made a motion to table this item to the February 1st regular meeting, seconded by Council Member Litchfield. Additional comments and questions from Council Members and discussion with the applicant. All voted in favor and the motion carried.

The applicant asked for clarification from the Mayor and the Council.

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) Agenda Item Approved on Consent**

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

Council Member Johnson made a motion to move into Executive Session, seconded Council Member Reetz. All voted in favor and the motion carried.

Council convened into Executive Session at 9:40 P.M.

13. **Reconvene into Open Session**

Council reconvened into Open Session at 10:03 P.M. No action was taken.

Comment from Council Member Rosengarten on Open Town Hall.

14. Adjourn

Council Member Litchfield made a motion to adjourn seconded by Council Member Reetz. All voted in favor, and the meeting was adjourned at 10:05 P.M.



CITY COUNCIL AGENDA ITEM #7

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter & Lieutenant Early
mlingafelter@sunsetvalley.org, tearly@sunsetvalley.org

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

SUBJECT: COMPUTER ASSET REMOVAL

DESCRIPTION: Consider and act on approval of the destruction/recycling of outdated computer equipment assets.

BACKGROUND: Discuss the removal of computer equipment assets that were identified during an inventory that is considered out-of-service or outdated. The removal would consist of giving these assets to UniVista to verify that all hard drives are removed or destroyed before they recycle the equipment for the city.

APPLICABLE CODE SECTIONS: City 's Financial Policy

FUNDING: There is no cost associated with this item since this service is included in the City's contract with UniVista.

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

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: YES

- COMPUTER ASSET REMOVAL LIST

COMPUTER ASSET REMOVAL

ASSET	SERIAL NUMBER	ASSET TAG	HDR (Y/N)	OOS (Y/N)
Dell Optiplex 3020	1B1T882	SV-1079	N	YES
Dell Optiplex 3020	1J1T882	SV-1076	N	YES
Dell Optiplex 3020	8M2T882	SV-1077	N	YES
Dell Optiplex 3020	7B1T882	SV-1080	N	YES
Dell Optiplex 3020	B3JMH52	N/A	N	YES
Dell Optiplex 3020	1C1T882	SV-1084	N	YES
Dell Optiplex 3020	CB1T882	SV-1075	N	YES
Dell Optiplex 7010	2TLOJX1	SV-0975	N	YES
Dell Optiplex 7010	8J329Z1	N/A	N	YES
Dell Optiplex 5040	DPPRXG2	SV-1102	N	YES
Dell Optiplex 5040	DPPFXG2	SV-1094	N	YES
Dell Optiplex 5040	DPQCXG2	SV-1101	N	YES
Dell Optiplex 9020	JTYQ6Z1	SV-0983	N	YES
Dell Optiplex 9020	CVYQ6Z1	SV-0981	N	YES
HP Laptop	CND5452814	SV-1088	N	YES
HP Laptop	CND5451XLG	SV-1089	N	YES
HP Laptop	CND5451JLR	SV-1090	N	YES
Panasonic Laptop	CF-31	SV-0795	N	YES
Panasonic Laptop	CF-54	SV-1129	N	YES
Panasonic Laptop	6BTSA45362	SV-1227	N	YES
Panasonic Laptop	CF-31	SV-0794	N	YES
Panasonic Laptop	6BTSA45152	SV-1226	N	YES
Dell Monitor	CN07R1K37444561D117LA01	SV-1165	N/A	YES
Dell Monitor	CN0CC299641805CC1JES	SV-0651	N/A	YES
Gateway Monitor	MGJ71D0C06256	SV-0767	N/A	YES
HP Monitor	3CQ049NF87	SV-0811	N/A	YES
GEM Mmonitor	GL-1821A	SV-0511	N/A	YES



COUNCIL MEETING DATE: FEBRUARY 1, 2022

#ITSGOODTOBEHERE

CITY COUNCIL AGENDA ITEM #8

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

COUNCIL SPONSOR: Wanda Reetz, wreetz@sunsetvalley.org

SUBJECT: ADMINISTRATION / MARKETING/CONTRACTS

DESCRIPTION: Consider and act on approval of a professional services contract with Canales and Co to act as Creative Development Director for the City of Sunset Valley in an amount not to exceed \$86,525.

BACKGROUND: On December 7, 2021 Council approved staff work with Canales and Co and the City attorney to bring back a contract that would continue the relationship with Canales and Co to continue the brand efforts and assist in the development of a cohesive campaign where the efforts are more focused on brand recognition, hardscape, and beautification. A tentative agreement for a phased approach contract in the amount of \$114,500 **was** as follows:

- Phase 1: - Contract amount not to exceed (NTE) \$84,500 for creative management of the brand and its roll out and exploration into expanding the brand prior to media placement.
- Phase 2: Ideation/Concept of brand placement and future brand placement and beginning of media placement. (NTE \$30,000).

After discussion with the CED committee and Canales and Co, the proposed amount and phased approached has been modified slightly, due to immediate deliverables various committees would like to see moved forward in the process including beautification ideation and collaboration on benches, lighting, signs, art, and boundary delineation throughout Sunset Valley.

Phase 1: Contract amount in two (2) phases

- Immediate Deliverables: \$6,280
- Fixed Professional Services: \$80,245



Phase 2: TBD (\$28,308): Not included in the scope at this time.

#ITSGOODTOBEHERE

APPLICABLE SECTIONS OF CODE: [Financial Policies](#)

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
16-HOT Fund	16-HOT Fund	5500	Advertising/Public Notices	114,833	0	86,525	28,308
16-HOT Fund	16-HOT Fund	5500	Advertising/Public Notices	33,000	0	0	33,000
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL BUDGETED	NOTES
2021	16-HOT	16-HOT	Advertising/Public Notices	5500	\$189,645	\$230,000	Unspent \$40,355 from prior Ampersand Marketing Contract. Estimated Fund Balance in HOT \$687,411 (Nov Financial Statements)

STAFF RECOMMENDATION: Staff recommends approval.

SUPPORTING MATERIALS PROVIDED: YES/NO:

- PRIOR COUNCIL ACTION

- CONTRACT
- STATEMENT OF WORK
- NOVEMBER FINANCIAL STATEMENT



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Statement of Work

Sunset Valley
Beautification Initiative February & March Scope v2.0
Prepared for Sylvia Carillo
1.25.2022



BACKGROUND

This document has been authored for the purposes of governing the activities, deliverables, assumptions, timeline and payment milestones surrounding the engagement (hereby referred to in this document as Sunset Valley Brand Phase 1) between Canales & Co. and Sunset Valley. Upon execution, this document will act as the contractual commitment of project scope between these two parties and will fully govern the engagement throughout the course of any open deliverables.

OVERVIEW

Sunset Valley has engaged Canales & Co. to consult on beautification initiatives throughout the City of Sunset Valley. This statement of work retains Canales & Co.'s time through the months of February and March for creative consultation on these initiatives.

This scope is structured as a timeboxed retainer, so the initiatives below are based on priorities that have been communicated to Canales & Co. but may shift and be reprioritized based on need, to be defined on a week-by-week basis.

SERVICES

The understood priorities for February and March 2022 include:

- Consultation and collaboration on beautification efforts for Benches, Lighting, Signs, Art, Boundary Delineation throughout Sunset Valley.

As this SOW is concerned with covering a defined set of resources over an agreed period of time, the deliverables are:

Creative Director	24 hours
Designer	8 hours
Brand Manager	8 hours

Unused hours will not be refunded. Any unused hours can be rolled over to the next beautification scope, assumed for April/May 2022, or can be applied to the Brand and Campaign SOW with Canales & Co. If additional hours are required for this time period, Canales & Co. will communicate this in writing and will bill at a blended rate of \$175/hour.

Notes/Assumptions:

- Clear communication on priorities is paramount throughout the span of this engagement.
- A weekly status email will be required to outline work progress and agreement upon needs for the upcoming week. Canales & Co. will track burn against the allocated resources within this email.

Client Deliverables:

- 2-day turnarounds on approvals, unless otherwise noted
- Access to key constituents for meetings
- Artwork, flowcharts, strategy briefs and other relevant documents for review
- Single point of contact, to be defined prior to project kick off

PROJECT FEE

The budget below represents the fixed fee for the deliverables and schedule outlined in this Statement of Work. Any changes to the list of deliverables or to the schedule could lead to a change in the costs outlined below and



must be approved in writing by Client. Canales & Co. will provide a separate budget for any changes to the project scope with a Change Order.

Canales & Co. Staff Fee	\$6,280
-------------------------	---------

Budget Notes:

The following items, unless explicitly listed in this SOW as deliverables, are not included in the SOW fee amount listed above and are considered out of pocket expenses. All pre-approved out of pocket expenses incurred in the course of delivery of the services specified in this SOW will be billed to the Client at cost.

1. Licensing of any fonts, stock audio, music, photography or video.
2. Hardware purchases, software purchases or hosting services.
3. Third party research and/or testing costs.
4. Costs associated with delivery and monitoring of mass email (e.g., email blast software or services).
5. Online media fees.
6. Non-local travel associated with the deliverables. Client will pre-approve all non-local travel in writing prior to Canales & Co. purchasing non-refundable tickets.

INVOICING

Invoicing for the Canales & Co. fee will occur according to following terms.

- **\$3,140.00** invoiced upon receipt of signed Statement of Work; Net 5
- **\$3,140.00** invoiced on March 1, 2022; Net 30

IN WITNESS WHEREOF, the parties have caused this Scope of Work to be executed by their duly authorized representatives.

Sunset Valley

Canales & Co.

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Statement of Work

Sunset Valley
2022 Phase 1 Scope v2.0
Prepared for Sylvia Carillo
1.25.2022



BACKGROUND

This document has been authored for the purposes of governing the activities, deliverables, assumptions, and payment milestones surrounding the engagement (hereby referred to in this document as Sunset Valley Brand Phase 1) between Canales & Co. and Sunset Valley. Upon execution, this document will act as the contractual commitment of project scope between these two parties and will fully govern the engagement throughout the course of any open deliverables. This scope's duration is from February 1, 2022 through December 31, 2022.

OVERVIEW

In an effort to increase brand awareness within Sunset Valley and its visitors, Sunset Valley has engaged Canales & Co. to lead branding and creative efforts in 2022. This statement of work is focused on the first phase of this engagement, which aims to launch the Sunset Valley brand into the public sphere in earnest.

Work covered in this statement of work and detailed below includes: City Branding Strategy Definition, Pole Banner Campaigns, two media campaigns, and ongoing Brand Management.

SERVICES

Throughout the life of this agreement, the Canales & Co. team will complete the following activities and provide the following deliverables:

City Branding Strategy Definition

Activities:

- Canales & Co. to expand existing Brand Book to include articulation of the brand strategy in concise terms.
- Canales & Co. to create public facing one-pager or similar short document to articulate the Sunset Valley Brand Strategy

Deliverables:

- Brand Strategy Presentation to align defined strategy; up to one round of revisions
- Updated Brand Book; up to two rounds of revisions
- One-Page Summary document in PDF format or similar; up to two rounds of revisions

Pole Banner Campaign Creative & Production Facilitation

Activities:

- Canales & Co. to facilitate the production of the existing evergreen pole banner creative, this assumes no creative revisions are necessary to this deliverable
- Canales & Co. to design and facilitate the production of two additional pole banner creatives for peak 2022 shopping seasons, assumed to be Back to School and Holiday

Deliverables:

- Production support for evergreen pole banners including assisting with key communication with vendor, press checks, QA.
- Creative presentation for two new creative campaigns inclusive of up to six banner art executions per campaign; up to two rounds of revisions
- Production support of pole banners for the two new creative campaigns including assisting with key communication with vendor, press checks, QA.

Campaign #1 Creative Direction and Creative Execution

Activities:

- Campaign creative direction
- Creative development to specifications based on media plan provided by client or client-managed media team

Deliverables:

- Campaign creative direction approach presentation, up to 2 rounds of review



- Creative execution, up to 2 rounds of review
 - As the media plan has not been defined, we are assuming 2 :15s radio scripts, and up to 8 paid social units. Significant deviations from this plan may result in a change order.
 - This SOW covers creative development only. For any units that require content production (e.g. radio spots, print production), a separate production estimate will be developed.

Campaign #2 Creative Direction and Creative Execution

Activities:

- Campaign creative direction
- Creative development to specifications based on media plan provided by client or client-managed media team

Deliverables:

- Campaign creative direction approach presentation, up to 2 rounds of review
- Creative execution, up to 2 rounds of review
 - note: as the media plan has not been defined, we are assuming 2 :15s radio scripts, and up to 8 paid social units. Significant deviations from this plan may result in a change order.
 - note: this SOW covers creative development only. For any units that require content production (e.g. radio spots, print production), a separate production estimate will be developed.

Ongoing Brand Management & Creative Direction

Activities:

- Ongoing brand management and creative direction support to facilitate the initiatives outlined in this statement of work and consult with committees and city administration throughout term on minor topics and inquiries.
- Includes attendance of select key council meetings to present critical creative milestones or in the capacity of brand consultant up to once per month.
- Additional management, creative direction, or items outside of this statement of work will be outlined in a separate document and estimate on a case-by-case basis or billed at a blended rate of \$175/hour.

Notes/Assumptions:

- Client will provide feedback within 2 business days from receipt of work.
- Client will receive up to two rounds of revisions before final deliverable for each identified deliverable. This means Canales & Co. will implement up to two rounds of feedback, unless otherwise noted.
- If, at this time, deliverable acceptance has not been granted, in writing, a Canales & Co. team member will initiate a change order discussion with Client prior to continuing work on each deliverable.
- Changes to critical project stakeholders during the lifespan of the project may result in adjustments to the project schedule and budget estimate.
- As the paid media campaign work does not currently have a media plan and has not been fully defined, Sunset Valley should assume a minimum of 16 weeks from briefing to delivery. For example, a campaign that should be trafficked on October 3rd, 2022 should be briefed to the Canales & Co. team by June 6th, 2022.

The Scope of work does not include:

- 3rd party rights, clearances, trademarks or permissions
- Gathering and curating content for each community newsletter
- Direct production and pass through of finances for any deliverable; e.g printing, installing, fabricating, painting or labor required by third-party to create final product. It is assumed the city will pay production vendors directly. Canales & Co. will assist in the facilitation of the production process including key communication with vendors, press checks, and QA.

Additionally, any deliverables or features not outlined in this Statement of Work would require a change order and may require additional budget and schedule.

Client Deliverables:



- 2-day turnarounds on approvals, unless otherwise noted
- Access to key constituents for meetings
- Artwork, flowcharts, strategy briefs and other relevant documents for review
- Single point of contact, to be defined prior to project kick off
- Specifications & quantities for pole banners
- Defined campaign briefing, strategy, and media plan/specifications

PROJECT FEE

The budget below represents the fixed fee for the deliverables and schedule outlined in this Statement of Work. Any changes to the list of deliverables or to the schedule could lead to a change in the costs outlined below and must be approved in writing by Client. Canales & Co. will provide a separate budget for any changes to the project scope with a Change Order.

Canales & Co. Staff Fee	\$80,245.00
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Budget Notes:

The following items, unless explicitly listed in this SOW as deliverables, are not included in the SOW fee amount listed above and are considered out of pocket expenses. All pre-approved out of pocket expenses incurred in the course of delivery of the services specified in this SOW will be billed to the Client at cost.

1. Licensing of any fonts, stock audio, music, photography or video.
2. Hardware purchases, software purchases or hosting services.
3. Third party research and/or testing costs.
4. Costs associated with delivery and monitoring of mass email (e.g., email blast software or services).
5. Online media fees.
6. Non-local travel associated with the deliverables. Client will pre-approve all non-local travel in writing prior to Canales & Co. purchasing non-refundable tickets.

INVOICING

Invoicing for the Canales & Co. fee will occur according to following terms.

- **\$7,295.00** invoiced upon receipt of signed Statement of Work
- Equal monthly installments of **\$7,295.00** with each invoice sent on or about the first day of each month starting with February 1, 2022 and ending November 1, 2022

Payment terms are net-30 days.

IN WITNESS WHEREOF, the parties have caused this Scope of Work to be executed by their authorized representatives.

Sunset Valley

Canales & Co.



By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

FY22 November Financial Summary

Revenues		
General Fund		484,028
Utility Fund		80,823
Street Fund		78,557
Hotel Occupancy Tax Fund		52,224
Venue Tax Fund		39,187
Crime Control Tax Fund		38,985
GN Equipment Repair & Replacement Fund		30
City Facilities Fund		6
Drainage Fund		8,496
CIP		-
Total		782,336
Expenses		
General Fund		207,535
Utility Fund		109,265
Street Fund		4,926
Hotel Occupancy Tax Fund		5,000
Venue Tax Fund		1,006,258
Crime Control Tax Fund		8,275
GN Equipment Repair & Replacement Fund		-
City Facilities Fund		-
Drainage Fund		2,427
CIP		10,580
Total		1,354,266
Profit (loss)		
General Fund		276,493
Utility Fund		(28,442)
Street Fund		73,631
Hotel Occupancy Tax Fund		47,224
Venue Tax Fund		(967,071)
Crime Control Tax Fund		30,710
GN Equipment Repair & Replacement Fund		30
City Facilities Fund		6
Drainage Fund		6,069
CIP		(10,580)
Total		(571,930)
Ending Fund Balance in Bank		
General Fund		7,635,662
Utility Fund		4,603,392
Street Fund		7,621,994
Hotel Occupancy Tax Fund		687,411
Venue Tax Fund		2,075,379
Crime Control Tax Fund		647,950
GN Equipment Repair & Replacement Fund		551,111
City Facilities Fund		102,752
Drainage Fund		669,950
Total		24,595,601



CITY COUNCIL AGENDA ITEM # 13

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

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

SUBJECT: PURCHASING – CONTRACT

DESCRIPTION: Consider and act on appointing Canales & Co. as the consultant for creative brand implementation for the recently rebranded City logo and subsequent tag lines for an amount not to exceed \$114,500. (Mayor Bruner/Administration)

BACKGROUND: Canales and Co. were the subconsultant to Ampersand Marketing, and were instrumental in the development of the brand, logo, and associated tag lines.

Ampersand has recently withdrawn their proposal to continue marketing efforts with the City of Sunset Valley. However, much work was put into that effort by both Canales, resident subcommittees, staff, and Council; to allow that work to grow stale would be a disservice to the community.

The Mayor and the City Administrator discussed the possibility of Canales and Co continuing their efforts with the City of Sunset Valley through a partnership agreement with staff, to continue the brand efforts and assist in the development of a cohesive campaign where the efforts are more focused on brand recognition, hardscape, and beautification. Canales and Co has tentatively agreed and offers the following:

1. Phase 1 - Contract amount not to exceed (NTE) \$84,500 for creative management of the brand and its roll out and exploration into expanding the brand prior to media placement.
2. Phase 2 – Ideation/Concept of brand placement and future brand placement and beginning of media placement. (NTE \$30,000)

3. Partnership with City staff to execute the vision and lower hanging fruit. This would consist of providing creative direction and advising staff, as staff moves toward the:
 - a. Planning
 - i. Regulatory agency coordination
 1. City of Austin
 2. TXDOT
 3. HCC-Violet Crown Trail
 - b. Project Management
 - i. Brand Identification
 1. Banners/Poles
 2. Gateway signs
 3. Street signs
 - ii. Beautification
 1. Electric meter box artwork
 2. Planters/Benches
 3. Art in public spaces
 4. Future Mural location(s)
 - iii. Vendor selection/Bid Process
 - iv. Timelines
 - c. Funding
 - i. Grant Opportunities

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
16-HOT Fund	16-HOT Fund	5500	Advertising/Public Notices	114,833	0	114,833	0
16-HOT Fund	16-HOT Fund	5500	Advertising/ Public Notices	33,000	0	0	33,000
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL BUDGETED	NOTES
2021	16-HOT	16-HOT	Advertising/ Public Notices	5500	\$189,645	\$230,000	Unspent \$40,355 from prior Ampersand Marketing Contract. Estimated Fund Balance in HOT \$687,338

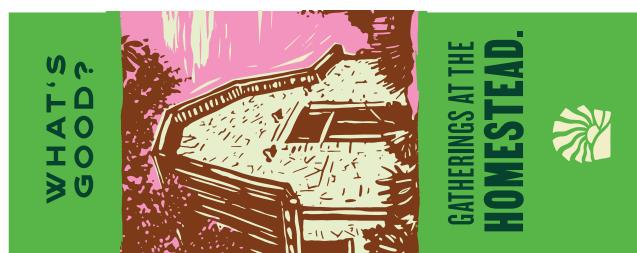
STAFF RECOMMENDATION: Approve- Direct staff to work with Canales and the City Attorney to bring back a contract for Council approval at the January 2022 Council meeting.

SUPPORTING MATERIALS PROVIDED: YES

- POWERPOINT PRESENTATION

Pole Banners

Examples of Previously Discussed Banner Designs at the Ad Hoc Marketing Committee level. No other public input has occurred.



Sunset Valley Brand Experience

2022 Discussion

November 9th, 2021



Agenda

01 Sunset Valley Brand Summary

02 Your Team

03 2022 Approach

04 Activities & Cost Ballpark

01

Sunset Valley Brand Summary From 2021

Sunset Valley Brand Creative

As a team partnered with Ampersand in 2021 we completed the following creative:

- Research and Discovery
- Creation of a brand platform
- Logo design
- Slogan development
- Banner art signage (not produced)
- Brand style guide
- Two digital ad campaigns
- Shopping district website
- Tactical work such as ArtFest and more

However, much of the branding work has been under-utilized to date and there are opportunities to refine and elevate the work to suit our needs.



Sunset Valley Brand Platform To Date

Personality: Down to Earth, Eclectic, Independent

Purpose: Preserving what's best while growing what's good

Positioning: Sunset Valley is a Hidden Gem. All the benefits of convenience and access to major metro, but without compromise or loss of quality of life. SV is an artful place where one can slow down, spend time, explore and experience diversity and creativity at its best.

Promise: Sunset Valley is a community that promises to be both independent and interdependent, with an eye on maintaining the things that make our lifestyle envied and admired by others.

Sunset Valley Brand Pillars

NATURE	QUALITY OF LIFE	ACCESSIBILITY	CREATIVITY	COLLABORATION	RETAIL EXPERIENCE
<ul style="list-style-type: none">> Violet Crown Trail> Neighborhood Trails> Butterfly Garden and Picnic area in Upper Cougar Creek> Wildlife	<ul style="list-style-type: none">> Great Schools> Low Taxes> Clean and Safe> Community Gardens	<ul style="list-style-type: none">> Proximity to Austin> Proximity to HWY 290> Walkability	<ul style="list-style-type: none">> Commissioned pieces by local artists> Artfest	<ul style="list-style-type: none">> School Districts> Retailers/Brokers> Trail conservancy> Austin CVB> Environment	<ul style="list-style-type: none">> Unique shopping and dining> Local business> Local events

Sunset Valley Brand Creative



02

Your Team Moving Forward



Founded in 2014 with a combined 25 years experience in branding and advertising, Canales & Co. is dedicated to building and growing iconic brands.

Our experience ranges from building brands like YETI, Costa del Mar, Cape May Brewing and Shiner Beers, to partnering with companies like Whole Foods, Oakley, Central Market, Stripes, Miller Coors, Tecovas Boots, Academy, and William Chris Winery to name a few.



A personal and passionate team.

We're not big. That's intentional. Our small size gives us the freedom to pick projects we actually want to work on. Sunset Valley is a passion project of mine personally and our team, being a resident and a Sunset Valley company. I have pride in my city and pride in our work, and desire for our city to have a premium brand. I'm personally invested in this endeavor, just as much as everyone here. We desire to work positively together as a team with city stakeholders to make our city a branded destination people will remember.



José Canales
Founder / Creative Director



Christina Canales
Interior Designer



Kristina Shumway
Project Director



Vanessa Ellis
Brand Manager



Denver Gravitt
Creative



Nathan Burgess
Creative



Caleb Gravitt
Creative



Zack Guerra
Creative

03

2022 Approach

Looking ahead to 2022

We accomplished a lot in our combined efforts with Ampersand last year, but much of that work is largely unseen and still lies in a conceptual state. Canales & Co is prepared to continue the effort in deepening the City of Sunset Valley brand experience for both guests and residents.

We feel the branding and design work completed in 2021 has been under utilized, and there is low hanging fruit that will create a big community impact without the need to spend a large portion of the budget on media placements.

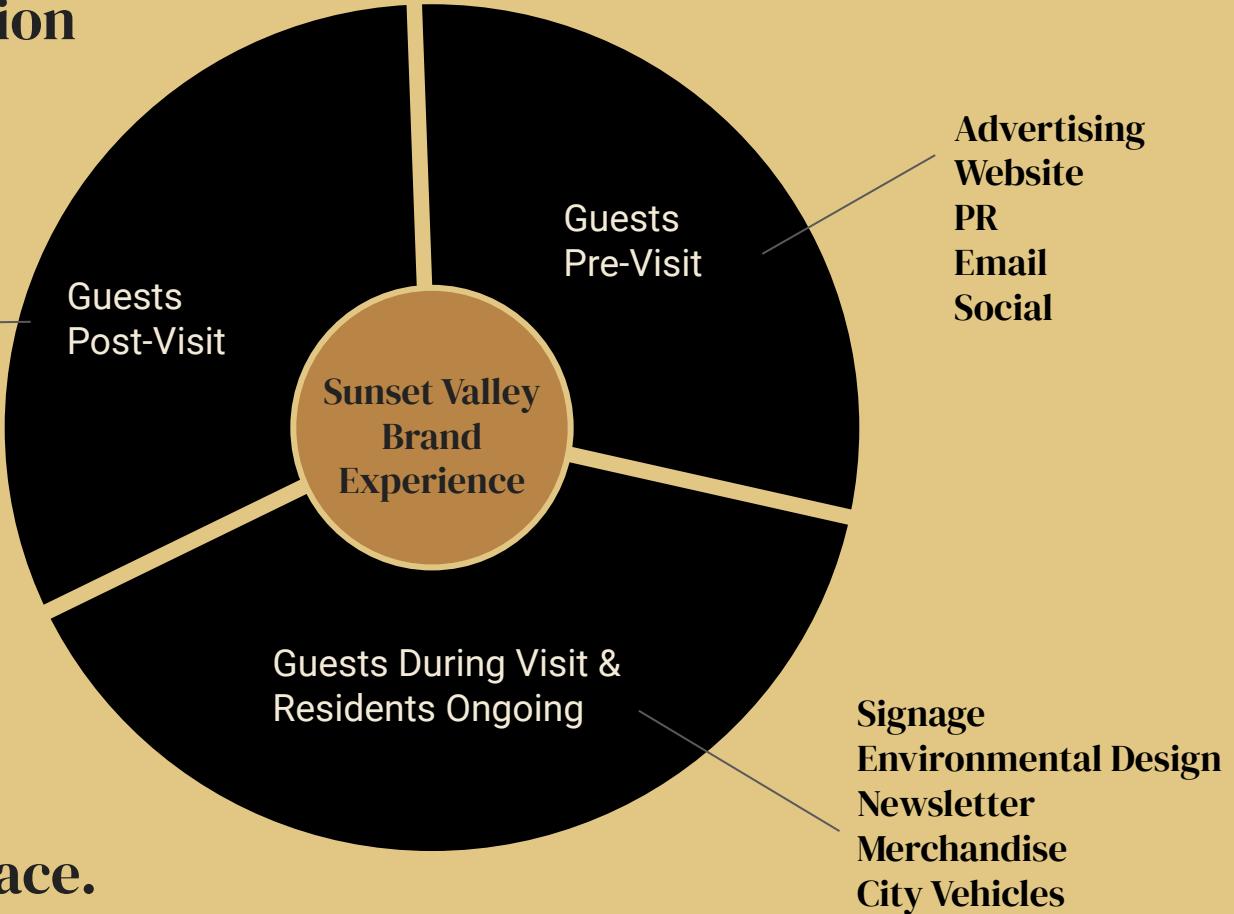
Our brand building goals are:

- Increase Name Identification / Brand Awareness and recall for Sunset Valley
- Increase boundary visibility
- Start to bring some artistic elements of brand vision to life
- Brainstorm and/or Develop premiere event(s) and promote it (beyond 2022)

These brand building goals should ladder up and contribute toward an everlasting goal of increasing shopper traffic to Sunset Valley shopping districts, that ultimately go a long way to preserving what's best in our city.

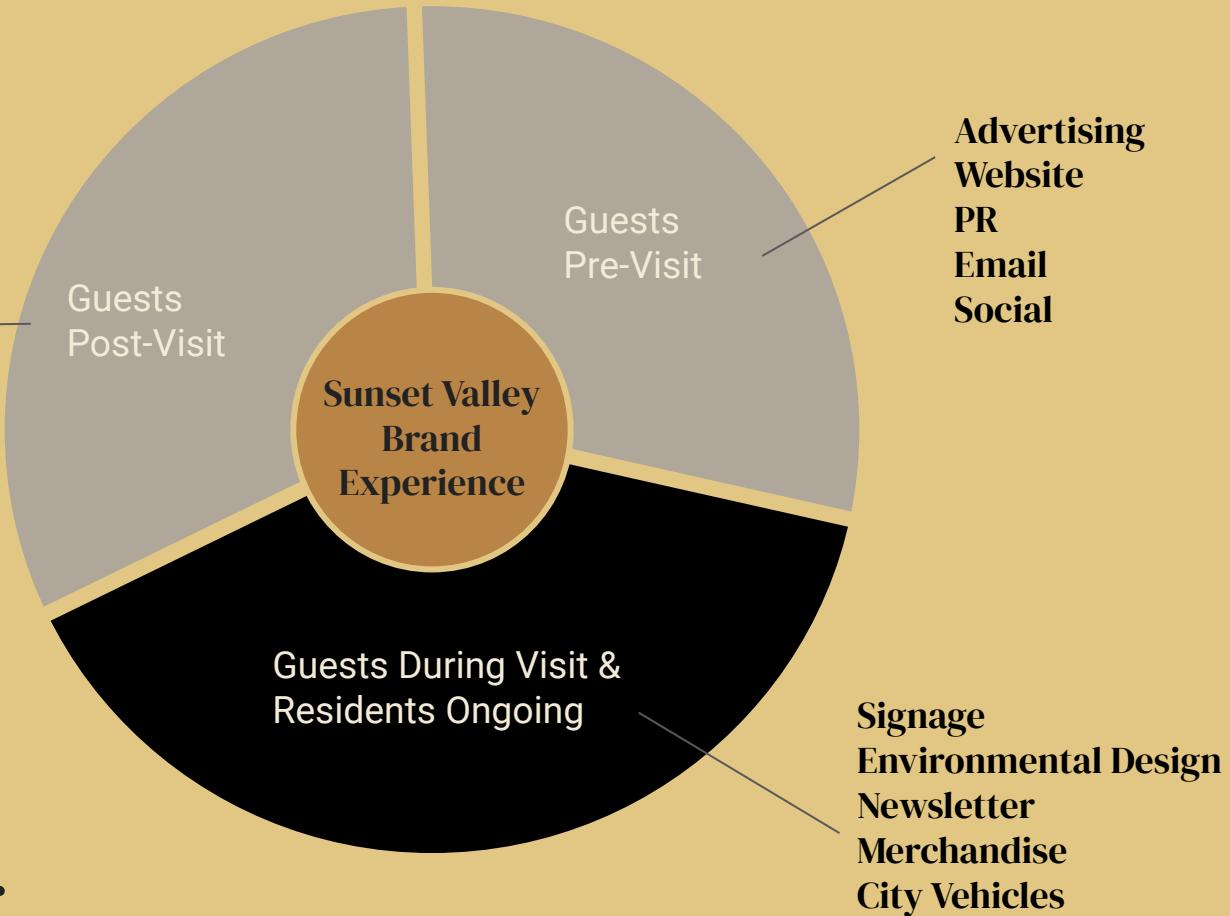
Typical Destination Marketing Pie

Direct Mail
Word of Mouth
Merchandise
Email
Social



Promote the place.

What we should focus on now.



Build the place.

2022 Approach

Through thoughtful use of the budget approved for 2022, we will focus our efforts in two places. One, raising awareness of the city brand by leveraging efforts started in 2021, taking advantage of low-to-no media cost opportunities. Second, by finding new opportunities to expand the brand in impactful ways.

2022 Overview Buckets	Description
1) Brand Launch Building upon 2021 efforts	Refining work initiated in 2021 and building brand consistency through key touchpoints.. This includes formal definition of Sunset Valley Brand strategy and execution of creative touchpoint already designed such as pole banners. This will officially launch the rebrand into the public eye in public space and galvanize support and understanding for our goals with the rebrand.
2) Brand Expansion New, impactful opportunities	Using mediums that require low-to-no media costs, we will raise the profile of Sunset Valley including placements such as murals, gateway markers, trail-markers, signage, merchandise, newsletters, and more. The aim will be to integrate the brand consistently throughout existing touchpoints and to leverage new touchpoints to elevate public awareness of the city and its many amenities.

04

2022 Activities & Ballpark Costs

Phase 1: Brand Launch

Build upon 2021 Efforts // 2022 Execution

	Activities
City Branding Strategy Definition	Expand brand book to include concise city brand strategy, goals, and long term vision we will enable all stakeholders to articulate objectives, audience, aspirational brand identity, value propositions and executional plan. Create consumer facing one-pager that can be leveraged in newsletter and other mediums for resident education
Pole Banner Campaigns	Produce existing creative for evergreen Pole Banners. Design 2 additional pole banner campaigns for 2022 peak shopping seasons Suggested: Back to School & Holiday 2022 (potential photoshoot)
Vehicle Wraps or Door Vinyls	C&C designed city logo, police logo, public works and utilities - deploy these branded assets onto city vehicles for increased brand awareness.
Collateral Update Support	Ongoing needs for templates, stationary, printed materials

Phase 1: Brand Launch Cont.

Build upon 2021 Efforts // 2022 Execution

	Activities	
Community Newsletter	<p>Design Sunset Valley Community Newsletter templates for direct communication with residents in a format that reinforces the city brand values and vision. Designs will include modules for community news, shopping announcements and various other components that will be valuable for city communication and resident benefits.</p>	
Merchandise	<p>Develop merchandise for Sunset Valley to create highly visible touchpoints to underscore brand, that work in concert with other efforts. This can be sold online, at city hall, events, and various other mediums, we will enable residents and visitors to wear their pride and appreciation of Sunset Valley like a badge. Merchandise can include car stickers, apparel, license plate frames, keychains and more.</p>	
Brand Management and Creative Direction	<p>Ongoing brand management and creative direction support to facilitate initiatives and consult with counsel throughout term.</p>	
	C&C Fee Ballpark	\$84,500

Phase 2: Brand Expansion Concepts

New Opportunities // 2022 Conceptual Exploration

Activities & Thought Starters	
Environmental & Public Spaces	We will ensure that as many city touchpoints as possible are reflective of the brand: Trail Markers, Street Signage, Gateway and Boundary Markers, Benches and Ballards are examples for consideration.
Beautification Opportunities	Neighborhood monuments, Upper Cougar Creek opportunities, park sculptures, kinetic art, branded landscaping opportunities, planters, ballards
Public Art and Mural	By creating murals and public art opportunities, we will elevate the appearance of public spaces and create photo opportunities for residents and visitors. We can provide creative direction for outside artists, as well as lead / execute design when appropriate. Locations might be: back of Tony Burger fence, back of the Homestead, electric box art, highway gateways, etc.
C&C Fee Ballpark	TBD

Thank you.



CITY COUNCIL AGENDA ITEM #9

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

COUNCIL SPONSOR: Council Members Rob Johnson & Wanda Reetz
rjohnson@sunsetvalley.org, wreetz@sunsetvalley.org

SUBJECT: PUBLIC ARTS – BEAUTIFICATION

DESCRIPTION: Consider and act on approval of an interlocal agreement with the City of Austin for a Utility Box MiniMural Project in an amount not to exceed \$3,750 to be funded from the Economic Development line item for beautification purposes. (Council Members Johnson and Reetz)

BACKGROUND: The utility cabinet at the northwest corner of Jones Rd and Westgate Blvd has historically been the target of graffiti. The vigilant eye of residents like Mark Wells and tireless work of Sam Cantu have kept fleeting such vandalism. Applying a broken windows theory of policing we believe a mural could further reduce defacement in the area.

Research into the idea turned up two things. #1. The utility box at Jones and Westgate is owned by the City of Austin. #2. The City of Austin has an Artbox program specifically designed for getting murals produced on them.

The program, called Mini Murals, was started by UP Art Studio in Houston to streamline this process. It was then later adopted by Austin.

<https://www.austintexas.gov/page/artbox-program>

The turnkey program includes everything we need from beginning to end:

- Coordination with City of Austin
- Utility cabinet selection
- Utility cabinet prep and replacement (if needed)
- Community outreach
- Facilitation of artist and theme selection
- Artist payment (over \$1,000)
- Utility cabinet clear coating
- Photoshoots during production and after completion
- Social media promotion

We can inject ourselves into any part of the process. For instance, our Arts Commission and Community and Economic Development Committee make obvious community outreach contacts for artist and theme selection. Theme selection can further be assisted by the Canales and Co., as well as the Ampersand Strategic Presentation and Arts Commission's Art in Public Places Policy.

The total cost for this utility cabinet is \$3,750 and estimated completion is six months after initiation.

If successful, this program can then be leveraged to introduce art along the Brodie Lane corridor with its four utility cabinets to beautify our commercial district.

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01 – General Fund	01- Admin.	5310 Economic Development		\$66,512	\$8,089.24 (Agenda Item #15)	\$3,750	\$54,672.76

STAFF RECOMMENDATION: Approve, pending legal review of the agreement.

SUPPORTING MATERIALS PROVIDED: YES

- MINI MURAL SPONSORSHIP AGREEMENT
- PICTURE EXAMPLES

SPONSORSHIP AGREEMENT
MINI MURALS PROGRAM

UP Art Studio LLC A Professional Service Firm

Project Sponsor: City of Sunset Valley

1. **Background.** UP Art Studio coordinates and produces the painting of Mini Murals, a form of public art (the "Project"). Mini Murals are artworks painted/installed on utility cabinets (aka traffic signal control cabinets and other utility cabinets) in the public right of way. These projects are funded by Sponsors.

Please see the [**Program Overview for Sponsors**](#) on the Mini Murals website for additional information about program rules.

2. **Fee, Payment, Invoicing.** The fee for sponsoring a Mini Mural is stated in advance in a proposal to the client. It is also shown on the invoice, which is sent with this agreement. For invoices that total \$5,000 or less, the total fee is due at project initiation. For invoices over \$5,000, Sponsor may pay the final 20% within 30 days of project completion. Payment must be received before the project can start.

The location(s) of the sponsored project will be stated on the invoice provided.

Note: UP Art Studio is not a nonprofit organization. If the sponsor wishes to claim the payment as charitable gift for tax purposes, the fee can be paid via our nonprofit partner, Fresh Arts. Note that Fresh Arts adds a 7% surcharge as a fiscal sponsor. Sponsorship includes recognition that serves promotional purposes; it may also qualify as a business expense. Please consult a tax professional.

3. **Schedule.** We provide an anticipated project schedule upon initiation. If the schedule must be adjusted due to external factors, as happens from time to time, we notify the Sponsor in writing.
4. **Professional Services.** The Sponsor fee paid to UP Art Studio covers the following services for the sponsored project:

Project Management and Delivery. As an independent contractor, we provide artist and project management, development and oversight of artwork, installation, communications, subcontractor management, provision of all labor and supplies, and project promotions, including photography of the final artwork.

Cabinet Owner Liaison. We will obtain the required reviews and approvals from the city, utility, or other entity that owns the utility cabinet. UP Art Studio maintains these relationships on an ongoing basis. Terms for the installation of a Mini Mural on a specific utility cabinet are subject to the agreement and approval of its owner.

Sponsor Communications. We keep you informed about the project's progress. Upon request, the Sponsor may participate in up to two rounds of design and revisions for the Mini Mural. Sponsor feedback during this design process must be timely and reasonable; additional rounds of artwork and revisions requested by the Sponsor are subject to additional fees. The Sponsor will communicate solely with UP Art Studio about project execution, including changes to the artwork.

5. **Sponsor Recognition.** The Project Sponsor receives recognition in project materials, social media posts, and the project listing on MiniMurals.org. Please note that the public agencies that own the utility boxes do not allow sponsor logos, advertising, or other commercial information on the cabinet. We will consult with you about promoting the project you sponsor.
6. **Mini Murals Program and UP Art Studio Recognition:** Sponsors are encouraged to publicize the projects they fund. All such publicity must explicitly credit the Mini Murals Program of UP Art Studio. We will provide hashtags to include on all social media posts.

The Mini Murals website will appear on the installation. Mini Murals is a proprietary program of UP Art Studio, which executes all projects and commissions all artists for Mini Mural installations.

7. **Artist Selection.** All artists must apply and be accepted for the Mini Murals Artist Registry, in order to be considered for a commission. If the sponsor desires an artist not included in the registry, the artist must go through the standard registry application process before being awarded the project. Upon request, a representative of the Sponsor may participate in the artist selection process.
8. **Artwork Development and Selection.** The Sponsor may select an artwork from the Stock Renderings book, or may select an artist from the artist registry and suggest themes, subject matter, or other guidance to UP Art Studio, which will be shared with the artist to inform their creative process. Based on the guidance received, the artist develops a rendering of a proposed artwork. The draft rendering is subject to two rounds of reviews by UP Art Studio, the owner of the cabinet, and any other entities that must approve art installed in the public realm. Upon request, a representative of the Sponsor may participate in the artwork review and approval process.

If desired, UP Art Studio can administer a Call for Renderings to solicit multiple conceptual renderings from interested artists in our Mini Murals artist registry. An additional fee will apply for this service.

9. **Maintenance and Longevity.** UP Art Studio applies a graffiti deterrent coating to the completed Project. Typically the city assists in keeping the Mini Mural in good condition. UP Art Studio does not provide formal ongoing maintenance of the Project. The Mini Mural eventually will need to be refreshed or removed when it is no longer in good condition, or due to conditions with the cabinet itself. UP Art Studio makes no representation or warranty as to the longevity of the Project. UP Art Studio is available to provide maintenance on an as needed basis, for an additional fee.

10. See Additional Contract Terms following signature page.

SIGNATURES

The signatures of the representatives below signify the acceptance and agreement of the parties to the terms of this Sponsorship Agreement. The representative's signature below indicates that they have read, accepted, and approved the Additional Contract Terms that follow.

Sponsor Name: City of Sunset Valley

Sponsor Address: 3205 Jones Rd, Sunset Valley, TX 78745

Date: _____

SPONSOR

Signature: _____

Name: Marc Bruner

Title: Mayor, City of Sunset Valley

UP Art Studio, LLC

Signature: _____

Name: _____

Title: _____

ADDITIONAL CONTRACT TERMS

Underground Planet Art Studio, LLC is doing business as UP Art Studio, a local limited liability corporation organized under the laws of the state of Texas ("UP Art Studio") whose mailing address is 448 W. 19th St, #813, Houston, Texas 77018. In this agreement, the Sponsor and UP Art Studio will individually be referred as a "Party" and collectively as the "Parties." Projects may be referred to individually and collectively as "Sponsored Projects" or "Mini Murals" non-exclusively, subject to the terms and conditions of this Agreement.

Warranty. UP Art Studio agrees to perform its obligations under this Agreement in a workmanlike manner and in accordance with industry standards. With the exception of the preceding sentence, UP ART STUDIO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE WORK, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, THAT SPONSORED PROJECTS WILL BE FIT FOR ANY PARTICULAR PURPOSE, OR THAT THE WORK IS NON-INFRINGEMENT. SPONSOR WAIVES AND RELEASES ALL THE FOREGOING WARRANTIES DISCLAIMED BY UP ART STUDIO.

Marketing, Use of Logos and Trade-names. Sponsor hereby grants UP Art Studio a limited, non-exclusive, non-transferable, irrevocable license to use Sponsor's name, trade-names, trademarks, logo or other insignia in marketing materials, websites, public releases or other purposes of promoting Sponsor's sponsorship of the Project. Similarly, UP Art Studio hereby grants to Sponsor a limited, non-exclusive, non-transferable, irrevocable license to use the name "UP Art Studio" or "Mini-Murals Project" or either's trade-names, trademarks, logo or other insignia in marketing materials, websites, public releases or other purposes of promoting Sponsor's sponsorship of the Project. Both licenses are granted subject to the terms and conditions in this Agreement. The owning Party's respective logo(s) may not be revised or altered by the non-owner Party in any way, and must be displayed in the same form (and colors, if applicable) as provided by the owner Party.

Sponsor's Rights. Under this Agreement, Sponsor shall have the right to inspect the artist's work in progress on a Sponsored Project at reasonable times and upon reasonable advance written notice (which shall be no less than 2 business days). However, the right of inspection may not materially interfere with efforts to create and complete a Sponsored Project. Should the Sponsor have issues or concerns during an onsite inspection, Sponsor will not communicate directly with the artist and will contact UP Art Studio.

Cabinet Owner Rights. The owner of the cabinet, and relevant governmental entities, have the right to remove or replace artwork if there is a fault in workmanship, the artwork is vandalized or damaged beyond repair, or if the traffic signal control cabinet is damaged or needs repair or replacement. If the Sponsored Project is defaced by graffiti, or some other means, beyond repair the City of Houston will notify Sponsor via UP Art Studio. Sponsor has the option to repair the Sponsored Project(s) at its sole risk and expense. Repairs undertaken by Sponsor must be coordinated directly with UP Art Studio. If arrangements have not been made with the City of Houston within 10 working days of UP Art Studio's receipt of notification, the City of Houston will paint over the Sponsored Project. Sponsor understands where artwork is removed, regardless of how damage was caused, Sponsor will not receive a new mural without paying for a new Sponsored Project. Per City of Houston regulations, once a mural is up on its respective traffic signal control cabinet it may not be removed by request.

Intellectual Property. All commission tenders or proposals, and accompanying documents or designs, will become, and hereby are, the property of UP Art Studio. Sponsor understands no intellectual property is being created for it under this Agreement. Consequently, as between UP Art Studio and Sponsor, UP Art Studio owns any and all intellectual property and intellectual property rights, including any rights to copyright or trademark, in artwork arising or resulting from the Project. For Sponsor's information artists may use their artwork, designs or images appearing on a Sponsored Project for the purposes of display in their portfolios. The completion date is the date the Sponsored Project has the final topcoat and is approved by the appropriate committees. Subject to compliance with this Agreement, Sponsor hereby has a limited, revocable, non-exclusive, non-transferable, non-

sublicensable license to use the artwork, images or designs on a Sponsored Project for non-commercial purposes for the sole purpose of promoting the Project, UP Art Studio, acknowledging Sponsor's participation in the Project, or events hosted by UP Art Studio relating to the Project. For commercial and advertising use, contact UP Art Studio as licensing fees may apply and a separate licensing agreement will need to be executed.

Indemnification. All parties involved shall fully defend, indemnify, and hold each other harmless from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death, copyright issues), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of either party, their officers, Hosts, personnel, employees, agents, contractors, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to both parties for all legal fees, expenses, and costs incurred by it.

Limitation of Liability, Waiver of Specific Damages. In no event will UP Art Studio's liability under this Agreement exceed the Funds received for the impacted Sponsored Project(s). Sponsor agrees to indemnify, defend and hold UP Art Studio harmless from any amount exceeding this limitation. Except for the compensation outlined in this Agreement, third Party claims, breach of the compliance with law provisions and breaches of the intellectual property provisions of this Agreement, neither Party shall be liable to the other for the following types of damage whether direct or indirect: loss of profit, punitive, indirect, incidental or consequential damages, or, including without limitation, any other consequential damages of whatever nature, howsoever same may be caused.

Confidentiality. During the Term of this Agreement and for three (3) years thereafter, unless otherwise required by law, Sponsor shall not disclose UP Art Studio's Confidential Information. All information contained in this agreement and any information regarding the Project process is Confidential Information. As used in this Agreement, the term "Confidential Information" refers to: (i) the terms and conditions of this Agreement; (ii) trade secrets, organizational and/or operational plans, marketing materials, creative process, strategies, methods, and/or practices; (iii) any data or information marked confidential, proprietary or some similar legend, and (iv) any other information relating to UP Art Studio's business or organization that is not generally known to the public. Confidential Information does not include: (i) information that is in the public domain as of the effective date of this Agreement or that subsequently enters the public domain by publication or otherwise through no action or fault of the Sponsor; and (ii) information that is known without restriction, prior to receipt from the other Party, from its own independent sources as evidenced by Sponsor's written records, and which was not acquired, directly or indirectly, from UP Art Studio. Additionally, Sponsor will not directly contact any artist who has worked with UP Art Studio (on the Sponsored Project or any other project) to solicit or share confidential information.

Term, Termination. This Agreement will be effective upon its execution by both Parties and expire **one (1) year** following the effective date, unless earlier terminated in accordance with this Clause ("Term"). This Agreement shall terminate: (i) upon the occurrence of a material breach of a provision by one of the Parties if such breach is not cured within thirty (30) days after written notice of such breach is received by the breaching Party; (ii) upon written notice provided by one (1) Party to the other Party no less than sixty (60) days prior to the effective date of termination; or (iii) at any time upon the mutual written consent of both Parties. With the exception of UP Art Studio's breach, all Funds paid hereunder are non-refundable. In the event Sponsor terminates for breach, the Funds paid for directly impacted Sponsored Projects will be refunded. This is UP Art Studio's sole obligation, and Sponsor's sole remedy, in the event of a breach by UP Art Studio. If Sponsor chooses to terminate pursuant to option (ii) for a reason other than breach by UP Art Studio, Sponsor will still be responsible for any costs incurred

up to the point of notice of intent to terminate. The provisions below shall survive termination or expiration of the rest of the Agreement.

Compliance with Laws. Both Parties agree to comply with law in its performance of this Agreement. Each Party shall indemnify, defend and hold harmless the other Party for violating law to the extent of the violating Party's failure.

Force Majeure. With the exception of payment, neither Party shall be liable for failure to perform its obligations under this Agreement due to events beyond its reasonable control, including, but not limited to, strikes, riots, wars, fire, acts of God, and acts in compliance with any applicable law, regulation or order (whether valid or invalid) of any governmental body.

Third Party Beneficiaries. Except as set forth in Sections 4 and 6 above, the Parties do not confer any rights or remedies upon any person other than the Parties to this Agreement and their respective successors and permitted assigns. However, the Parties reserve the right to terminate, amend or transfer this Agreement, as permitted herein, without third Party beneficiary consent.

Successors and Assigns, Assignment. This Agreement shall be binding upon and inure to the benefit of each Party, its subsidiaries, affiliates, related entities, partners, shareholders, agents, officers, directors, employees, heirs, successors, and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment. This Agreement may not be assigned, or the rights granted hereunder transferred or sub-licensed, by either Party without the express prior written consent of the other Party.

Waiver. Either Party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.

Governing law, Dispute Resolution. All questions with respect to the interpretation and administration of this Agreement or the rights and liabilities of the Parties under it shall be determined in accordance with the laws of the State of Texas. Any legal action taken or to be taken by either Party regarding this Agreement or the rights and liabilities of Parties under it shall be brought only before a federal, state or local court of competent jurisdiction located within the State of Texas.

Entire Agreement. This Agreement: (i) constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof; (ii) supersedes and replaces all prior agreements, oral and written, between the Parties relating to the subject matter hereof; and (iii) may be amended only by a written instrument clearly setting forth the amendment(s) and executed by both Parties.





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CITGO
MOTEL 6



GIANTS

Antoine



CANAL



CITY COUNCIL AGENDA ITEM #10

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Council Member Litchfield, jlitchfield@sunsetvalley.org

SUBJECT: PARKS AND OPEN SPACE PLAN

DESCRIPTION: Consider and act on award of bid to Asakura Robinson in an amount not to exceed \$49,993 to complete the Parks and Open Space Plan and the creation of an Ad hoc Committee to facilitate the final recommendations to Council.

BACKGROUND:

In November 2021, the City Council released an RFQ for the Parks and Open Space Plan. Six firms attended the pre-submittal meeting and two firms submitted proposals. The Planning and Environmental Committee reviewed the submittals and have made the following recommendations for the project:

Committee Recommendation

The Committee scored the two proposals. The committee scored Asakura Robinson with 217 and Hitchcock Design with 152. The committee recommended Asakura Robinson to be chosen as the company for the Parks and Open Space Plan. Asakura Robinson was chosen because they had a more robust proposal. They had a deeper understanding of Sunset Valley, included a financial analysis as part of the proposal, and a community engagement plan that was more aligned to how Sunset Valley residents engage in community planning. The committee further recommended that community engagement and the community's desires be the primary factor to determine the final plan. The community recommends engaging all Sunset Valley neighborhoods.

As this process moves forward, the committee would like Council to consider the possibility of the alternative (3.1A page 15) to add on a Park Concept Design if it becomes clear that there is a community desire for an area to be further defined. At this time, the committee is not recommending focus groups as represented in 2.A on page 14 of the proposal.

Committee Ideas for Council Consideration

The committee would like the ad hoc committee to consist of at least one resident from each street with a resident serving as committee chair. The committee would like the chair of the ad hoc committee to be included on the client team and be part of the biweekly calls. The committee recommends that each standing committee provide feedback to the ad hoc committee for the Parks and Open Space Master Plan. The committee also recommends that the ad hoc committee recommend the final plan that will be further crafted into the Parks and Open Space report.

Melissa motioned, Dawn seconded. All in favor.

Based on the committee recommendations, Staff is recommending the following:

- Award a contract to Asakura Robinson for the Parks and Open Space Plan in an amount not to exceed \$49,993.00.
- Create a Parks and Open Space Plan Ad hoc Committee.

Furthermore, based on Planning and Environmental Committee recommendations, Staff is recommending the following for the committee structure and function:

Parks and Open Space Plan Ad hoc Committee

A committee of up to 11 members to be formed with an eye toward balancing geographical distribution in the city. Special care should be to ensure that a resident from each of the following areas be represented:

- Brodie/Stearns/Country White Lane/Jones
- Oakdale Drive
- Lone Oak/Pillow/Reese/Sunset Trail
- The Meadows (Lovegrass, Yellow Tail, Curley Mesquite)
- The Villas (Sunflower)

- Members of the ad hoc committee are not required to be currently serving on any standing committee.
- A chair and vice chair will be chosen from the committee members to help direct the committee process. These individuals may participate in the bi-weekly calls for the project.
- The Committee's main role will be in the later phases of the project once the initial community engagement process has been completed.
- Committee members will be asked to be active participants throughout the process and will review information following the initial community process.

- Asakura Robinson will provide 3 draft plans based on their research and community responses. Standing committees will be asked to provide feedback to the ad hoc committee on these plans. However, the Parks and Open Space ad hoc Committee will recommend the final plan to Council for consideration.
- Based on public feedback, the ad hoc committee may request that the City Council consider appropriating funds for a Park Concept Plan to be included as part of the final plan.
- Once Council has approved and adopted the plan, the ad hoc committee will be dissolved.

Ad hoc Committee Initiation Timeline

Action	Date
Call for Committee Volunteers-sent via email and posted on website	February 2 nd , 2022
Deadline for Applications to be submitted for appointments.	February 11 th , 2022
Council Appoints Committee	February 15 th , 2022
1 st Meeting of Committee-Project introduction, appoint committee chair and vice chair, determine meeting date/time	Week of February 21st
Committee Chair/Vice Chair begins participation in bi-weekly calls	Week of February 28 th .
Public Engagement begins	March 2022

The goal of this process is to engage the entire community to provide feedback on recreational needs and park/open space amenities that are desired throughout the City. The Ad hoc committee's role will be to focus all the community feedback into a plan that can be implemented by the City. This is a very tight timeline; however, it will allow the City to have a plan available for consideration as part of the annual budget process.

APPLICABLE CODE SECTIONS: N/A

FUNDING: Parks and Open Space Plan

CURRENT YEAR FISCAL BUDGET

FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
30- Capital Improve ment Plan Projects	30 – Capital Projects	5332 – Planning Services	Open Space Planning	\$50,000	\$0	\$49,993	\$7

STAFF RECOMMENDATION: Award a contract to Asakura Robinson for the Parks and Open Space Plan in an amount not to exceed \$49,993.00. Create a Parks and Open Space Plan Ad hoc Committee based on the recommendations provided in this document.

SUPPORTING MATERIALS PROVIDED (SUBMITTALS ARE HYPERLINKED):

- AD HOC COMMITTEE APPLICATION
- P&E COMMITTEE SCORING
- [ASAKURA ROBINSON SUBMITTAL](#)
- [HITCHCOCK DESIGN SUBMITTAL](#)



PARKS AND OPEN SPACE PLAN AD HOC COMMITTEE APPLICATION

The City of Sunset Valley is developing a Parks and Open Space Plan and is forming a committee to help with this process. Members of the committee will be chosen from each street within the City. The committee will make the final recommendations to City Council on the Parks and Open Space Plan. Please fill out the information below if you are interested in serving on this committee.

NAME	
STREET	
EMAIL	
PHONE NUMBER	

Meeting Day and Time Availability

Monday		Tuesday		Wednesday		Thursday		Friday	
	Morning		Morning		Morning		Morning		Morning
	Afternoon		Afternoon		Afternoon		Afternoon		Afternoon
	Evening		Evening		Evening		Evening		Evening

Community Service

Statement of Interest

(Include any expertise and experience that would make you a good candidate for the committee)

Asakura Robinson	Total
Experience and Qualifications relevant to the key personnel and/or subcontractors.	38
Project Understanding and Knowledge Area depth or relevant technical experience.	37
Ability to Meet Schedule required to complete the project and deliverables.	35
Budget/Value.	33
Demonstration of Approach particular to facilitation of community engagement process.	36
Quality, Clarity and Completeness of Submittal Package	38
Total	217
Hitchcock Design	Total
Experience and Qualifications relevant to the key personnel and/or subcontractors.	27
Project Understanding and Knowledge Area depth or relevant technical experience.	23
Ability to Meet Schedule required to complete the project and deliverables.	29
Budget/Value.	23
Demonstration of Approach particular to facilitation of community engagement process.	22
Quality, Clarity and Completeness of Submittal Package	28
Total	152



CITY COUNCIL AGENDA ITEM #11

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Mayor Pro tem Carmona, acarmona@sunsetvalley.org

SUBJECT: FY 21-22 CAPITAL IMPROVEMENT PLAN/WASTEWATER PROJECT

DESCRIPTION: Consider and act on authorizing Engineering Task Order #13 for replacement of the Highway 290 Wastewater Line in an amount not to exceed \$45,000 to be funded from the FY 21-22 CIP Project List.

BACKGROUND: Repair to the HWY 290 wastewater line was proposed as part of the FY 21-22 Capital Improvement Plan. Originally, only parts of the line were considered problematic and in need of repair. Since that time, the line has been inspected and surveyed. The data gathered from this study show that the line needs to be replaced in its entirety. A large section of pipe does not meet the minimum slope required by the Texas Commission on Environmental Quality (TCEQ). Due to these factors, replacement of the entire line is recommended.

The Public Works Committee reviewed the project and recommended the following:

The committee motioned to recommend the project to City Council for approval of the HWY 290 sewer line. Review of the line from HWY 290 to the lift station should also be conducted to ensure proper slope and function. Ken motioned; Randy Machemehl seconded. All in favor.

In addition to recommending this project to move forward the Public Works Committee recommended a review of the sewer line from HWY 290 to the lift station. This section of line has not been problematic. However, surveying is included as part of the task order and the manhole at 290 where the line turns toward the lift station will be included in the survey. If further evaluation of that area is necessary City Staff will work with the engineer to ensure that all sections of sewer line function properly.

The project budget was originally estimated at \$150,000 and included replacing smaller sections of the line. After review with the City's Engineer and the Public Works Committee, the project is now recommended to replace the entire section of line, rather than just a smaller section. It is anticipated that the budget will need to be adjusted once bids have

been received prior to construction authorization of the wastewater line. That cost will be included in future budgeting and capital improvement planning and budgeting.

APPLICABLE CODE SECTIONS: City's Financial Policy

FUNDING: Capital Improvement Plan-Wastewater

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUM BERED	THIS ITEM	REMAINING
30- Capital Improve ment Plan	30- Capital Improve ment Project	TBD once approved by Council	CIP Project – 290 Sewer Line Repair	\$150,000		\$45,000	\$105,000

STAFF RECOMMENDATION: Authorize Engineering task order #13.

SUPPORTING MATERIALS PROVIDED: [290 WASTEWATER LINE DOCUMENTS](#)

CITY COUNCIL MEETING DATE: FEBRUARY 1, 2022



CITY COUNCIL AGENDA ITEM #12-13

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, Asst. to the City Admin.

mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: ZONING CHANGE – 6405 BRODIE

DESCRIPTION:

11. Public Hearing to consider a request for a Zoning Change at 6405 Brodie Lane from SF (Single Family Residential) to NC (Neighborhood Commercial).
 - a. Open Hearing
 - b. Presentation
 - c. Public Comments
 - d. Close Hearing
12. Consider and act on a request for a Zoning Change at 6405 Brodie Lane from SF (Single Family Residential) to NC (Neighborhood Commercial).

BACKGROUND: Applicants Thomas Trubiana and Justin Trubiana are proposing a change of zoning at 6405 Brodie Lane from Single-family Residential to Neighborhood Commercial for their proposed project, a Botanical Garden Café and Eatery.

Originally, the Zoning Commission was to hold a Public Hearing on December 15th, and subsequently the City Council on January 4th, but two Commissioners were going to be absent for the December 15th meeting and Public Hearing. After discussions with both the Chair and the applicants, it was determined to cancel the December 15th Public Hearing and reschedule for January 26th. [See the Agenda Packet here.](#)

The applicants' letter dated November 22, 2021 (provided in the supporting documents) addresses the conditions required for a change in zoning classifications, as required by Section 150.064(E)(4)(a) of the Land Development Code. For a zoning change request to be recommended for approval, the Zoning Commission must find that in its opinion, each of the following conditions have been established by competent evidence, and the burden of establishing such conditions is on the applicants. Conditions:

1. The proposed change in zoning classification is consistent with the goals, standards and policies of the City's Comprehensive Plan; and
2. Significant unanticipated changes have occurred that make development with the current land use maps unlikely and inappropriate;

3. The proposed classification will allow uses that are reasonable and not incompatible with surrounding properties and that any minor incompatible effects of uses to be allowed will be adequately mitigated;
4. The zoning classification change requested is no greater than the minimum required to allow for reasonable use of the land;
5. The proposed change in zoning classification is in the community's best interest in terms of the public health, safety and welfare;
6. Development likely to occur as a result of the proposed change in zoning classification can be served adequately by utilities, water supply systems, waste water systems, and drainage facilities;
7. Development likely to occur as a result of the proposed change in zoning classification can be served adequately by the following services: police protection, fire protection, and emergency medical care;
8. Development likely to occur as a result of the proposed change in zoning classification will not result in traffic conditions or vehicular circulation that jeopardizes the city's public health, safety, welfare, environment, or the vehicular traffic goals, standards and policies of the Comprehensive Land Use Plan;
9. Development likely to occur as a result of the proposed change in zoning classification will not disrupt the existing uses of land in the vicinity; and
10. The proposed change in zoning classification and development likely to occur as a result of the proposed change in zoning classification will not negatively affect the value of property and improvements in the vicinity.

In addition to the conceptual site plan, which is required with a zoning change request, the applicants have, in anticipation of future requirements, voluntarily provided the Appendix B – Site Plan, including parking and preliminary stormwater calculations, and Appendix B – Landscaping Plan, including landscaping requirements and a plant palette. Additionally, the project, as presented will require a watershed variance approval for impervious cover over 18%.

NEIGHBORHOOD COMMERCIAL DISTRICT

Section 150.164 states that the intent of Neighborhood Commercial (NC) is to provide sites for quiet, low-intensity, neighborhood-oriented retail and office uses on a scale that is in harmony with the rural character of the community.

Uses not allowed within NC include grocery stores, hardware stores, health/athletic clubs, recreation centers, pawn shops, pet/pet grooming shops, variety stores, event centers, and all uses prohibited under [Section 150.110](#).

The applicants' project falls within a land use permitted within the NC by a special use permit. The following chart, found in Section 150.164, outlines land uses and development standards for the district. As noted, the use, number 3 under by Special Use Permit is restaurants and also number 6, alcohol sales within the restaurant.

Permitted Uses	By special use permit	Site Requirements	Supplementary Requirements
<p>1. Retail, Limited as listed in § 150.161.</p> <p>2. Those uses permitted in O Neighborhood Office and SF Single Family Residential.</p>	<p>1. Medical-related professional offices</p> <p>2. Veterinary services</p> <p>3. Restaurants</p> <p>4. Beer and wine sales in a retail use</p> <p>5. Banks and savings and loans</p> <p>6. Alcoholic beverage sales in restaurants</p>	<p>General Requirements</p> <p>Minimum Lot Size: 1.0 acre</p> <p>Minimum Lot Width at Front Setback Line: 120 ft.</p> <p>Minimum Street Frontage:</p> <p>Standard Lot: 120 ft.</p> <p>Cul-de-Sac Lot: 60 ft.</p> <p>Minimum Lot Depth: 300 ft.</p> <p>Minimum Floor Area: 1,000 ft squared</p> <p>Maximum Floor Area per building: 15,000 ft squared</p> <p>Maximum Impervious Cover Not to Exceed Allowable under Watershed Provisions of this Code</p> <p>Primary Use and Structure Minimum Setbacks</p> <p>Front: 50 ft.</p> <p>Side: 20 ft.</p> <p>Rear: 30 ft.</p> <p>Maximum Height: 35 ft.</p> <p>Parking Lot and Other Impervious Cover:</p> <p>Minimum Setbacks:</p> <p>Front: 50 ft.</p> <p>Side: 20 ft.</p> <p>Rear: 30 ft.</p>	<p>Other Requirements by Reference to the Following Provisions of this Codes, as Amended:</p> <p>1. Wastewater System Provisions of this Code</p> <p>2. Watershed Provisions of this Code</p> <p>3. Landscaping and Buffering Provisions of this Code</p> <p>4. Sign and Outdoor Lighting Provisions of this Code with the stipulation that all outdoor lighting shall be directed away from neighboring properties (i.e., either up to light tree canopies or down to light ground but not horizontal away from a building).</p> <p>5. Subdivision Provisions of this Code.</p> <p>6. All other applicable ordinances as amended.</p> <p>Architectural Requirements:</p> <p>1. No flat roofs</p> <p>2. Varied, multiple pitched roofs</p> <p>Minimum Off-Street Parking:</p> <p>1. See Table 1.</p> <p>Compatibility and Buffering Standards:</p> <p>1. 100 foot landscaped setback. See section § 150.105(B).</p>

The vast majority of properties zoned for commercial use within the City are zoned Highway Commercial (HC), including the Market Fair, Village, Homestead and 4715 shopping centers. Currently, there are only two properties within the City that are zoned Neighborhood Commercial: see the [Zoning Map, last updated October 2020.](#)

The first NC property is 4910 US Highway 290 is ATS Engineers, Inspectors and Surveyors, a multi-story office building along the northern frontage road of Highway 290. The second NC property is 4812 US Highway 290, which was rezoned last year in conjunction with a neighboring development (Townbridge Homes, Neighborhood Office), but is still a single-family residence.

The City's [Future Land Use Map](#), last updated in 2011, does show the property as Single Family, not Neighborhood Commercial. However, this does not preclude the applicant from submitting a request for a zoning change. Additionally, the Commission is not bound by the Future Land Use Map under the conditions listed in 150.064(E)(4)(a) when considering a change in zoning classification. Changes in land use and development in an area, when resulting in a change of zoning, require a map amendment and a review of the overall Comprehensive Plan and Land Use maps.

The two properties within the City adjacent to 6405 Brodie are two Single-Family Residential properties, one to the north and one to the east. The property to the north is owned by the City but is currently a single-family residence (the Anne Gault Life Estate). The Future Land Use Map shows this property to be Park, Greenspace or Conservation. The property to the east is 759 Oakdale Drive, a flag-shaped lot which is currently a single-family residence.

ZONING COMMISSION 1-26-2022

The Zoning Commission held a Public Hearing for this Zoning Change request on January 26th. [The video of the meeting and public hearing can be viewed here.](#)

There was a total of 17 statements posted on Open Town Hall for this Zoning Request which are included in the backup materials (hyperlinked below). The majority of statements supported the zoning change and applicant's project. Please note, some residents posted on both the December 15th canceled Town Hall, and the Town Hall for January 26th.

The applicants provided a petition signed by 14 households along Oakdale Drive and Brodie Lane, as well as two letters of support. These are also included in the backup, as well as letters from residents.

At the Public Hearing, four residents spoke, two in favor and two opposed, and one resident delivered a letter in favor.

Speaking on behalf of the applicants were the following:

- Gary McIntosh, Executor of the Betty Grubbs Estate
- Jody Conradt, UT Women's Athletics Coach
- Cameron Campbell, Landscape Architect
- Blayne Stansberry, Engineer
- Michael Whelan, Land Use Attorney

The Zoning Commission discussed the proposed zoning change at 6405 Brodie with the applicants, their representatives, and Scott Draker, the neighbor who will be most affected by the proposed development. The Drakers, 759 Oakdale, oppose the zoning change and the proposed development.

In particular, the Commission discussed conditions number six, utilities infrastructure, and number eight, traffic conditions. The applicants also presented voluntary conditions for the proposed development which they agreed to after discussion with various neighbors.

Ultimately, after much deliberation, Vice Chair Huerta made a motion to recommend that the City Council approve the zoning change subject to the following conditions:

- 10-foot fence along the east boundary of the property
- Limiting operating hours to 11 pm
- Dark sky lighting as presented by the applicant
- Security fence around the property
- Adding additional trees to contribute to the vegetative buffer
- Work with the Drakers between now and platting of the property
- At the platting stage, ensure adequate traffic circulation, which may or may not include installing a turning lane on Brodie

The motion was seconded by Commissioner Reetz. Commissioners Boozer, Frick, Huerta and Reetz voted in favor, and Chair Skewis voted against. With four votes in favor, the motion passed, and the Zoning Commission is recommending that the City Council approve the zoning change, subject to the conditions stated above.

APPLICABLE CODE SECTIONS: [150.064](#), Zoning Amendments, and [NC District](#)

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

SUPPORTING MATERIALS PROVIDED:

- STAFF MEMO 01.20.22
- LETTER FROM APPLICANTS
- ZONING CHANGE APPLICATION
- SUP APPLICATION – RESTAURANT
- SUP APPLICATION – ALCOHOL ON PREMISE
- OWNER AUTHORIZATION LETTER
- LEGAL DESCRIPTION
- CURRENT ZONING MAP
- CONCEPTUAL PLAN BOOKLET
- LETTER FROM EXECUTOR OF BETTY GRUBBS ESTATE

HYPERLINKED SUPPORTING MATERIALS:

- [PRESENTATION BY APPLICANT 01.26.22](#)
- [APPENDIX B SITE PLAN](#)
- [PETITION & LETTERS OF SUPPORT](#)
- [OPEN TOWN HALL STATEMENTS 12.15.21](#)
- [OPEN TOWN HALL STATEMENTS 01.26.22](#)

JANUARY 20, 2022



CITY COUNCIL & ZONING COMMISSION MEMO

ZONING COMMISSION MEETING DATE: January 26, 2022

CITY COUNCIL MEETING DATE: February 1, 2022

STAFF PREPARER: Matt Lingafelter, mlingafelter@sunsetvalley.org

RE: 6405 Brodie Lane – Zoning Change Application

APPLICANTS: Thomas Trubiana and Justin Trubiana

OVERVIEW: The subject property is 6405 Brodie Lane, the southernmost property in Sunset Valley on the east side of Brodie Lane. The platted, 4.976-acre tract is currently zoned Single-family, and a single-family residence is located on the property. Presently, no one is residing on the property. The property is owned by the Estate of Betty Grubbs; Mrs. Grubbs was a longtime resident of the City. Gary McIntosh, the Independent Executor of the Estate of Betty Grubbs, has authorized the applicants, Thomas and Justin Trubiana, to act as the agents on the behalf of the estate in connection with the rezoning and special use permit applications.

The applicants' proposed project for 6405 Brodie Lane is a Botanical Garden Café and Eatery that, according to the applicants, "would serve as a peaceful outdoor community gathering place where Sunset Valley residents could relax and enjoy local culturally diverse food and drinks." The applicants' proposal includes a statement that their project "incorporates sustainability, community and award-winning food", which they believe aligns with the both the City's values and Comprehensive Land Use Plan. Two critically-acclaimed Austin-area eateries, [Dee Dee](#) (farm-to-table Northeastern Thai food) and [Veracruz All Natural](#) (family run Mexican food), are associated with the project.

REVIEW OF ZONING CHANGE APPLICATION: A review of the Zoning Change application has been completed by staff, and the application and supplemental materials were found to be complete, according to Section 150.064(D) of the Land Development Code.

The applicants' letter dated November 22, 2021 (provided in the supporting documents) addresses the conditions required for a change in zoning classifications, as required by Section 150.064(E)(4)(a) of the Land Development Code. In order for a zoning change request to be recommended for approval, the Zoning Commission must find that in its opinion, each of the following conditions have been established by competent evidence, and the burden of establishing such conditions is on the applicants.

1. The proposed change in zoning classification is consistent with the goals, standards and policies of the City's Comprehensive Plan; and
2. Significant unanticipated changes have occurred that make development with the current land use maps unlikely and inappropriate;
3. The proposed classification will allow uses that are reasonable and not incompatible with surrounding properties and that any minor incompatible effects of uses to be allowed will be adequately mitigated;
4. The zoning classification change requested is no greater than the minimum required to allow for reasonable use of the land;
5. The proposed change in zoning classification is in the community's best interest in terms of the public health, safety and welfare;
6. Development likely to occur as a result of the proposed change in zoning classification can be served adequately by utilities, water supply systems, waste water systems, and drainage facilities;
7. Development likely to occur as a result of the proposed change in zoning classification can be served adequately by the following services: police protection, fire protection, and emergency medical care;
8. Development likely to occur as a result of the proposed change in zoning classification will not result in traffic conditions or vehicular circulation that jeopardizes the city's public health, safety, welfare, environment, or the vehicular traffic goals, standards and policies of the Comprehensive Land Use Plan;
9. Development likely to occur as a result of the proposed change in zoning classification will not disrupt the existing uses of land in the vicinity; and
10. The proposed change in zoning classification and development likely to occur as a result of the proposed change in zoning classification will not negatively affect the value of property and improvements in the vicinity.

In addition to the conceptual site plan, which is required with a zoning change request, the applicants have, in anticipation of future requirements, voluntarily provided the Appendix B – Site Plan, including parking and preliminary stormwater calculations, and Appendix B – Landscaping Plan, including landscaping requirements and a plant palette. Additionally, the project, as presented will require a watershed variance approval for impervious cover over 18%.

SPECIAL USE PERMIT APPLICATIONS: With their application to request a zoning change at 6405 Brodie Lane, the applicants also submitted two Special Use Permit applications, one for operating a restaurant within the Neighborhood Commercial zoning district, and a second to allow for the sale of alcoholic beverages for on-premise consumption. These two applications cannot be considered until (and if) the Zoning Change is approved by the City Council.

SPECIAL USE PERMIT FOR A RESTAURANT IN NEIGHBORHOOD COMMERCIAL

A foundational component of the applicants' project is the café eatery, which under current zoning regulations, will require a Special Use Permit to operate within the proposed Neighborhood Commercial District. Consideration and approval of the Special Use Permit, however, is conditional upon a successful change of zoning from Single-

Family to Neighborhood commercial. In its current zoning classification, the Commission and Council cannot consider the Special Use Application to operate a restaurant at this time. Such consideration can be taken when and if, the Commission recommends the zoning change to Council and the Council grants the rezoning request.

SPECIAL USE PERMIT FOR ALCOHOL SALES FOR ON PREMISE CONSUMPTION

In addition to the Special Use Permit application to operate a restaurant, the applicants have also submitted a Special Use Permit for the sale of alcoholic beverages for on-premise consumption. Similar to the first Special Use Permit application, consideration and approval of the Special Use Permit for alcohol consumption, however, is conditional upon a successful change of zoning from Single-Family to Neighborhood commercial and the approval of the Special Use Permit for the operation of a restaurant. At the present time, the Commission and Council cannot consider the Special Use Application for alcohol because (1) the approval to rezone has not occurred and (2) the approval to operate a restaurant after zoning approval has not been granted at this time. Such consideration can be taken when and if, the Commission recommends the zoning change to Council and the Council grants the rezoning request and the Commission recommends a Special Use Permit be granted for a restaurant.

City of Sunset Valley
3205 Jones Rd
Sunset Valley, TX 78745
November 22, 2021

Re: Rezoning and Special Uses for 6405 Brodie Ln., Sunset Valley, TX 78745 (the “Property”)

To Whom It May Concern:

Please accept the attached applications to rezone the Property, 6405 Brodie Lane, from Single-Family Residential (“SF”) to Neighborhood Commercial (“NC”) and special use requests for restaurant use and alcohol sales for on premise consumption in a restaurant. Per Sunset Valley’s development code Neighborhood Commercial zoning is *“To provide sites for quiet, low-intensity, neighborhood-oriented retail (...) uses on a scale that is in harmony with the rural character of the community.”* The project we are proposing very much meets this definition.

We are submitting the attached applications for zoning and special uses on behalf of Gary McIntosh, Independent Executor of the Estate of Betty Grubbs (the “Owner”). As part of a broader vision we, the Trubiana Family (Tom, Bennie, Justin & Lakana) and the Vazquez Family (Reyna & Maritza), owners of Veracruz, are proposing a Botanical Garden Café and Eatery that would serve as a peaceful outdoor community gathering place where Sunset Valley residents could relax and enjoy local culturally diverse food and drinks (“Project”).

We are locals with extensive experience in running successful, locally sourced food venues and other real estate businesses. For our families, this Project is more than just a business opportunity – it is a passion project with an opportunity to create an intimate gathering space that embraces Sunset Valley’s unique character and will serve as a venue that will receive both local and national media attention for Sunset Valley. We are excited to put forward this vision for your consideration.

Property Overview

The Property is located at the southernmost tip of Sunset Valley, along its border with the City of Austin. It is surrounded by The Park on Brodie Lane - a 290-unit multi-family apartment community to the south, large, big box commercial to the west (Lowe’s), a City of Sunset Valley owned parcel to the north that has been designated as a future parkland conservation area that has a current life estate, and a single-family property to the east.

The heart of the Project will be its botanical garden and café area – a garden area that preserves the natural habitat and wildlife with a seating area near the center of the Property. This central area will be ringed with three small eateries (currently estimated at 960 sf each), three covered seating areas (ranging from an estimated 835 sf to 1,512 sf), and a café (an estimated 2,880 sf). The garden and café area will be served by a winding, rural style parking that preserves the existing trees and surrounds a large interior green space with natural pedestrian walkways alongside the native buffalo grass. Additional employee parking will be located directly south of the café. Large

landscape buffer areas will sit to the north and east of the garden and café area which will maintain the natural habitat.

This project will be designed to highlight and be in harmony with the rural character of the area. The project's conceptual package is attached and includes the conceptual plan illustrating the proposed site plan layout and other Project features.

As we will discuss in more detail below, we believe that this proposal will embrace Sunset Valley's values, unique local character and provide a quality amenity for Sunset Valley residents in a manner that is fully consistent with Sunset Valley policies and good planning principles.

Comprehensive Plan Goals

We believe that our Project meets the goals Sunset Valley has outlined in its Comprehensive Plans to:

- **Preserve and protect the pleasant quality of life.** The Project will enhance quality of life for Sunset Valley by providing an intimate gathering space in a natural, garden setting where residents can enjoy food and drink with friends and family, work from during the day, or participate in wellness activities such as yoga or meditation. We will also fully embrace Sunset Valley's local character, offering locally produced food and providing a setting where residents can connect with local artists and vendors.
- **Preserve the community's natural resources, including the native wildlife habitat, natural site features, and underground water supply.** Our proposal for a botanical garden and café integrates the natural environment directly into the Project. Visitors will enter the Property from Brodie Lane and find parking along rural-esque parking areas which protects existing trees, features natural green space, and preserves large areas of native buffalo grass throughout. From there, visitors will take a garden pathway to the botanical garden, planted primarily with native plants, and the café area, where they can relax and enjoy food and drinks in a peaceful, natural, rustic garden environment with large shade trees, and raised garden beds, among other natural habitat plantings. The plantings will provide food and shelter for native wildlife including butterflies and birds. The project will be designed with stormwater treatment methods that meet the high standards of the City of Austin and Sunset Valley and preserve large areas of native vegetation which also promotes improved water quality. Our proposed site plan protects all heritage trees while adding 38 new trees to the property.
- **Protect existing and future development from increased flooding potential and erosion of soils.** The Project will feature primarily native landscaping to enhance the rural character, mature trees, raised garden beds, and other greenery as well as an on-site rainwater collection tank, helping promote healthy soil, water quality, and run-off mitigation. Increased stormwater runoff from new impervious cover will be mitigated through a stormwater detention pond, discreet in appearance, which blends with the rural character of the project. Methods of stormwater treatment will be both effective and visually appealing.

- **Promote healthy development that maintains and enhances the City's unique character.** Both the Comprehensive Plan and the recent Sunset Valley Marketing Strategy have identified Sunset Valley's natural and peaceful character as one of its key strengths. We have designed a Project that fully embraces this character – a smaller-scale, family-friendly amenity that will be available for residents' many different needs, whether they are looking for a café from which to work, a place to gather with family and friends, or simply a brief meditative nature retreat during the day. We also plan to integrate Sunset Valley's history directly into the Project. The property was formerly owned by Betty Grubbs, a World War II veteran and one of Sunset Valley's founding residents. Betty was known for helping her neighbors and for being a pioneer for women's causes, such as her philanthropy work for women's athletics at the University of Texas. At the age of 89, she was honored as Austin's Volunteer of the Year. Following in her footsteps, the botanical garden café and eatery will feature women-owned businesses and hold an annual fundraiser for the Betty Grubb's Endowed Scholarship Program for the University of Texas Women's Athletics. Lastly, a memorial plaque will be created to pay homage to her accomplished life.
- **Provide quality services and public facilities without burdensome fees or taxes.** Sales taxes represent the vast majority of Sunset Valley's annual General Fund budget, allowing the City to meet residents' needs *without* levying property taxes. As a result, strategically planned and implemented commercial projects are critical to Sunset Valley's ability to continue to simultaneously provide a high level of service *and* low taxation. Our Project helps support this goal, increasing Sunset Valley's sales tax revenues through a quality amenity that fits Sunset Valley's friendly character. This project will be a key draw for bringing people to Sunset Valley and would help stimulate additional sales revenue for other local businesses.

Conditions for Zoning Change

We also believe that our rezoning application is consistent with the code-established conditions for approving a zoning change:

1. **The proposed change in zoning classification is consistent with the goals, standards and policies of the City's Comprehensive Plan.** As discussed above, we believe that our request is fully consistent with the Comprehensive Plan.
2. **Significant unanticipated changes have occurred that make development with the current land use maps unlikely and inappropriate.** Roughly a decade ago, Sunset Valley designated this site as "Single-Family" on its Future Land Use Map ("FLUM"). However, it is surrounded to the west and the south by more intensive uses (commercial and multi-family) and is bordered to the north by a lot that the Sunset Valley has since acquired which the 2011 FLUM designated as a park, greenbelt, or conservation easement. Additionally, Sunset Valley has since launched an important marketing strategy effort, which is outlining a new vision for the types of amenities and growth Sunset Valley wants to accomplish

going forward. We believe that these factors demonstrate that an amendment to the FLUM is appropriate for the Property.

3. **The proposed classification will allow uses that are reasonable and not incompatible with surrounding properties and that any minor incompatible effects of uses to be allowed will be adequately mitigated.** The Project will offer a friendly community space where locals can relax and enjoy nature, gardens, award winning food and drink. Approving the Property for a more relaxed garden-and-café character will help achieve two key planning objectives, allowing a use that: (1) is appropriate adjacent to the surrounding higher-intensity commercial and multi-family uses and (2) serves as a ‘transition area’ between the busier four-lane Brodie Lane roadway and lower-intensity internal areas. This ‘transition area’ function is further reinforced by the significant landscaped buffer that will be installed and maintained on the eastern end of the Property, closer to more internal residential areas.
4. **The zoning classification change requested is no greater than the minimum required to allow for reasonable use of the land.** We have tailored all of our land use approval requests to a very specific and defined vision for a botanical garden café and eatery. At present, Neighborhood Commercial and Highway Commercial are the only two zoning categories that would allow for such a use. As this site is not located along a highway, Neighborhood Commercial is the only available zoning category that would allow this vision. As a result, we are requesting NC zoning.
5. **The proposed change in zoning classification is in the community's best interest in terms of the public health, safety and welfare.** Sales tax constitutes the vast majority of Sunset Valley’s General Fund budget each year, allowing Sunset Valley to provide important public health, safety, and other critical municipal services without property taxation. Because of this, strategic planning for appropriate commercial uses can both help serve residents’ leisure needs as well as financially supporting their municipal services. We believe that our request accomplishes both of these goals, providing quality garden-and-café space for residents, and new sales revenues from the project as well as increased sales revenue for other businesses located within Sunset Valley.
6. **Development likely to occur as a result of the proposed change in zoning classification can be served adequately by utilities, water supply systems, wastewater systems, and drainage facilities.** The Project and the adjacent tract (6401 Brodie Ln.) currently do not have access to a public water supply and utilize groundwater from onsite water wells. As groundwater is a limited supply, increased use as a sole source of water does not promote good stewardship of our natural resources. Existing public water and wastewater utilities are nearby at the intersection of Allegro Lugar and Brodie Lane. We are working with City staff to extend these utility lines within the Brodie Lane right of way to serve the Project. The lines can be further extended to serve the adjacent tract if needed in the future. The botanical garden café and eatery will utilize water conservation measures, water saving fixtures, efficient irrigation, drought tolerant landscape and rainwater collection to supplement water for irrigation. Stormwater runoff from impervious areas will be treated

to meet the City of Austin and Texas Commission on Environmental Quality requirements for protection of the aquifer.

7. **Development likely to occur as a result of the proposed change in zoning classification can be served adequately by the following services: police protection, fire protection, and emergency medical care.** As discussed above, the Project will increase Sunset Valley sales tax revenues, providing more revenues Sunset Valley can use to fund municipal and inter-local emergency services.
8. **Development likely to occur as a result of the proposed change in zoning classification will not result in traffic conditions or vehicular circulation that jeopardizes the City's public health, safety, welfare, environment, or the vehicular traffic goals, standards and policies of the Comprehensive Land Use Plan.** The Project offers a modestly sized commercial space – in contrast to larger nearby commercial and multi-family uses – and would provide full on-site parking for patrons and employees. Given the site is located on Brodie Lane, a four-lane roadway with an accompanying sidewalk, patrons can access it either on foot or by vehicle. Additional traffic generated by this project is not likely to be found on the rural roads of Sunset Valley. The project is located on the south end of the city, away from most Sunset Valley roadways, and the nearby street of Oakdale is a dead-end street making Brodie Lane the only viable route of access.
9. **Development likely to occur as a result of the proposed change in zoning classification will not disrupt the existing uses of land in the vicinity.** The Project will complement existing uses in the area, providing a smaller-scale neighborhood amenity within walking distance of multi-family and single-family residents to enjoy and serving as 'transition area' buffering the busier four-lane Brodie Lane roadway and lower-intensity internal areas.
10. **The proposed change in zoning classification and development likely to occur as a result of the proposed change in zoning classification will not negatively affect the value of property and improvements in the vicinity.** We believe that our smaller-scale botanical garden café and eatery would *enhance* the value of property in the area by providing a desirable, intimate amenity where families and friends can relax, chat, and generally enjoy each other's company in nature over food and drinks. The Sunset Valley marketing strategy recognizes this dynamic, as well, identifying "great outdoor experiences – from beer gardens to food trucks to more outdoor patios" and "unique dining experiences" as key outcomes Sunset Valley is seeking to accomplish.

Sunset Valley Marketing Strategy

Finally, we believe that our rezoning application would help implement the vision that the Sunset Valley Marketing Ad hoc Committee is developing through its marketing strategy process. To date, the marketing strategy materials have consistently emphasized strengthening local businesses and building and embracing local character, including Sunset Valley's friendliness and natural beauty.

For instance, a May 2021 presentation specifically identifies “great outdoor experiences – from beer gardens to food trucks to more outdoor patios” and “more unique dining experiences – local, farm to table, celebrated local chefs” as key outcomes to achieve. This smaller-scale, locally focused vision is in alignment with the marketing strategy and stands in contrast to the types of businesses which the marketing strategy seeks to *avoid*, such as large ‘value outlets.’

Our Project would help implement this strategic vision with a unique, smaller-scale, local business run by local owners featuring locally produced food and drinks in a setting that evokes and embraces Sunset Valley’s local character. And it would do so in a context-sensitive manner that complements the adjacent commercial and multi-family uses and provides a lower-intensity commercial ‘transition’ between the busier roadway area and more internal areas.

Schedule

The property is under an option period and has not been purchased from the Betty Grubbs estate at this time. Before proceeding with the purchase, we are submitting applications for zoning, special use permits, and any variances which we plan to bring to the Zoning Commission and City Council for action at meetings scheduled in October, November, and December.

Conclusion

Thank you for the opportunity to describe our vision for a community-oriented botanical garden café and eatery project at the Property. We appreciate your consideration and look forward to answering any questions and providing further details.

Sincerely,



Tom Trubiana



Justin Trubiana

Encl:

Application for Zoning Change

Special Use Permit Application – Restaurant Use

Special Use Permit Application – Restaurant with Alcoholic Beverage Sales

Owner authorization letter from Gary McIntosh

Legal description

Zoning map

Botanical Garden Café and Eatery Presentation Booklet with Conceptual Site Plan

Appendix B - Site Plan

Appendix B - Landscaping Plan

Betty Grubbs Estate Letter from Gary McIntosh

CITY OF SUNSET VALLEY
APPLICATION FOR ZONING CHANGE



DATE: 11/22/2021

TO THE CITY COUNCIL: Thomas Trubiana and Justin Trubiana (name), hereby makes application to the City Council of the City of Sunset Valley for change in zoning designation of the property described below:
ADDRESS: 6405 Brodie Ln., Sunset Valley, TX 78745

LEGAL DESCRIPTION: ABS 3 SUR 18 BISSELL T ACR 4.976

PRESENT ZONING: Single-Family Residential (SF)

PRESENT USE OF PARCEL AND ALL CONTIGUOUS PARCELS: Parcel: Single-family

Surrounding: Multifamily (south), commercial / Lowe's (west), city-owned lot with life estate / future conservation area (north), single-family (west)

REQUESTED ZONING CHANGE: Neighborhood Commercial (NC)

REQUESTED USE OF PARCEL AND ALL CONTIGUOUS PARCELS: Parcel: Botanical garden café and eatery

(Restaurant with alcoholic beverage sales for on-premise consumption) (See attached project description)

TYPE OF OWNERSHIP: SOLE OWNERSHIP TRUST OTHER (Specify) Estate

Volume and page of deed which conveyed the property to the present owner: Vol. 1276, Pg. 22

APPLICANT NAME: Thomas Trubiana and Justin Trubiana

SIGNATURE 

ADDRESS 4401 Amarra Dr., Unit 1, Austin, TX 78735

PHONE NUMBER (512) 413-2356 EMAIL ADDRESS ttrubiana@gmail.com

IF THE APPLICANT IS NOT THE OWNER, THEN THE OWNER MUST AUTHORIZE THE APPLICANT TO ACT AS
AGENT: OWNER'S SIGNATURE AUTHORIZING APPLICANT AS AGENT: (See authorization letter)

OWNER'S NAME (if not applicant) Gary McIntosh (Independent Executor, Estate of Betty Grubbs)

ADDRESS 1601 South MoPac Expressway, Suite D250, Austin, TX 78746

PHONE NUMBER (512) 426-1128 EMAIL ADDRESS gary.mcintosh@weaver.com

If ownership is other than sole or community property, name the partners, principals, beneficiaries, etc.
respectively with Name, Position, Address, and percentage ownership.

This application shall be accompanied by information which satisfies the requirements of LDC 2.305(c) and
2.305(e)(4).

Application Fee \$ _____ Date Received _____ By _____

Comments: _____

**CITY OF SUNSET VALLEY, TEXAS
SPECIAL USE PERMIT APPLICATION**

Name of Applicant: Thomas Trubiana and Justin Trubiana

Phone: 512-413-2356 Email Address: ttrubiana@gmail.com

Mailing Address: 4401 Amarra Dr., Unit 1, Austin, TX 78735

**THE FOLLOWING INFORMATION MUST BE COMPLETED PRIOR TO SUBMISSION TO THE CITY COUNCIL FOR
CONSIDERATION OF APPROVAL:**

Site Location/Address: 6405 Brodie Ln., Sunset Valley, TX 78745

Describe Special Use Requested: Restaurant use in NC zoning district per Sec. 2.501.

**IF THE APPLICANT REQUESTING THE PERMIT IS NOT THE OWNER OF THE PROPERTY, THIS APPLICATION SHALL BE
ACCOMPANIED BY WRITTEN APPROVAL FROM THE PROPERTY OWNER.**

Please attach a letter that addresses compatibility with the location's zoning, nuisance and disturbance factors impacting neighboring properties, and traffic issues, such as congestion, safety hazards, or parking. Also, please attach a map showing location site, roadways, entrance and exits, and location of any accessory structures to be placed on the site.

It is hereby agreed that for and in consideration of the approval of this permit application, the proposed use shall be performed and completed in accordance with the plans and specifications as approved and any applicable Ordinance requirements of the City of Sunset Valley. All plans and specifications by the applicant and approved by Sunset Valley in connections with this application are hereby made a part of this application. All work approved by this permit is subject to the inspection and control of the City of Sunset Valley.

I certify that the above statements are true and correct. Authorization is hereby given to the licensing authority of the City of Sunset Valley to enter upon the above described private property for the purpose of evaluation and inspection.

SPECIAL CONDITIONS: _____

11/22/2021

Date



Applicant Signature

Thomas Trubiana and Justin Trubiana

Applicant Printed Name

Permit Fee: _____

Amount Paid

Date Paid

Receipt Number

**CITY OF SUNSET VALLEY, TEXAS
SPECIAL USE PERMIT APPLICATION**

Name of Applicant: Thomas Trubiana and Justin Trubiana

Phone: 512-413-2356 Email Address: ttrubiana@gmail.com

Mailing Address: 4401 Amarra Dr., Unit 1, Austin, TX 78735

**THE FOLLOWING INFORMATION MUST BE COMPLETED PRIOR TO SUBMISSION TO THE CITY COUNCIL FOR
CONSIDERATION OF APPROVAL:**

Site Location/Address: 6405 Brodie Ln., Sunset Valley, TX 78745

Describe Special Use Requested: Botanical garden café and eatery -- restaurant with alcoholic beverage sales for
on-premise consumption and for off-premise consumption (including as allowed by HB 1024 for pick-up and delivery food
orders) per Sec. 2.802.

**IF THE APPLICANT REQUESTING THE PERMIT IS NOT THE OWNER OF THE PROPERTY, THIS APPLICATION SHALL BE
ACCOMPANIED BY WRITTEN APPROVAL FROM THE PROPERTY OWNER.**

Please attach a letter that addresses compatibility with the location's zoning, nuisance and disturbance factors impacting neighboring properties, and traffic issues, such as congestion, safety hazards, or parking. Also, please attach a map showing location site, roadways, entrance and exits, and location of any accessory structures to be placed on the site.

It is hereby agreed that for and in consideration of the approval of this permit application, the proposed use shall be performed and completed in accordance with the plans and specifications as approved and any applicable Ordinance requirements of the City of Sunset Valley. All plans and specifications by the applicant and approved by Sunset Valley in connections with this application are hereby made a part of this application. All work approved by this permit is subject to the inspection and control of the City of Sunset Valley.

I certify that the above statements are true and correct. Authorization is hereby given to the licensing authority of the City of Sunset Valley to enter upon the above described private property for the purpose of evaluation and inspection.

SPECIAL CONDITIONS: _____

11/22/2021

Date



Applicant Signature

Thomas Trubiana and Justin Trubiana

Applicant Printed Name

Permit Fee: _____

Amount Paid

Date Paid

Receipt Number

City of Sunset Valley
3205 Jones Rd
Sunset Valley, TX 78745
September 29, 2021

Re: Land Use Applications for 6405 Brodie Ln. (the “Property”)

To Whom It May Concern:

I, Gary McIntosh, Independent Executor of the Estate of Betty Grubbs, hereby authorize Thomas Trubiana and Justin Trubiana to act as my agent on behalf of the Betty Grubbs Estate in connection with rezoning applications, special use permit applications, variance applications, and other related land use approvals for the above-referenced Property.

Gary McIntosh



Independent Executor, Estate of Betty Grubbs

SIGNATURE CERTIFICATE



REFERENCE NUMBER

27E96C62-9920-48D6-8687-2875A2F80DC6

TRANSACTION DETAILS

Reference Number
27E96C62-9920-48D6-8687-2875A2F80DC6**Transaction Type**

Signature Request

Sent At

09/29/2021 19:48 EDT

Executed At

09/30/2021 08:11 EDT

Identity Method

email

Distribution Method

email

Signed Checksum

3b9493e7caff53a9a3510481d2f3382790f13552e32bc233f5b3d7e18bdb8536

Signer Sequencing

Disabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name
Authorization Letter**Filename**
authorization_letter.pdf**Pages**
1 page**Content Type**
application/pdf**File Size**
106 KB**Original Checksum**

4e08eb2fe5fdfcc2a44f585f935e5b5c2e7380a8be512943aac92bbc81828229

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Gary McIntosh Email gary.mcintosh@weaver.com Components 1	Status signed Multi-factor Digital Fingerprint Checksum ab1ba6c2c39936b47aea453e2393d5cd28f751d3ea7ada67aa0088429fb60cd IP Address 104.244.162.114 Device Samsung Browser via Android Drawn Signature 	Viewed At 09/30/2021 08:11 EDT Identity Authenticated At 09/30/2021 08:11 EDT Signed At 09/30/2021 08:11 EDT

Signature Reference ID
6352240E

Signature Biometric Count
284

AUDITS

TIMESTAMP	AUDIT
09/29/2021 19:48 EDT	Gary McIntosh (gary.mcintosh@weaver.com) was emailed a link to sign.
09/29/2021 19:48 EDT	Martha Adams (madams@abaustin.com) created document 'authorization_letter.pdf' on Chrome via Windows from 63.145.58.202.
09/29/2021 21:08 EDT	Gary McIntosh (gary.mcintosh@weaver.com) was emailed a reminder.
09/29/2021 21:46 EDT	Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.
09/29/2021 21:46 EDT	Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 35.170.190.110.
09/29/2021 21:46 EDT	Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via

Android from 54.236.143.143.

09/29/2021 21:47 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.

09/29/2021 21:48 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.

09/29/2021 21:48 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.

09/29/2021 21:49 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Firefox via Windows from 85.14.247.26.

09/30/2021 07:53 EDT Gary McIntosh (gary.mcintosh@weaver.com) was emailed a reminder.

09/30/2021 08:07 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.

09/30/2021 08:07 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 54.145.248.56.

09/30/2021 08:07 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 18.210.8.88.

09/30/2021 08:07 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.

09/30/2021 08:09 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Firefox via Windows from 172.255.126.195.

09/30/2021 08:11 EDT Gary McIntosh (gary.mcintosh@weaver.com) viewed the document on Samsung Browser via Android from 104.244.162.114.

09/30/2021 08:11 EDT Gary McIntosh (gary.mcintosh@weaver.com) authenticated via email on Samsung Browser via Android from 104.244.162.114.

09/30/2021 08:11 EDT Gary McIntosh (gary.mcintosh@weaver.com) signed the document on Samsung Browser via Android from 104.244.162.114.



**Professional Land Surveying, Inc.
Surveying and Mapping**

Office: 512-443-1724

Fax: 512-389-0943

3500 McCall Lane

Austin, Texas 78744

4.976 ACRES

**THEODORE BISSELL SURVEY NO. 18, ABSTRACT NO. 3,
TRAVIS COUNTY, TEXAS**

A DESCRIPTION OF 4.976 ACRES (APPROXIMATELY 216,775 SQ. FT.) OUT OF THE THEODORE BISSELL SURVEY NO. 18, ABST. NO. 3, IN TRAVIS COUNTY, TEXAS, BEING ALL OF A 5 ACRE TRACT CONVEYED TO H.C. AND BETTY GRUBBS DESCRIBED IN A WARRANTY DEED DATED JULY 11, 1952 AND RECORDED IN VOLUME 1276, PAGE 22 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS, SAVE & EXCEPT A 0.034 ACRE TRACT RECORDED IN VOLUME 1680, PAGE 286 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS, AND BEING PART OF A 158 1/2 ACRE TRACT DESCRIBED IN A DEED TO EUGENE MCGUIRE DATED JUNE 14, 1947, RECORDED IN VOL. 852, PAGE 190, OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS; SAID 4.976 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" rebar found on the southeast right-of-way line of Brodie Lane (right-of-way width varies) as described in Volume 1680, Page 272, Volume 1680, Page 286 and Volume 1680, Page 274, all of the Deed Records of Travis County, Texas, same being the northeast line of said 5 acre tract, being the east corner of said 0.034 acre tract, being the south corner of a 0.031 acre tract recorded in said Volume 1680, Page 274, also being the west corner of a 4.978 acre tract recorded in Document No. 2009209396 of the Official Public Records of Travis County, Texas;

THENCE South 62°56'53" East, with the northeast line of the 5 acre tract, being the southwest line of said 4.978 acre tract, a distance of **829.72 feet** to a cotton spindle found for the east corner of the 5 acre tract, same being the south corner of the 4.978 acre tract, and also being an angle point in the northwest line of Lot 3 Rosemary Estates Subdivision, a subdivision of record in Volume 85, Page 7C of the Plat Records of Travis County, Texas;

THENCE South 27°39'46" West, with the southeast line of the 5 acre tract, being the northwest line of said Lot 3 a distance of **260.03 feet** to a 1/2" rebar found for the south corner of the 5 acre tract, same being the west corner of Lot 3 and also being an angle point in the northeast line of a 39.673 acre tract described in Document No. 2015111166 of the Official Public Records of Travis County Texas;

THENCE North 63°07'37" West, with the southwest line of the 5 acre tract, being the northeast line of said 39.673 acre tract, a distance of **829.48 feet** to a 1/2" rebar with "Chaparral" cap set, being the north corner of the 39.673 acre tract, same being the east corner of a 0.179 acre tract described in Volume 1680, Page 272 of the Deed Records of Travis County, Texas, same being the south corner of the 0.034 acre tract, also being on the southeast right-of-way line of Brodie Lane, from which a 1/2" rebar found for an angle point in the southeast right-of-way line of Brodie Lane and the northwest line of the 39.673 acre tract bears South 27°36'16" West, a distance of 390.93 feet;

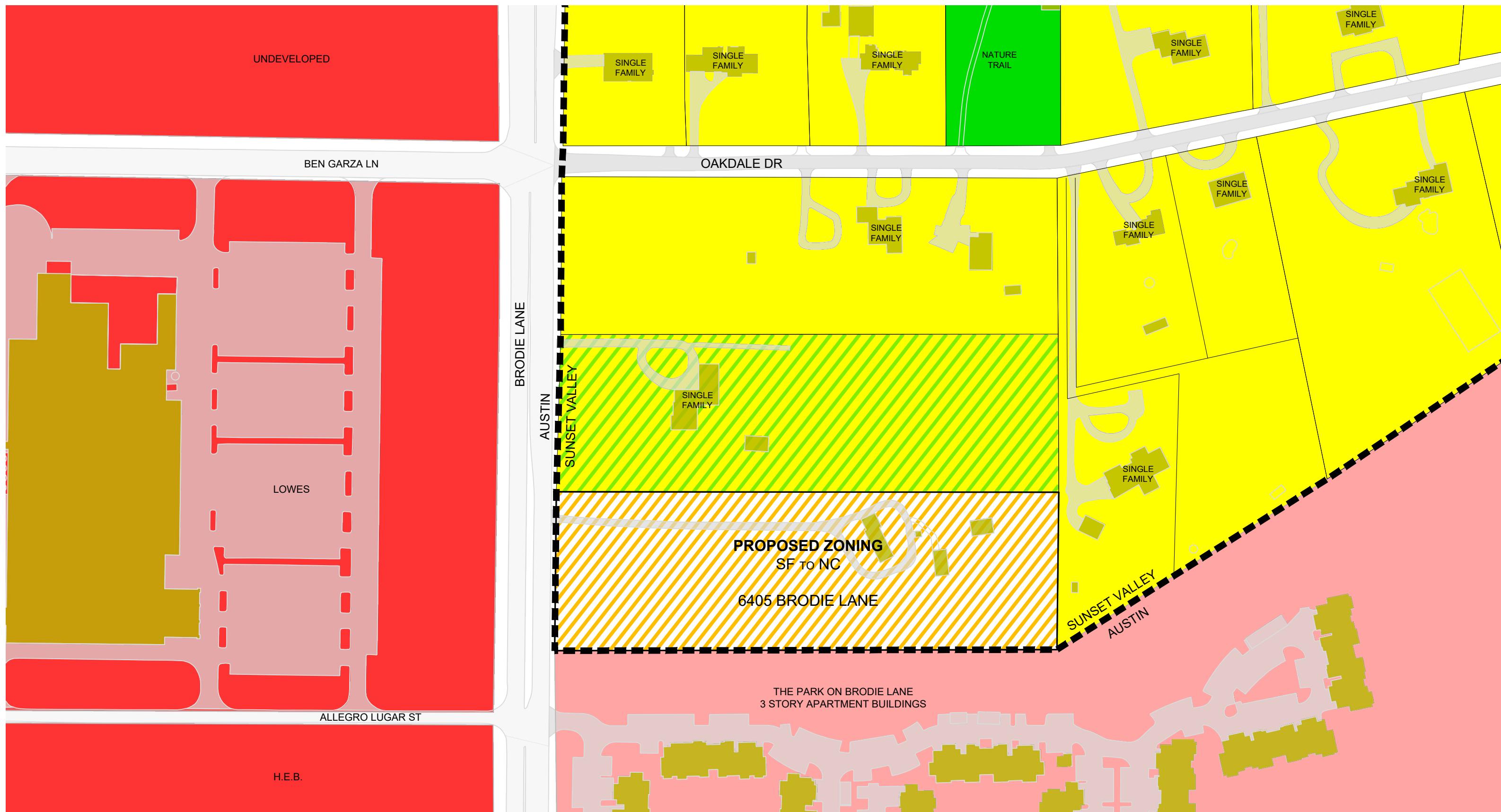
THENCE North 27°36'16" East, crossing the 5 acre tract with the southeast right-of-way line of Brodie Lane, same being the southeast line of the 0.034 acre tract, a distance of **262.61** feet to the **POINT OF BEGINNING**, containing 4.976 acres of land, more or less.

Surveyed on the ground August 3, 2021. Bearing Basis: The Texas Coordinate System of 1983 (NAD83), Central Zone, based on GPS Solutions Local Real Time Network (RTN).

Attachments: Survey Drawing No. 1821-001-BASE

Steven P. Timberlake Date
Registered Professional Land Surveyor
State of Texas No. 6240
T.B.P.E.L.S. Firm No. 10124500





ZONING LEGEND

SUNSET VALLEY

GREEN SPACE

SINGLE FAMILY

PROPOSED NEIGHBORHOOD COMMERCIAL

PARK, GREENBELT OR CONSERVATION EASEMENT
PER FUTURE LAND USE MAP

AUSTIN

COMMERCIAL

MULTI FAMILY

Botanical Garden Café and Eatery

Michael Hsu
Office Of Architecture

CAMPBELL LANDSCAPE ARCHITECTURE

 stansberry engineering co.



The Vision

The friendly way of life that embodies Sunset Valley is the ideal location for the botanical garden eatery and café. The botanical garden will focus on **sustainability**, **community**, and **award-winning food**. The vision is to turn the land into a spacious, peaceful, and lush collective gathering space to serve Sunset Valley with culturally diverse food and drinks.

LOCATION

6405 Brodie Ln.
4.97 Acres



Michael Hsu
Office Of Architecture

CAMPBELL LANDSCAPE ARCHITECTURE

 stansberry engineering co.

History of the Land

Betty Grubbs, a late World War II vet, previously owned the property. Betty was a strong, independent woman who believed in the value of a dollar, the importance of education and living a purposeful life. She and her husband Homer were world travelers who enjoyed their time spent in Saltillo, Mexico for their favorite Mexican dishes. Betty also traveled to small towns where she would conduct her business, often on a barrel in the back of a feed store or coffee shop.

Betty was known for helping her neighbors and for being a pioneer for women's causes, such as her philanthropy work for women's athletics at the University of Texas. At the age of 89, she was honored as Austin's Volunteer of the Year. Following in her footsteps, the botanical garden café and eatery will support women-owned businesses and hold an annual fundraiser for the Betty Grubb's Endowed Scholarship Program for the University of Texas Women's Athletics. Lastly, a memorial plaque will be created to pay homage to her accomplished life.

Michael Hsu
Office Of Architecture

CAMPBELL LANDSCAPE ARCHITECTURE

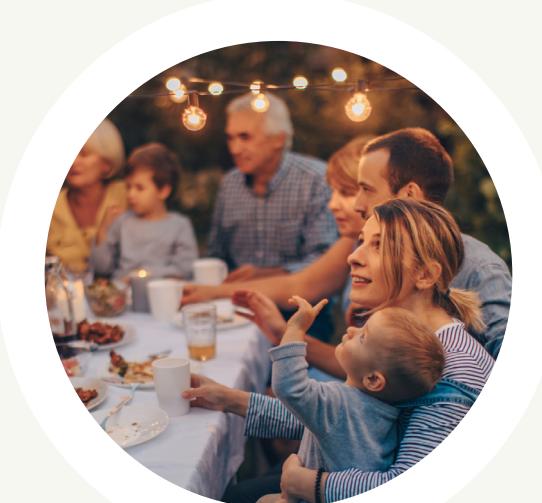
 stansberry engineering co.





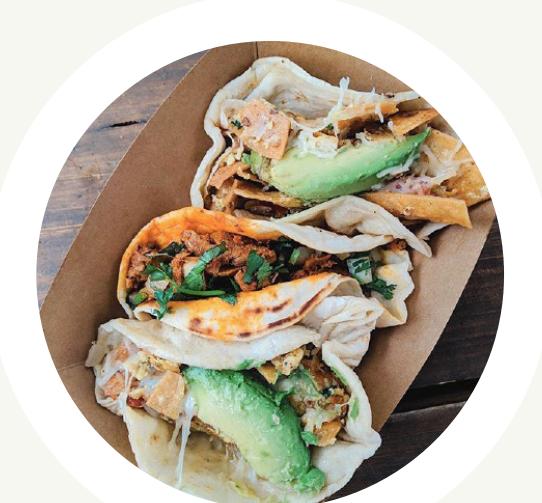
SUSTAINABILITY

The surroundings will be rich with shaded trees and plants. Pathways around raised garden beds will allow guests to roam and feel inspired by what is in season. In efforts to conserve natural resources, the botanical garden eatery and café will explore harvesting rainwater and composting to reduce the impact on the natural environment.



COMMUNITY

The environment will reflect the relaxing and peaceful surroundings of Sunset Valley. The botanical garden eatery and café will be open during the day for professionals to gather and work. It is a place for the whole family to enjoy. In support of Sunset Valley's vision for its residents to maintain a healthy and active lifestyle, the space could offer events such as yoga, meditation, and pop-ups that showcase local artists and vendors.



AWARD-WINNING FOOD

Customers will be able to choose from three unique and culturally diverse food concepts for eating out. The space will bring award-winning cuisine at affordable prices to the Sunset Valley community. As a tribute to Betty Grubbs, the eatery will offer food that emphasizes farm-to-table cuisine and women-owned businesses.

Michael Hsu
Office Of Architecture

CAMPBELL LANDSCAPE ARCHITECTURE

 stansberry engineering co.



DEE DEE

Owners Lakana and Justin Trubiana, a wife and husband duo, own and operate DEE DEE, which means “Good Good” in Thai. Chef Lakana, born and raised in Roi Et, Thailand, focuses on authentic regional dishes passed down from her family. From a very young age she would help her great grandmother and mother farm and cook the meals to feed her family and local community. At DEE DEE, Chef Lakana still incorporates her love of gardening into her food by using organic herbs and vegetables from her own garden.

DEE DEE has been named as one of the top 10 restaurants in Austin by the Austin Chronicle and featured as one of the best food trucks by Condé Nast Traveler, USA Today, Eater, Austin Monthly and CultureMap. Chef Lakana and her recipes have also been featured on the Cooking Channel and she was selected as a finalist for top chefs under the age of 30 in America by Zagat.



Michael Hsu
Office Of Architecture

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 stansberry engineering co.



EATER

Condé Nast
Traveler



Veracruz

Veracruz All Natural is a family run business in Austin, Texas, founded by sisters and best friends Reyna and Maritza Vazquez in 2008. Their passion is cooking traditional, authentic food from their hometown of Veracruz, and other regions in Mexico using fresh, natural ingredients. They grew up helping their mother in the family kitchen, and some of the business's recipes have been passed down in their family for several generations.

Today, Reyna and Maritza have multiple locations in Austin and Round Rock and have been featured in several media outlets including Bon Appetit, The Chicago Tribune, Eater, Forbes, Wall Street Journal, GQ Magazine, Huffington Post, Los Angeles Times, New York Times, Rolling Stone, Parade, and USA Today. The Food Network named their migas taco one of the five best tacos in America, and they have won other awards and recognitions from Eater Texas, Austin American Statesman, Austin Fit Magazine, Austin Monthly, The Austin Chronicle, CultureMap, and others. It took a lot of hard work and sacrifice for these two sisters to get to where they are, and today they are living their dream.

Michael Hsu
Office Of Architecture

CAMPBELL LANDSCAPE ARCHITECTURE

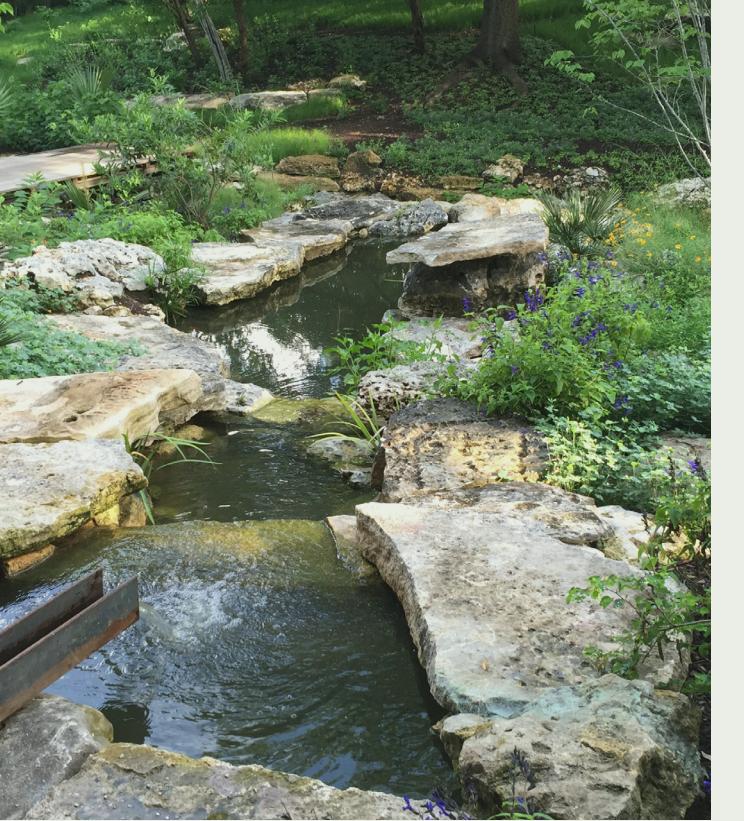
 stansberry engineering co.



AUSTIN
MONTHLY

EATER



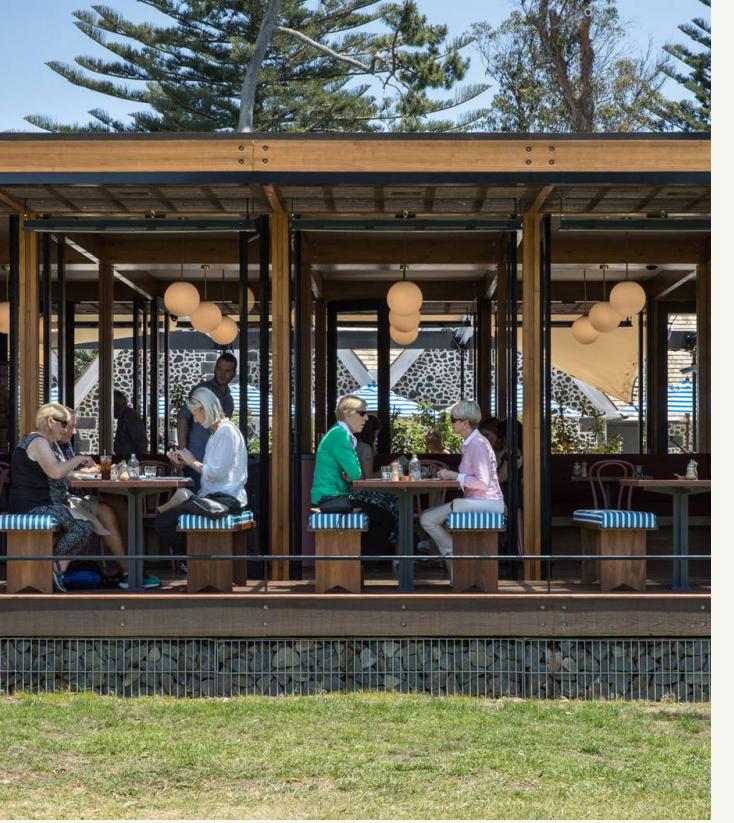


Michael Hsu
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CAMPBELL LANDSCAPE ARCHITECTURE

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LANDSCAPE INSPIRATION



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EXTERIOR INSPIRATION



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COMMUNITY



MICHAEL HSU OFFICE OF ARCHITECTURE

Michael Hsu Office of Architecture believes that design is for everyone.

Our practice is strongly rooted in Austin, where the firm was founded in 2005. We are a fully integrated architecture and interior design practice focused on hospitality and placemaking. We have been designing locally significant, memorable spaces in our community for over 16 years.

Michael Hsu Office of Architecture believes in the active collaboration of designer, client, and artisan. Our work connects us with nature and manifests a sense of wellbeing. We design spaces that engage our local, regional, and global communities.

Our range of experience spans restaurants, large mixed-use developments, adaptive reuse, public realm design, architectural branding, single family homes, hotels, workspaces, and bespoke furniture design. Notable Austin projects include South Congress Hotel, Home Slice Pizza, P. Terry's, Uchi, Loro, Waterloo Park Family Pavilion, Canopy and Springdale General among others.

Michael Hsu
Office Of Architecture

CAMPBELL LANDSCAPE ARCHITECTURE

 stansberry engineering co.

CAMPBELL LANDSCAPE ARCHITECTURE

Campbell Landscape Architecture is a forward thinking and client focused design studio helping connect people with their natural environments. Our work is site specific, environmentally conscious, and focused on enduring built environments that are truthful, highly crafted, and legible. We are critical thinkers that believe in the collaborative process, and the integration of landscape with art, architecture, engineering and ecology. Through iterative exploration and a strong regional knowledge, our work strives to produce innovative, authentic landscapes meaningful to our clients.

Founded by Cameron Campbell, a San Antonio native, CLA brings strong knowledge of Central Texas aesthetics, ecology and site best practices to regional projects. Cameron's ability to think at a master planning scale, while considering the details guides the office's design approach. Specifically of relevance to this project, Cameron has worked on multiple hospitality projects and commercial development projects in central Texas after attending graduate school for his Masters in Landscape Architecture at The University of Texas at Austin.

STANSBERRY ENGINEERING CO.

A fifth generation Texan and native Austinite, Blayne Stansberry received her Civil Engineering degree in 1995 from The University of Texas at Austin. In 2004, Blayne proudly incorporated Stansberry Engineering Co., continuing the same name and reputation her father upheld with his own successful local engineering firm in the 1970s. With over twenty-six years of civil engineering experience, Blayne's portfolio includes a variety of parks, residential, commercial, industrial, and public projects.

Stansberry Engineering's focus is on finding sustainable solutions that benefit clients, the project, and the environment. Blayne balances development with preserving the native ecology of our land by using low-impact development techniques such as bio filtration, pervious hardscapes, and rain water collection. Blayne's work includes civil engineering design for Barton Springs Pool, The City of Austin Libraries, Austin Fire Stations, and various local small business and restaurants such as the Vortex Theatre and Uchi.

In addition to her work with Stansberry Engineering, Blayne also serves as Precinct 2 Director and Board President of Barton Springs Edwards Aquifer Conservation District (BSEACD). BSEACD is the local science and regulatory authority that protects our groundwater aquifers for both our environment and our citizen's water source.

City of Sunset Valley and Its Residents
3205 Jones Road
Sunset Valley, TX 78745
November 22, 2021

Re: Redevelopment of 6405 Brodie Lane to a Botanical Garden Café and Eatery

Dear Sunset Valley Residents,

It is absolutely my honor to serve as the independent executor for the Estate of Betty Grubbs, my dear friend, the current owner of 6405 Brodie Lane. I knew Betty and Homer Grubbs since 1975 and have cherished my relationship with these wonderful founding members of Sunset Valley. Betty and Homer loved living in Sunset Valley and relished in the value its residents place on the importance of community, sustainability, and beautiful natural outdoor settings. Homer and Betty bought this property in 1952 and owned it the rest of their lives. The people of Sunset Valley, and especially the men and women of the police department of the city, who were Betty's honorary pallbearers, have been very special to this amazing woman.

Betty particularly was loved for helping her neighbors and for being a pioneer for women's causes such as her philanthropy for women's athletics at the University of Texas. In keeping with Betty's last wishes, the proceeds from the sale of the property primarily funds the Betty Grubbs Endowed Scholarship Program for the University of Texas Women's Athletics.

Betty and I spent a lot of time over the last several years of her life, deciding what she wanted to do with the property, and what she wanted her legacy to be. We discussed these things many times. She had named me her executor back in 1997 after Homer had passed on. Her instructions to me were to maximize the value of her endowment fund from the sale of the property but to ensure that the property was not sold for an office building, a shopping center, or the expansion of the apartment complex next door. She knew in her later years that the property's value was increasing rapidly but that its value would likely be substantially higher with commercial zoning. I've tried very hard to choose a potential buyer that would honor her requests.

The proposed development of a low-density botanical garden café and eatery is uniquely in keeping with Betty's wishes and with Sunset Valley residents' core values. While it converts the property to a commercial property, it does so in a manner that Betty would be proud of. This proposal would create a place that would serve as a peaceful, environmentally sensitive outdoor community gathering place where Sunset Valley residents and their families could relax and enjoy local, culturally diverse and award-winning food and drink. The proposed development utilizes and supports women-owned businesses and is in keeping with Sunset Valley residents' core values and Betty's wishes for her home site. The proposed development owners have offered and will sponsor an annual fundraiser for the Betty Grubbs Endowed Scholarship Program for UT Women's Athletics and place a memorial plaque on site in a prominent location to pay homage to Homer and Betty's amazing, accomplished lives and legacy.

On behalf of the Betty Grubbs Estate, I wholeheartedly support this project and ask other residents of Sunset Valley to do so as well. The proposed low-density botanical garden development has been thoughtfully designed to be in keeping with Sunset Valley's core values, provides residents with a wonderful community space to share great food and drink in a beautiful natural outdoor garden habitat all while honoring the legacy of Homer and Betty Grubbs and the spirit of the founding members of this great city.

Sincerely,



Gary D McIntosh
Independent Executor of the Estate of Betty Grubbs

CITY COUNCIL MEETING DATE: FEBRUARY 1, 2022



CITY COUNCIL AGENDA ITEM #14

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. Impervious Cover, Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h)
- B. Schedule of Off-Street Parking Requirements, Chapter 150.587, previously Chapter 10 Parking and Fire Lanes, Section 10.102 Schedule of Off-Street Parking Requirements
- C. Fire Lanes, Chapter 150.606 (D), Chapter 10 Parking and Fire Lanes, Section 10.201 Fire Lanes, subsection (a)
- D. Chapter 150.593(C), Table 3, previously Chapter 10.108 Design Standard subsection (c), Table 3

Alternative Landscape Compliance

- E. 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). Increase the impervious cover from an allowed 18% to 23.57%.

This 23.57% impervious cover represents the ceiling in the impervious cover variance request and is based on the office use parked with 44 parking spaces. Based on the previous discussion with the Council, the applicant has proposed a series of scenarios that would reduce impervious cover relative to a reduction in parking. Those scenarios are presented below:

SCENARIO	VARIANCES TO REDUCE MINIMUM PARKING REQUIRED AND INCREASE ALLOWABLE IMPERVIOUS COVER			
	DEVELOPED WITH -		IMPERVIOUS COVER MITIGATION AREA	REQUIRED TO OFFSET PROVIDED FOR OFFSET
#1	44 PARKING SPACES	1:300 Parking Ratio		
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	23.57% 21.19%	4,919 SF	4,948 SF
#2	42 PARKING SPACES	1:315 Parking Ratio		
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	22.93% 20.54%	4,353 SF	4,948 SF
#3	40 PARKING SPACES	1:331 Parking Ratio		
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	22.29% 19.90%	3,786 SF	4,948 SF
#4	38 PARKING SPACES	1:348 Parking Ratio		
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	21.39% 19.01%	2,996 SF	4,948 SF
#5	36 PARKING SPACES	1:367 Parking Ratio		
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	20.75% 18.37%	2,429 SF	4,948 SF
#6	34 PARKING SPACES	1:389 Parking Ratio		
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	20.11% 17.72%	1,862 SF	4,948 SF

- B. Chapter 10 Parking and Fire Lanes, Section 10.102 Schedule of Off-Street Parking Requirements. This variance is intended to provide Council with the flexibility to adjust parking requirements based on item A (impervious cover) listed above.
- C. Chapter 10 Parking and Fire Lanes, Section 10.201 Fire Lanes, subsection (a)

Applicant is requesting to modify the fire lane stripping that is required given the building layout. Strict application of the Code would require stripping that would require the fire truck to drive under the building.

- D. 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.

The applicant is requesting drive aisle width of 25' feet.

Alternative Landscape Compliance

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

The applicant 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:

- (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;
- (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



January 25, 2022

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. 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 Off-Street Parking Requirements

We have reviewed this variance request and the plans that accompanied this request. This variance request offers reduced impervious cover as mitigation to the reduction in parking requirements. Minimizing on-site parking may create conditions in which users might be encouraged to park in the street or within drive aisles, outside of designated parking area, and not have designated pedestrian paths to the facilities. The increased impervious cover is being mitigated with a larger water quality pond and detention facility and ultimately does not appear to have an adverse impact on water quality or detention function. We do not support this variance request to reduce parking in exchange for the reduction in impervious cover, because the impervious cover can be mitigated by appropriately sized water quality and detention facilities and there is no direct mitigation, or equivalent parking, for the reduction in parking spaces.

Please note, this site is within an overlay zone designated by the Austin Land Development Code, Section 25.6.478 that appears to allow a 20% reduction in off-street parking requirements. If this development was across Stearns Lane, in the City of Austin, it may be approved with only 39 parking spaces. City of Austin parking requirements for this type of use is 1/275 GFA and therefore, $13,225\text{SF}/275 = 48$ required, applying a 20% reduction – $48 \times 0.8 = 39$ spaces allowed.

If the City Council were to consider one of the parking alternatives, Items 1 through 3 appear to provide allowable off-street parking spaces per City of Austin standards.

Variance 3 – 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 4 – 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

January 24, 2022

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 four variances to the City of Sunset Valley Land Development Code. *This letter is meant to replace the letter dated November 23, 2021.* While the variances for fire lane striping and parking dimensions remain unchanged, this new letter provides additional information to the impervious cover variance and also adds a fourth variance for parking.

As part of this request for variances, and specific to the impervious cover and parking variances, we are seeking a maximum impervious cover while also seeking a maximum reduction in the number of parking spaces. This provides a pallet of options for Council consideration to land on any of the scenarios presented herein while also setting the maximum impervious cover variance request and the maximum parking reduction variance request as bars so that neither bar can be exceeded but proper notification has occurred. *Refer to the Table of Scenarios at the end of this letter.* Additionally, we are asking that Council decide on the variances to then defer final approving of the site plan application with city staff in compliance to the variances granted. This will eliminate the case having to come back to City Council for approval as the variances set the 'code' and city staff has the ability to approve the plans based on the variance scenario chosen by the Council.

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. For clarity, the 14,719 square feet of office space includes 1,494 square feet of service area within the building that are allowed to be reduced from parking calculations creating an actual office space where business can be transacted measuring 13,225 square feet. This is explained in more detail relating to Variance #2. The impervious cover 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 20,818 square feet, or 23.57%. The difference is 4,919 square feet, or 5.59%. This 23.57% impervious cover represents the ceiling in the impervious cover variance request and is based on the office use parked with 44 parking spaces. Other scenarios tabulated below will reflect the impervious cover decreasing in size correlating to reduced parking spaces provided. Further, the 23.57% includes the entire 2,105 square foot roof overhang. While there was discussion to exclude the roof in the impervious cover calculations, the choices for that were to note it in the quantity of impervious cover with an asterisk or apply for a 5th variance to exclude roof overhangs as impervious cover. Absent the roof overhang area, the impervious cover is at 21.19% under the scenario with 44 parking spaces and this is further clarified in the Tabulation of Scenarios for Council consideration.

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 1,494 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 resulting 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 2,105 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, increase the allowable impervious cover, or, a combination of both.
- 2) The maximum impervious cover modification sought herein is for 20,818 square feet, or 23.57%. The difference is 4,919 square feet, or 5.57%.

- 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 29 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 a maximum of 23.57% for the proposed office site with 44 parking spaces as the minimum required parking. There are optional scenarios available to choose a balance between impervious cover increase and parking reductions per the Tabulation of Scenarios at the end of this document. 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. Under any scenario the amount of mitigation remains the same.

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 10.102 Schedule of Off-street Parking Requirements – Table 1

Table 1 from this section outlines the minimum parking requirements based on intended occupancy of a building or tenant space. Office zoning and Office use requires 1 space for every 300 square feet of building area. To reiterate from above, the GROSS BUILDING AREA is 14,719 square feet. Allowances to remove service area from the calculation based on room designations that are not where business is transacted brings the building area for parking purposes to 13,225 square feet and this acts as a Gross Adjusted Area, again, solely for the purposes of parking calculations.

At 13,225 square feet and using the required ratio of 1 space for 300 square feet of actual use area then requires 44 parking spaces. This amount of parking entails the maximum increase in impervious cover sought with the Variance #1 above at 23.57% including the roof overhang and 21.19% without the roof overhang counted as impervious cover.

While the first occupant for the premises will be Townbridge Capital, the life space of the building may very well outlive the tenancy of the building by this prospective user. As such, it is important to find a balance of the parking reductions with impervious cover increases to minimize both requests to be the minimum departure necessary.

With this, we respectfully request deliberative consideration and positive approval of a variance to recognize that some parking reductions may be warranted with a balance to increases in impervious cover. At the end of this letter is a Table of Scenarios to reflect options for consideration by Council in their deliberations relating to Variance #1 – Impervious Cover and Variance #2 – Parking Reductions. These are meant to reflect the correlations between the two variances and provide clarity to a scenario outcome.

Variance #3

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 #4

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

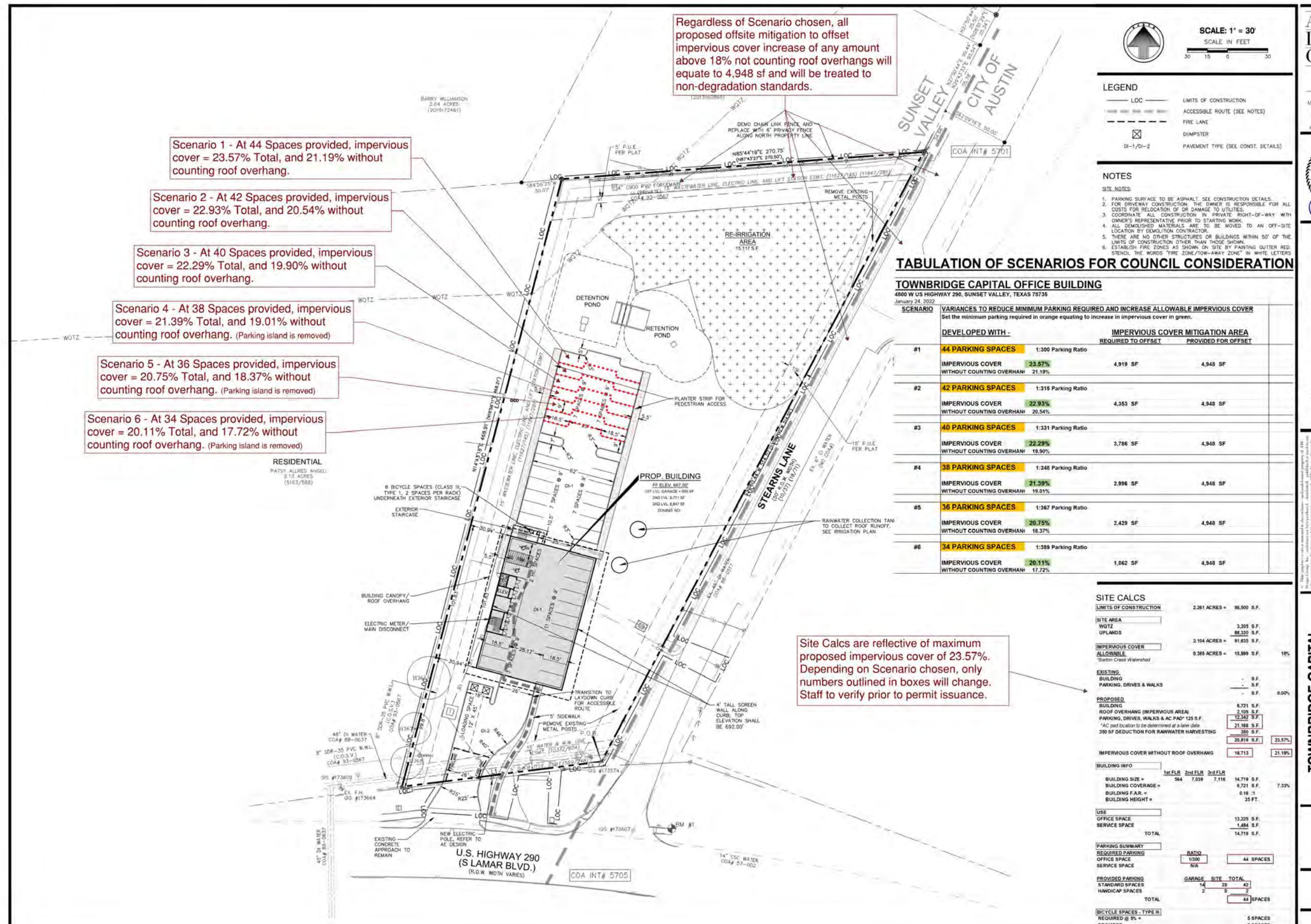
TABULATION OF SCENARIOS FOR COUNCIL CONSIDERATION

TOWNBRIDGE CAPITAL OFFICE BUILDING

4800 W US HIGHWAY 290, SUNSET VALLEY, TEXAS 78732

January 24, 2022

SCENARIO	VARIANCES TO REDUCE MINIMUM PARKING REQUIRED AND INCREASE ALLOWABLE IMPERVIOUS COVER			VARIANCES TO FIRE LANES AND DRIVE AISLE WIDTHS	POSSIBLE MOTIONS
	Set the minimum parking required in orange equating to increase in impervious cover in green.				
	DEVELOPED WITH - IMPERVIOUS COVER MITIGATION AREA REQUIRED TO OFFSET PROVIDED FOR OFFSET				
#1	44 PARKING SPACES	1:300 Parking Ratio			Approve variance to Section 4.301 for an impervious cover increase to 23.57% with 4,919 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set. No variance to parking required.
	IMPERVIOUS COVER	23.57%	4,919 SF	4,948 SF	
	WITHOUT COUNTING OVERHANG	21.19%			
	REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.				
#2	42 PARKING SPACES	1:315 Parking Ratio			Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 42 spaces. Approve variance to Section 4.301 for an impervious cover increase to 22.93% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER	22.93%	4,353 SF	4,948 SF	
	WITHOUT COUNTING OVERHANG	20.54%			
	REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.				
#3	40 PARKING SPACES	1:331 Parking Ratio			Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 40 spaces. Approve variance to Section 4.301 for an impervious cover increase to 22.29% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER	22.29%	3,786 SF	4,948 SF	
	WITHOUT COUNTING OVERHANG	19.90%			
	REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.				
#4	38 PARKING SPACES	1:348 Parking Ratio			Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 38 spaces. Approve variance to Section 4.301 for an impervious cover increase to 21.39% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER	21.39%	2,996 SF	4,948 SF	
	WITHOUT COUNTING OVERHANG	19.01%			
	REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.				
#5	36 PARKING SPACES	1:367 Parking Ratio			Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 36 spaces. Approve variance to Section 4.301 for an impervious cover increase to 20.75% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER	20.75%	2,429 SF	4,948 SF	
	WITHOUT COUNTING OVERHANG	18.37%			
	REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.				
#6	34 PARKING SPACES	1:389 Parking Ratio			Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 34 spaces. Approve variance to Section 4.301 for an impervious cover increase to 20.11% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER	20.11%	1,862 SF	4,948 SF	
	WITHOUT COUNTING OVERHANG	17.72%			
	REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.				



Townbridge Capital – 4800 Stearns Lane

Sunset Valley City Council – February 1, 2022

AMC DESIGN GROUP
ENGINEERING AND CONSTRUCTION CONSULTANTS
P.O. BOX 641755
AUSTIN, TEXAS 78734
(512) 285-2911
(512) 285-4000 FAX
TEXAS RIB#17600
ENGINEERING FIRM #700

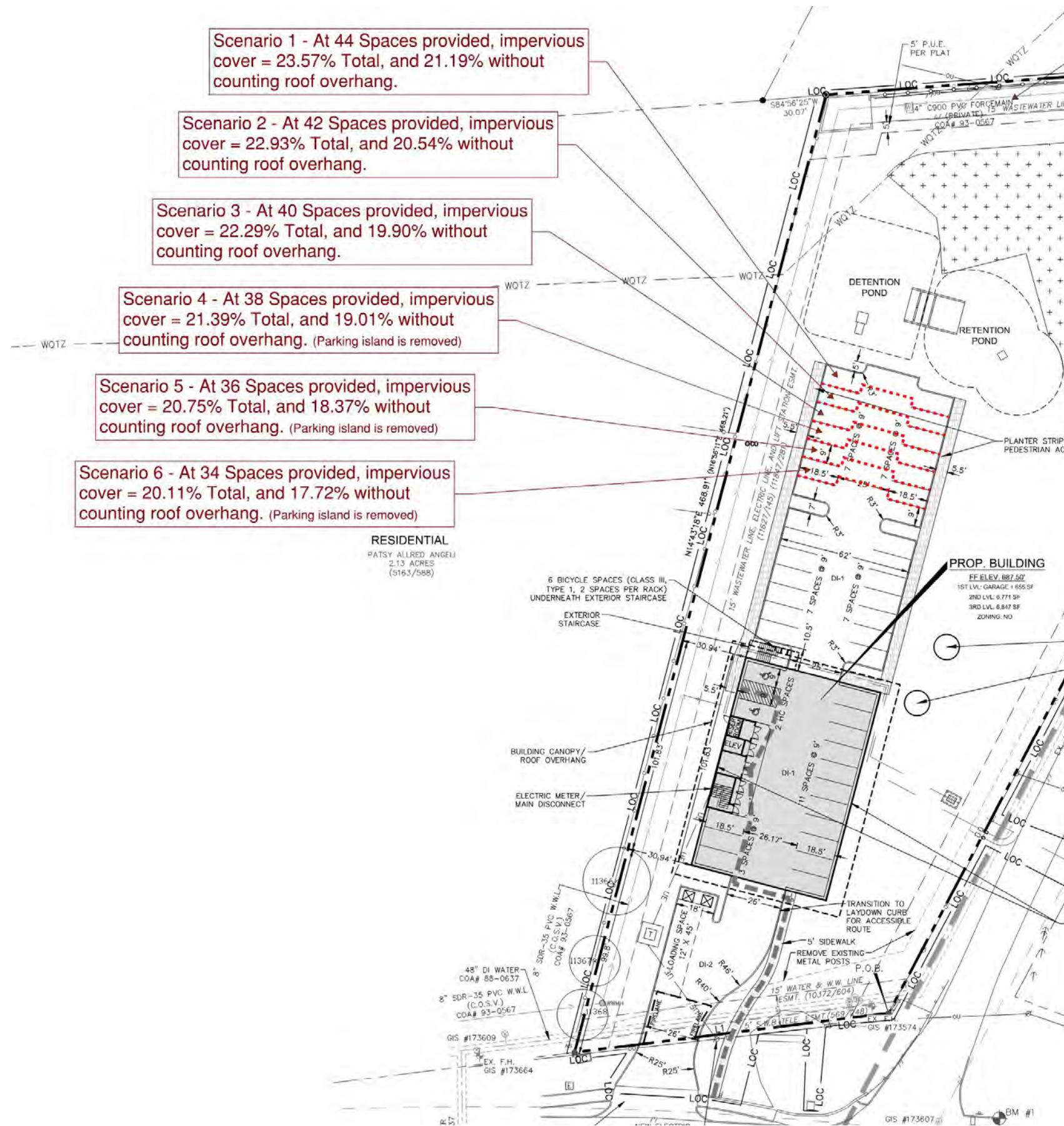
CHRIS MCCOMB
80442
LIC# 10522

Thrower Design
LAND PLANNERS
P.O. BOX 41957 • (512) 476-4456
AUSTIN, TEXAS 78704

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

SITE PLAN
SHEET NO. 8 of 23

Thrower Design
LAND PLANNERS

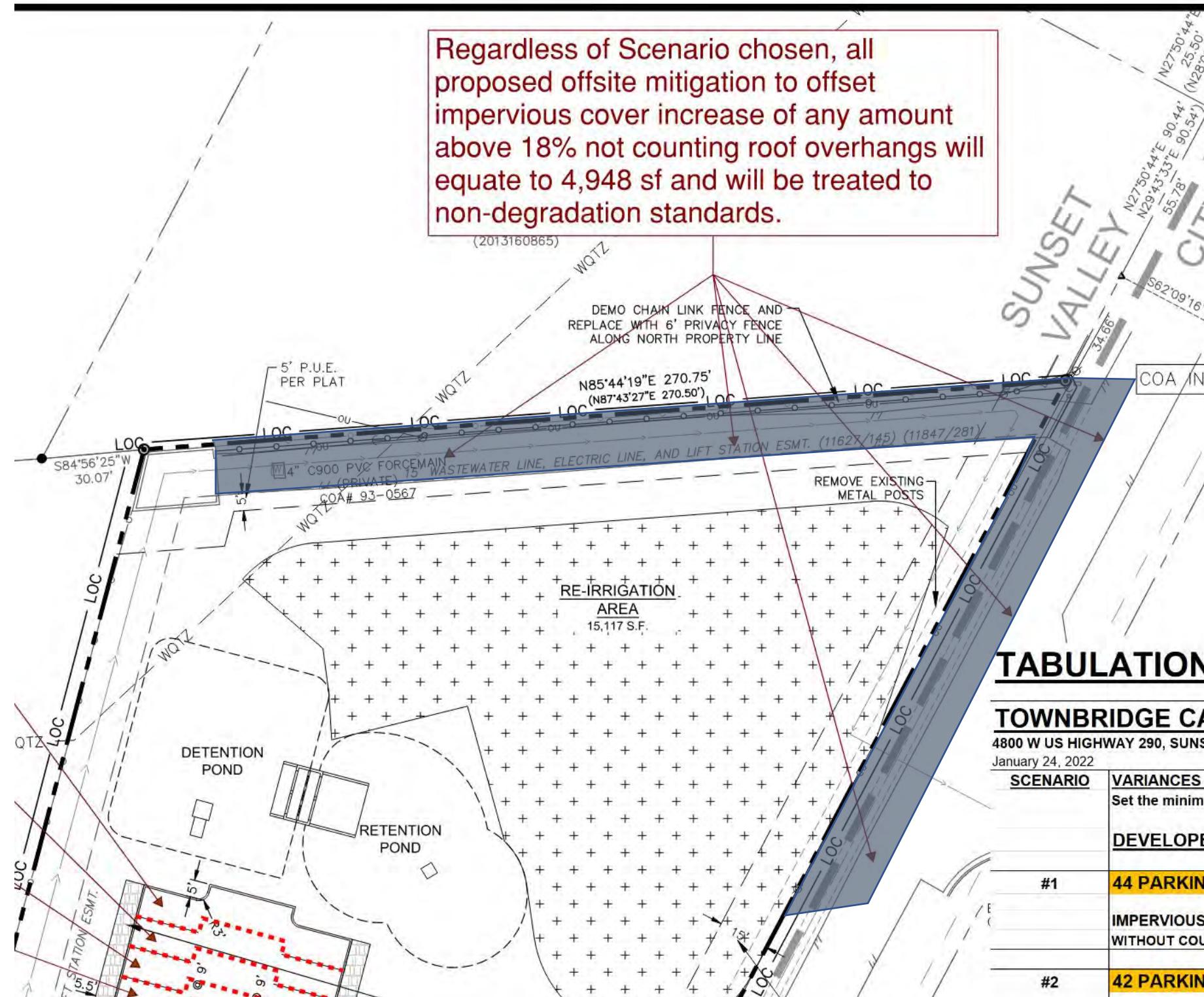


There are 6 Scenarios presented showing the relation of parking to impervious cover.

Parking reduced in increments of 2 spaces for each Scenario presented.

For every 2 parking spaces removed, impervious cover is reduced.

Regardless of Scenario chosen, all proposed offsite mitigation to offset impervious cover increase of any amount above 18% not counting roof overhangs will equate to 4,948 sf and will be treated to non-degradation standards.



Townbridge Capital – 4800 Stearns Lane

Sunset Valley City Council – February 1, 2022

Thrower Design LLC

LAND PLANNERS

Site Calcs are reflective of maximum proposed impervious cover of 23.57%. Depending on Scenario chosen, only numbers outlined in boxes will change. Staff to verify prior to permit issuance.

NOTE: The impervious cover variance includes the roof overhang in the calculations though the impervious cover not including the overhang is also noted.

SITE CALCS

LIMITS OF CONSTRUCTION	2.261 ACRES =	98,500 S.F.		
SITE AREA				
WQTZ	3,305 S.F.			
UPLANDS	88,330 S.F.			
	2.104 ACRES =	91,635 S.F.		
IMPERVIOUS COVER				
ALLOWABLE	0.365 ACRES =	15,899 S.F. 18%		
*Barton Creek Watershed				
EXISTING				
BUILDING	- S.F.			
PARKING, DRIVES & WALKS	- S.F.			
	- S.F.	0.00%		
PROPOSED				
BUILDING	6,721 S.F.			
ROOF OVERHANG (IMPERVIOUS AREA)	2,105 S.F.			
PARKING, DRIVES, WALKS & AC PAD*	12,342 S.F.			
*AC pad location to be determined at a later date	21,168 S.F.			
350 SF DEDUCTION FOR RAINWATER HARVESTING	350 S.F.			
	20,818 S.F.	23.57%		
IMPERVIOUS COVER WITHOUT ROOF OVERHANG	18,713	21.19%		
BUILDING INFO				
	1st FLR	2nd FLR	3rd FLR	
BUILDING SIZE =	564	7,039	7,116	14,719 S.F.
BUILDING COVERAGE =				6,721 S.F. 7.33%
BUILDING F.A.R. =				0.16 :1
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			44 SPACES
SERVICE SPACE	N/A			
PROVIDED PARKING				
STANDARD SPACES	14	28	42	
HANDICAP SPACES	2	0	2	
TOTAL				44 SPACES
BICYCLE SPACES - TYPE III				
REQUIRED @ 5% =				5 SPACES
PROVIDED				6 SPACES

TOWNBRIDGE CAPITAL OFFICE BUILDING

4800 W. U.S. HIGHWAY 290
SUNSET VALLEY, TEXAS

SITE PLAN

SHEET NO.

8 of 23

TABULATION OF SCENARIOS FOR COUNCIL CONSIDERATION

TOWNBRIDGE CAPITAL OFFICE BUILDING

4800 W US HIGHWAY 290, SUNSET VALLEY, TEXAS 78735

January 24, 2022

SCENARIO	VARIANCES TO REDUCE MINIMUM PARKING REQUIRED AND INCREASE ALLOWABLE IMPERVIOUS COVER		
	DEVELOPED WITH -		IMPERVIOUS COVER MITIGATION AREA
		REQUIRED TO OFFSET	PROVIDED FOR OFFSET
#1	44 PARKING SPACES	1:300 Parking Ratio	
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	23.57% 21.19%	4,919 SF 4,948 SF
#2	42 PARKING SPACES	1:315 Parking Ratio	
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	22.93% 20.54%	4,353 SF 4,948 SF
#3	40 PARKING SPACES	1:331 Parking Ratio	
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	22.29% 19.90%	3,786 SF 4,948 SF
#4	38 PARKING SPACES	1:348 Parking Ratio	
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	21.39% 19.01%	2,996 SF 4,948 SF
#5	36 PARKING SPACES	1:367 Parking Ratio	
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	20.75% 18.37%	2,429 SF 4,948 SF
#6	34 PARKING SPACES	1:389 Parking Ratio	
	IMPERVIOUS COVER WITHOUT COUNTING OVERHANG	20.11% 17.72%	1,862 SF 4,948 SF

PARKING REQUIREMENTS OF OTHER CITIES

City	Parking Ratios	Parking Required	
		with 13,225 sf Office	
Beaumont	1: 200	66	Spaces
Round Rock	1: 250	53	Spaces
Manor	1: 250	53	Spaces
College Station	1: 250	53	Spaces
Austin	1: 275	48	Spaces
Taylor	1: 300	44	Spaces
San Antonio	1: 300	44	Spaces
Temple	1: 300	44	Spaces
Waco	1: 300	44	Spaces
Lubbock	1: 300	44	Spaces
San Marcos	1: 300	44	Spaces
Wichita Falls	1: 300	44	Spaces
Killeen	1: 300	44	Spaces
Seguin	1: 300	44	Spaces
Dallas	1: 333	40	Spaces
Tyler	1: 375	35	Spaces
Houston	1: 400	33	Spaces
Georgetown	1: 400	33	Spaces
Fort Worth	1: 400	33	Spaces
New Braunfels	1: 400	33	Spaces
Fredricksburg	1: 400	33	Spaces
Corpus Christi	1: 417	32	Spaces
El Paso	1: 500	26	Spaces
Abilene	1: 500	26	Spaces

AVERAGE - 1:335

Average Ratio - 1:335
= 39 Spaces

Townbridge Capital – 4800 Stearns Lane

Sunset Valley City Council – February 1, 2022

Thrower Design
LAND PLANNERS

TABULATION OF SCENARIOS FOR COUNCIL CONSIDERATION

TOWNBRIDGE CAPITAL OFFICE BUILDING

4800 W US HIGHWAY 290, SUNSET VALLEY, TEXAS 78731

January 24, 2022

SCENARIO	VARIANCES TO REDUCE MINIMUM PARKING REQUIRED AND INCREASE ALLOWABLE IMPERVIOUS COVER			VARIANCES TO FIRE LANES AND DRIVE AISLE WIDTHS	POSSIBLE MOTIONS
	DEVELOPED WITH - IMPERVIOUS COVER MITIGATION AREA				
	REQUIRED TO OFFSET	PROVIDED FOR OFFSET			
#1	44 PARKING SPACES 1:300 Parking Ratio			REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.	Approve variance to Section 4.301 for an impervious cover increase to 23.57% with 4,919 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set. No variance to parking required.
	IMPERVIOUS COVER 23.57%	4,919 SF	4,948 SF		
	WITHOUT COUNTING OVERHANG 21.19%				
#2	42 PARKING SPACES 1:315 Parking Ratio			REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.	Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 42 spaces. Approve variance to Section 4.301 for an impervious cover increase to 22.93% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER 22.93%	4,353 SF	4,948 SF		
	WITHOUT COUNTING OVERHANG 20.54%				
#3	40 PARKING SPACES 1:331 Parking Ratio			REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.	Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 40 spaces. Approve variance to Section 4.301 for an impervious cover increase to 22.29% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
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	WITHOUT COUNTING OVERHANG 19.90%				
#4	38 PARKING SPACES 1:348 Parking Ratio			REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.	Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 38 spaces. Approve variance to Section 4.301 for an impervious cover increase to 21.39% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER 21.39%	2,996 SF	4,948 SF		
	WITHOUT COUNTING OVERHANG 19.01%				
#5	36 PARKING SPACES 1:367 Parking Ratio			REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS.	Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 36 spaces. Approve variance to Section 4.301 for an impervious cover increase to 20.75% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER 20.75%	2,429 SF	4,948 SF		
	WITHOUT COUNTING OVERHANG 18.37%				
#6	34 PARKING SPACES 1:389 Parking Ratio			REDUCE FIRE LANES AS SHOWN ON SITE DEVELOPMENT PERMIT PLANS. REDUCE DRIVE AISLE WIDTHS FROM 26' TO 25' AS SHOWN ON PLANS	Approve variance to Section 10.102, Table 1 to allow a reduction in parking from 44 spaces based on Adjusted Gross Building Area to 34 spaces. Approve variance to Section 4.301 for an impervious cover increase to 20.11% with 4,948 sf of existing impervious cover to be treated to non-degradation standards. Approve variance to Section 10.201 Fire Lanes to only require fire lanes as shown on site plan set. Approve variance to Section 10.108 Design Standards to allow for 25 foot drive aisles as shown on site plan set.
	IMPERVIOUS COVER 20.11%	1,862 SF	4,948 SF		
	WITHOUT COUNTING OVERHANG 17.72%				



BASIC REQUIREMENTS

DESCRIPTION OF PROJECT
A. THE PORTION OF WORK WITHIN THESE DOCUMENTS INCLUDES SITE WORK, SITE UTILITIES AND DRAINAGE IMPROVEMENTS REQUIRED TO COMPLETE THE WORK WITHIN THE LIMITS OF CONSTRUCTION SHOWN.

SITE INVESTIGATION
A. ALL INFORMATION OBTAINED BY THE OWNER REGARDING SITE CONDITIONS, TOPOGRAPHY, EXISTING CONSTRUCTION OF SITE FACILITIES, AND SUBSURFACE INVESTIGATIONS, INCLUDING TEST BORING LOGS ARE AVAILABLE FOR EXAMINATION AT THE OFFICE OF THE ENGINEER.

EXISTING UTILITIES
A. APPROXIMATE LOCATIONS OF MAJOR UTILITIES AND STRUCTURES ARE SHOWN ON THE DRAWINGS. THERE MAY BE SOME DISCREPANCIES AND OMISSIONS IN THE LOCATIONS AND SIZE OF UTILITIES AND STRUCTURES SHOWN.
B. NOTIFY ALL UTILITY OFFICES THAT ARE AFFECTED BY THE CONSTRUCTION OPERATION AT LEAST 48 HOURS IN ADVANCE.

CUTTING AND PATCHING
A. EMPLOY A SKILLED AND EXPERIENCED INSTALLER TO PERFORM CUTTING AND PATCHING NEW WORK; RESTORE WORK WITH NEW PRODUCTS.
B. SUBMIT WRITTEN REQUEST IN ADVANCE OF CUTTING OR ALTERING EXISTING STRUCTURES OR UTILITIES.
C. FIT WORK TIGHT TO ADJACENT ELEMENTS AND MAINTAIN INTEGRITY OF EXISTING WORK.

PROGRESS MEETINGS
A. SCHEDULE AND ADMINISTER MEETINGS AT THE SITE THROUGHOUT PROGRESS OF THE WORK AT MINIMUM MONTHLY INTERVALS.
B. PRESIDE AT MEETINGS, RECORD MINUTES, AND DISTRIBUTE TYPED COPIES WITHIN TWO DAYS TO THOSE AFFECTED BY DECISIONS MADE.

SUBMITTAL PROCEDURES
A. SUBMITTAL FORM TO IDENTIFY PROJECT, CONTRACTOR, SUBCONTRACTOR OR SUPPLIER, AND PERTINENT CONTRACT DOCUMENT REFERENCE.
B. APPROVED CONTRACT DOCUMENTS SIGNED AND DATED, CERTIFYING THAT REVIEW, VERIFICATION OF PRODUCTS REQUESTED, FIELD DIMENSIONS, ADJACENT CONSTRUCTION WORK, AND COORDINATION OF INFORMATION IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE WORK AND CONTRACT DOCUMENTS.
C. IDENTIFY VARIATIONS FROM CONTRACT DOCUMENTS AND PRODUCT OR SYSTEM LIMITATIONS WHICH MAY BE DETERIMENTAL TO SUCCESSFUL PERFORMANCE OF CONTRACT WORK.
D. REVISE AND RESUBMIT AS REQUIRED; IDENTIFY ALL CHANGES MADE SINCE PREVIOUS SUBMITTAL.

CONSTRUCTION PROGRESS SCHEDULE
A. SUBMIT INITIAL PROGRESS SCHEDULE IN DUPLICATE WITHIN 10 DAYS AFTER DATE OF CONTRACT.
B. SUBMIT REVISED SCHEDULES WITH EACH APPLICATION FOR PAYMENT, IDENTIFYING CHANGES SINCE PREVIOUS VERSION. INDICATE ESTIMATE PERCENTAGE OF COMPLETION FOR EACH ITEM OF WORK AT EACH SUBMISSION.
C. SUBMIT HORIZONTAL BAR CHART WITH SEPARATE LINE FOR EACH MAJOR SECTION OF WORK OR OPERATION, IDENTIFYING FIRST WORK DAY OF EACH WEEK.

SHOP DRAWINGS
A. SUBMIT NUMBER OF COPIES WHICH THE CONTRACTOR REQUIRES, PLUS TWO COPIES WHICH WILL BE RETAINED BY THE ENGINEER.
B. INCLUDE AS A MINIMUM DIMENSIONS, SIZE, LOCATION OF CONNECTIONS TO OTHER WORK, WEIGHT OF EQUIPMENT, AND SUPPORTING CALCULATIONS.

PRODUCT DATA
A. SUBMIT NUMBER OF COPIES WHICH THE CONTRACTOR REQUIRES, PLUS TWO COPIES WHICH WILL BE RETAINED BY THE ENGINEER.
B. MARK EACH COPY TO IDENTIFY APPLICABLE PRODUCTS, MODELS, OPTIONS, AND OTHER DATA. SUPPLEMENT MANUFACTURER'S STANDARD DATA TO PROVIDE INFORMATION UNIQUE TO THIS PROJECT.

MANUFACTURERS' INSTRUCTIONS AND CERTIFICATIONS
A. SUBMIT AS NOTED IN INDIVIDUAL SPECIFICATION SECTIONS.

QUALITY ASSURANCE
A. MAINTAIN QUALITY CONTROL OVER SUPPLIERS, MANUFACTURERS, PRODUCTS, SERVICES, SITE CONDITIONS, AND WORKMANSHIP TO PRODUCE WORK OF SPECIFIED QUALITY.
B. COMPLY FULLY WITH MANUFACTURER'S INSTRUCTIONS.
C. COOPERATE WITH SPECIFIED STANDARDS AS A MINIMUM. QUALITY FOR THE WORK EXCEPT WHEN MORE STRINGENT TOLERANCES, CODES, OR SPECIFIED REQUIREMENTS INDICATE HIGHER STANDARDS OR MORE PRECISE WORKMANSHIP.

REFERENCES
A. COMMUNICATE TO REFERENCE STANDARD BY DATE OF ISSUE CURRENT AS OF DATE OF CONTRACT.
B. SHOULD SPECIFIED REFERENCE STANDARD CONFLICT WITH CONTRACT DOCUMENTS, REQUEST CLARIFICATION FROM ENGINEER BEFORE PROCEEDING.

MANUFACTURERS' FIELD SERVICES
A. REPRESENTATIVE SHALL SUBMIT WRITTEN REPORT TO ENGINEER LISTING OBSERVATIONS AND RECOMMENDATIONS.

TESTING LABORATORY SERVICES
A. OWNER WILL SELECT A TESTING LABORATORY TO PERFORM INSPECTIONS, TESTS, AND OTHER SERVICES AS NOTED BY INDIVIDUAL SPECIFICATION SECTION.
B. ALL CONTRACTOR LABORATORY TESTING OF EARTHWORK AND CONCRETE SHALL BE PAID FOR BY THE OWNER. THE CONTRACTOR SHALL BEAR THE COSTS FOR ALL TESTS REQUIRED TO BE REPEATED.
C. SERVICES WILL BE PERFORMED IN ACCORDANCE WITH REQUIREMENTS OF GOVERNING AUTHORITIES AND WITH SPECIFIED STANDARDS.
D. CONTRACTOR SHALL COOPERATE WITH TESTING LABORATORY PERSONNEL; FURNISH TOOLS, SAMPLES OF MATERIALS, DESIGN MIX, EQUIPMENT, STORAGE AND ASSISTANCE AS REQUESTED.
E. NOTIFY ENGINEER/TESTING LABORATORY 48 HOURS PRIOR TO EXPECTED TIME FOR OPERATIONS REQUIRING TESTING SERVICES.
F. MAKE ARRANGEMENTS WITH TESTING LABORATORY AND PAY FOR ADDITIONAL SAMPLES AND TESTS FOR CONTRACTOR'S CONVENIENCE.
G. FURNISH AND DELIVER SAMPLES/CYLINDERS TO LAB FOR TESTING.

TEMPORARY ELECTRIC POWER AND LIGHTING
A. PROVIDE AND PAY FOR POWER SERVICES REQUIRED FROM SOURCE.
B. PROVIDE POWER OUTLETS FOR CONSTRUCTION OPERATIONS, BRANCH WIRING, DISTRIBUTION BOXES, AND FLEXIBLE POWER CORDS AS REQUIRED.

TEMPORARY WATER
A. PROVIDE WATER AS NEEDED, FOR OWN USE.
B. PROVIDE AN ADEQUATE SUPPLY OF POTABLE DRINKING WATER FOR USE BY EMPLOYEES AND ENGINEER'S EMPLOYEES.

SANITARY FACILITIES
A. PROVIDE AND MAINTAIN REQUIRED SANITARY FACILITIES AND ENCLOSURES.
B. MAINTAIN CLEAN AND SANITARY CONDITION.

WATER FOR TESTING
A. PROVIDE THE NECESSARY WATER REQUIRED FOR TESTING EQUIPMENT PRIOR TO ACCEPTANCE OF THE WORK, UNLESS OTHERWISE SPECIFICALLY STATED IN THE SPECIFICATIONS FOR THE EQUIPMENT, SYSTEM, OR FACILITY.

TEMPORARY TELEPHONE SERVICE
A. PROVIDE ON-SITE TELEPHONE SERVICE FOR CONTRACTOR'S AND ENGINEER'S USE DURING THE PERIOD OF CONSTRUCTION OF THE CONTRACT.

TEMPORARY WATER CONTROL
A. MAINTAIN EXCAVATIONS AND TRENCHES FREE OF WATER. PROVIDE AND OPERATE PUMPING SYSTEMS OF CAPACITY TO CONTROL WATER FLOW.
B. PROVIDE DRAINING SYSTEM AND PUMPING TO MAINTAIN EXCAVATIONS DRY AND FREE OF WATER INFLOW ON A 24 HOURS BASIS.
C. PROVIDE PIPING TO HANDLE PUMPING OUTFLOW TO DISCHARGE IN A MANNER TO AVOID EROSION OR DEPOSIT OF SILT.

TEMPORARY ACCESS ROADS AND PARKING
A. CONSTRUCT AND MAINTAIN TEMPORARY CONSTRUCTION ACCESS ROADS, PARKING AREAS, AND DETOURS AS ARE REQUIRED TO EXECUTE THE WORK.

TEMPORARY HEATING AND VENTILATING
A. PROVIDE ADEQUATE HEAT AND VENTILATION TO ALL PARTS OF THE WORK.
B. SEE REQUIREMENTS OF SPECIFICATIONS FOR MINIMUM TEMPERATURE TO BE MAINTAINED FOR VARIOUS TRADES.
C. VENTILATE ENCLOSED AREAS.
D. DO NOT USE PERMANENT SYSTEMS TO PROVIDE TEMPORARY HEATING OR VENTILATION.

PROTECTION OF FINISHED WORK
A. PROTECT INSTALLED WORK AND PROVIDE SPECIAL PROTECTION WHERE SPECIFIED IN INDIVIDUAL SPECIFICATION SECTIONS.

PROGRESS CLEANING
A. MAINTAIN AREAS FREE OF WASTE MATERIALS, DEBRIS, AND RUBBISH. MAINTAIN SITE IN A CLEAN AND ORDERLY CONDITION.

FIELD OFFICES AND SHEDS
A. OFFICES SHALL BE TIGHT, SECURE, WITH LIGHTING, ELECTRICAL OUTLETS, HEATING, COOLING AND VENTILATING EQUIPMENT, AND EQUIPPED WITH STURDY FURNITURE, DRAWING DISPLAY TABLE, AND TELEPHONE.
B. PROVIDE SPACE FOR PROJECT MEETINGS WITH TABLE AND CHAIRS.
C. SHEDS: WEATHER TIGHT, SECURE, AND VENTILATED.

BASIC REQUIREMENTS (CONT.)

REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS
A. REMOVE TEMPORARY EROSION CONTROL CONSTRUCTION, ABOVE GRADE OR BURIED UTILITIES, EQUIPMENT, FACILITIES, AND MATERIALS, PRIOR TO SUBSTANTIAL COMPLETION INSPECTION.
B. REMOVE AND REPAIR DAMAGE CAUSED BY INSTALLATION OR USE OF TEMPORARY WORK.

PRODUCTS
A. PRODUCTS: NEW MATERIAL, MACHINERY, COMPONENTS, EQUIPMENT, AND SYSTEMS FOR PREPARATION, FABRICATION, OR ERECTION OF WORK.
B. USE INTERCHANGEABLE COMPONENTS OF THE SAME MANUFACTURE FOR SIMILAR COMPONENTS.

TRANSPORTATION, HANDLING, STORAGE, AND PROTECTION
A. TRANSPORT, HANDLE, STORE AND PROTECT PRODUCTS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.

SUBSTITUTIONS
A. ONCE A SUBMITTAL OF THE BID WILL, ENGINEER CONSIDER REQUESTS FROM CONTRACTOR FOR SUBSTITUTIONS. SUBSEQUENTLY, SUBSTITUTIONS WILL BE CONSIDERED ONLY WHEN A PRODUCT BECOMES UNAVAILABLE DUE TO NO FAULT OF CONTRACTOR.
B. DOCUMENT EACH REQUEST WITH COMPLETE DATA SUBSTANTIATING COMPLIANCE OF PROPOSED SUBSTITUTION WITH CONTRACT DOCUMENTS.

SYSTEMS DEMONSTRATION
A. PRIOR TO FINAL INSPECTION, DEMONSTRATE OPERATION OF EACH SYSTEM TO ENGINEER AND OWNER.
B. INSTRUCT OWNER'S PERSONNEL IN OPERATION, ADJUSTMENT, AND MAINTENANCE OF EQUIPMENT AND SYSTEMS, USING THE OPERATION AND MAINTENANCE DATA AS THE BASIS OF INSTRUCTION.

CONTRACT CLOSEOUT PROCEDURES
A. SUBMIT WRITTEN CERTIFICATION THAT CONTRACT DOCUMENTS HAVE BEEN REVIEWED, WORK HAS BEEN INSPECTED, AND WORK IS COMPLETE IN ACCORDANCE WITH CONTRACT DOCUMENTS, AND FOR ENGINEER'S INSPECTION.
B. SUBMIT FINAL APPLICATION FOR PAYMENT IDENTIFYING TOTAL ADJUSTED CONTRACT PRICE, PREVIOUS PAYMENTS, AND AMOUNT REMAINING DUE.

FINAL CLEANING
A. EXECUTE FINAL CLEANING PRIOR TO FINAL INSPECTION.
B. CLEAN INTERIOR AND EXTERIOR SURFACES EXPOSED TO VIEW.
C. CLEAN DEBRIS, WASTE AND SURPLUS SUPPLIES, RUBBISH, AND CONSTRUCTION FACILITIES FROM SITE.

PROJECT RECORD DOCUMENT
A. MAINTAIN ON SITE IN THE OFFICE, ONE SET OF CONTRACT DOCUMENTS, SHOP DRAWINGS, AND PRODUCT SUBMITTALS TO BE UTILIZED FOR RECORD DOCUMENTS.
B. RECORD ACTUAL REVISIONS TO THE WORK CONCURRENT WITH CONSTRUCTION PROGRESS.
C. SPECIFICATION RECORD DOCUMENTS, AND SHOP DRAWINGS: LEGIBLY MARK EACH ITEM TO RECORD ACTUAL CONSTRUCTION OR PRODUCT INSTALLED.
D. SUBMIT DOCUMENTS TO ENGINEER WITH FINAL APPLICATION FOR PAYMENT.

OPERATION AND MAINTENANCE DATA
A. SUBMIT 2 SETS PRIOR TO FINAL INSPECTION, BOUND IN 8-1/2 X 11 INCH TEXT PAGES WITH DURABLE PLASTIC COVERS.
B. PREPARE A COVER WITH PRINTED TITLE "OPERATION AND MAINTENANCE MANUAL", AND TITLE OF PROJECT.
C. INTERNALLY SUBDIVIDE THE BINDER CONTENTS WITH PERMANENT PAGE DIVIDERS, LOGICALLY ORGANIZED, WITH TABS CLEARLY PRINTED UNDER REINFORCED LAMINATED PLASTIC TABS.
D. CONTAIN THE FOLLOWING:
1.1. DIRECTORY LISTING NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF ENGINEER, CONTRACTOR, SUBCONTRACTORS, AND MAJOR EQUIPMENT SUPPLIERS.
1.2. OPERATION AND MAINTENANCE INSTRUCTIONS, ARRANGED BY SYSTEM.
1.3. CERTIFICATES.
1.4. SHOP DRAWINGS.
1.5. DATA.
1.6. WARRANTIES.

WARRANTIES
A. PROVIDE DUPLICATE NOTARIZED COPIES.
B. EXECUTE AND ASSEMBLE DOCUMENTS FROM SUBCONTRACTORS, SUPPLIERS, AND MANUFACTURERS.
C. SUBMIT PRIOR TO FINAL APPLICATION FOR PAYMENT.
D. UNLESS NOTED IN THE CONTRACT DOCUMENTS, PROVIDE A WARRANTY LASTING 12 MONTHS FROM SUBSTANTIAL COMPLETION.

SPARE PARTS AND MAINTENANCE MATERIALS
A. PROVIDE PRODUCTS, SPARE PARTS, MAINTENANCE AND EXTRA MATERIALS IN QUANTITIES SPECIFIED IN INDIVIDUAL SPECIFICATION SECTIONS.
B. DELIVER TO PROJECT SITE AND PLACE IN LOCATIONS AS DIRECTED; OBTAIN RECEIPT PRIOR TO FINAL PAYMENT.

CITY OF SUNSET VALLEY GENERAL CONSTRUCTION NOTES

1. ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF SUNSET VALLEY MUST RELY ON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

2. CONTRACTOR SHALL CALL TEXAS 811 (811 OR 1-800-344-8377) FOR UTILITY LOCATIONS PRIOR TO ANY WORK IN CITY EASEMENTS OR STREET ROW.

3. CONTRACTOR SHALL NOTIFY THE CITY OF SUNSET VALLEY - SITE & SUBDIVISION DIVISION TO SUBMIT REQUIRED DOCUMENTATION, PAY CONSTRUCTION INSPECTION FEES, AND SCHEDULE THE REQUIRED SITE AND SUBDIVISION PRE-CONSTRUCTION MEETING. THIS MEETING MUST BE HELD PRIOR TO ANY CONSTRUCTION ACTIVITIES WITHIN THE CITY OF SUNSET VALLEY EASEMENTS. PLEASE VISIT: [HTTP://AUSTINTEXAS.GOV/PAGE/COMMERCIAL-SITE-AND-SUBDIVISION-INSPECTIONS](http://AUSTINTEXAS.GOV/PAGE/COMMERCIAL-SITE-AND-SUBDIVISION-INSPECTIONS) FOR A LIST OF SUBMITTAL REQUIREMENTS, INFORMATION CONCERNING FEES, AND CONTACT INFORMATION.

4. THE CITY OF SUNSET VALLEY CONTACTS:
SITE CIVIL - FREELAND TURK ENGINEERING GROUP - GARY FREELAND - 830-377-4555
BUILDING INSPECTIONS - MCCOMBS INSPECTIONS - 512-301-7801

5. FOR SLOPES OR TRENCHES GREATER THAN FIVE FEET IN DEPTH, ALL CONSTRUCTION OPERATIONS SHALL BE ACCOMPLISHED IN ACCORDANCE WITH APPLICABLE REGULATIONS OF THE U.S. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION. (OSHA) STANDARDS MAY BE PURCHASED FROM THE GOVERNMENT PRINTING OFFICE; INFORMATION AND RELATED REFERENCE MATERIALS MAY BE PURCHASED FROM OSHA, 611 EAST 6TH STREET, AUSTIN, TEXAS.

6. ALL SITE WORK MUST ALSO COMPLY WITH ENVIRONMENTAL REQUIREMENTS.

7. UPON COMPLETION OF THE PROPOSED SITE IMPROVEMENTS AND PRIOR TO THE FOLLOWING, THE ENGINEER SHALL CERTIFY IN WRITING THAT THE PROPOSED DRAINAGE, FILTRATION AND DETENTION FACILITIES WERE CONSTRUCTED IN CONFORMANCE WITH THE APPROVED PLANS:
-RELEASE OF THE CERTIFICATE OF OCCUPANCY BY THE DEVELOPMENT SERVICES DEPARTMENT (INSIDE THE CITY LIMITS); OR
-INSTALLATION OF AN ELECTRIC OR WATER METER (IN THE FIVE-MILE ETJ)

DEVELOPER INFORMATION:

DEVELOPER: TOWNSBRIDGE HOMES LLC
PO BOX 90638
AUSTIN, TX 78709

OWNER'S REPRESENTATIVE RESPONSIBLE FOR PLAN ALTERATIONS:

CIVIL ENGINEER: AMC DESIGN GROUP, INC.
PO Box 341555
Austin, Texas 78734
512-385-2911

FIRM RESPONSIBLE FOR E/S CONTROL AND WOC MAINTENANCE:

CONTRACTOR

FIRM RESPONSIBLE FOR TRE/T/NAUTRAL AREA PROTECTION MAINTENANCE:

CONTRACTOR

FIRE DEPARTMENT NOTES

CONSTRUCTION DOCUMENTS RELATED TO SITE PLAN AND BUILDING PERMIT APPROVALS SHALL ADDRESS GENERAL EMERGENCY ACCESS PROVISIONS AND CONSTRUCTION SITES THAT AFFECT FIRE OR LIFE SAFETY. ONE COPY OF MEETING THIS REQUIREMENT IS TO INCLUDE IN THE SITE PLAN. SUBMITTAL GENERAL CONSTRUCTION NOTES WHICH SHOULD INCLUDE, BUT NEED NOT BE LIMITED TO THE FOLLOWING:

1. THE AUSTIN FIRE DEPARTMENT REQUIRES FINISH ASPHALT OR CONCRETE PAVEMENT ON APPROVED ACCESS ROADS/ROUTES. THE PARTS OF CONSTRUCTION CONSTRAINED, ANY OTHER METHOD PROVIDED, "ALL-WEATHER DRIVING CAPABILITIES" SHALL BE REQUIRED TO BE DOCUMENTED AND APPROVED AS AN ALTERNATE METHOD OF CONSTRUCTION IN ACCORDANCE WITH THE APPLICABLE RULES FOR TEMPORARY ROADS OUTLINED IN THE CITY OF AUSTIN FIRE PROTECTION CRITERIA MANUAL.
2. FIRE HYDRANTS SHALL BE INSTALLED WITH THE CENTER OF THE FOUR (4) INCH OPENING (STEAMER) LOCATED AT LEAST 18 INCHES ABOVE FINISHED GRADE. THE STEAMER OPENING OF FIRE HYDRANTS SHALL FACE THE APPROVED FIRE ACCESS DRIVEWAY OR PUBLIC STREET AND SET BACK FROM THE CURB LINE(S) AN APPROVED DISTANCE, TYPICALLY THREE (3) TO SIX (6) FEET. THE AREA WITHIN THREE (3) FEET IN ALL DIRECTIONS FROM ANY FIRE HYDRANT SHALL BE FREE OF OBSTRUCTIONS, AND THE AREA BETWEEN THE STEAMER OPENING AND THE STREET OR DRIVEWAY GIVING EMERGENCY VEHICLE ACCESS SHALL BE FREE OF OBSTRUCTIONS.
3. TIMING OF INSTALLATIONS: WHEN FIRE PROTECTION FACILITIES ARE INSTALLED BY THE CONTRACTOR, SUCH FACILITIES SHALL INCLUDE SURFACE ACCESS ROADS, EMERGENCY ACCESS ROADS OR DRIVES SHALL BE INSTALLED AND MADE SERVICEABLE PRIOR TO APPROVING THE TIME OF CONSTRUCTION. WHEN THE FIRE DEPARTMENT APPROVES AN ALTERNATE METHOD OF PROTECTION, THIS REQUIREMENT MAY BE MODIFIED AS DOCUMENTED IN THE APPROVAL OF THE ALTERNATE METHOD.
4. ALL EMERGENCY ACCESS ROADWAYS AND FIRE LANES, INCLUDING PERVIOUS/DECORATIVE PAVING, SHALL BE ENGINEERED AND INSTALLED AS REQUIRED TO SUPPORT THE AXLE LOADS OF EMERGENCY VEHICLES. A LOAD CAPACITY SUFFICIENT TO MEET THE REQUIREMENTS FOR HS-20 LOADING (16 KIPS/WHEEL) AND A TOTAL VEHICLE LIVE LOAD OF 80,000 POUNDS IS CONSIDERED COMPLIANT WITH THIS REQUIREMENT.
5. FIRE LANES DESIGNATED ON SITE PLANS SHALL BE REGISTERED WITH THE CITY OF AUSTIN FIRE DEPARTMENT AND INSPECTED FOR FINAL APPROVAL.
6. THE MINIMUM VERTICAL CLEARANCE REQUIRED FOR EMERGENCY VEHICLE ACCESS ROADS OR DRIVES IS 14 FEET FOR THE FULL WIDTH OF THE ROADWAY OR DRIVEWAY.

AUSTIN ENERGY NOTES

1. AUSTIN ENERGY HAS THE RIGHT TO PRUNE AND/OR REMOVE TREES, SHRUBBERY AND OTHER OBSTRUCTIONS TO THE EXTENT NECESSARY TO KEEP THE EASEMENTS CLEAR. AUSTIN ENERGY WILL PERFORM ALL TREE WORK IN COMPLIANCE WITH CHAPTER 25-B, SUBCHAPTER B OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE.
2. THE OWNER/DEVELOPER OF THIS SUBDIVISION/LOT SHALL PROVIDE AUSTIN ENERGY WITH ANY EASEMENT AND/OR ACCESS REQUIRED, IN ADDITION TO THOSE INDICATED, FOR THE INSTALLATION AND ONGOING MAINTENANCE OF OVERHEAD AND UNDERGROUND ELECTRIC FACILITIES. THESE EASEMENTS AND/OR ACCESS ARE REQUIRED TO PROVIDE ELECTRIC SERVICE TO THE BUILDING, AND WILL NOT BE LOCATED SO AS TO CAUSE THE SITE TO BE OUT OF COMPLIANCE WITH CHAPTER 25-B OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE.
3. THE OWNER SHALL BE RESPONSIBLE FOR INSTALLATION OF TEMPORARY EROSION CONTROL, REVEGETATION AND TREE PROTECTION. IN ADDITION, THE OWNER SHALL BE RESPONSIBLE FOR ANY INDIVIDUAL TREE PRUNING AND TREE REMOVAL THAT IS WITHIN TEN FEET OF THE CENTER LINE OF THE PROPOSED SERVICE LINE. FACILITIES DESIGNED TO PROVIDE ELECTRIC SERVICE TO THIS PROJECT. THE OWNER SHALL INCLUDE AUSTIN ENERGY'S WORK WITHIN THE LIMITS OF CONSTRUCTION FOR THIS PROJECT.
4. THE OWNER OF THE PROPERTY IS RESPONSIBLE FOR MAINTAINING CLEARANCES REQUIRED BY THE NATIONAL ELECTRIC SAFETY CODE, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REGULATIONS, CITY OF AUSTIN RULES AND REGULATIONS AND TEXAS STATE LAWS PERTAINING TO CLEARANCES WHEN WORKING IN CLOSE PROXIMITY TO OVERHEAD POWER LINES AND EQUIPMENT. AUSTIN ENERGY WILL NOT RENDER ELECTRIC SERVICE UNLESS REQUIRED CLEARANCES ARE MAINTAINED. ALL COSTS INCURRED BECAUSE OF FAILURE TO COMPLY WITH THE REQUIRED CLEARANCES WILL BE CHARGED TO THE OWNER.
5. ANY RELOCATION OF ELECTRIC FACILITIES SHALL BE AT OWNER'S EXPENSE.

AMERICANS WITH DISABILITIES ACT

THE CITY OF SUNSET VALLEY HAS REVIEWED THIS PLAN FOR COMPLIANCE WITH CITY DEVELOPMENT REGULATIONS ONLY. THE APPLICANT, PROPERTY OWNER, AND OCCUPANT OF THE PREMISES ARE RESPONSIBLE FOR DETERMINING WHETHER THE PLAN COMPLIES WITH ALL OTHER LAWS, REGULATIONS, AND RESTRICTIONS WHICH MAY BE APPLICABLE TO THE PROPERTY AND ITS USE.

ORDINANCE REQUIREMENTS

1. ALL IMPROVEMENTS SHALL BE MADE IN ACCORDANCE WITH THE RELEASED SITE PLAN. ANY ADDITIONAL IMPROVEMENTS WILL REQUIRE SITE PLAN AMENDMENT AND APPROVAL.
2. APPROVAL OF THIS SITE PLAN DOES NOT INCLUDE BUILDING AND FIRE CODE APPROVAL NOR BUILDING PERMIT APPROVAL.
3. ALL SIGNS MUST COMPLY WITH REQUIREMENTS OF THE CITY OF AUSTIN LAND DEVELOPMENT CODE (CHAPTER 25-10) AND THE SUNSET VALLEY LAND DEVELOPMENT CODE (CHAPTER 14).
4. ADDITIONAL ELECTRIC EASEMENTS MAY BE REQUIRED AT A LATER DATE.
5. WATER AND WASTEWATER SERVICE WILL BE PROVIDED BY THE CITY OF SUNSET VALLEY.
6. ALL EXISTING STRUCTURES SHOWN TO BE REMOVED WILL REQUIRE A DEMOLITION PERMIT.
7. A DEVELOPMENT PERMIT MUST BE ISSUED PRIOR TO AN APPLICATION FOR BUILDING PERMIT FOR NON-CONSOLIDATED OR PLANNING COMMISSION APPROVED SITE PLANS.
8. FOR DRIVEWAY CONSTRUCTION: THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR RELOCATION OF, OR DAMAGE TO UTILITIES.
9. FOR CONSTRUCTION WITHIN THE RIGHT-OF-WAY, A ROW EXCAVATION PERMIT IS REQUIRED

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY WATER POLLUTION ABATEMENT PLAN GENERAL CONSTRUCTION NOTES

TCED-0592 (Rev. July 15, 2015)

1. A WRITTEN NOTICE OF CONSTRUCTION ACTIVITY MUST BE SUBMITTED TO THE TCEQ REGIONAL OFFICE AT LEAST 48 HOURS PRIOR TO THE START OF ANY REGULATED ACTIVITIES. THIS NOTICE MUST INCLUDE:
• THE NAME OF THE APPROVED PROJECT;
• THE APPROVED START DATE; AND
• THE CONTACT INFORMATION OF THE PRIME CONTRACTOR.
2. ALL CONTRACTORS CONDUCTING REGULATED ACTIVITIES ASSOCIATED WITH THIS PROJECT MUST PROVIDE A COMPLETE COPY OF THE APPROVED WATER POLLUTION ABATEMENT PLAN (WAP) AND A COPY OF THE APPROVAL LETTER INDICATING THE SPECIFIC CONDITIONS OF ITS APPROVAL. DURING THE COURSE OF THESE REGULATED ACTIVITIES, THE CONTRACTORS ARE REQUIRED TO KEEP ON-SITE COPIES OF THE APPROVED PLAN AND APPROVAL LETTER.
3. IF ANY SENSITIVE FEATURE(S) (CAVES, SOLUTION CAVITY, SINK HOLE, ETC.) IS DISCOVERED DURING CONSTRUCTION, ALL REGULATED ACTIVITIES NEAR THE SENSITIVE FEATURE MUST BE SUSPENDED IMMEDIATELY. THE APPROPRIATE TCEQ REGIONAL OFFICE MUST BE IMMEDIATELY NOTIFIED OF ANY SENSITIVE FEATURES ENCOUNTERED DURING CONSTRUCTION. CONSTRUCTION ACTIVITIES MAY NOT BE RESUMED UNTIL THE TCEQ HAS REVIEWED AND APPROVED THE APPROPRIATE PROTECTIVE MEASURES IN ACCORDANCE WITH THE WAP. THESE MEASURES ARE DESIGNED TO PREVENT POLLUTION FROM POTENTIALLY ADVERSE IMPACTS TO WATER QUALITY.
4. NO TEMPORARY OR PERMANENT HAZARDOUS SUBSTANCE STORAGE TANK SHALL BE INSTALLED WITHIN 150 FEET OF A WATER SUPPLY SOURCE, DISTRIBUTION SYSTEM, WELL OR SENSITIVE FEATURE.
5. PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITY, ALL TEMPORARY EROSION AND SEDIMENTATION (E&S) CONTROL MEASURES MUST BE PROPERLY INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE APPROVED PLANS AND MANUFACTURERS SPECIFICATIONS. IF INSPECTIONS INDICATE A CONTROL HAS BEEN USED INAPPROPRIATELY, OR INCORRECTLY, THE APPLICANT MUST REPLACE OR MODIFY THE CONTROL FOR SITE SITUATIONS. THESE CONTROLS MUST REMAIN IN PLACE UNTIL THE DISTURBED AREAS HAVE BEEN PERMANENTLY STABILIZED.
6. ANY SEDIMENT THAT ESCAPES THE CONSTRUCTION SITE MUST BE COLLECTED AND PROPERLY DISPOSED OF BEFORE THE NEXT RAIN EVENT TO ENSURE IT IS NOT WASHED INTO SURFACE STREAMS, SENSITIVE FEATURES, ETC.
7. SEDIMENT MUST BE REMOVED FROM THE SEDIMENT TRAPS OR SEDIMENTATION BASINS NOT LATER THAN WHEN IT OCCUPIES 50% OF THE BASIN'S DESIGN CAPACITY.
8. ALL SPOILS (EXCAVATED MATERIAL) GENERATED FROM THE PROJECT SITE MUST BE STORED ON-SITE WITH PROPER E&S CONTROLS. FOR STORAGE OR DISPOSAL OF SPOILS AT ANOTHER SITE ON THE EDWARDS AQUIFER RECHARGE ZONE, THE OWNER OF THE SITE MUST RECEIVE APPROVAL OF A WATER POLLUTION ABATEMENT PLAN FOR THE PLACEMENT OF THE MATERIAL OR MASS GRADING PRIOR TO THE PLACEMENT OF SPOILS AT THE OTHER SITE.
9. IF PORTIONS OF THE SITE WILL HAVE

APPENDIX P-1

EROSION CONTROL NOTES

- 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 COA ESC PLAN SHALL BE CONSULTED AND USED AS THE BASIS FOR A TDEE. REQUIREMENTS FOR A SWPP IS REQUIRED, SHALL BE AVAILABLE FOR REVIEW BY THE CITY OF AUSTIN ENVIRONMENTAL INSPECTOR. ALL TIMES DURING CONSTRUCTION, INCLUDING AT THE PRE-CONSTRUCTION MEETING, THE CHECKLIST BELOW CONTAINS THE BASIC ELEMENTS THAT SHALL BE REVIEWED FOR PERMIT APPROVAL BY COA EV PLAN REVIEWERS AS WELL AS COA EV INSPECTORS.
- THE PLACEMENT OF TREE/NATURAL AREA PROTECTIVE FENCING SHALL BE IN ACCORDANCE WITH THE CITY OF AUSTIN STANDARD NOTES FOR TREE AND NATURAL AREA PROTECTION AND THE APPROVED GRADE/ROOT/NATURAL AREA AREA PLAN.
- PRE-CONSTRUCTION APPROVED GRADE/ROOT/NATURAL AREA AREA PLAN SHALL BE PROVIDED ON-SITE WITH THE CONTRACTOR, DESIGN ENGINEER/PERMIT APPLICANT AND ENVIRONMENTAL INSPECTOR AFTER INSTALLATION OF THE EROSION/SEDIMENTATION CONTROLS AND TREE/NATURAL AREA PROTECTION MEASURES AND PRIOR TO BEGINNING ANY SITE PREPARATION WORK. THE CONTRACTOR SHALL NOTIFY THE DEVELOPMENT SERVICES DEPARTMENT, 974-2278, AT LEAST 10 DAYS PRIOR TO THE DEVELOPMENT DATA CENTER APPROVED ESC PLAN AND TDEE. SWPP IS REQUIRED SHOULD BE REVIEWED BY COA EV INSPECTOR.
- ANY MAJOR VARIATION IN MATERIALS OR LOCATIONS OF CONTROLS OR FENCES FROM THOSE SHOWN ON THE APPROVED PLANS WILL REQUIRE A REVISION AND MUST BE APPROVED BY THE REVIEWING ENGINEER, ENVIRONMENTAL SPECIALIST OR CITY ARBORIST AS APPROPRIATE. MAJOR REVISIONS MUST BE APPROVED BY AUTHORIZED COA STAFF. MINOR CHANGES BE MADE AS THE RELATIONSHIP TO EROSION AND SEDIMENTATION CONTROL PLAN MAY BE REVIEWED BY THE ENVIRONMENTAL INSPECTOR DURING THE COURSE OF CONSTRUCTION TO CORRECT CONTROL INADEQUACIES.
- THE CONTRACTOR IS REQUIRED TO PROVIDE A CERTIFIED INSPECTOR WITH EITHER A CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENT CONTROL (CPESC), CERTIFIED EROSION, SEDIMENT AND WATERMASTER- INSPECTOR (CESWI) OR CERTIFIED INSPECTOR OF SEDIMENTATION AND EROSION CONTROLS (CISEC). CERTIFICATION TO INSPECT THE CONTROLS AND FENCE IS TO BE INSTALLED WITHIN A TREE'S Drip LINE, ERECT THE FENCE AND THE OUTERSIDE OF THE PERMEABLE PAVING AREA (PRIOR TO SITE GRADE SO THAT THIS AREA IS GRADED SEPARATELY PRIOR TO PAVING INSTALLATION TO MINIMIZE ROOT DAMAGE).
- EXCEPTIONS TO INSTALLING FENCES AT TREE Drip LINES MAY BE PERMITTED IN THE FOLLOWING CASES:
 - WHERE THERE IS TO BE AN APPROVED GRADE CHANGE, IMPERMEABLE PAVING SURFACE, TROWEL, OR OTHER SUCH SITE DEVELOPMENT, ERECT THE FENCE APPROPRIATELY, UP TO 4 FEET BEHIND THE AREA IN QUESTION.
 - WHERE PERMEABLE PAVING IS TO BE INSTALLED WITHIN A TREE'S Drip LINE, ERECT THE FENCE AND THE OUTERSIDE OF THE PERMEABLE PAVING AREA (PRIOR TO SITE GRADE SO THAT THIS AREA IS GRADED SEPARATELY PRIOR TO PAVING INSTALLATION TO MINIMIZE ROOT DAMAGE).
 - WHERE TREES ARE CLOSE TO PROPOSED BUILDINGS, ERECT THE FENCE TO ALLOW 6 TO 10 FEET OF WORK SPACE BETWEEN THE FENCE AND THE BUILDING.
 - WHERE THERE ARE SEVERE SPACE CONSTRAINTS DUE TO TRACTOR SIZE, OR OTHER SPECIAL REQUIREMENTS, CONTACT THE CITY ARBORIST AT 512-974-1876 TO DISCUSS ALTERNATIVES.
- NOTE: FOR THE PROTECTION OF NATURAL AREAS, NO EXCEPTIONS TO INSTALLING FENCES AT THE LIMIT OF CONSTRUCTION LINE WILL BE PERMITTED.
- WHERE ANY OF THE ABOVE EXCEPTIONS RESULT IN A FENCE BEING CLOSER THAN 4 FEET TO A TREE TRUNK, PROTECT THE TRUNK WITH STRAPPED-ON PLANKING TO A HEIGHT OF 8 FEET (OR TO THE LIMITS OF LOWER BRANCHING) IN ADDITION TO THE REDUCED FENCING PROVIDED.
- TREES APPROVED FOR REMOVAL SHALL BE REMOVED IN A MANNER WHICH DOES NOT IMPACT TREES TO BE PRESERVED.
- ANY ROOTS EXPOSED BY CONSTRUCTION ACTIVITY SHALL BE PRUNED FLUSH WITH THE SOIL BACK FILL AREAS, NOT BACK FILLED WITH 2-3 YRS COVERED WITH ORGANIC MATERIAL IN A MANNER WHICH REDUCES SOIL TEMPERATURE AND MINIMIZES WATER LOSS DUE TO EVAPORATION.
- ANY TRENCHING REQUIRED FOR THE INSTALLATION OF LANDSCAPE IRRIGATION SHALL BE PLACED AS FAR FROM EXISTING TREE TRUNKS AS POSSIBLE.
- NO LANDSCAPE TOPSOIL DRESSING GREATER THAN 4 INCHES SHALL BE PERMITTED WITHIN THE Drip LINE OF TREES. NO SOIL IS PERMITTED ON THE ROOT FLARE OF ANY TREE.
- PRUNING TO PROVIDE CLEARANCE FOR STRUCTURES, VEHICULAR TRAFFIC AND EQUIPMENT SHALL TAKE PLACE BEFORE DAMAGE OCCURS (RIPPING OF BRANCHES, ETC.).
- ALL FINISHED PRUNING SHALL BE DONE ACCORDING TO RECOGNIZED, APPROVED STANDARDS OF THE INDUSTRY (REFERENCE THE NATIONAL ARBORIST ASSOCIATION PRUNING STANDARDS FOR SHADE TREES AVAILABLE ON REQUEST FROM THE CITY ARBORIST).
- DEVIATIONS FROM THE ABOVE NOTES MAY BE CONSIDERED ORDINANCE VIOLATIONS IF THERE IS SUBSTANTIAL NON2-B60F-00 COMPLIANCE OR IF A TREE SUSTAINS DAMAGE AS A RESULT.
- PRIOR TO EXCAVATION OR GRADE CUTTING WITHIN TREE Drip LINES, MAKE A CLEAN CUT BETWEEN THE DISTURBED AND UNDISTURBED ROOT ZONES WITH A ROCK SAW OR SIMILAR EQUIPMENT TO MINIMIZE DAMAGE TO REMAINING ROOTS.
- WHERE ANY OF THE ABOVE EXCEPTIONS TO FENCING AT A TREE'S Drip LINE RESULT IN AREAS OF UNPROTECTED ROOT ZONES (UNDER Drip LINES) WHERE HEAVY TRAFFIC IS EXPECTED, COVER THOSE AREAS WITH 4 INCHES OF ORGANIC MULCH OR GRAVEL TO MINIMIZE SOIL COMPACTION.
- ALL GRADING WITHIN PROTECTED ROOT ZONE AREAS SHOULD BE DONE BY HAND OR WITH SMALL EQUIPMENT TO MINIMIZE ROOT DAMAGE.
- TREES MOST HEAVILY IMPACTED BY CONSTRUCTION ACTIVITIES SHOULD BE WATERED DEEPLY ONCE A WEEK DURING PERIODS OF HOT, DRY WEATHER. TREE CROWNS SHOULD BE SPRAYED WITH WATER PERIODICALLY TO REDUCE DUST ACCUMULATION ON THE LEAVES.
- WHEN INSTALLING CONCRETE ADJACENT TO THE ROOT ZONE OF A TREE, USE A PLASTIC VAPOR BARRIER BEHIND THE CONCRETE TO PROHIBIT LEACHING OF LIME INTO THE ROOT ZONE.
- TREE TRIMMING IS CONSIDERED A SPECIAL TECHNIQUE FOR TREE PRESERVATION.

APPENDIX P-2

CITY OF AUSTIN STANDARD NOTES FOR TREE AND NATURAL AREA PROTECTION

- ALL TREES AND NATURAL AREAS SHOWN ON PLAN TO BE PRESERVED SHALL BE PROTECTED DURING CONSTRUCTION WITH TEMPORARY FENCING.
- PROTECTIVE FENCES SHALL BE ERECTED ACCORDING TO CITY OF AUSTIN STANDARDS FOR TREE PROTECTION.
- PROTECTIVE FENCES 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 CONSTRUCTION PROJECT.
- EROSION AND SEDIMENTATION CONTROL BARRIERS SHALL BE INSTALLED OR MAINTAINED IN A MANNER WHICH DOES NOT RESULT IN SOIL BUILDUP WITHIN TREE Drip LINES.
- PROTECTIVE FENCES SHALL SURROUND THE TREES OR GROUP OF TREES, AND WILL BE LOCATED AT THE OUTERMOST LIMIT OF BRANCHES (Drip LINE), OR, FOR NATURAL AREAS, PROTECTIVE FENCES SHALL FOLLOW THE LIMIT OF CONSTRUCTION LINE, IN ORDER TO PREVENT THE FOLLOWING:
 - SOIL COMPACTION IN THE ROOT ZONE AREA RESULTING FROM VEHICULAR TRAFFIC OR STORAGE OF EQUIPMENT OR MATERIALS;
 - ROOT ZONE DISTURBANCES DUE TO GRADE CHANGES (GREATER THAN 6 INCHES OUT OF 12 INCHES FILL), OR TRENCHING NOT REVIEWED AND AUTHORIZED BY THE CITY ARBORIST;
 - WOUNDS TO EXPOSED ROOTS, TRUNK OR LIMBS BY MECHANICAL EQUIPMENT;
 - OTHER ACTIVITIES DETERIMENTAL TO TREES SUCH AS CHEMICAL STORAGE, CEMENT TRUCK CLEANING, AND FIRES.
- EXCEPTIONS TO INSTALLING FENCES AT TREE Drip LINES MAY BE PERMITTED IN THE FOLLOWING CASES:
 - WHERE THERE IS TO BE AN APPROVED GRADE CHANGE, IMPERMEABLE PAVING SURFACE, TROWEL, OR OTHER SUCH SITE DEVELOPMENT, ERECT THE FENCE APPROPRIATELY, UP TO 4 FEET BEHIND THE AREA IN QUESTION.
 - WHERE PERMEABLE PAVING IS TO BE INSTALLED WITHIN A TREE'S Drip LINE, ERECT THE FENCE AND THE OUTERSIDE OF THE PERMEABLE PAVING AREA (PRIOR TO SITE GRADE SO THAT THIS AREA IS GRADED SEPARATELY PRIOR TO PAVING INSTALLATION TO MINIMIZE ROOT DAMAGE).
 - WHERE TREES ARE CLOSE TO PROPOSED BUILDINGS, ERECT THE FENCE TO ALLOW 6 TO 10 FEET OF WORK SPACE BETWEEN THE FENCE AND THE BUILDING.
 - WHERE THERE ARE SEVERE SPACE CONSTRAINTS DUE TO TRACTOR SIZE, OR OTHER SPECIAL REQUIREMENTS, CONTACT THE CITY ARBORIST AT 512-974-1876 TO DISCUSS ALTERNATIVES.
- NOTE: FOR THE PROTECTION OF NATURAL AREAS, NO EXCEPTIONS TO INSTALLING FENCES AT THE LIMIT OF CONSTRUCTION LINE WILL BE PERMITTED.
- WHERE ANY OF THE ABOVE EXCEPTIONS RESULT IN A FENCE BEING CLOSER THAN 4 FEET TO A TREE TRUNK, PROTECT THE TRUNK WITH STRAPPED-ON PLANKING TO A HEIGHT OF 8 FEET (OR TO THE LIMITS OF LOWER BRANCHING) IN ADDITION TO THE REDUCED FENCING PROVIDED.
- TREES APPROVED FOR REMOVAL SHALL BE REMOVED IN A MANNER WHICH DOES NOT IMPACT TREES TO BE PRESERVED.
- ANY ROOTS EXPOSED BY CONSTRUCTION ACTIVITY SHALL BE PRUNED FLUSH WITH THE SOIL BACK FILL AREAS, NOT BACK FILLED WITH 2-3 YRS COVERED WITH ORGANIC MATERIAL IN A MANNER WHICH REDUCES SOIL TEMPERATURE AND MINIMIZES WATER LOSS DUE TO EVAPORATION.
- ANY TRENCHING REQUIRED FOR THE INSTALLATION OF LANDSCAPE IRRIGATION SHALL BE PLACED AS FAR FROM EXISTING TREE TRUNKS AS POSSIBLE.
- NO LANDSCAPE TOPSOIL DRESSING GREATER THAN 4 INCHES SHALL BE PERMITTED WITHIN THE Drip LINE OF TREES. NO SOIL IS PERMITTED ON THE ROOT FLARE OF ANY TREE.
- PRUNING TO PROVIDE CLEARANCE FOR STRUCTURES, VEHICULAR TRAFFIC AND EQUIPMENT SHALL TAKE PLACE BEFORE DAMAGE OCCURS (RIPPING OF BRANCHES, ETC.).
- ALL FINISHED PRUNING SHALL BE DONE ACCORDING TO RECOGNIZED, APPROVED STANDARDS OF THE INDUSTRY (REFERENCE THE NATIONAL ARBORIST ASSOCIATION PRUNING STANDARDS FOR SHADE TREES AVAILABLE ON REQUEST FROM THE CITY ARBORIST).
- DEVIATIONS FROM THE ABOVE NOTES MAY BE CONSIDERED ORDINANCE VIOLATIONS IF THERE IS SUBSTANTIAL NON2-B60F-00 COMPLIANCE OR IF A TREE SUSTAINS DAMAGE AS A RESULT.
- PRIOR TO EXCAVATION OR GRADE CUTTING WITHIN TREE Drip LINES, MAKE A CLEAN CUT BETWEEN THE DISTURBED AND UNDISTURBED ROOT ZONES WITH A ROCK SAW OR SIMILAR EQUIPMENT TO MINIMIZE DAMAGE TO REMAINING ROOTS.
- WHERE ANY OF THE ABOVE EXCEPTIONS TO FENCING AT A TREE'S Drip LINE RESULT IN AREAS OF UNPROTECTED ROOT ZONES (UNDER Drip LINES) WHERE HEAVY TRAFFIC IS EXPECTED, COVER THOSE AREAS WITH 4 INCHES OF ORGANIC MULCH OR GRAVEL TO MINIMIZE SOIL COMPACTION.
- ALL GRADING WITHIN PROTECTED ROOT ZONE AREAS SHOULD BE DONE BY HAND OR WITH SMALL EQUIPMENT TO MINIMIZE ROOT DAMAGE.
- TREES MOST HEAVILY IMPACTED BY CONSTRUCTION ACTIVITIES SHOULD BE WATERED DEEPLY ONCE A WEEK DURING PERIODS OF HOT, DRY WEATHER. TREE CROWNS SHOULD BE SPRAYED WITH WATER PERIODICALLY TO REDUCE DUST ACCUMULATION ON THE LEAVES.
- WHEN INSTALLING CONCRETE ADJACENT TO THE ROOT ZONE OF A TREE, USE A PLASTIC VAPOR BARRIER BEHIND THE CONCRETE TO PROHIBIT LEACHING OF LIME INTO THE ROOT ZONE.
- TREE TRIMMING IS CONSIDERED A SPECIAL TECHNIQUE FOR TREE PRESERVATION.

SPECIAL CONSTRUCTION TECHNIQUES

ECM 3.5.4(D)

PRIOR TO EXCAVATION WITHIN TREE DRIP LINES OR THE REMOVAL OF TREES ADJACENT TO OTHER TREES THAT ARE TO REMAIN, MAKE A CLEAN CUT BETWEEN THE DISTURBED AND UNDISTURBED ROOT ZONES WITH A ROCK SAW OR SIMILAR EQUIPMENT TO MINIMIZE ROOT DAMAGE.

IN CRITICAL ROOT ZONE AREAS THAT CANNOT BE PROTECTED DURING CONSTRUCTION WITH FENCING AND WHERE HEAVY VEHICULAR TRAFFIC IS ANTICIPATED, COVER THOSE AREAS WITH A MINIMUM OF 12 INCHES OF ORGANIC MULCH TO MINIMIZE SOIL COMPACTION. IN AREAS WITH HIGH SOIL PLASTICITY GEOTEXTILE FABRIC, PER STANDARD SPECIFICATION, SHOULD BE PLACED OVER THE MULCH. PERIODICALLY, EXCESSIVE MIXING OF THE SOIL AND MULCH, ADDITIONALLY, MATERIALS SUCH AS FLYASH AND METAL SHEETS, COULD BE REQUIRED BY THE CITY ARBORIST TO MINIMIZE ROOT IMPACTS FROM HEAVY EQUIPMENT. ONCE THE PROJECT IS COMPLETED, ALL MATERIALS SHOULD BE REMOVED, AND THE MULCH SHOULD BE REDUCED TO A DEPTH OF 3 INCHES.

PERFORM ALL GRADING WITHIN CRITICAL ROOT ZONE AREAS BY HAND OR WITH SMALL EQUIPMENT TO MINIMIZE ROOT DAMAGE.

WATER ALL TREES MOST HEAVILY IMPACTED BY CONSTRUCTION ACTIVITIES DEEPLY ONCE A WEEK DURING PERIODS OF HOT, DRY WEATHER. SPRAY TREE CROWNS WITH WATER PERIODICALLY TO REDUCE DUST ACCUMULATION ON THE LEAVES.

WHEN INSTALLING CONCRETE ADJACENT TO THE ROOT ZONE OF A TREE, USE A PLASTIC VAPOR BARRIER BEHIND THE CONCRETE TO PROHIBIT LEACHING OF LIME INTO THE SOIL.

E. WHEN REQUIRED, NATIVE PLANT SEEDING SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF AUSTIN ENVIRONMENTAL CRITERIA MANUAL ITEMS 6045 OR 6095.

Table 1: Hydromulching for Temporary Vegetative Stabilization

Material	Description	Longevity	Typical Applications	Application Rates
100% of any blend of wood, cellulose straw and/or cotton plant material (except no mulch shall exceed 30 paper)	75% Organic	6 months	On slopes up to 2:1	2500 to 4000 lbs per acre (see manufacturer's recommendations)
	65% Organic	up to 12 months	On slopes up to 1:1	3000 to 4500 lbs per acre (see manufacturer's recommendations)
Fiber Reinforced Matrix (FRM)	65% Organic defibrated fibers 25% cellulose fibers and 10% tackifier	6 months	On slopes up to 2:1 and erosive soil conditions	2500 to 4000 lbs per acre (see manufacturer's recommendations)

Table 2: Hydromulching for Permanent Vegetative Stabilization

Material	Description	Longevity	Typical Applications	Application Rates
Bonded Fiber Matrix (BFM)	65% Organic defibrated fibers 10% tackifier	6 months	On slopes up to 2:1 and erosive soil conditions	2500 to 4000 lbs per acre (see manufacturer's recommendations)

10. DEVELOPER INFORMATION:

DEVELOPER: TOWNBRIDGE HOMES LLC

PO BOX 90630

AUSTIN, TX 78709

OWNER'S REPRESENTATIVE RESPONSIBLE FOR PLAN ALTERATIONS:

CIVIL ENGINEER: AMC DESIGN GROUP, INC.

BOX 41557

AUSTIN, TX 78734

512-385-2911

FIRM RESPONSIBLE FOR E/S CONTROL/WOC/REF & NATURAL AREA PROTECTION MAINTENANCE:

THE CONTRACTOR SHALL NOT DISPOSE OF SURPLUS EXCAVATED MATERIAL FROM THE SITE WITHOUT NOTIFYING THE DEVELOPMENT SERVICES DEPARTMENT AT 512-974-2278 AT LEAST 48 HOURS PRIOR WITH THE LOCATION AND A COPY OF THE PERMIT ISSUED TO RECEIVE THE MATERIAL.

APPENDIX P-4

STANDARD SEQUENCE OF CONSTRUCTION

- TEMPORARY EROSION AND SEDIMENTATION CONTROLS ARE TO BE INSTALLED AS INDICATED ON THE APPROVED SITE PLAN OR SUBDIVISION CONSTRUCTION PLAN AND IN ACCORDANCE WITH THE EROSION/SEDIMENTATION CONTROL PLAN (ESC) AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) THAT IS REQUIRED TO BE POSTED ON THE SITE. INSTALL TREE PROTECTION, INITIATE TREE MITIGATION MEASURES AND CONDUCT "PRE-CONSTRUCTION" TREE FERTILIZATION (IF APPLICABLE).
- THE ENVIRONMENTAL PROJECT MANAGER OR SITE SUPERVISOR MUST CONTACT THE DEVELOPMENT SERVICES DEPARTMENT, ENVIRONMENTAL INSPECTION AT 512-974-2278, 72 HOURS PRIOR TO THE SCHEDULED DATE OF THE REQUIRED ON-SITE PRECONSTRUCTION MEETING.
- THE ENVIRONMENTAL PROJECT MANAGER, AND/OR SITE SUPERVISOR, AND/OR DESIGNATED RESPONSIBLE PARTY, AND THE GENERAL CONTRACTOR WILL FOLLOW THE EROSION/SEDIMENTATION CONTROL PLAN (ESC) AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) POSTED ON THE SITE. TEMPORARY EROSION AND SEDIMENTATION CONTROLS WILL BE REVISED, IF NEEDED, TO COMPLY WITH CITY INSPECTORS' DIRECTIVES, AND REVISED CONSTRUCTION SEQUENCE RELATIVE TO THE WATER QUALITY PLAN REQUIREMENTS AND THE EROSION PLAN.

4. ROUGH GRADE (THE PONDS) AT 100% PREPOSED CAPACITY, EITHER THE PERMANENT OUTLET STRUCTURE OR A TEMPORARY OUTLET MUST BE CONSTRUCTED PRIOR TO DEVELOPMENT OF EMBANKMENT OR EXCAVATION THAT LEADS TO PONDING CONDITIONS. THE OUTLET SYSTEM MUST CONSIST OF A SUMP PIT OUTLET AND AN EMERGENCY SPILLWAY. MEETING THE REQUIREMENTS OF THE DRAINAGE CRITERIA MANUAL AND/OR THE SWPPP IS REQUIRED AS RECOMMENDED BY THE ENGINEER. THE FILTER SYSTEM SHALL BE PROTECTED FROM EROSION AND SHALL BE MAINTAINED THROUGHOUT THE COURSE OF CONSTRUCTION UNTIL INSTALLATION OF THE PERMANENT WATER QUALITY PONDS.

5. TEMPORARY EROSION AND SEDIMENTATION CONTROLS WILL BE INSPECTED AND MAINTAINED IN ACCORDANCE WITH THE EROSION/SEDIMENTATION CONTROL PLAN (ESC) AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) POSTED ON THE SITE.

6. BEGIN SITE CLEARING/CONSTRUCTION (DEMOLITION ACTIVITIES).

7. IN THE BARTON SPRINGS ZONE, THE ENVIRONMENTAL PROJECT MANAGER OR SITE SUPERVISOR SHALL SCHEDULE A MID-CONSTRUCTION CONFERENCE TO COORDINATE CHANGES IN THE SITE CONSTRUCTION SEQUENCE, EVALUATE THE EFFECTIVENESS OF THE EROSION CONTROL PLAN AFTER POSSIBLE CONSTRUCTION ALTERATIONS TO THE SITE. PARTICIPANTS SHALL INCLUDE THE CITY INSPECTOR, PROJECT ENGINEER, GENERAL CONTRACTOR AND ENVIRONMENTAL PROJECT MANAGER OR SITE SUPERVISOR. THE ANTICIPATED COMPLETION DATE AND FINAL CONSTRUCTION SEQUENCE AND INSPECTION SCHEDULE WILL BE COORDINATED WITH THE APPROPRIATE CITY INSPECTOR.

8. PERMANENT WATER QUALITY PONDS OR CONTROLS WILL BE CLEARED OUT AND FILTER MEDIA WILL BE INSTALLED PRIOR TO CONCURRENTLY WITH REVEGETATION OF SITE.

9. COMPLETE CONSTRUCTION AND START REVEGETATION OF THE SITE AND INSTALLATION OF LANDSCAPING.

10. UPON COMPLETION OF THE SITE CONSTRUCTION AND REVEGETATION OF A PROJECT SITE, THE DESIGN ENGINEER SHALL SUBMIT AN ENGINEER'S LETTER OF CONCERN BEARING THE ENGINEER'S SEAL, SIGNATURE AND DATE TO THE DEVELOPMENT SERVICES DEPARTMENT. INDICATING THAT THE REQUIRED LANDSCAPING IS COMPLETE AND IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED PLANS. IN CONJUNCTION WITH THE APPROVED PLANS, THE ENGINEER WILL SPECIFY SEED REQUIREMENTS.

11. UPON COMPLETION OF LANDSCAPE INSTALLATION OF A PROJECT SITE, THE LANDSCAPE ARCHITECT SHALL SUBMIT A LETTER OF CONCERN TO THE DEVELOPMENT SERVICES DEPARTMENT INDICATING THAT THE REQUIRED LANDSCAPING IS COMPLETE AND IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED PLANS. IN CONJUNCTION WITH THE APPROVED PLANS, THE LANDSCAPE ARCHITECT WILL SPECIFY SEED REQUIREMENTS.

12. AFTER A FINAL INSPECTION HAS BEEN CONDUCTED BY THE CITY INSPECTOR AND WITH APPROVAL FROM THE CITY ARBORIST, REMOVE THE TEMPORARY EROSION AND SEDIMENTATION CONTROLS AND COMPLETE ANY NECESSARY REVEGETATION RESULTING FROM REMOVAL OF THE CONTROLS. CONDUCT ANY MAINTENANCE AND REHABILITATION OF THE WATER QUALITY PONDS OR CONTROLS.

INSPECTION AND MAINTENANCE

1. ROUTINE INSPECTION SHOULD BE CONDUCTED WITHIN 24 HOURS OF A RUNOFF EVENT OR AS DETERMINED BY THE APPROVING AUTHORITY. SILTOXXTM SHOULD BE REGULARLY INSPECTED AT LEAST WEEKLY TO MAKE SURE THEY MAINTAIN THEIR SHAPE AND ARE PRODUCING ADEQUATE HYDRAULIC FLOW-THROUGH. IF PONDING BECOMES EXCESSIVE, ADDITIONAL SILTOXXTM MAY BE REQUIRED TO REDUCE EFFECTIVE SLOPE LENGTH OR SEDIMENT REMOVAL MAY BE NECESSARY. SILTOXXTM SHALL BE INSPECTED UNTIL AREA ABOVE HAS BEEN PERMANENTLY STABILIZED AND CONSTRUCTION ACTIVITY HAS BEEN COMPLETED.

2. THE CONTRACTOR SHALL MAINTAIN THE SILTOXXTM IN A FUNCTIONAL CONDITION AT ALL TIMES AND IT SHALL BE ROUTINELY INSPECTED. IF THE SILTOXXTM HAS BEEN DAMAGED, IT SHALL BE REPAIRED, OR REPLACED IF BEYOND REPAIR.

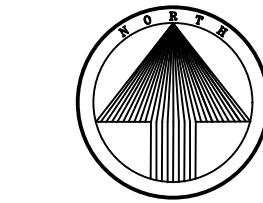
3. THE CONTRACTOR SHALL REMOVE THE FILTER SYSTEM AT THE BASE OF THE UP-SLOPE SIDE OF THE SILTOXXTM WHEN ACQUA-LANDING HAS BEEN PLACED ON THE 1/2 OF THE EFFECTIVE HEIGHT OF THE SILTOXXTM OR AS DIRECTED BY THE ENGINEER. ALTERNATIVELY, A NEW SILTOXXTM CAN BE PLACED ON TOP OF AND SLIGHTLY BEHIND THE ORIGINAL ONE CREATING MORE SEDIMENT STORAGE CAPACITY WITHOUT SOIL DISTURBANCE.
</



SCALE: 1" = 30'

SCALE IN FEET

30 15 0 30



AMC DESIGN GROUP

LEGEND

—	SITE BOUNDARY	
—	LOC	
—	SF	
X	TREE PROTECTION	
RB	ROCK BERM	
—	MB	
SCE	ORGANIC FILTER BERM (MULCH SOCK)	
—	SCE	STABILIZED CONSTRUCTION ENTRANCE
—	INLET PROTECTION	
—	TREE TO REMAIN W/ 1/2 C.R.Z.	
—	TREE TO BE REMOVED	

TREE LIST

DATE OF TREE SURVEY: 07/10/2020

11366 HACKBERRY 16
11367 HACKBERRY 12
11368 HACKBERRY 12

NOTES

1. A PRECONSTRUCTION MEETING WITH THE ENVIRONMENTAL INSPECTOR IS REQUIRED PRIOR TO ANY SITE DISTURBANCE.
2. ENVIRONMENTAL INSPECTOR HAS THE AUTHORITY TO ADD AND/OR MODIFY EROSION/SEDIMENTATION CONTROLS ON SITE TO KEEP PROJECT IN COMPLIANCE WITH THE CITY OF AUSTIN RULES AND REGULATIONS. [LDC 25-8-183]
3. STORM INLET PROTECTION IS TO BE PROVIDED DOWN STREAM OF PROJECT.
4. CONTRACTOR SHALL UTILIZE DUST CONTROL MEASURES DURING SITE CONSTRUCTION SUCH AS IRRIGATION TRUCKS AND MULCHING AS PER ECM 1.4.5(A), OR AS DIRECTED BY THE ENVIRONMENTAL INSPECTOR.
5. THERE WILL BE NO ON-SITE FUEL STORAGE.
6. IF DISTURBED AREA IS NOT TO BE WORKED ON FOR MORE THAN 14 DAYS, DISTURBED AREA NEEDS TO BE STABILIZED BY REVEGETATION, MULCH, TARP, OR REVEGETATION MATTING. [ECM 1.4.4.B.3, SECTION 5, I.]
7. THE CONTRACTOR WILL CLEAN UP SPOILS THAT MIGRATE ONTO THE ROADS A MINIMUM OF ONCE DAILY. [ECM 1.4.4.D.4]
8. INTERNAL EROSION CONTROLS MAY BE SUBSTITUTED FOR MULCH SOCKS AS NECESSARY TO ALLOW FLEXIBILITY DURING CONSTRUCTION PHASES.
9. CONTRACTOR SHALL COORDINATE WORK AS NEEDED WITHIN TREE PROTECTION AREAS WITH THE ENVIRONMENTAL INSPECTOR.
10. REFER TO SHEET 2 FOR Q2 TABLE.
11. TOTAL LINEAR FOOTAGE OF PROPOSED SILT FENCE: 1158 LF
12. CONTRACTOR RESPONSIBLE FOR REMOVAL OF SEDIMENT TRANSPORTED FROM THE LIMITS OF CONSTRUCTION TO OFFSITE DETENTION/WATER QUALITY POND(S).

CONSTRUCTION PHASING & DURATION

DUE TO THE MINIMAL SIZE OF THIS PROJECT, ALL AREAS SHALL BE IN ONE PHASE AND THE DURATION OF DISTURBANCE SHALL BE FOR THE ENTIRE PROJECT LENGTH.

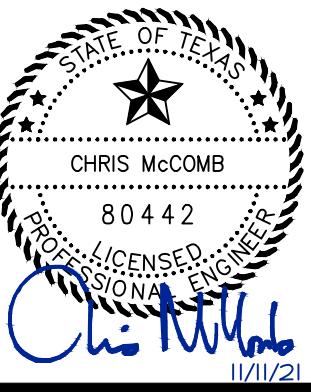
TOWNBRIDGE CAPITAL
OFFICE BUILDING
4800 W. U.S. HIGHWAY 290
SUNSET VALLEY, TEXAS

EROSION/
SEDIMENTATION
CONTROL PLAN

SHEET NO.



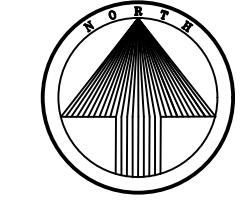




SCALE: 1" = 30'

SCALE IN FEET

30 15 0 30



LEGEND

740.0	PROPOSED GRADING
* 740.0	SPOT ELEVATION
FF	FINISH FLOOR
TW	TOP OF WALL
BW	BOTTOM OF WALL

NOTES

- ALL EARTHWORK TO BE DONE IN ACCORDANCE WITH THE DIVISION 2 SPECIFICATIONS IN THE PROJECT MANUAL.
- ANY UNSUITABLE SOIL TO BE REMOVED AND INSPECTED BY A QUALIFIED SOILS TECHNICIAN AND BACK FILLED TO THE REQUIRED ELEVATION WITH APPROVED FILL MATERIAL. ALL FILL TO BE PLACED IN LOOSE LIFTS NOT TO EXCEED EIGHT INCHES IN THICKNESS.
- SUBMIT TO ENGINEER FOR APPROVAL THE FOLLOWING: SAMPLES OF ALL IMPORTED MATERIALS, SAMPLES OF ALL ON-SITE MATERIAL TO BE USED IN THE SUBGRADE, AND ALL SOILS MUST BE PROVIDED CERTIFICATION FROM A QUALIFIED TESTING LABORATORY THAT IMPORTED MATERIALS CONFORM TO THE REQUIREMENTS AS DETERMINED BY THE GEOTECHNICAL REPORT AND THESE NOTES.
- PRIOR TO BEGINNING ANY EXCAVATION OR FILL, STRIP THE TOPSOIL TO A DEPTH OF AT LEAST 6 INCHES OR TO A DEPTH SUFFICIENT TO REMOVE ALL ORGANIC OR EXPANSIVE SURFACE CLAYS AS NOTED IN THE GEOTECHNICAL REPORT. STOCKPILE THIS SOIL FOR FUTURE USE IN PREDETERMINED AREAS FOR USE IN LANDSCAPING AND NONSTRUCTURAL FILL.
- ONCE FINAL SUBGRADE ELEVATIONS HAVE BEEN ACHIEVED, INCLUDING THE OVER-EXCAVATION REQUIRED FOR BUILDING PADS, THE EXPOSED SUBGRADE SHOULD BE PNEUMATICALLY ROLLED WITH A 20-TON PNEUMATIC ROLLER OR A FULLY LOADED DUMP TRUCK TO DETECT WEAK ZONES IN THE SUBGRADE. WEAK AREAS DETECTED AS WELL AS ZONES CONTAINING DEBRIS OR ORGANICS AND VOIDS RESULTING FROM REMOVAL OF TREE ROOTS, BOULDERS, ETC. SHOULD BE REMOVED AND REPLACED WITH SOILS EXHIBITING SIMILAR CLASSIFICATION, MOISTURE CONTENT, AND DENSITY AS THE ADJACENT IN-SITU SOILS.
- PROPER SITE DRAINAGE SHOULD BE MAINTAINED DURING CONSTRUCTION SO THAT PONDING OF SURFACE RUNOFF DOES NOT OCCUR AND CAUSES CONSTRUCTION DELAYS AND/OR INHIBIT SITE ACCESS.
- FILL SHOULD NOT CONTAIN ROCK GREATER THAN THREE INCHES IN DIAMETER, MORE THAN 1% (DRY WEIGHT) OF ORGANIC MATTER OR DETRIMENTAL MATERIAL, AND SHALL HAVE A P.I. OF LESS THAN 20. IF THIS SPECIFICATION CONFLICTS WITH THE GEOTECHNICAL REPORT, THE MORE STRINGENT REQUIREMENT APPLIES.
- IMPORTED PAVING FILL SHOULD BE TYPE B SOIL (CL, SC, OR SC) PER TXDOT ITEM 132 OR CLASS B BORROW FROM AUSTIN ITEM 130, WITH A MAXIMUM PI OF 14. ROCKS LARGER THAN 3 INCHES IN MAXIMUM DIMENSION IMPORTED PAVING FILL SHOULD BE COMPARED TO THE DENSITY AND MOISTURE REQUIREMENTS GIVEN IN THE GEOTECHNICAL REPORT.
- EXCAVATED ON-SITE SOILS, IF FREE OF ORGANICS, DEBRIS, AND ROCKS LARGER THAN 4 INCHES, MAY BE CONSIDERED FOR USE AS FILL IN PAVEMENT, UTILITY OR OTHER GENERAL EMBANKMENT AREAS. CLAYEY SOILS WITH PI'S EXCEEDING OR EQUALING 25 SHOULD BE MOISTURE CONTROLLED TO A MEAN OPTIMUM +4 PERCENT OF OPTIMUM. CLAYEY SOILS WITH PI'S LESS THAN 25 SHOULD BE MOISTURE CONDITIONED TO BETWEEN -3 AND +3 PERCENT OF OPTIMUM.
- CONTRACTOR SHALL CONTROL DUST BY WATER OR OTHER MEANS ON AND NEAR THE LIMITS OF CONSTRUCTION IF DUST IS CAUSED BY CONTRACTOR'S OPERATIONS DURING PERFORMANCE OF THE WORK OR IF RESULTING FROM CONDITIONS IN WHICH THE CONTRACTOR LEAVES THE SITE.
- CONTRACTOR SHALL CALL THE ONE CALL SYSTEM OR THE TEXAS EXCAVATION SAFETY SYSTEM, 1-800-DIG-TESS FOR UTILITY LOCATIONS PRIOR TO ANY WORK IN UTILITY EASEMENTS OR HIGHWAY RIGHT-OF-WAY.
- ALL DETAILS NOT SHOWN BUT ARE COVERED BY CITY STANDARD DETAILS AND SPECIFICATIONS SHALL CONFORM TO OR EQUAL AUSTIN STANDARDS. DIMENSIONS AND LIMITS OF THESE ITEMS ARE NOTED ON THE DRAWINGS.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS THAT ARE REQUIRED TO COMPLY WITH SECTIONS 15-12-151 THROUGH 15-12-181 OF THE CITY CODE REGARDING EXCAVATION IN PUBLIC RIGHT-OF-WAY.
- PERFORM EARTHWORK TO LINES AND GRADES AS SHOWN WITH PROPER ALLOWANCE FOR TOPSOIL OR CONCRETE STRUCTURES WHERE SPECIFIED OR SHOWN. TOLERANCE FOR TOP SURFACE ELEVATION OF ROUGH GRADE TO BE PLUS OR MINUS 0.1 FOOT.
- ADequate BARRIERS BETWEEN ALL VEHICULAR USE AREAS AND ADJACENT LANDSCAPE AREAS, SUCH AS 6" CONCRETE CURB AREA REQUIRED. IF A STANDARD 6" CURB AND GUTTER ARE NOT PROVIDED FOR ALL VEHICULAR USE AREAS AND ADJACENT LANDSCAPE AREAS, COMPLY WITH ECM, SECTION 2.4.7, PROTECTION OF LANDSCAPE AREA.
- THIS GRADING PLAN WAS PREPARED PRIOR TO THE DEVELOPMENT OF THE FINAL ARCHITECTURAL AND STRUCTURAL DRAWINGS. THEREFORE, MINOR FIELD ADJUSTMENTS MAY BE NECESSARY BETWEEN THE PAVEMENT AND BUILDINGS IN ORDER TO COMPLY WITH TEXAS ACCESSIBILITY STANDARDS.
- THE CONTRACTOR SHALL VERIFY ALL GRADES CONCERNING ACCESSIBLE ROUTES AND WALKWAYS PRIOR TO PLACEMENT OF CONCRETE. THE 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.
- CONTRACTOR SHALL, AT THEIR EXPENSE, RAISE EXISTING CASTINGS OF VALVES, MANHOLES, ELECTRIC VAULTS, AND OTHER STRUCTURES TO MEET THE PROPOSED GRADES.
- DRY STACK ROCK WALLS SHOWN ON THIS PLAN SHALL CONFORM TO THE DETAIL PROVIDED ON THE CONSTRUCTION DETAILS SHEET OF THIS PLAN. SET TO MATCH THE TOP COURSE WITH THE TOP OF CURB, SIDEWALK, OR FINISHED GRADE AS SHOWN OR AS NOTED ON THE GRADING PLAN. THE FOOTING SHALL BE LOCATED A MINIMUM OF 6 INCHES BELOW FINISHED GRADE ON THE LOW SIDE.
- FINISH GRADE INCLUDING FINISHED LANDSCAPE ELEVATION SHALL NOT BE CLOSER THAN 6" FROM FINISHED FLOOR.
- WHEN STAIRS ARE SHOWN ON THE GRADING PLAN, HANDRAILS WILL BE REQUIRED PER THE CURRENT VERSION OF THE BUILDING CODE. DETAILS OF THESE HANDRAILS ARE SHOWN IN THE CONSTRUCTION DETAILS.

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OFFICE BUILDING**
480 W. U.S. HIGHWAY 290
SUNSET VALLEY, TEXAS

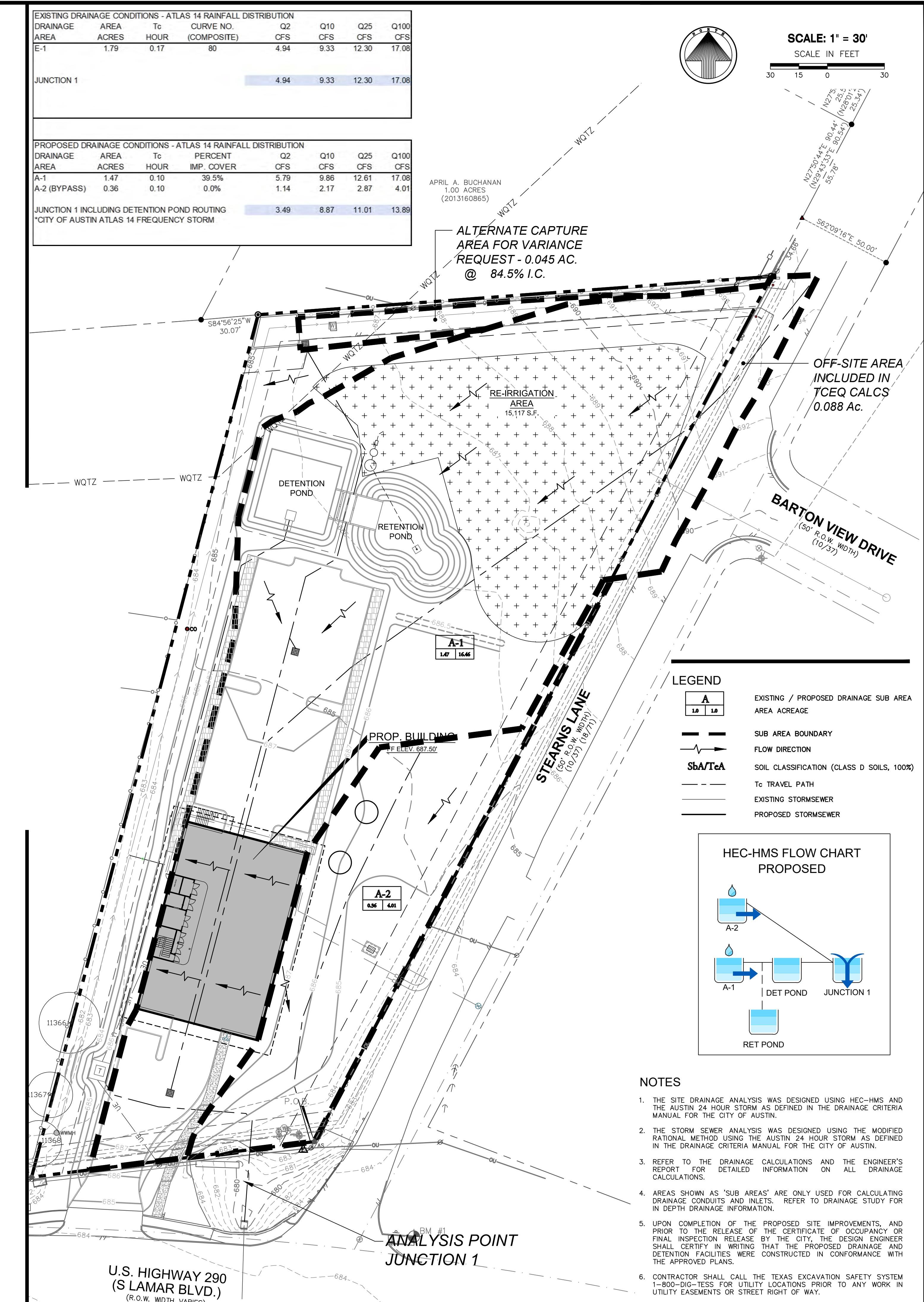
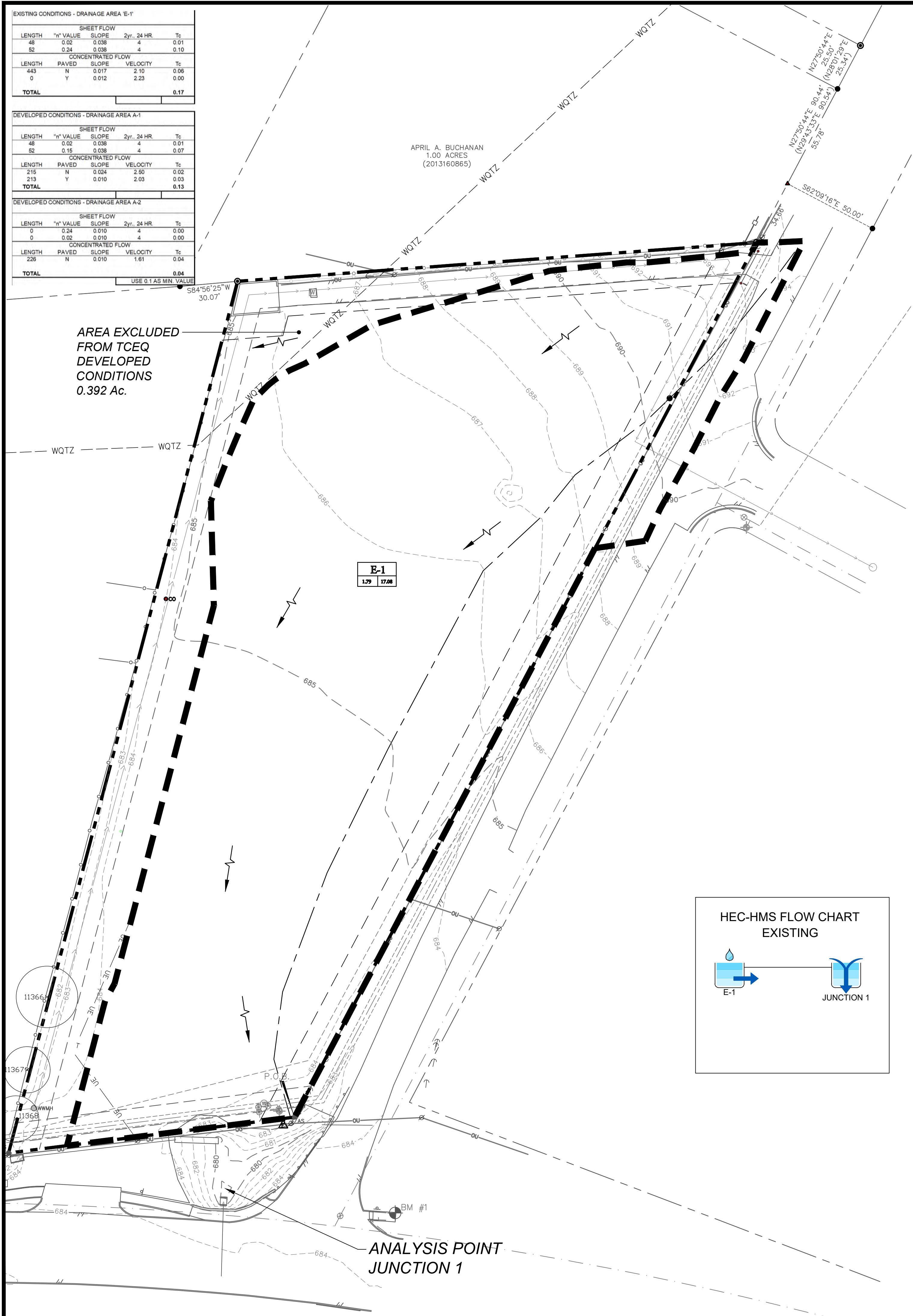
**GRADING
PLAN**

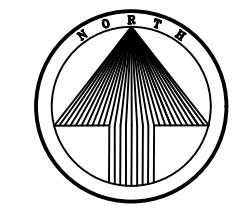
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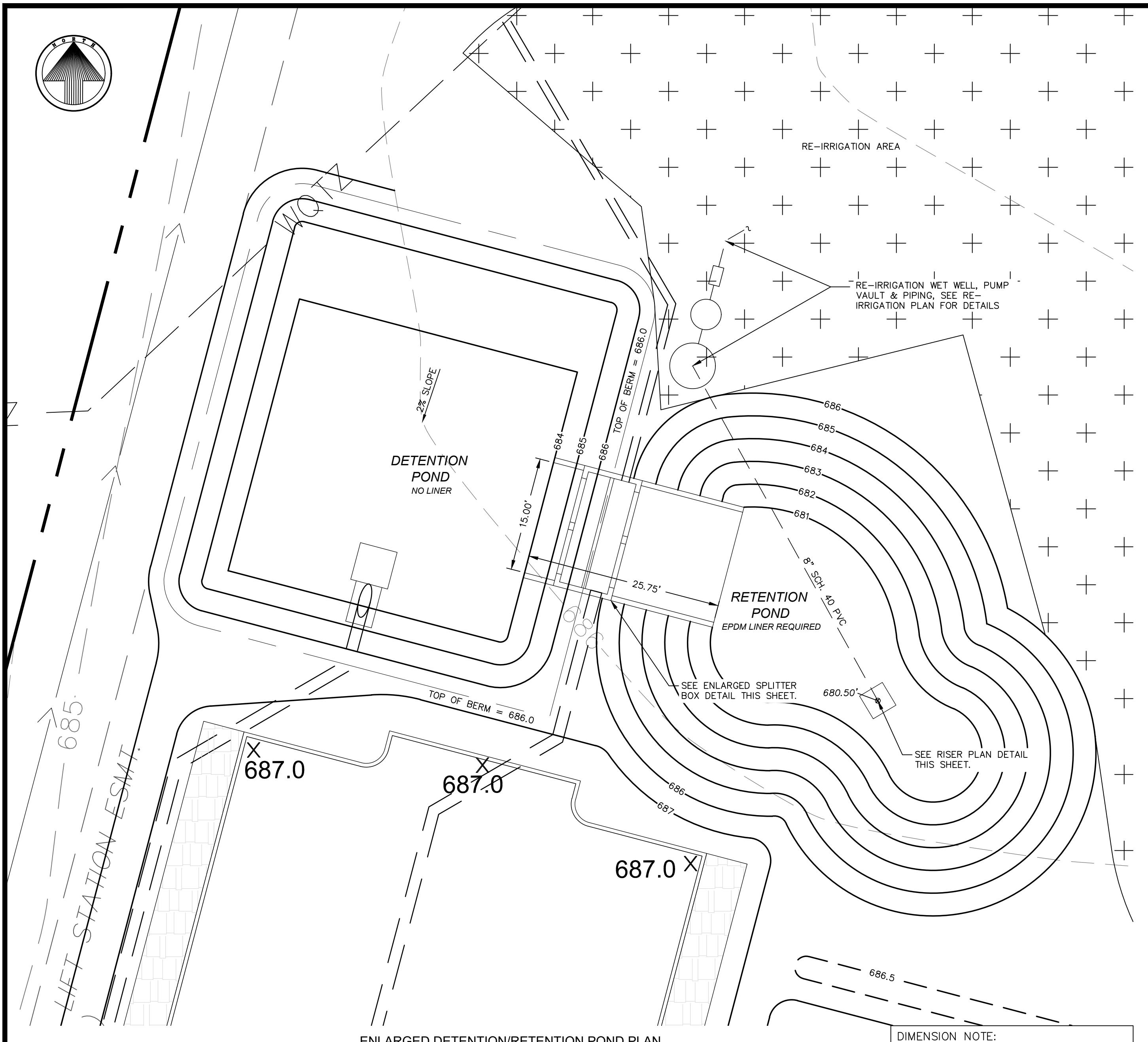




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**TOWNBRIDGE CAPITAL
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4800 W. U.S. HIGHWAY 290
SUNSET VALLEY, TEXAS

**ENLARGED
POND
PLAN**



GENERAL NOTES:

- ALL CONCRETE EDGES WHICH ARE GOING TO REMAIN EXPOSED AT THE END OF CONSTRUCTION TO HAVE A 3/4" CHAMFER.
- CONCRETE CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITION END OF ACI 318.
- ALL CAST-IN-PLACE CONCRETE SHALL BE NORMAL WEIGHT CONCRETE AND SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI AT 28 DAYS.
- DEFORMED STEEL REINFORCING BARS SHALL BE GRADE 60 AND SHALL CONFORM TO ASTM A-615.
- MINIMUM REINFORCING STEEL COVERAGES SHALL BE 3" FOR CONCRETE CAST DIRECTLY ON GRAVEL.
- REINFORCING STEEL COVERAGES FOR CONCRETE EXPOSED TO EARTH OR WEATHER SHALL HAVE A MINIMUM OF 2" COVERAGE.
- REINF. DOWELS PROJECTING OUT OF CONSTRUCTION JOINTS SHALL BE STANDARD HOOKS.
- REINFORCING AND WALL DIMENSIONS ARE FOR BID PURPOSES ONLY. FINAL REINFORCING SCHEDULE TO BE DETERMINED BY OWNER'S STRUCTURAL ENGINEER ONCE A GEOTECHNICAL REPORT IS OBTAINED.
- ALL HORIZONTAL & VERTICAL CONSTRUCTION JOINTS SHALL HAVE A 4" CENTER BULB WATERSTOP.

DISCHARGE CALCULATIONS BASED ON HEC-HMS & ATLAS 14
INCLUDES ALL DRAINAGE FROM THE 'DEVELOPED' DRAINAGE AREA
ROUTED THROUGH THE 'DEVELOPED' POND (DP) USING HEC-HMS.

2-YEAR STORM				
POST DEVELOPED Q:	3.67 CFS	Q ROUTED OUT DP:	3.08 CFS	MAXIMUM STAGE: 683.88 FT. MSL
Q ROUTED OUT DP:				
MAXIMUM STAGE:				
10-YEAR STORM				
POST DEVELOPED Q:	8.77 CFS	Q ROUTED OUT DP:	7.38 CFS	MAXIMUM STAGE: 684.50 FT. MSL
Q ROUTED OUT DP:				
MAXIMUM STAGE:				
25-YEAR STORM				
POST DEVELOPED Q:	11.19 CFS	Q ROUTED OUT DP:	9.19 CFS	MAXIMUM STAGE: 684.92 FT. MSL
Q ROUTED OUT DP:				
MAXIMUM STAGE:				
100-YEAR STORM				
POST DEVELOPED Q:	15.10 CFS	Q ROUTED OUT DP:	11.50 CFS	MAXIMUM STAGE: 685.58 FT. MSL
Q ROUTED OUT DP:				
MAXIMUM STAGE:				

POND A' STORAGE & DISCHARGE TABLE					
ELEVATION FEET MSL	SURFACE (S.F.)	SURFACE (AC.)	STORAGE (C.F.)	STORAGE (AC-FT.)	DISCHARGE CFS
683.00	300	0.0069	0	0	0.00
684.00	1440	0.0221	920	0.0205	0.02
685.00	2198	0.0502	2644	0.0607	0.51
686.00	2771	0.0636	5124	0.1176	12.76

NOTE: POND OUTLET IS DESIGNED AS A SINGLE 18" RCP OUTFALL PIPE.

WATER QUALITY CALCULATIONS FOR WATER QUALITY POND A
APPENDIX R-6
RETENTION/IRRIGATION POND CALCULATIONS FOR DEVELOPMENT PERMITS

WATER QUALITY POND A INCLUDES ALL DRAINAGE FROM DRAINAGE AREA A RELATED TO THE RETENTION POND (DP) USING HEC-HMS.

DRAINAGE AREA: 1.47 ACRES
D.A. IMPERVIOUS COVER: 40%
CAPTURE DEPTH: 1.32 INCHES

WATER QUALITY CONTROL CALCULATIONS
THE WATER QUALITY CONTROL IS TO BE RETENTION IRRIGATION

Q25 PEAK FLOW RATE 12.61 CFS.
Q100 PEAK FLOW RATE 17.08 CFS.

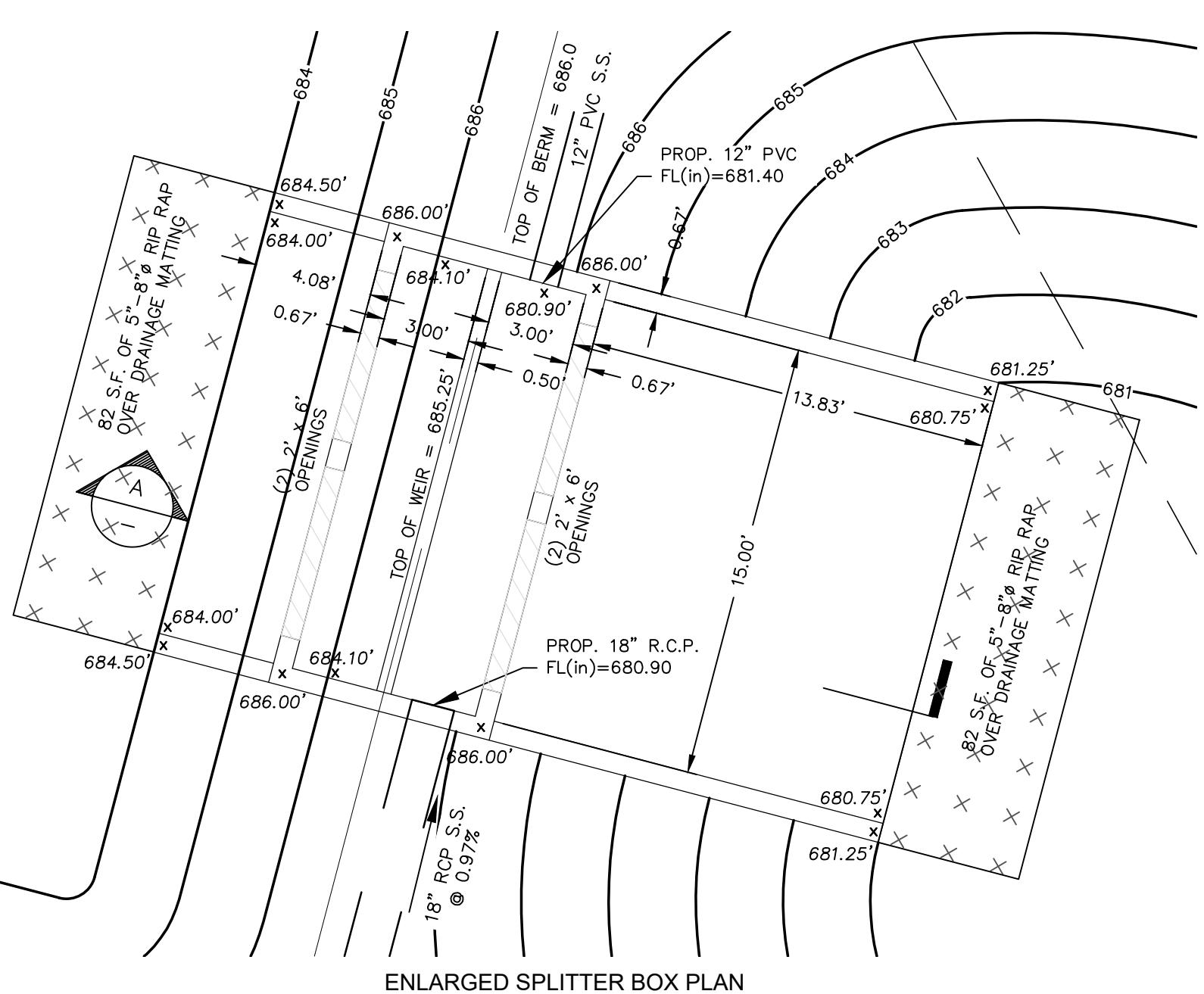
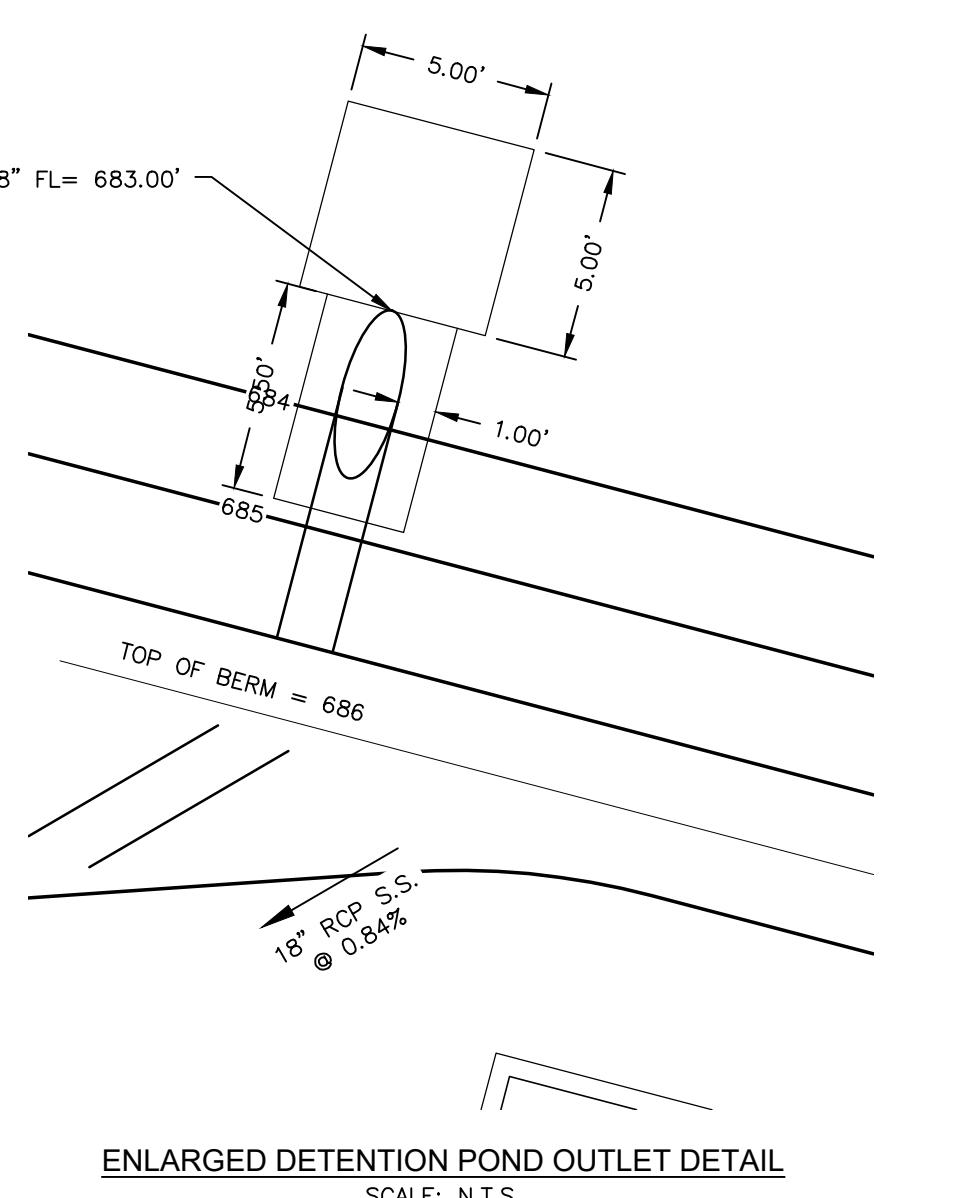
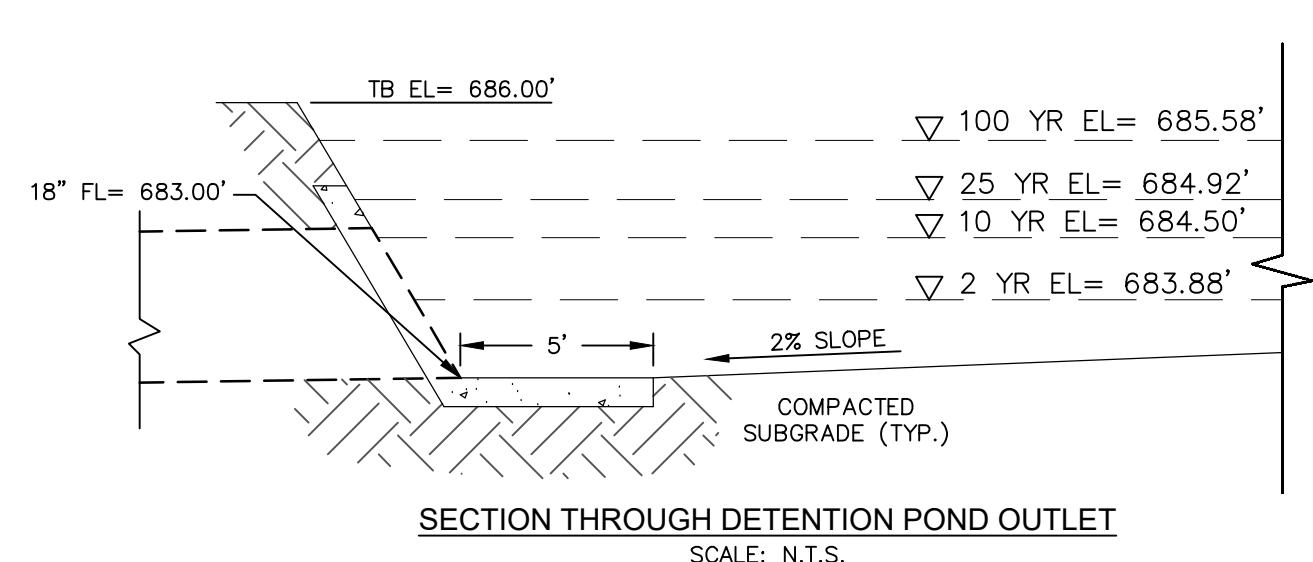
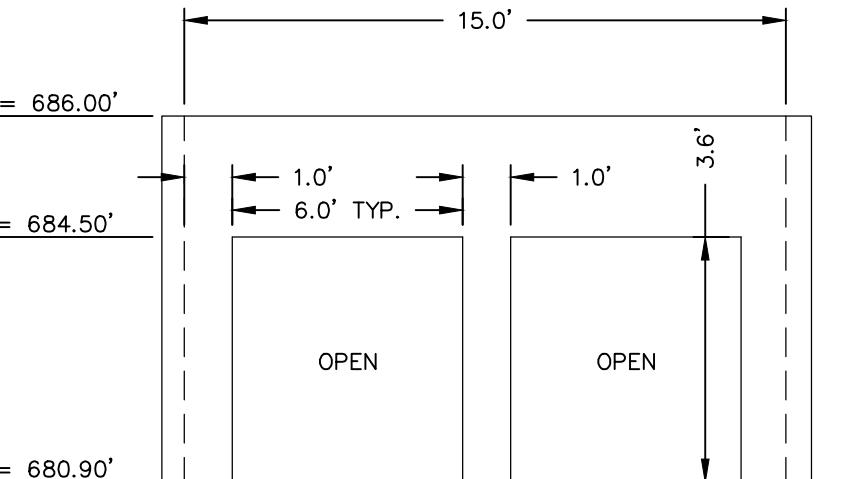
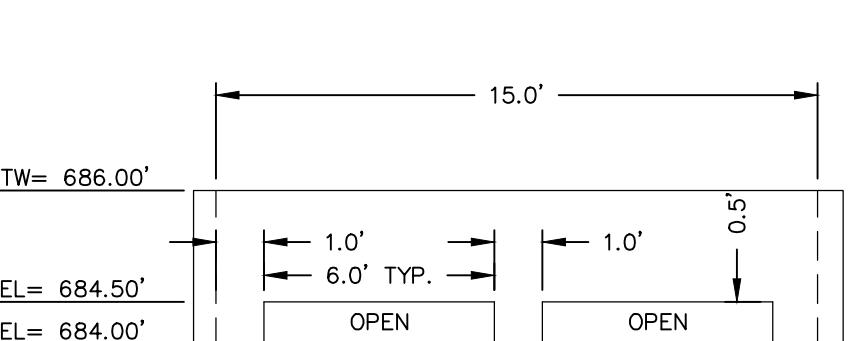
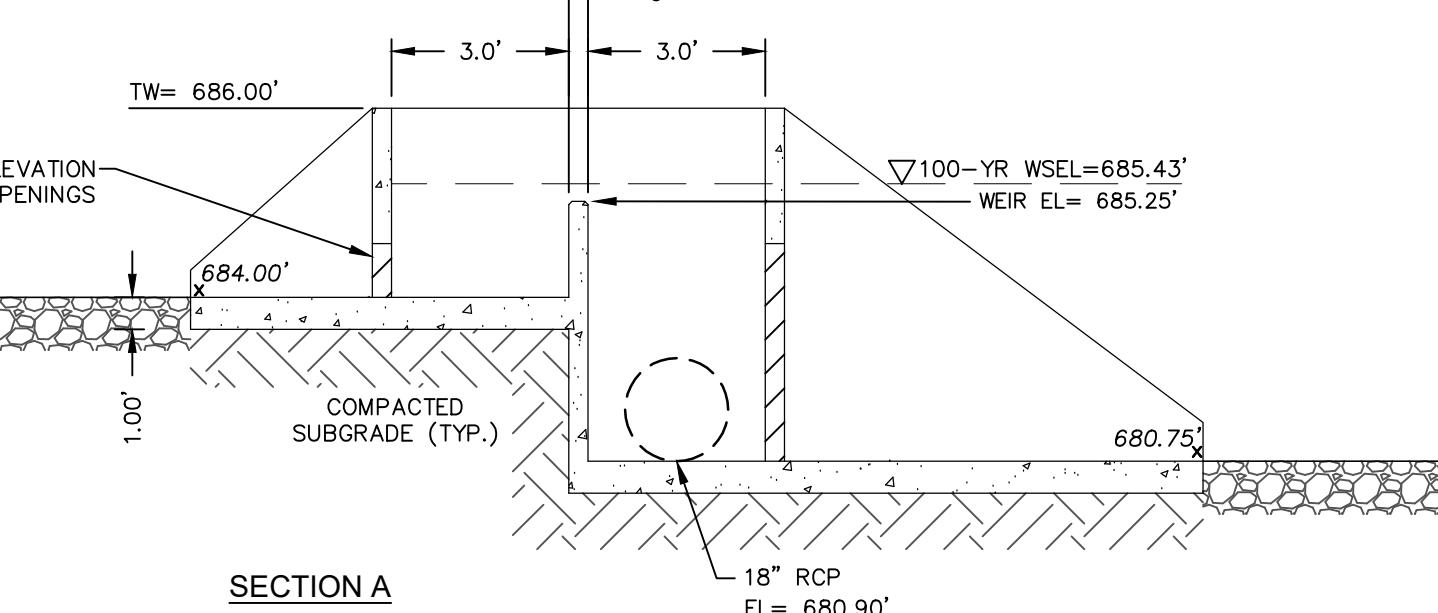
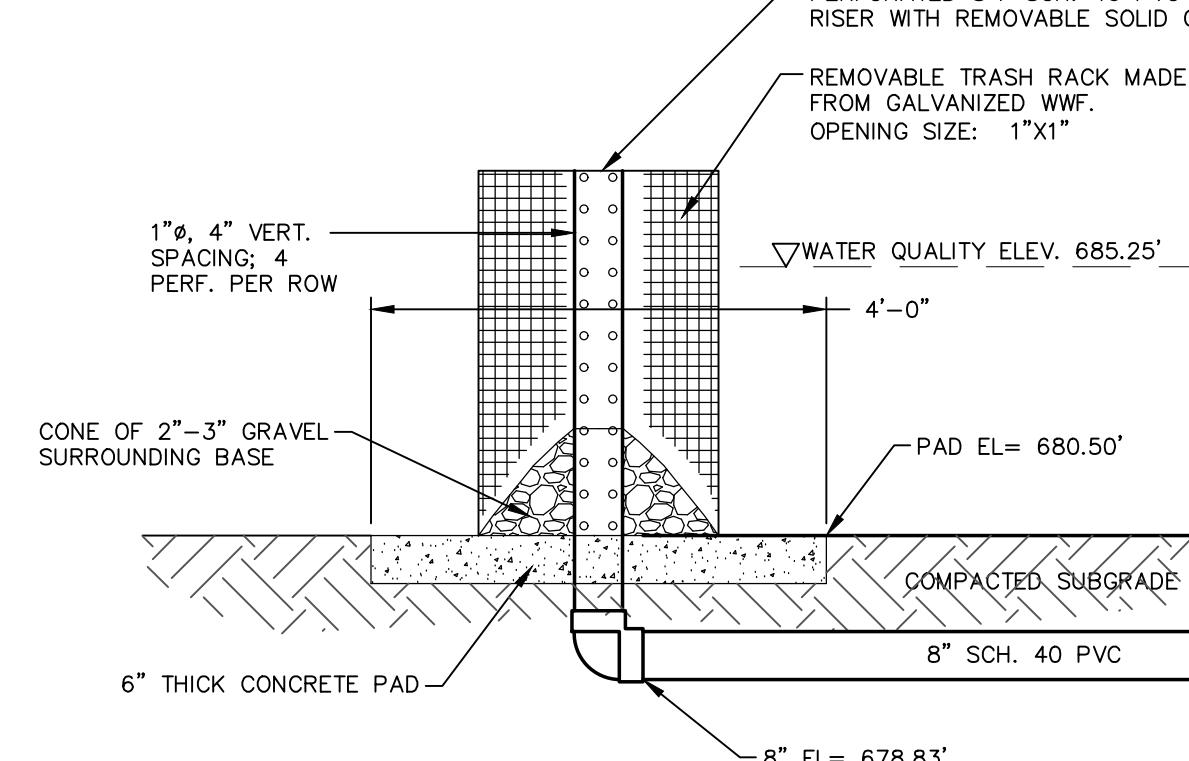
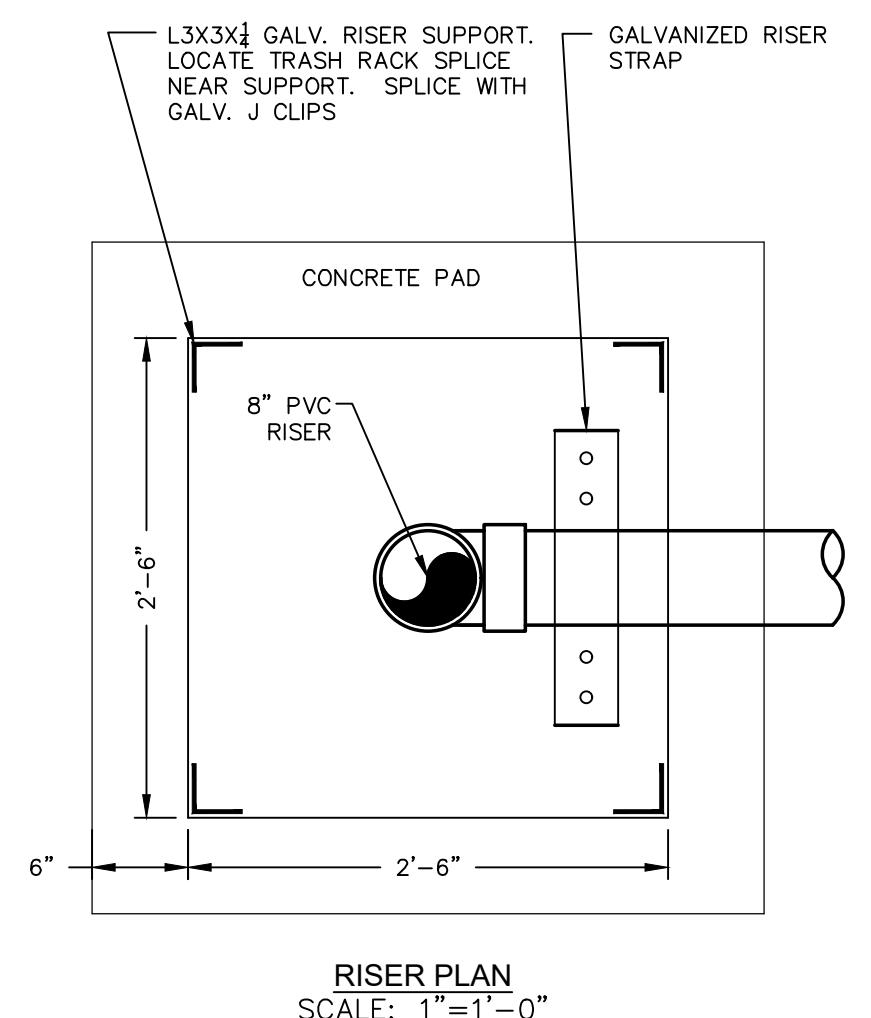
REQUIRED PROVIDED
WATER QUALITY VOLUME: 7044 7105 CF
RETENTION POND VOLUME: 7044 7105 CF

WATER QUALITY ELEVATION: 688.25 FT. MSL
ELEVATION OF SPILLER/OVERFLOW WEIR: 688.25 FT. MSL

LENGTH OF SPILLER WEIR: 15.00 FT.
REQUIRED HEAD TO PASS Q100: 0.50 FT.
POND FREEBOARD PROVIDED: 0.75 FT.
POND FREEBOARD PROVIDED TO PASS Q100: 0.25 FT.

IRRIGATION AREA CALCULATIONS
SOIL PERMEABILITY: 0.43 IN/HR
POND DRAWDOWN TIME: 60 HRS
IRRIGATION RATE: 0.20 IN/HR
IRRIGATION AREA: 0.33 AC

ELEV. FT MSL	SURFACE (S.F.)	STORAGE (C.F.)
680.5	16	0
681.0	67	178
682.0	1076	1065
683.0	1511	2358
684.0	2003	4115
685.0	2551	6392
686.0	3155	9245

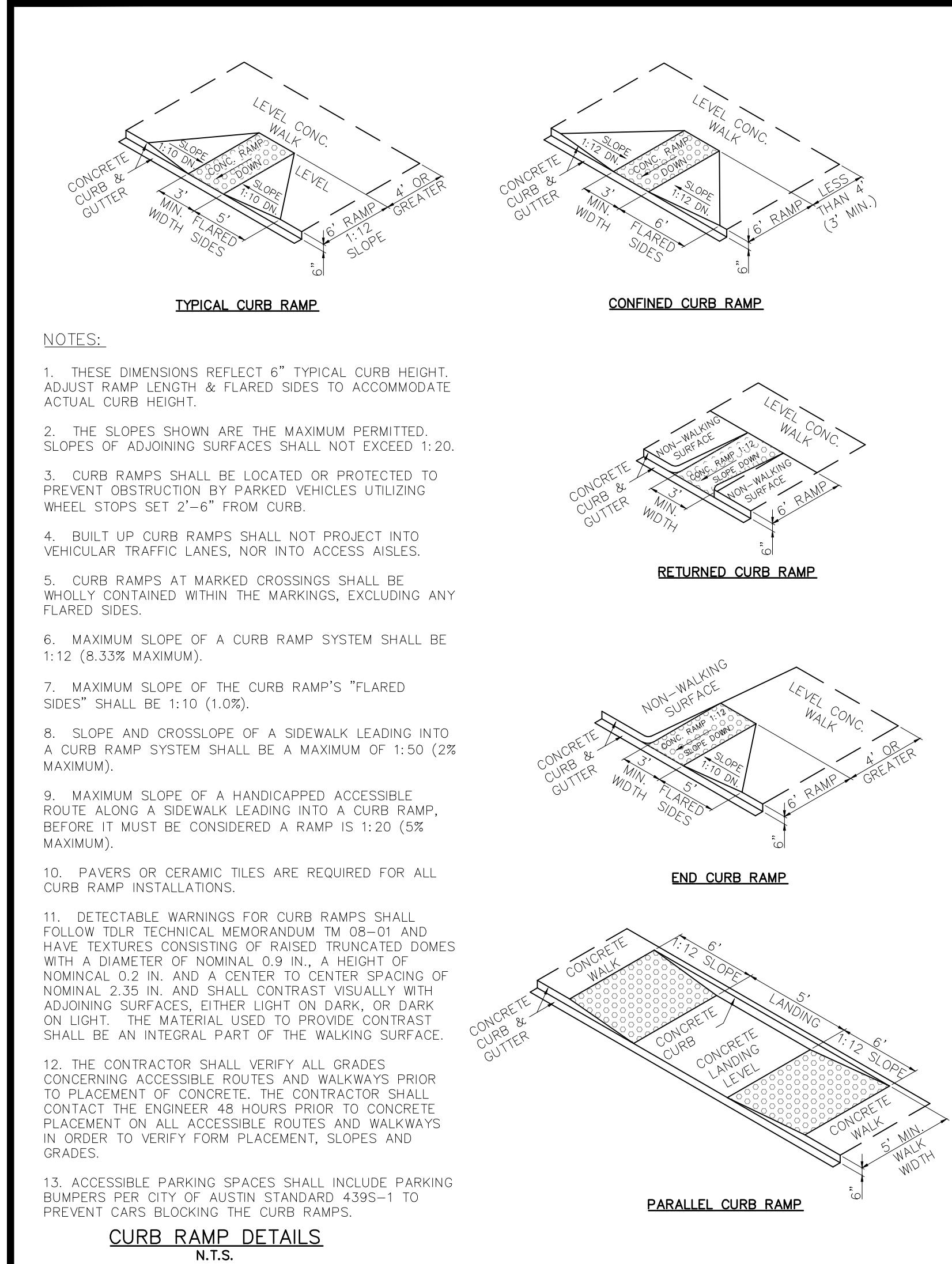




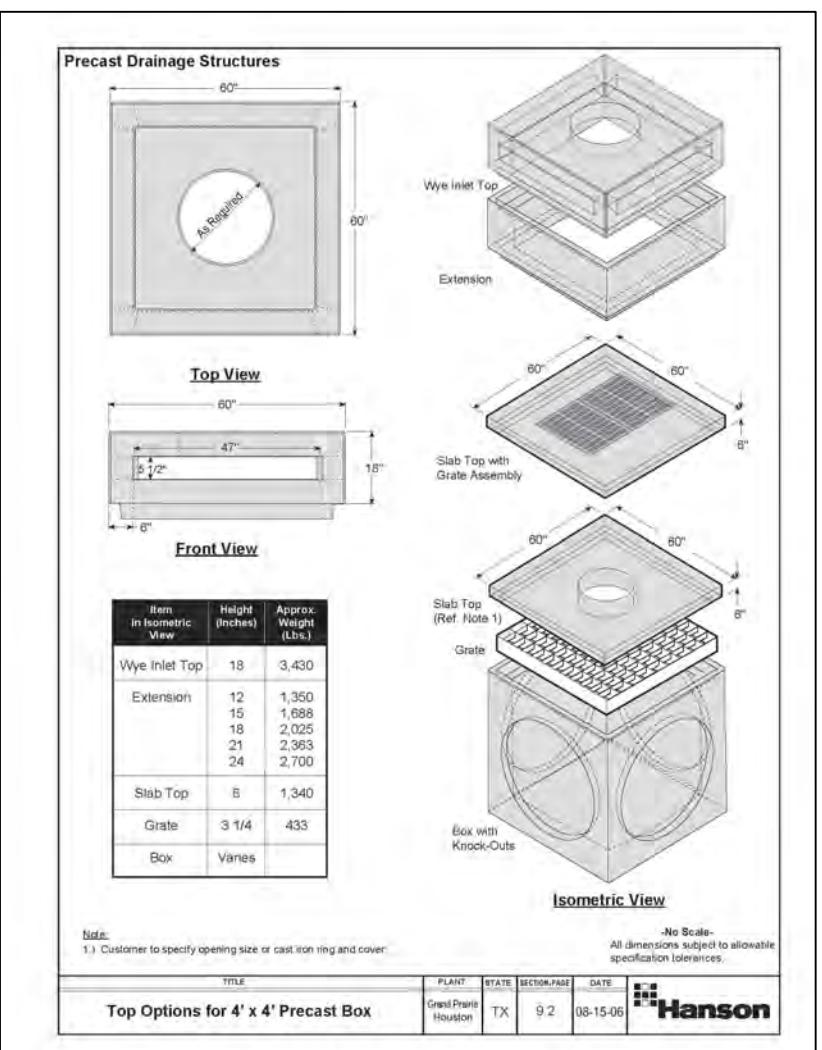
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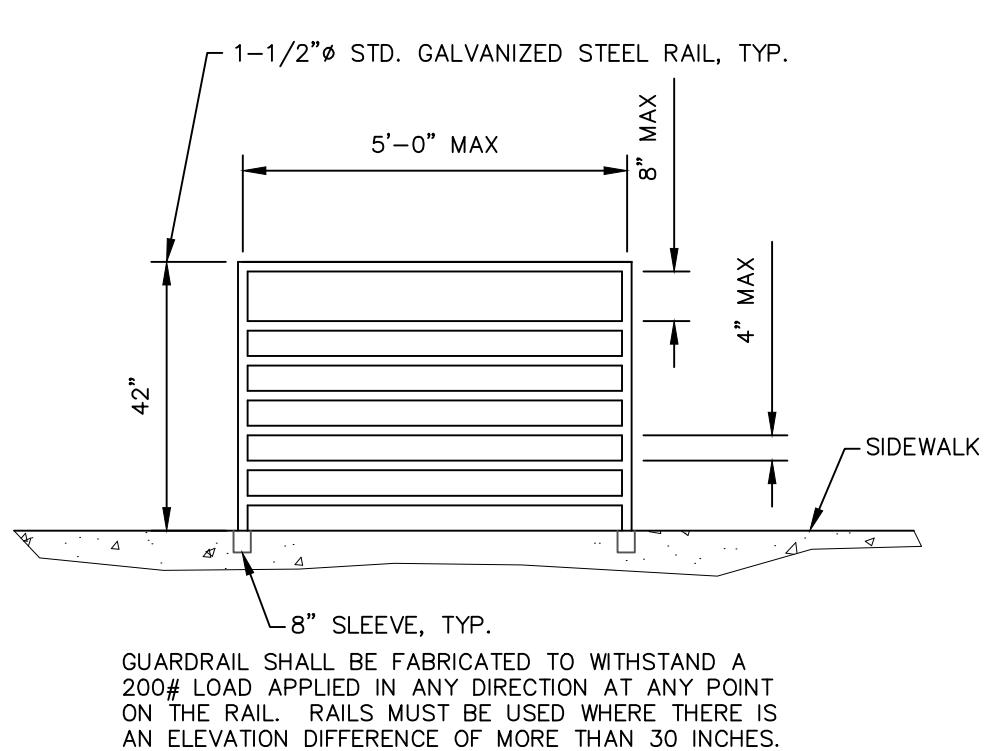


CURB RAMP DETAILS
N.T.S.

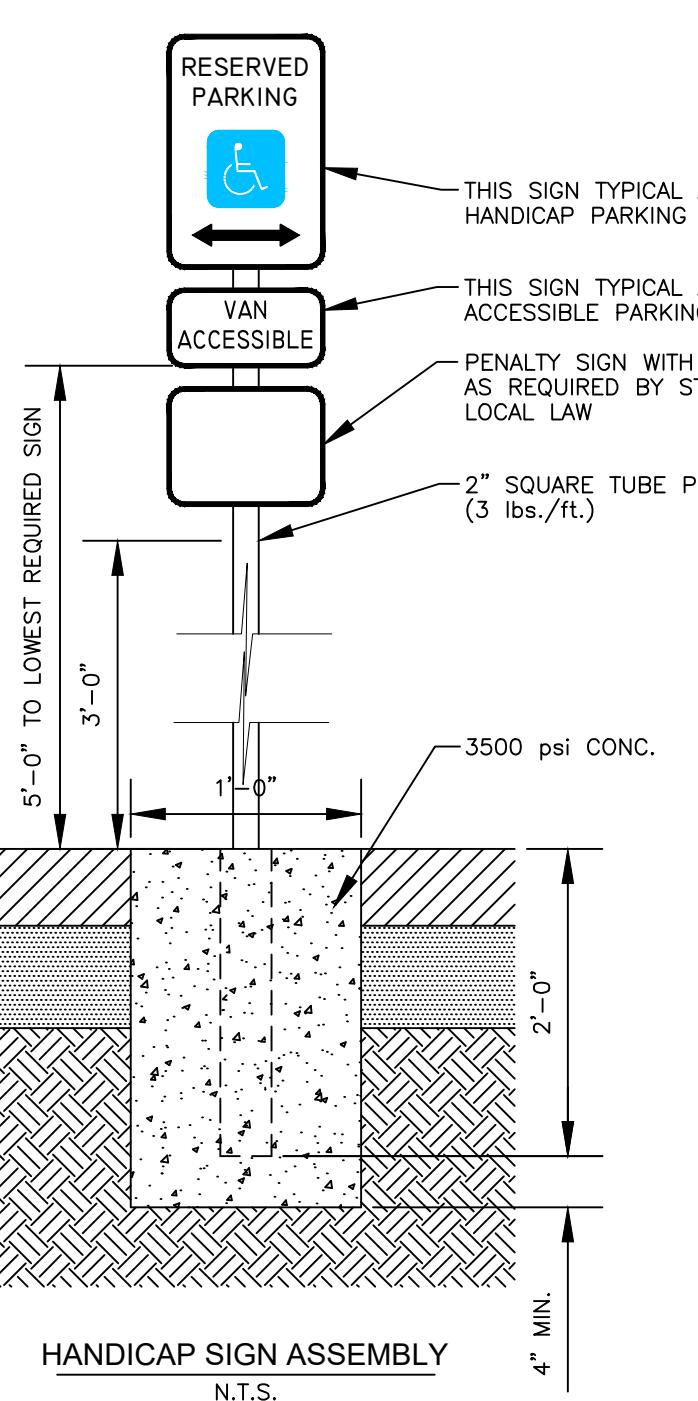


STANDARD GRATE INLET 48"x48"

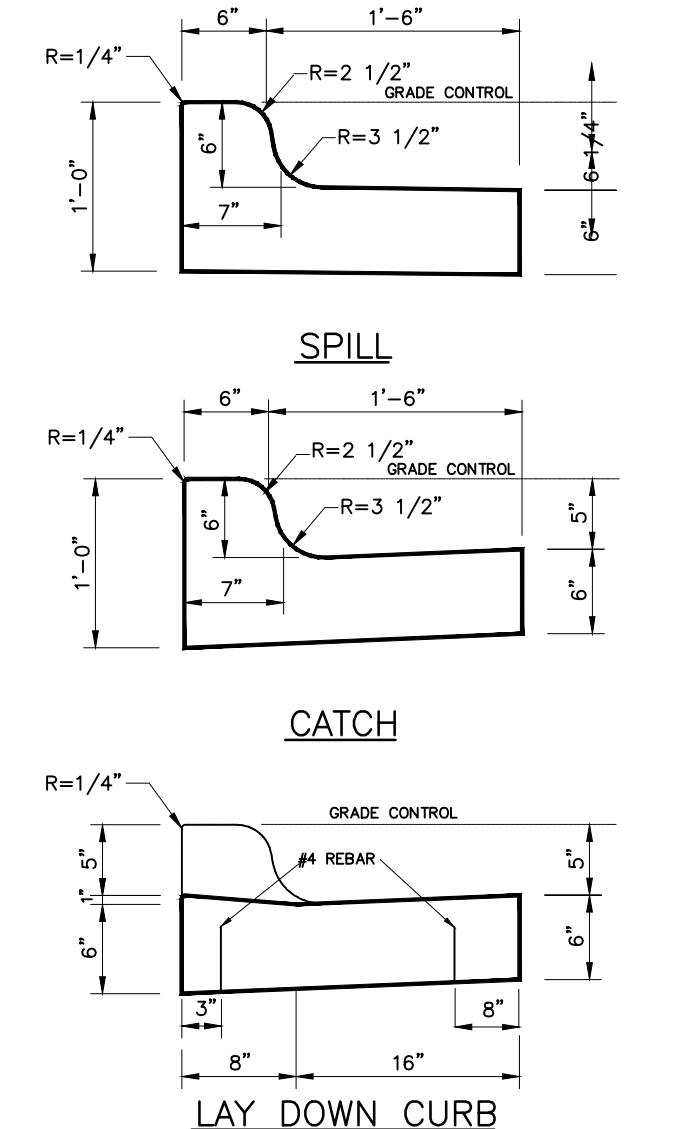
SCALE: N.T.S.



GUARDRAIL DETAIL (WHERE NECESSARY)
N.T.S.



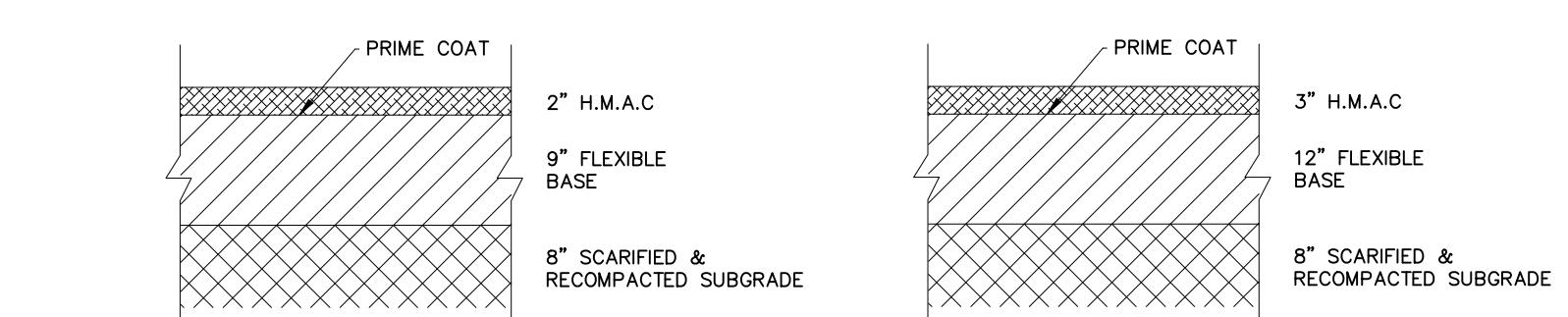
HANDICAP SIGN ASSEMBLY
N.T.S.



SPILL

CATCH

LAY DOWN CURB



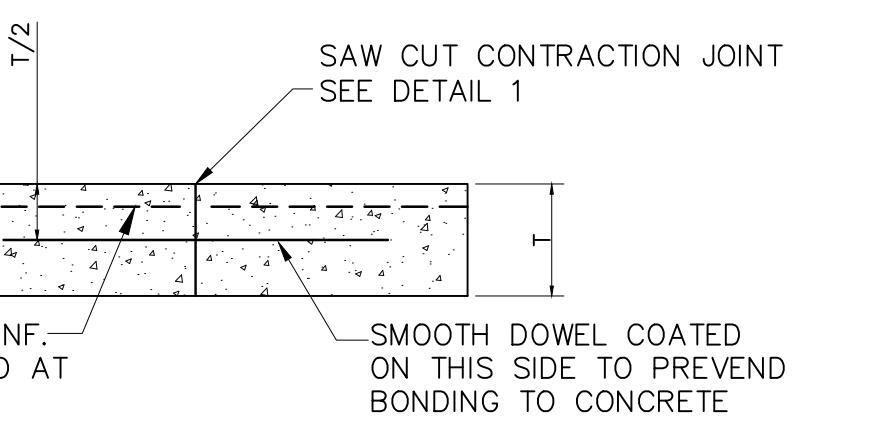
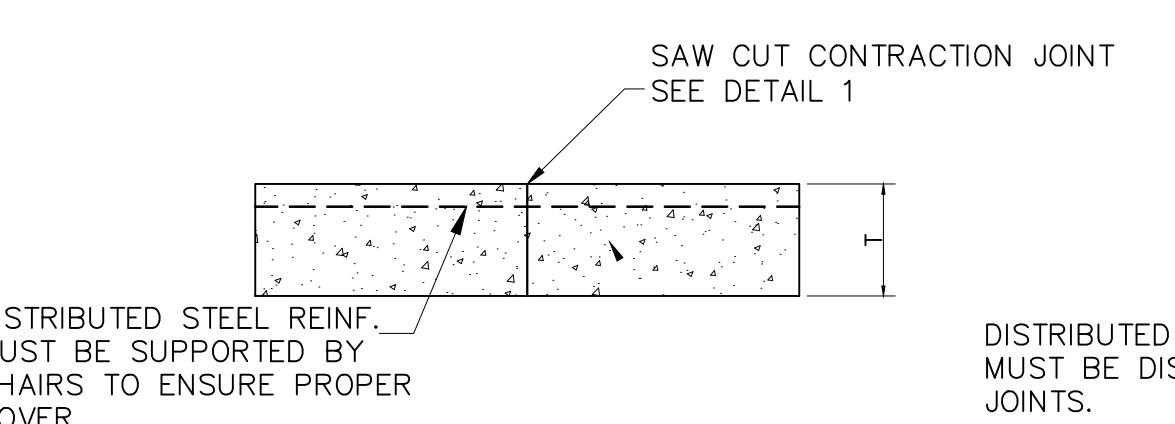
LIGHT DUTY PAVEMENT SECTION DI-1 **HEAVY DUTY PAVEMENT SECTION DI-2**
AS NOTED ON PLAN N.T.S.

1. SUBGRADE: REMOVE ALL VEGETATION, TREE ROOTS, ORGANIC TOPSOIL, EXISTING FOUNDATIONS, AND ANY OTHER UNDESIRABLE MATERIALS FROM THE CONSTRUCTION AREA. THE AREA SHOULD THEN BE PROOF-ROLLED WITH HEAVY PNEUMATIC TIRED EQUIPMENT AND SHALL SERVE TO COMPACT THE SURFACE AND DETECT ANY SOFT OR PUMPING AREAS. ANY DEFECTIVE AREAS SHALL BE UNDERCUT AND REPAVED WITH COMPACTED SELECT FILL. ALL AREAS REQUIRING FILL SHALL BE FILLED WITH SELECT FILL APPROVED BY THE ENGINEER AND PLACED IN 8" LOOSE LIFTS AND COMPACTION SHALL BE WITH A ROLLER.
2. FLEXIBLE BASE: BASE MATERIAL SHALL BE CRUSHED LIMESTONE MEETING THE REQUIREMENTS OF TxDOT ITEM 248, GRADE 1 OR 2. TYPE A: THE BASE SHALL BE COMPACTED TO 100% OF THE MAXIMUM DENSITY AS DETERMINED BY TEX-113-E TEST METHOD AND HAVE A MOISTURE CONTENT WITHIN 2% OF OPTIMUM MOISTURE.
3. HOT MIX ASPHALTIC CONCRETE SURFACE COURSE (HMAC): THE SURFACE COURSE SHALL BE PLANT MIXED, NOT LAID TYPE D (FINE GRADED SURFACE COURSE) AND SHALL MEET THE SPECIFICATION REQUIREMENTS AS DETERMINED BY CITY OF AUSTIN ITEM NO. 340. THE MIX SHALL BE DESIGNED FOR A HVEEM STABILITY OF AT LEAST 40 AND SHALL MEET ALL COMPACTION AND TOLERANCE SPECIFICATIONS.
4. CONCRETE PAVEMENT: THE CONCRETE SHALL POSSESS A MINIMUM COMPRESSIVE STRENGTH OF 3,500 PSI AT 28 DAYS AND HAVE MINIMUM REINFORCING OF #3@18" C/C WITH A WATER/CEMENT RATIO 0.50 OR LESS. IN NO CASE SHALL THE REINFORCEMENT BE CONTINUOUS THROUGH A CONTROL JOINT WITHOUT APPROVAL OF THE ENGINEER. JOINT SPACING SHALL BE A MAXIMUM OF 15' C/C AS NOTED IN THE GEOTECHNICAL REPORT.
5. MOISTURE CONDITIONED SUBGRADE: THE SOIL SUBGRADE AREAS SHOULD BE SCARIFIED TO A DEPTH OF 6 INCHES, MOISTURE CONDITIONED, AND PLACED TO THE DESIRED GRADE WITH A MAXIMUM DRY DENSITY AS DETERMINED BY TxDOT D698. STRATUM I, FAT CLAY SOILS SHOULD BE MOISTURE CONDITIONED TO BETWEEN OPTIMUM AND +4 PERCENT OF OPTIMUM MOISTURE CONTENT, OR AS DIRECTED BY THE GEOTECHNICAL REPORT. STRATUM II LEAN SILTY/SANDY SOILS SHOULD BE MOISTURE CONDITIONED TO BETWEEN -3 AND +3 PERCENT OF OPTIMUM MOISTURE CONTENT, OR AS DIRECTED BY THE GEOTECHNICAL REPORT. THE SUBGRADE SHOULD BE THOROUGHLY PROOF-ROLLED WITH A RUBBER-TIRED VEHICLE (FULLY LOADED WATER OR DUMP TRUCK) IMMEDIATELY PRIOR TO PLACEMENT OF BASE MATERIAL.
6. APPLICABILITY OF THESE SPECIFICATIONS: THESE PAVEMENT SPECIFICATIONS SHALL BE USED BY THE CONTRACTOR FOR THE CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THESE SPECIFICATIONS AND THE PROJECT GEOTECHNICAL REPORT, THE GEOTECHNICAL REPORT SHALL BE FOLLOWED EXCEPT FOR THE CONCRETE MIX DESIGN.

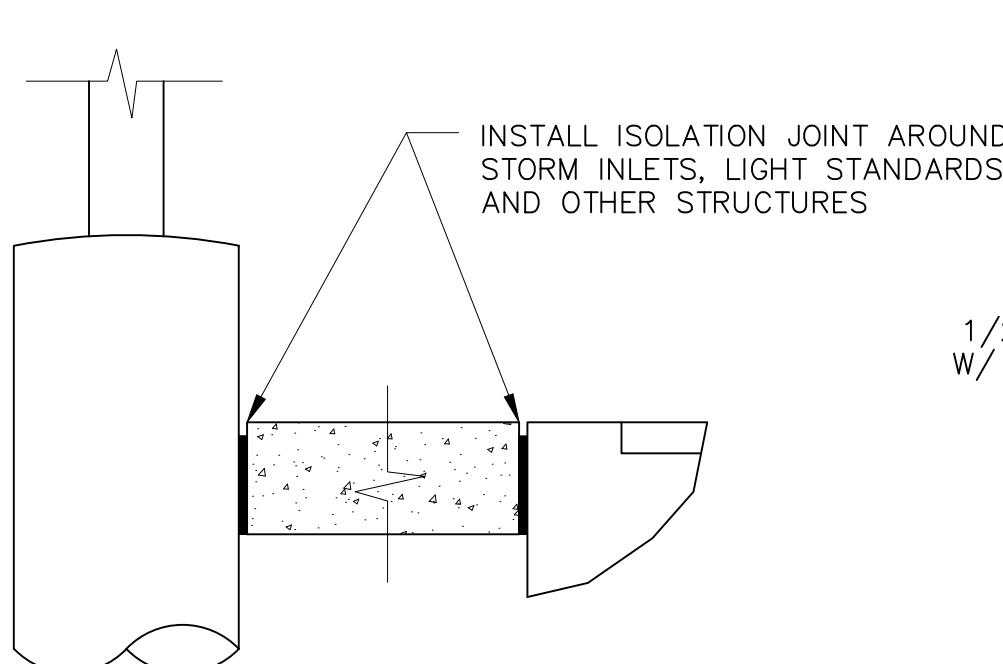
PAVEMENT DETAILS

N.T.S.

T. DOWEL (IN.)	SIZE	DOWEL LENGTH	DOWEL SPACING
5"	3/4"	12"	12"
6"	7/8"	14"	12"
7"	1"	14"	12"
8"	1"	14"	12"
9"	1 1/8"	16"	12"
10"	1 1/4"	16"	12"

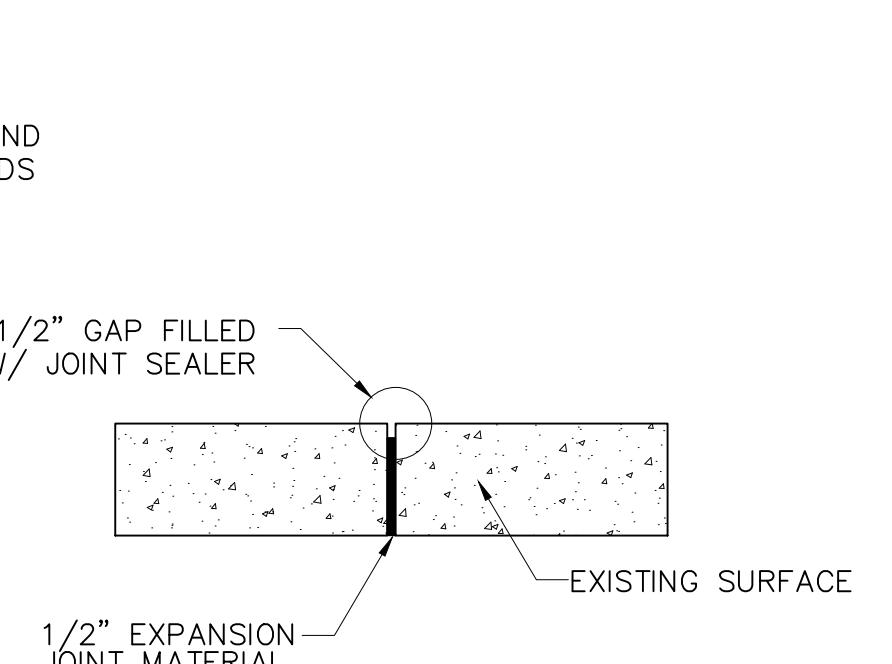


CONTRACTION/CONSTRUCTION JOINT
LIGHT DUTY LOAD

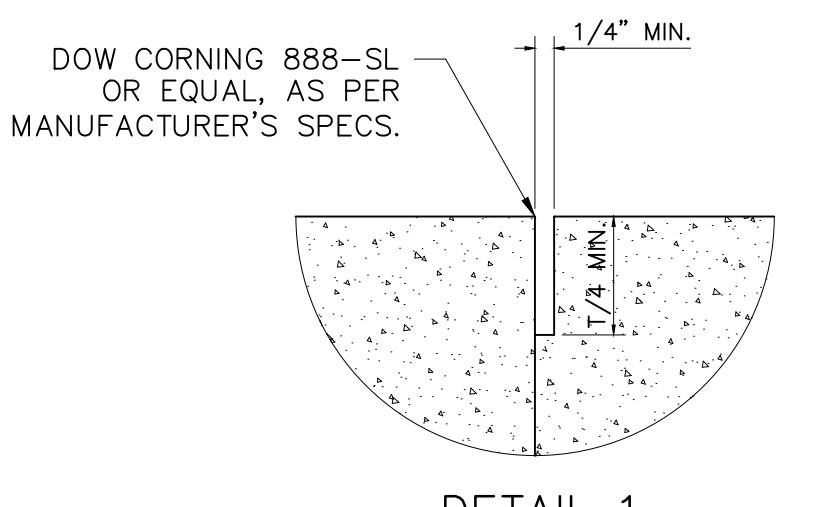


EXPANSION/ISOLATION JOINT

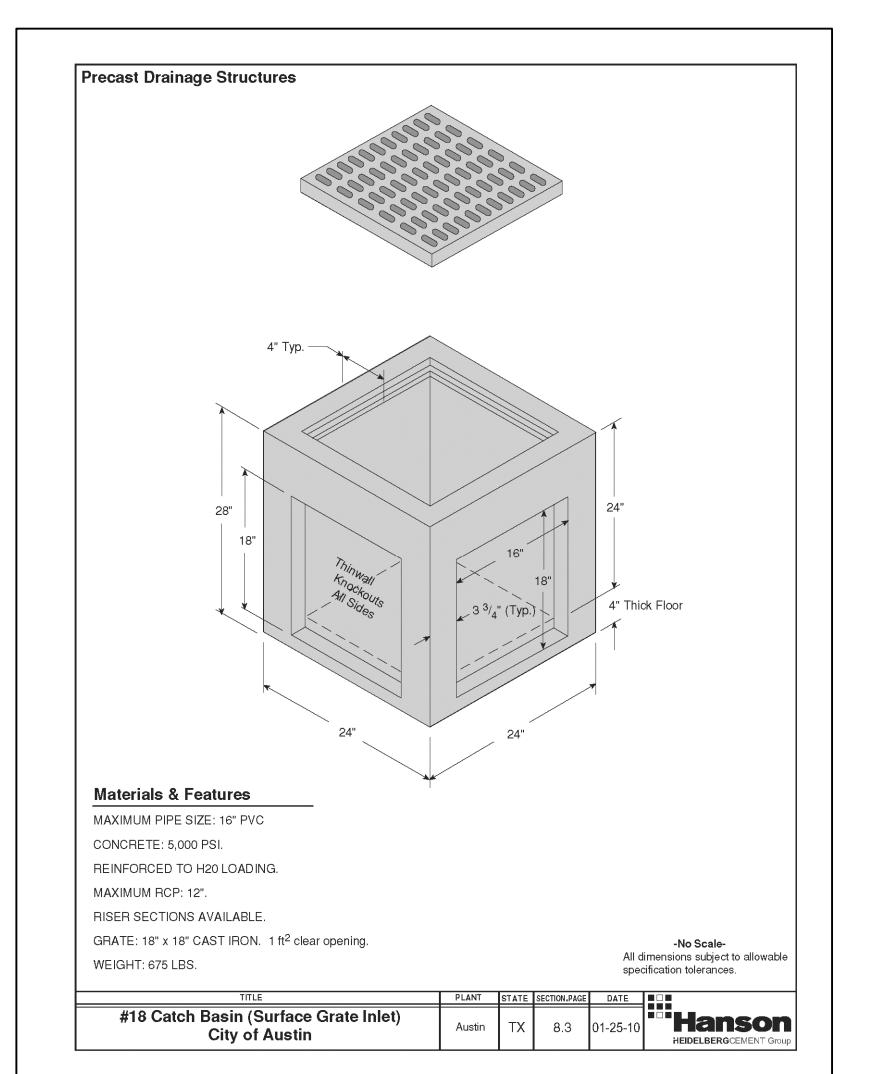
CONTRACTION/CONSTRUCTION JOINT
HEAVY DUTY LOAD



EXPANSION/ISOLATION JOINT

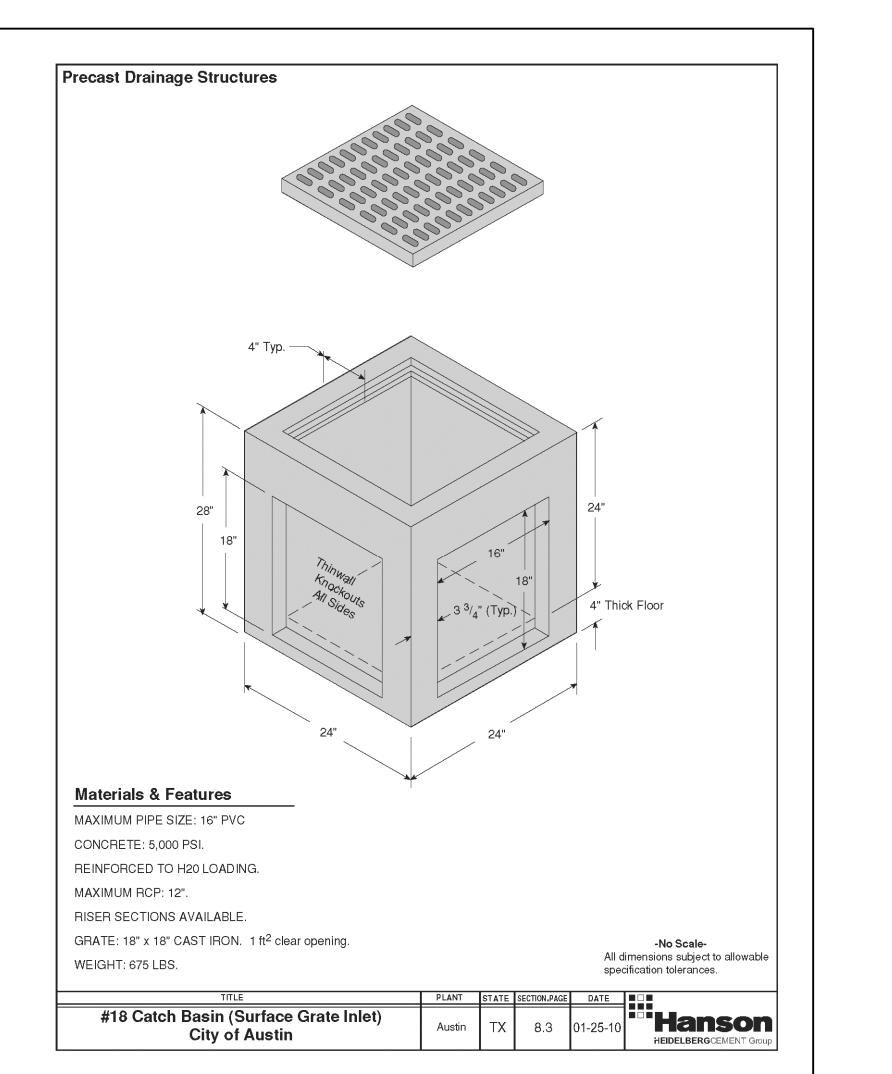


DETAIL 1



STANDARD GRATE INLET 24"x24"
SCALE: N.T.S.

All dimensions subject to allowable deviations.



STANDARD GRATE INLET 18"x18"
SCALE: N.T.S.

All dimensions subject to allowable deviations.



CHRIS McCOMB
804-442

LICENSED PROFESSIONAL ENGINEER

10/24/21

Land Planners

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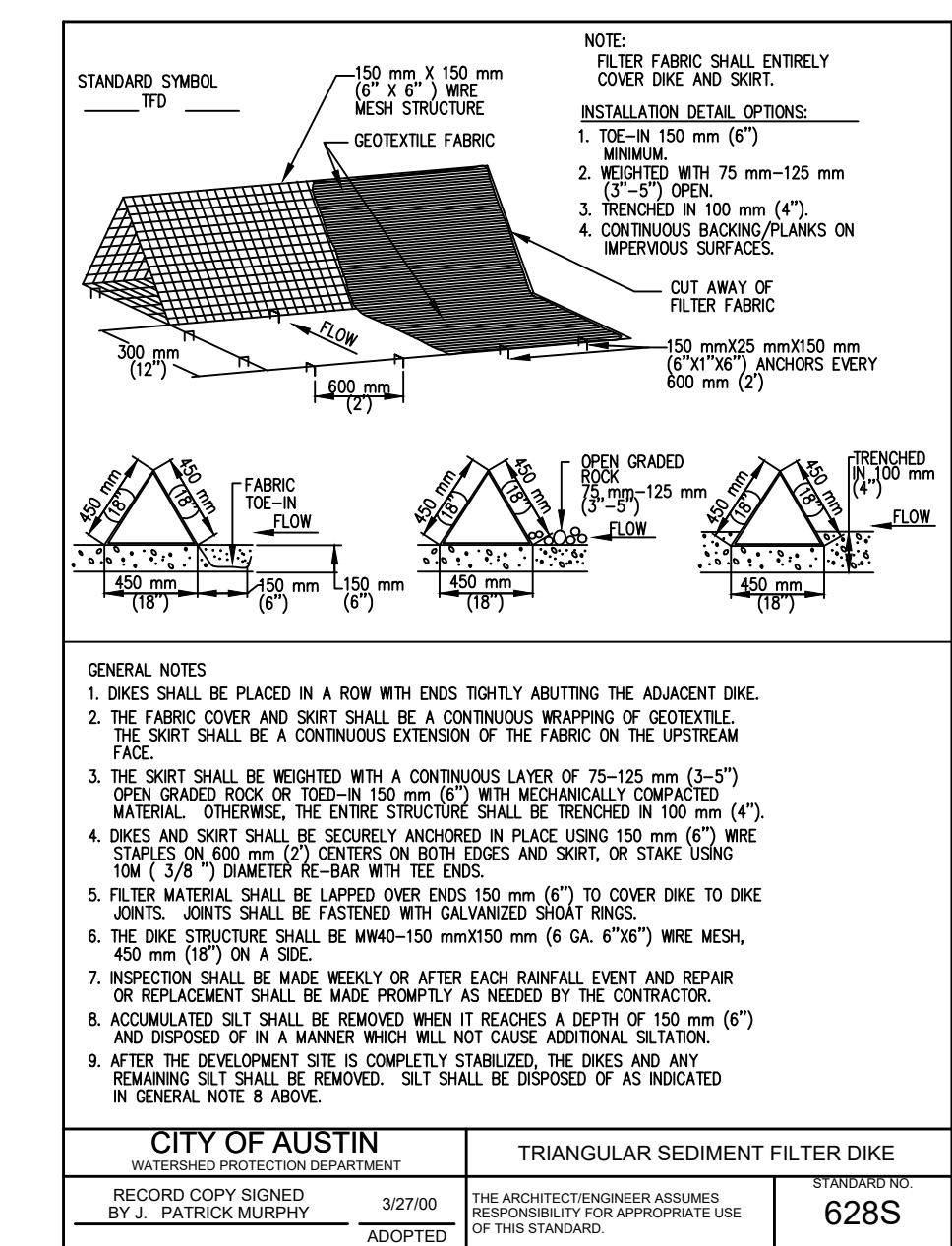
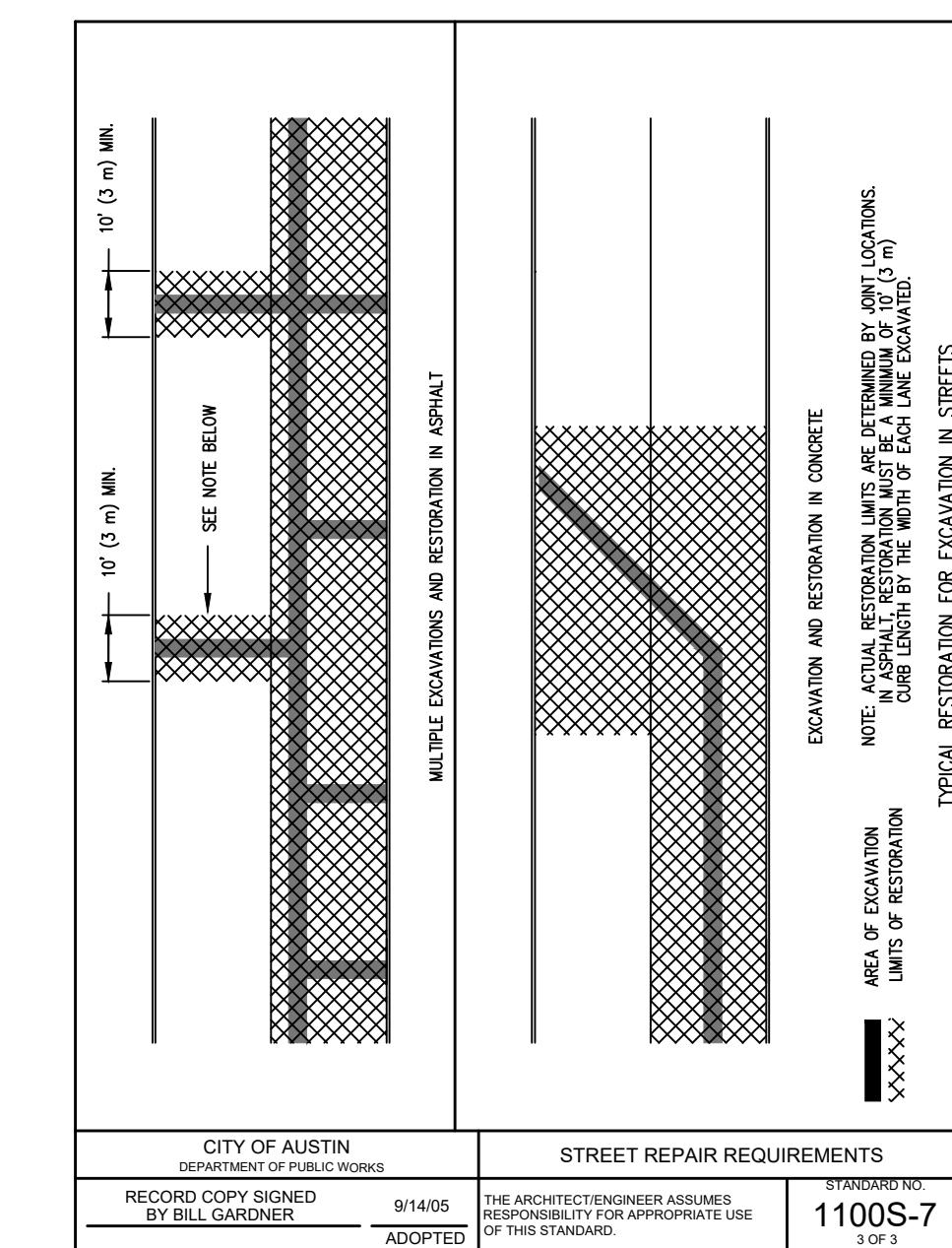
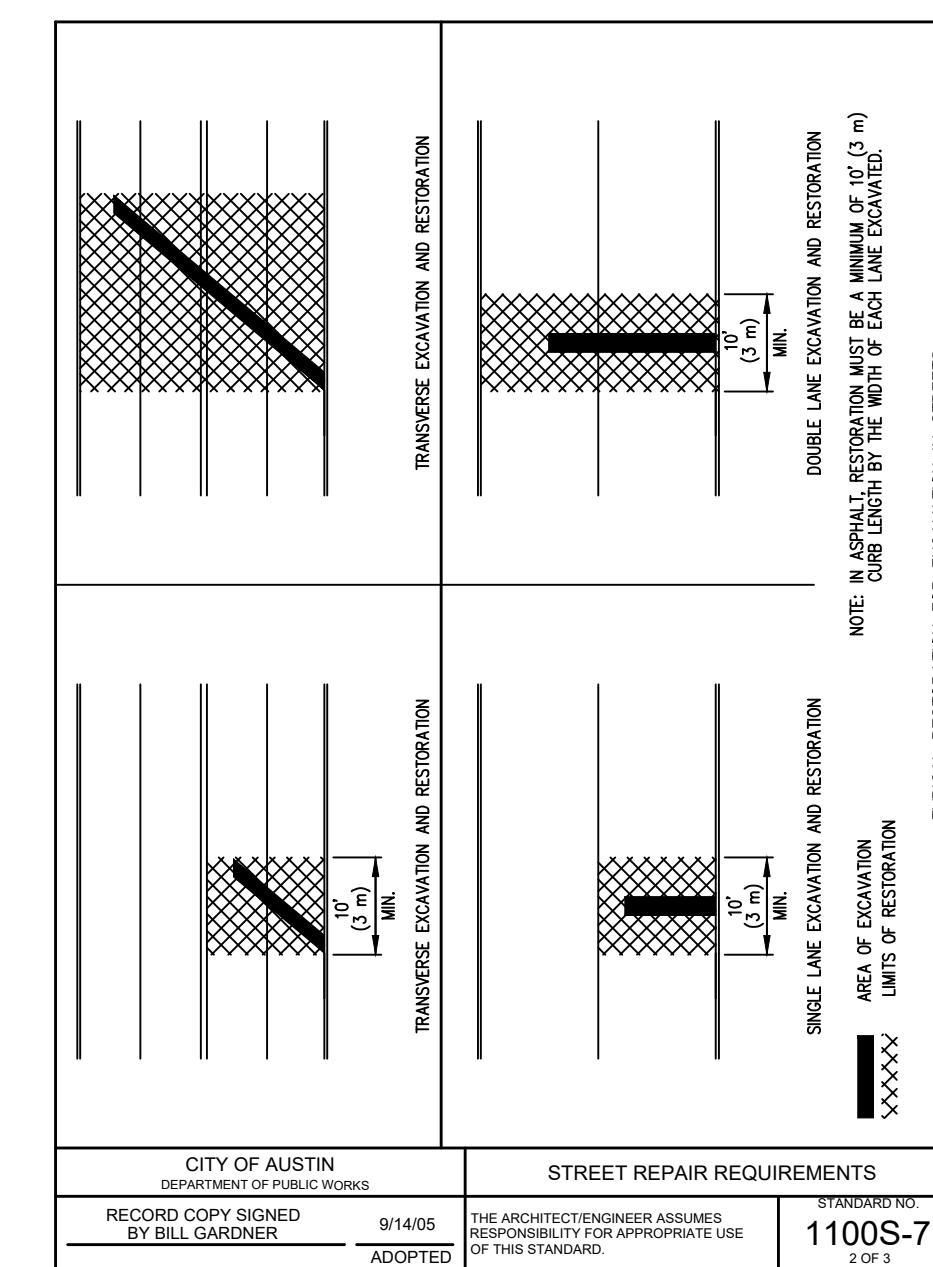
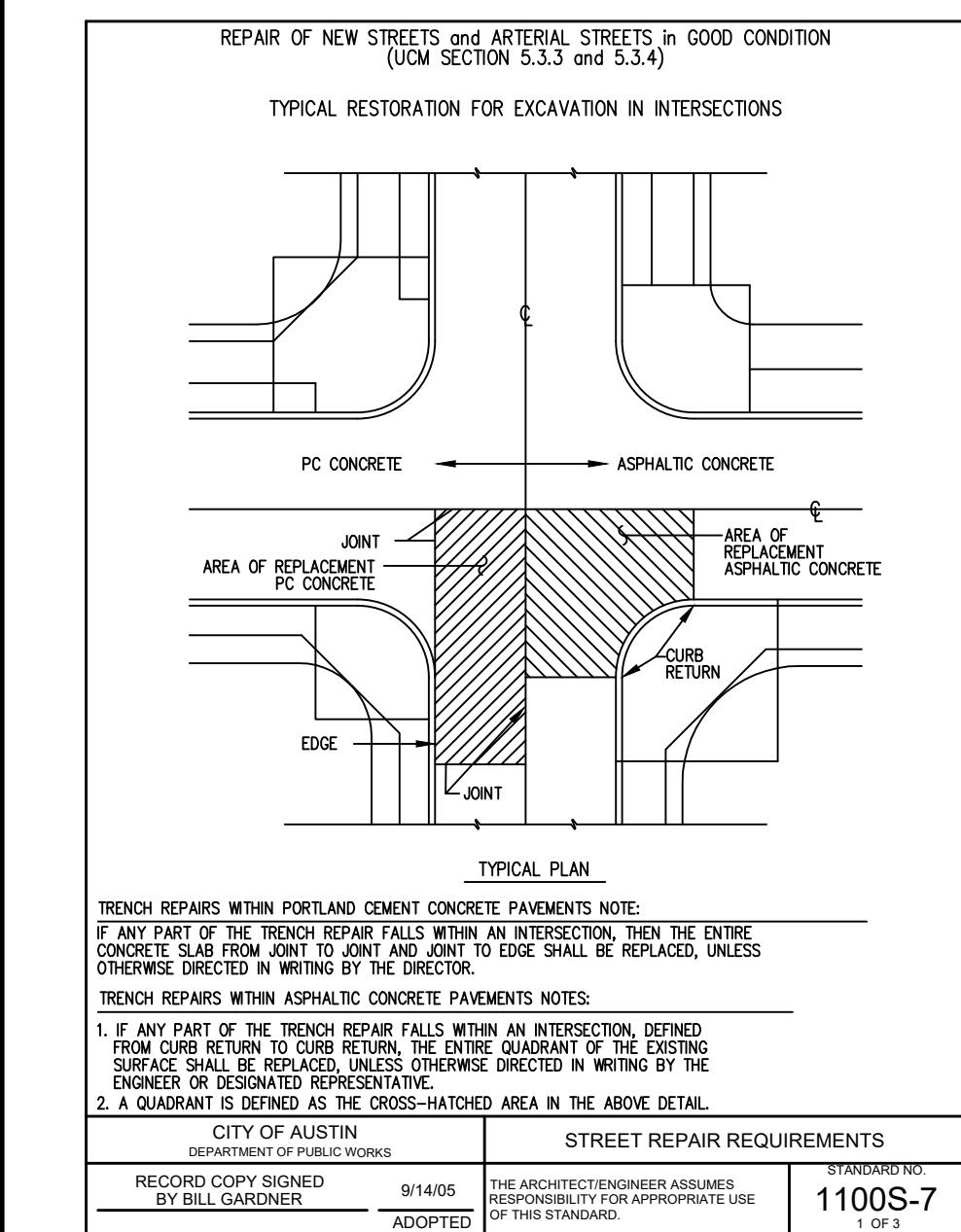
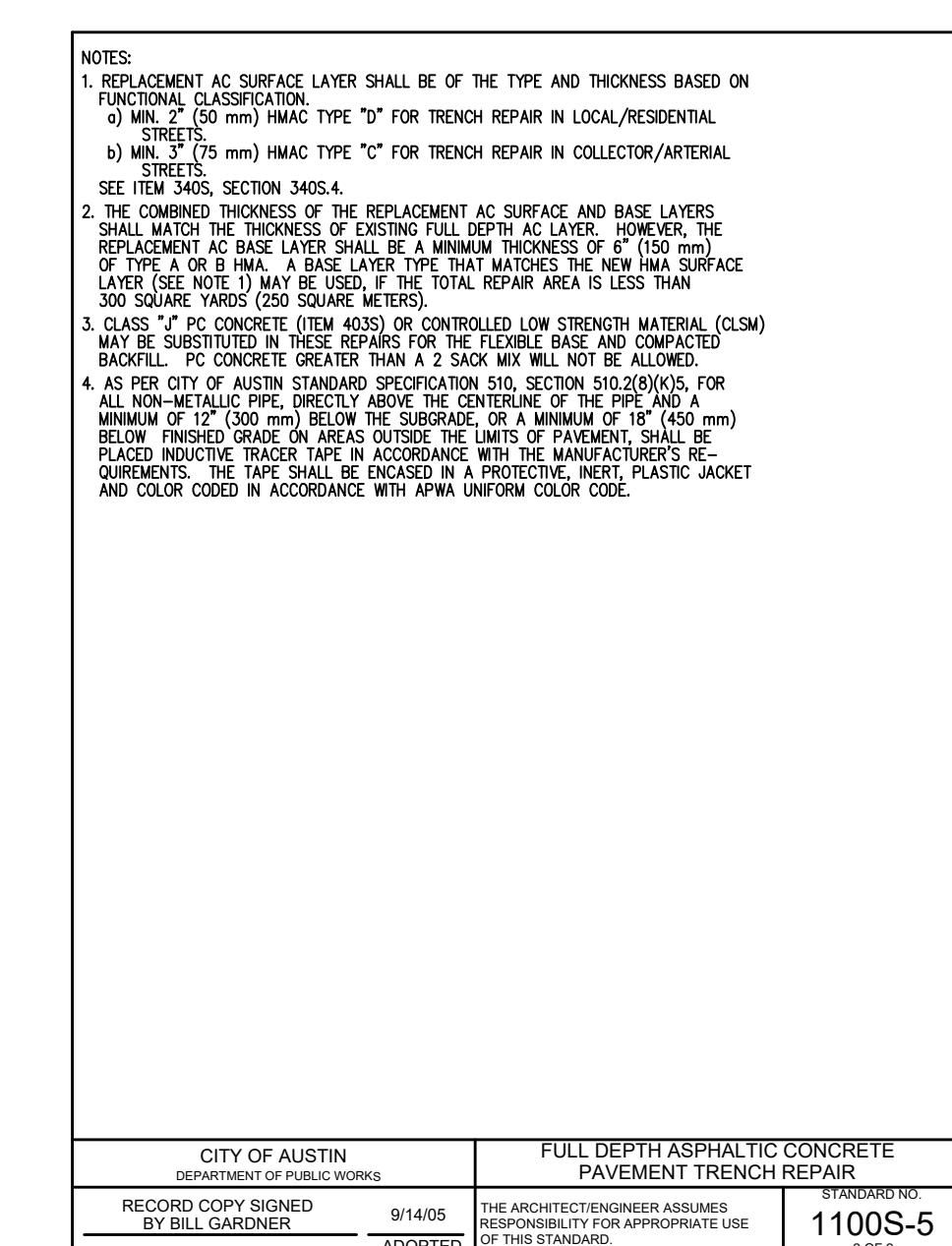
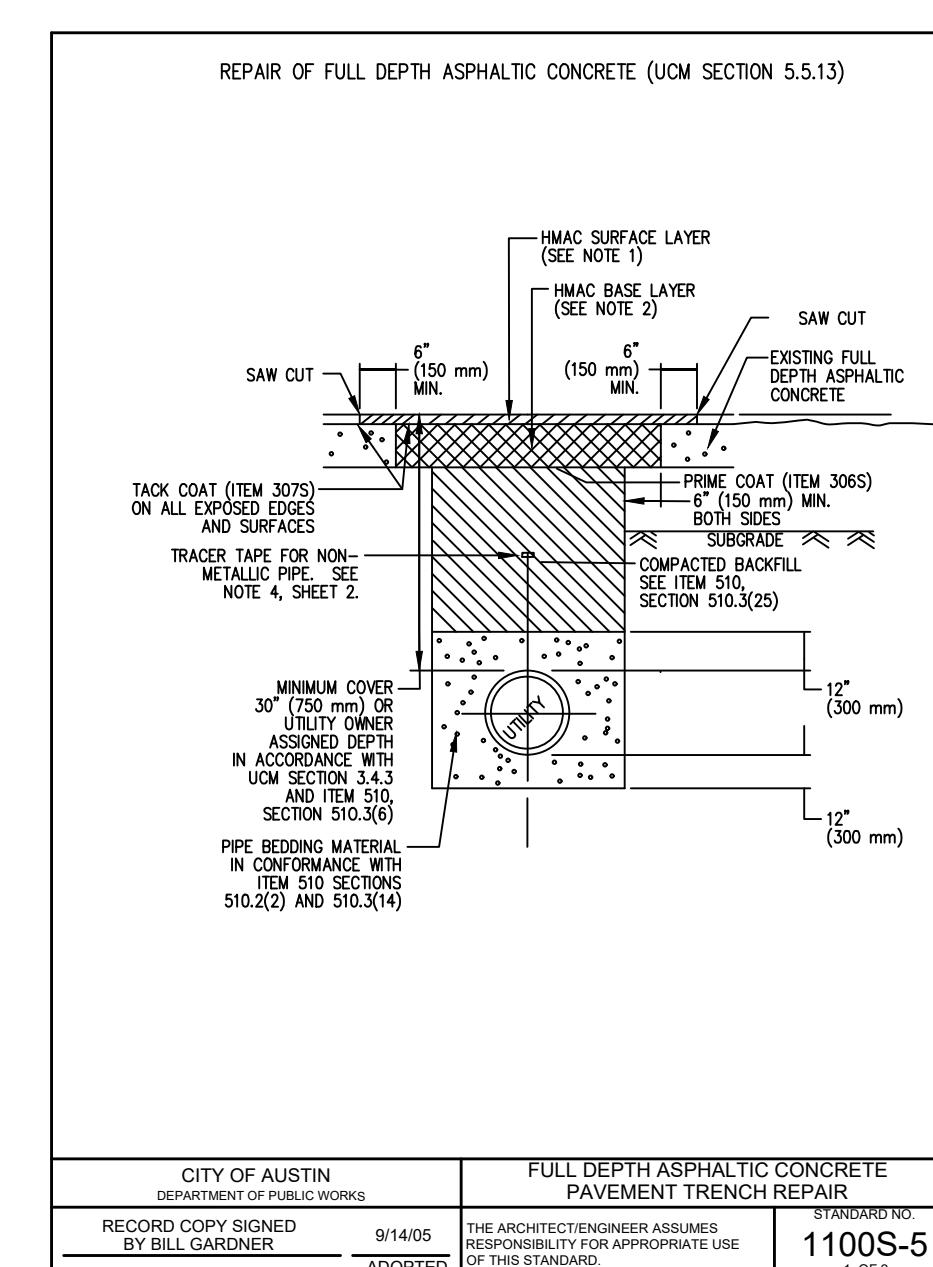
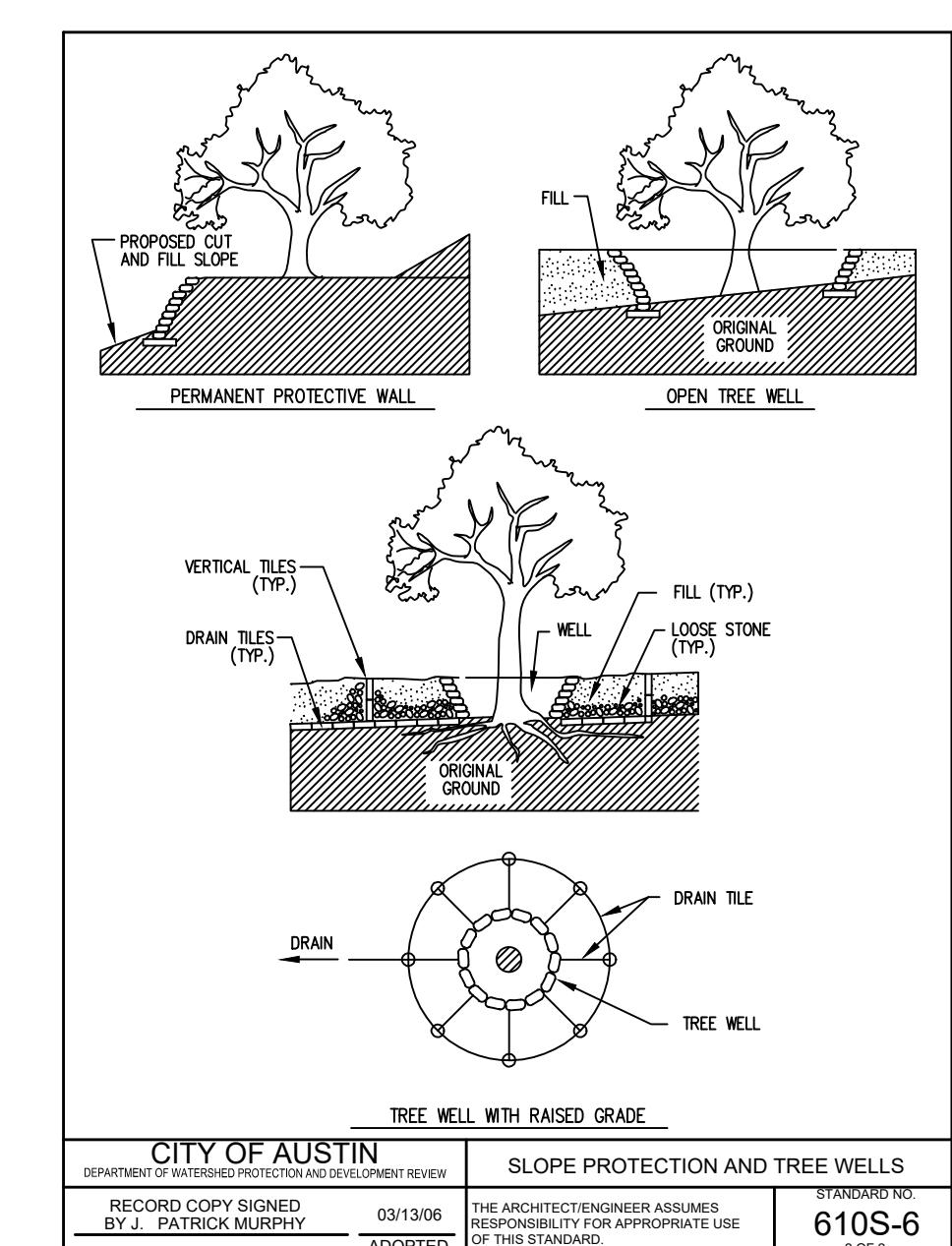
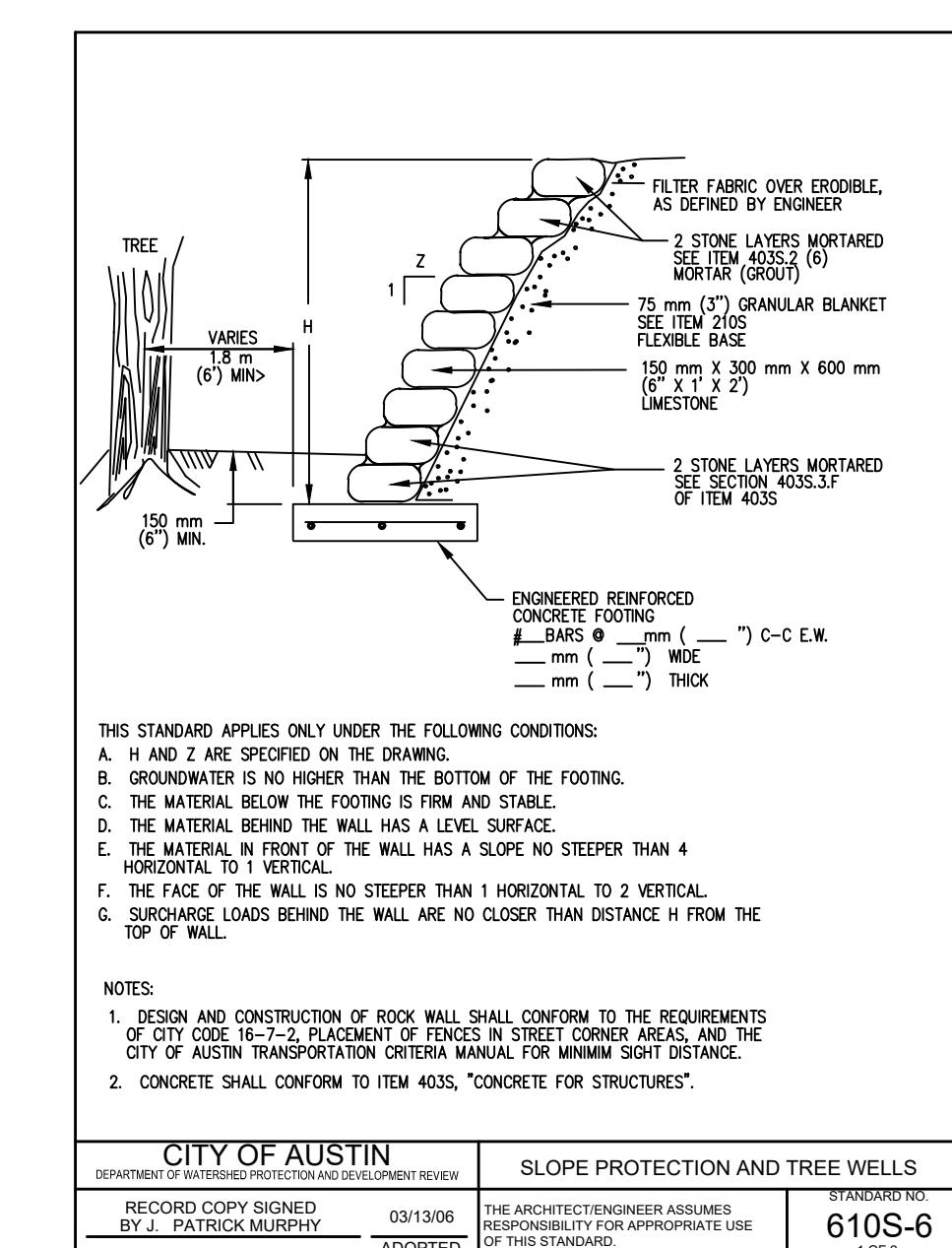
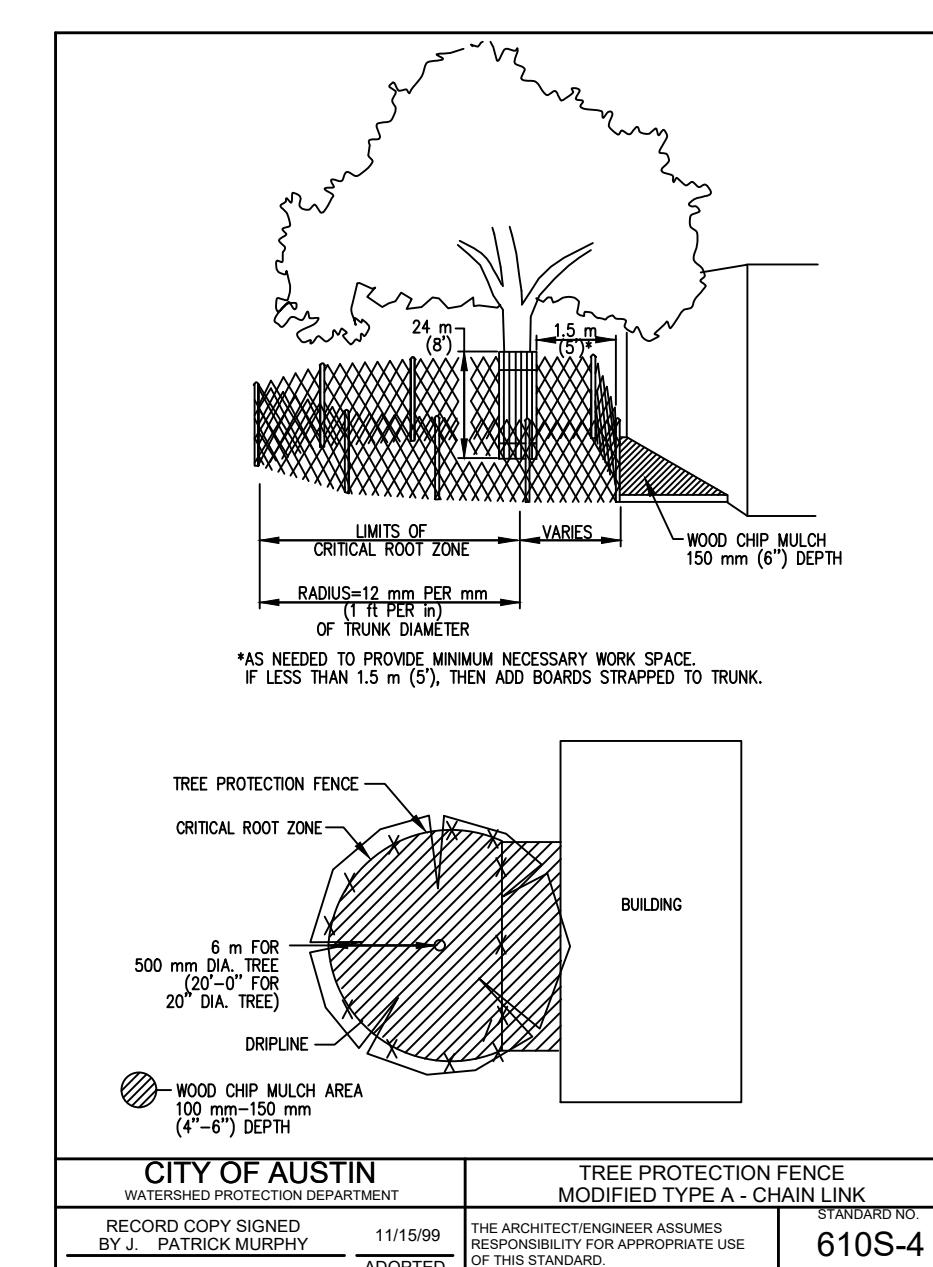
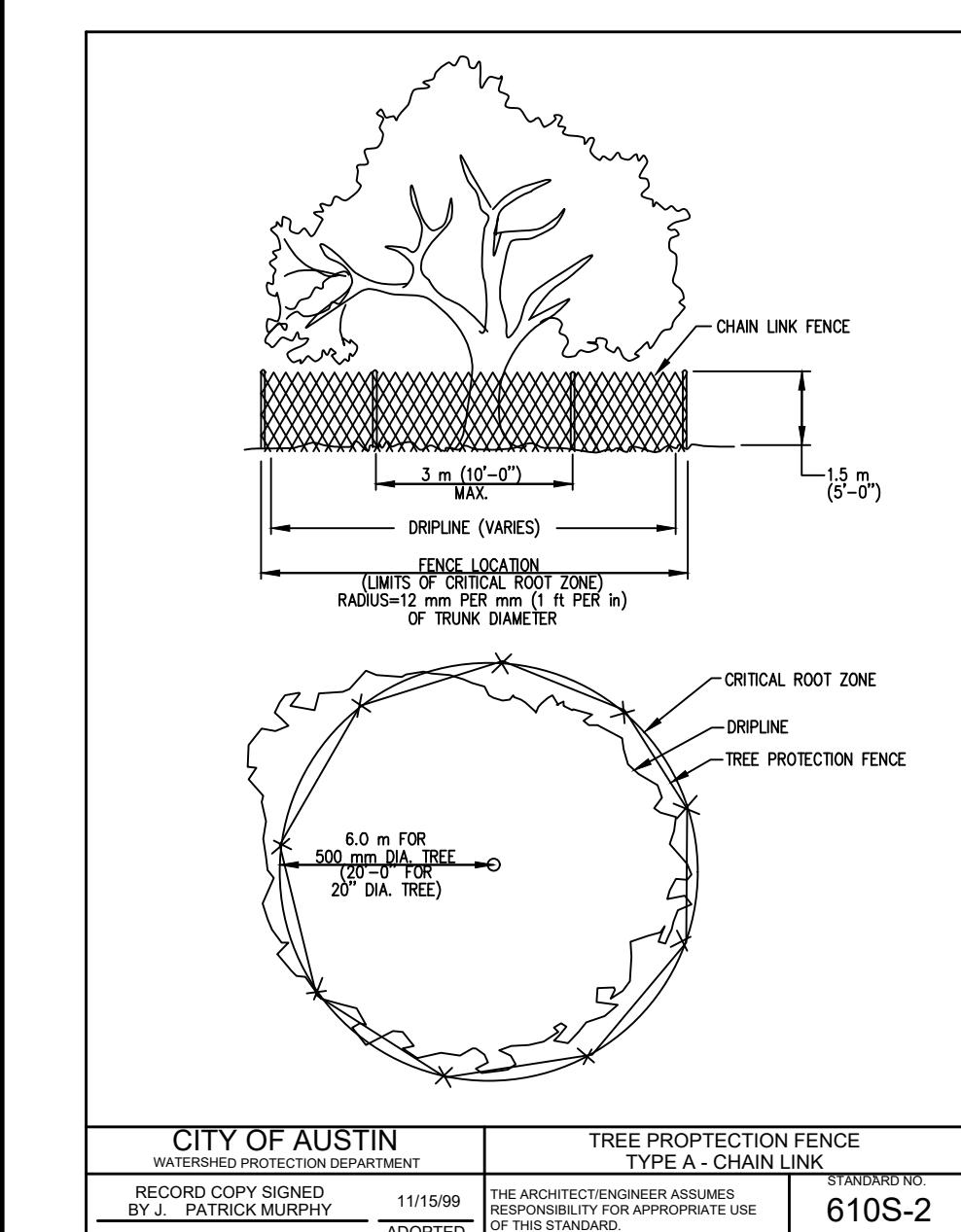
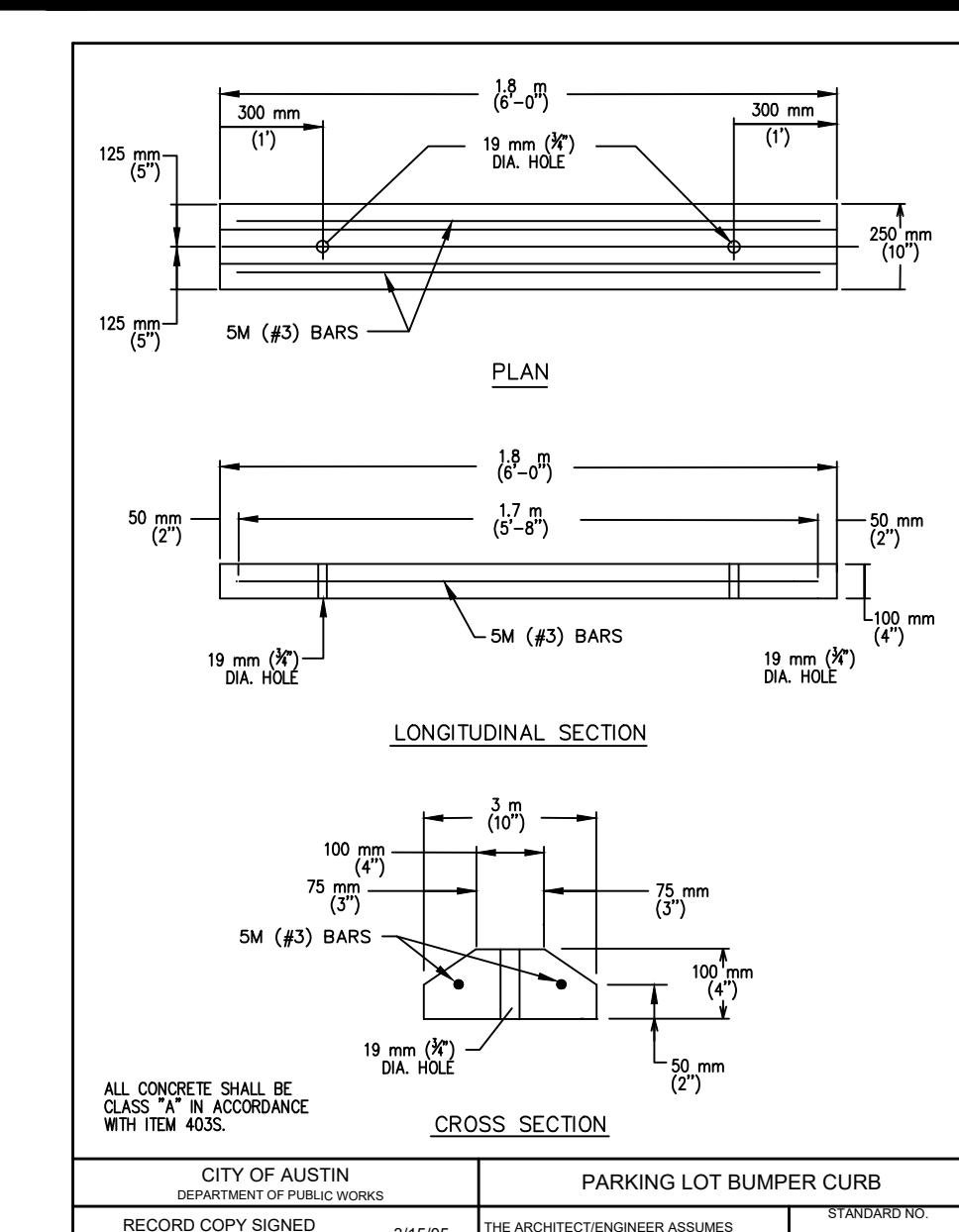
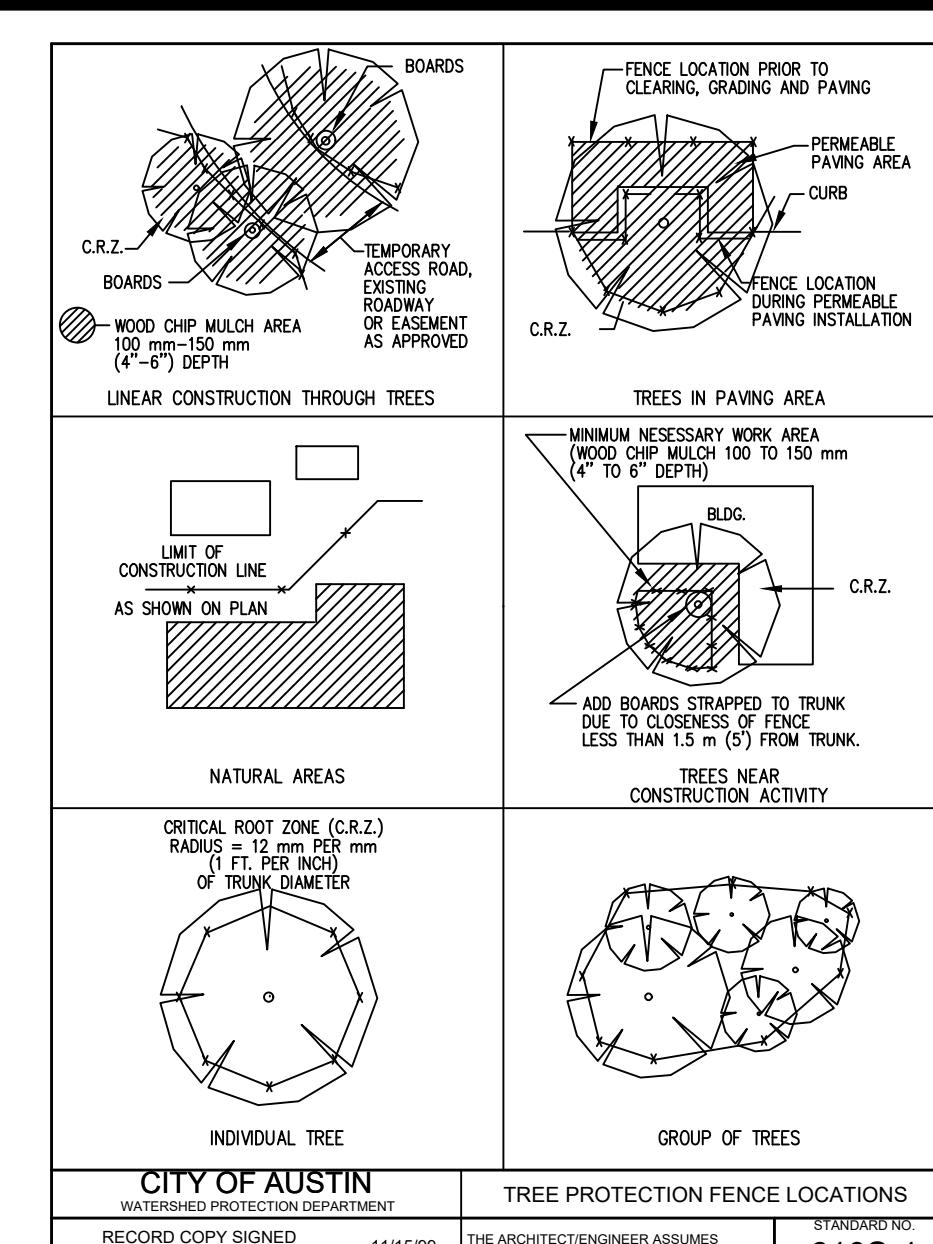
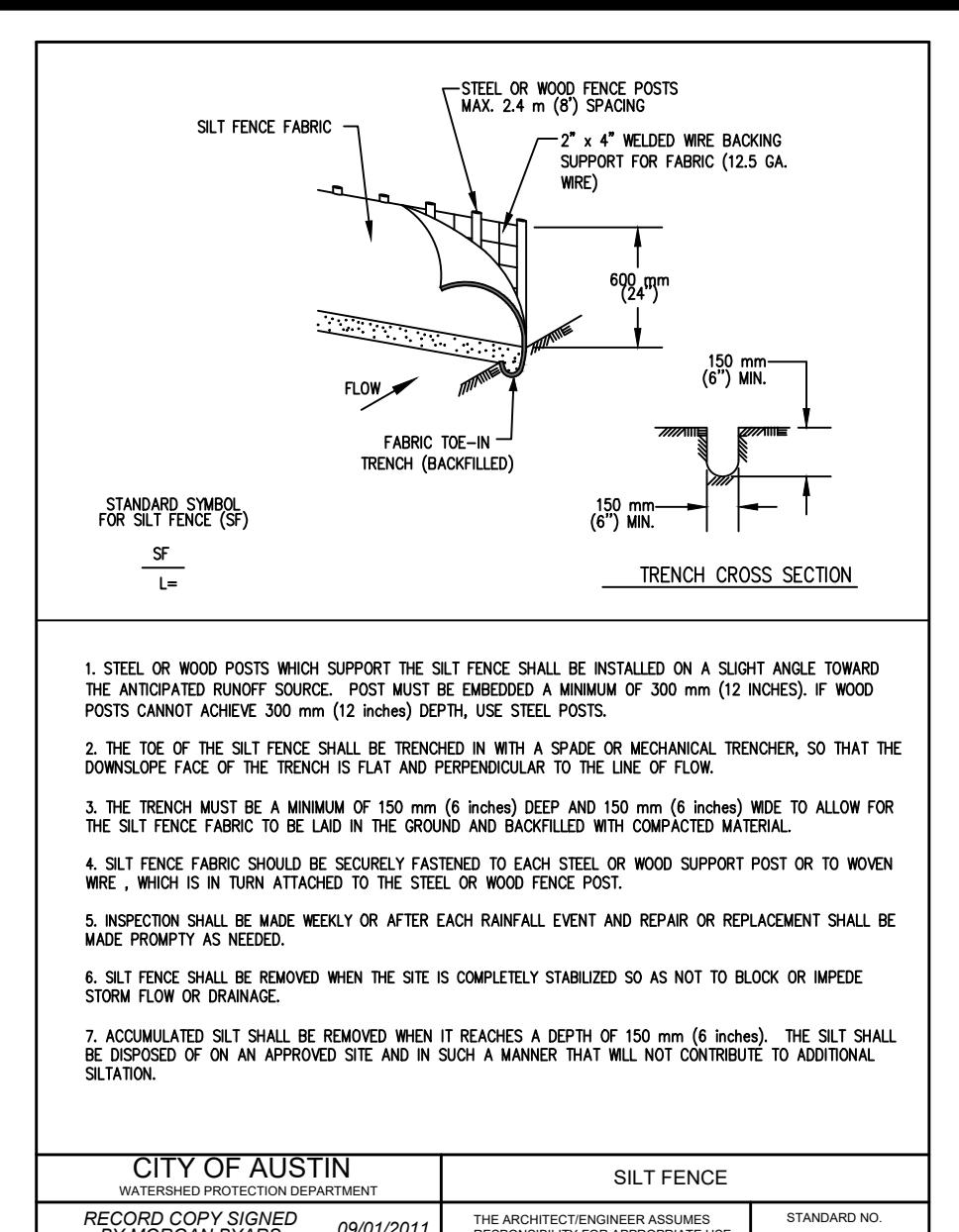
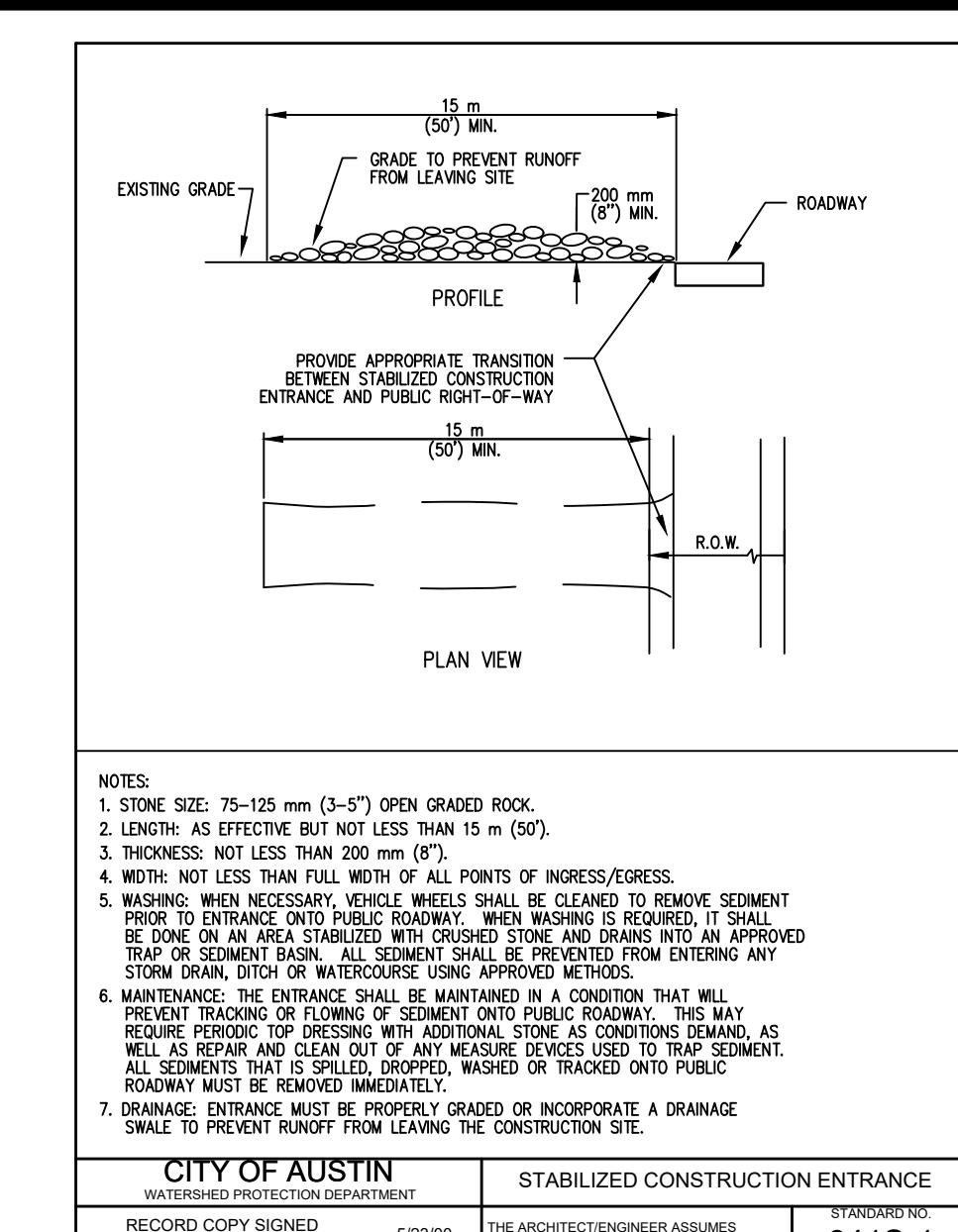
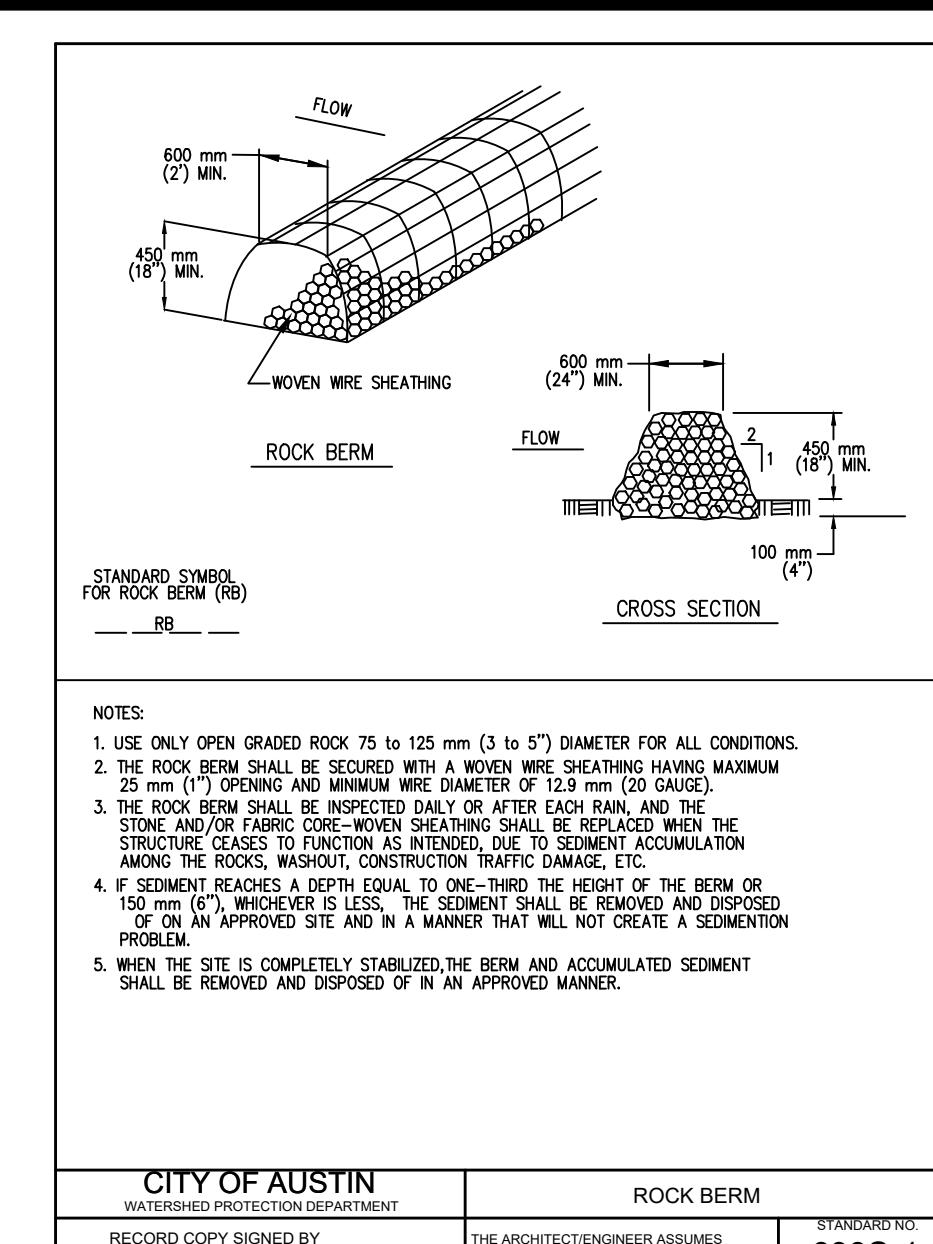
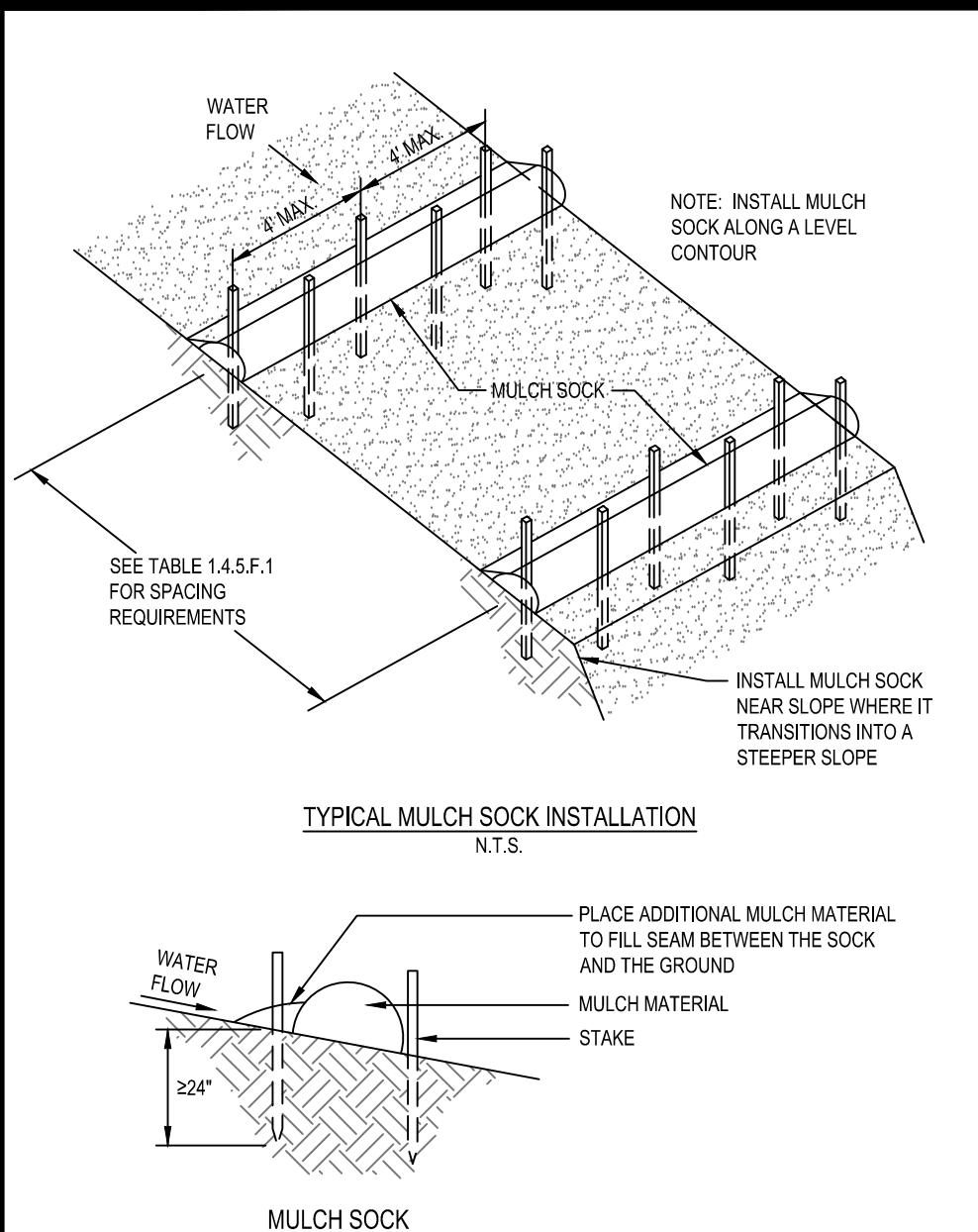
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TOWNBRIDGE CAPITAL
OFFICE BUILDING
4800 W. U.S. HIGHWAY 290
SUNSET VALLEY, TEXAS

STANDARD
DETAILS

Sheet No.

16 of 23



STANDARD

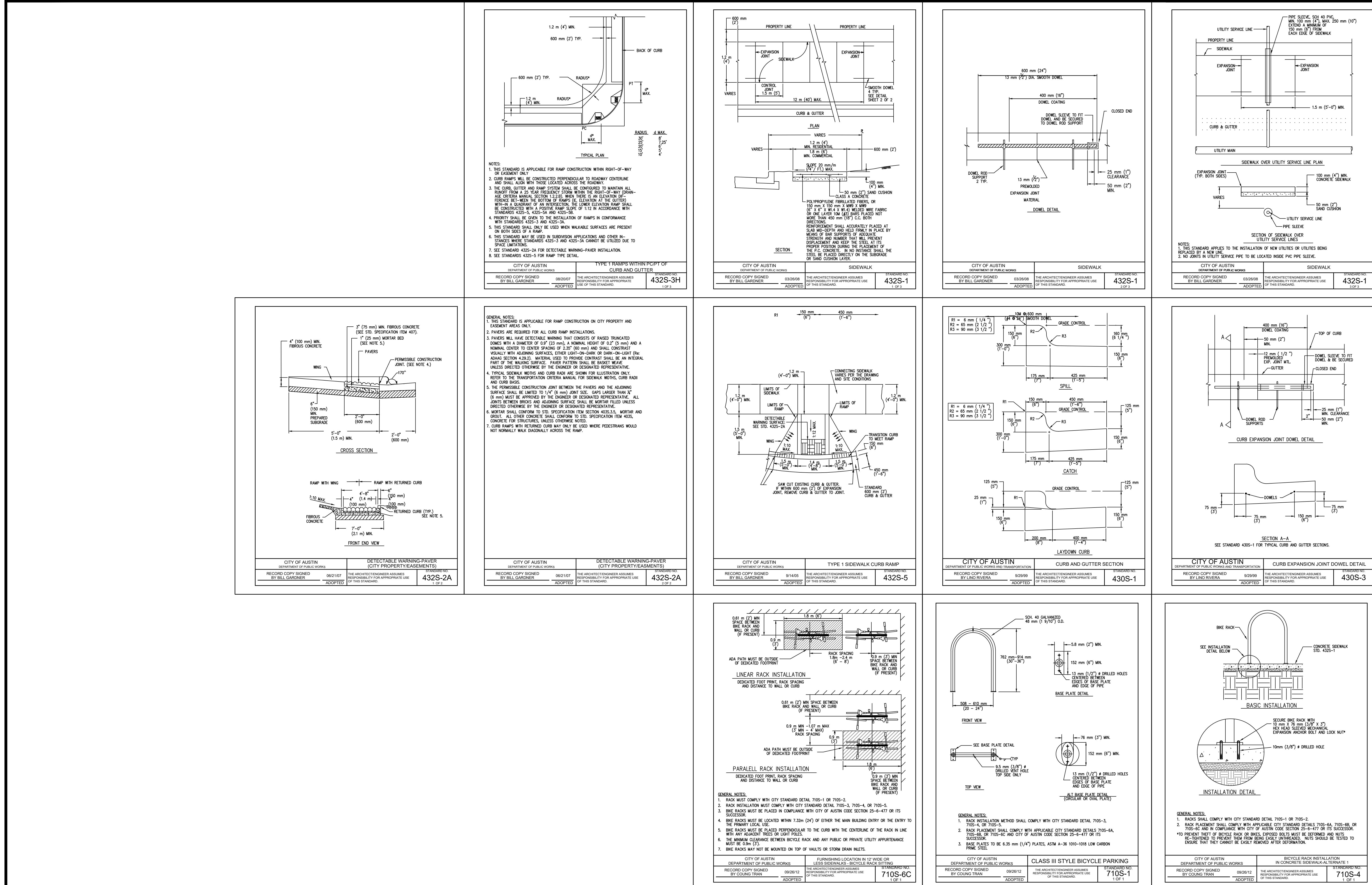
DETAILS

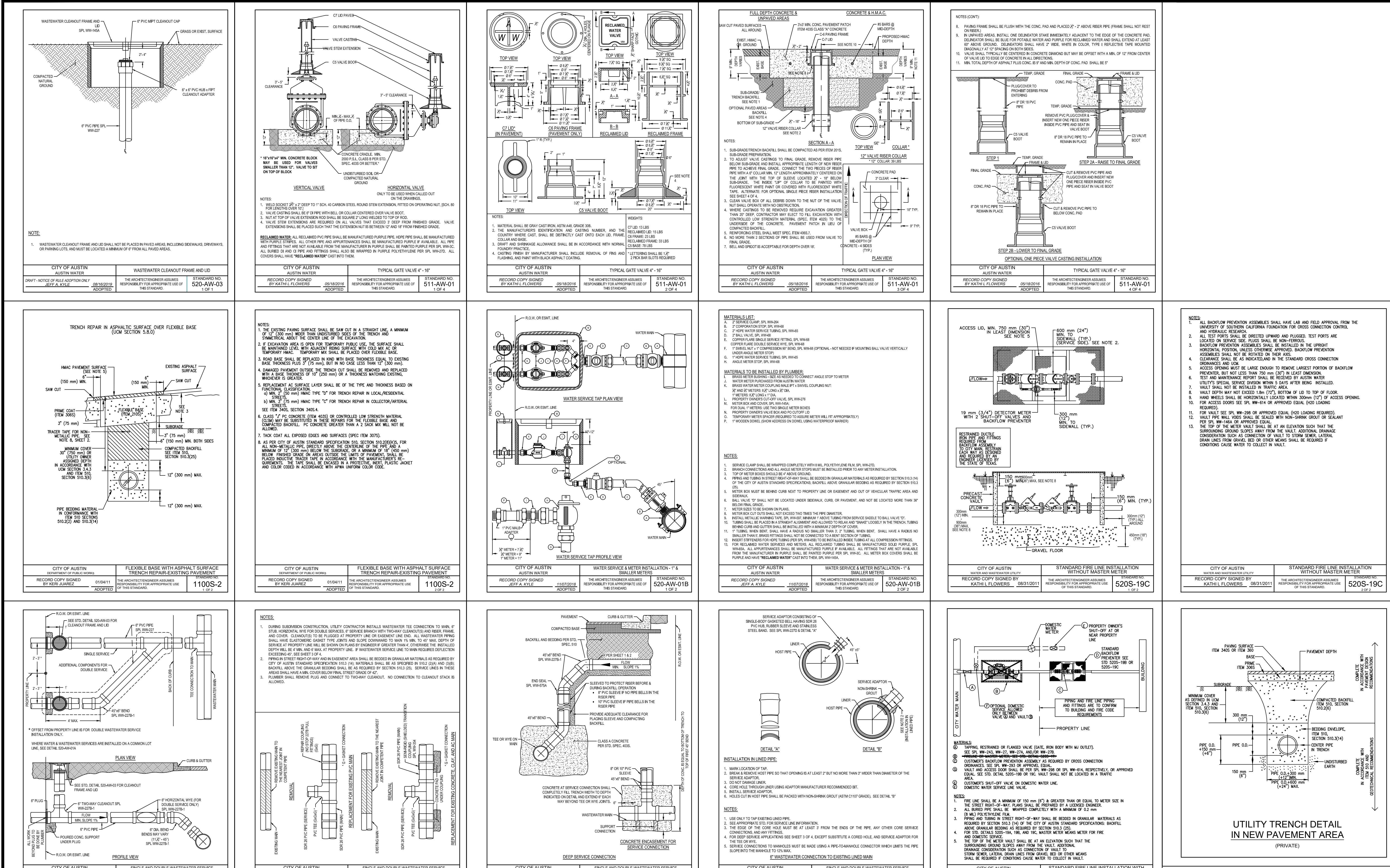
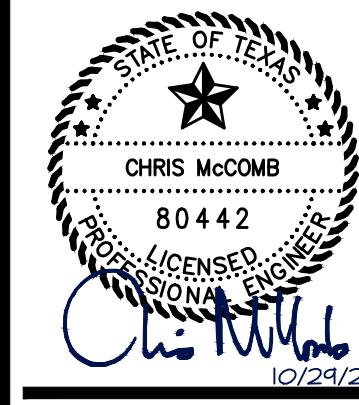
Sheet No.

16 of 23

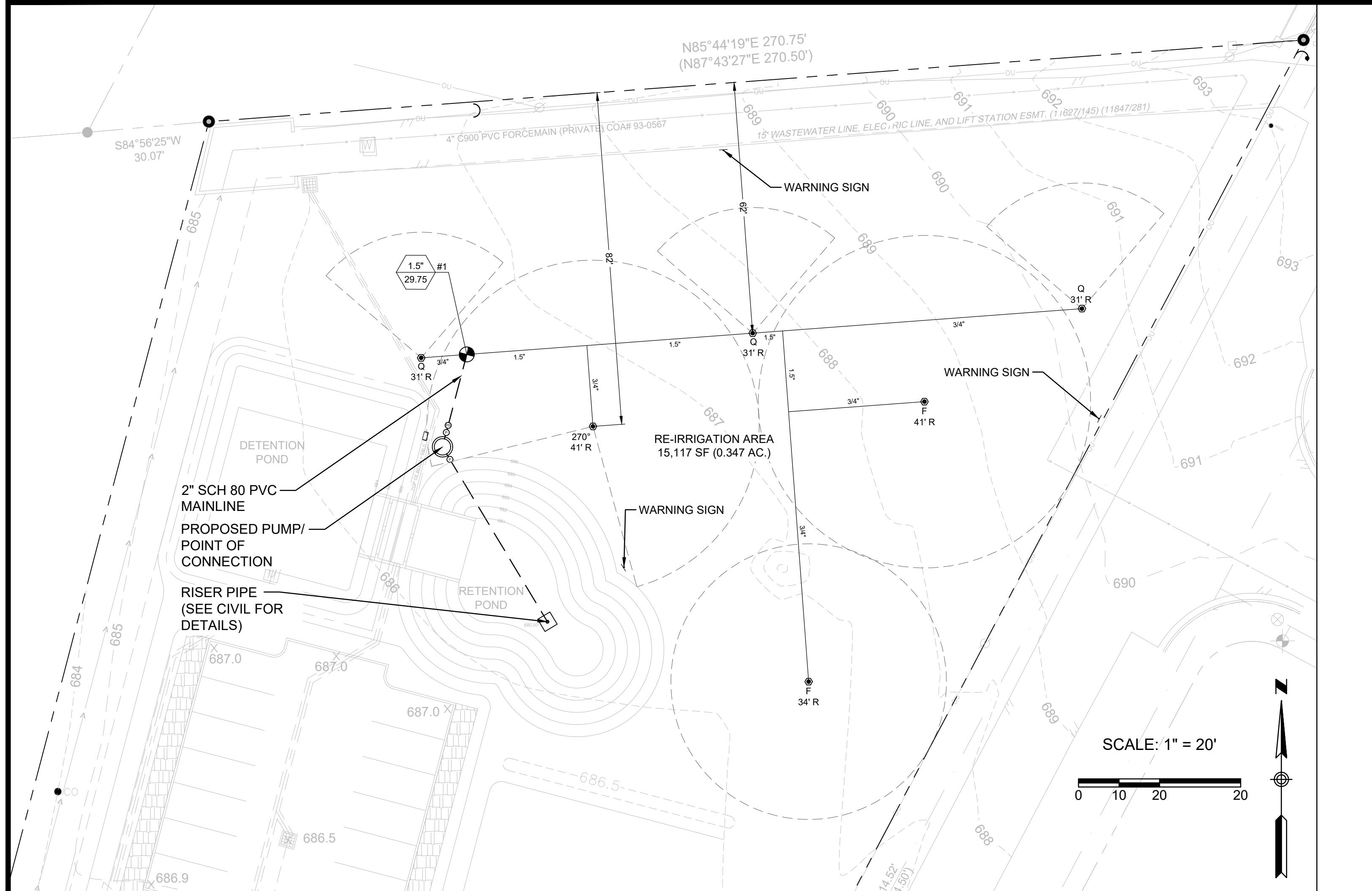


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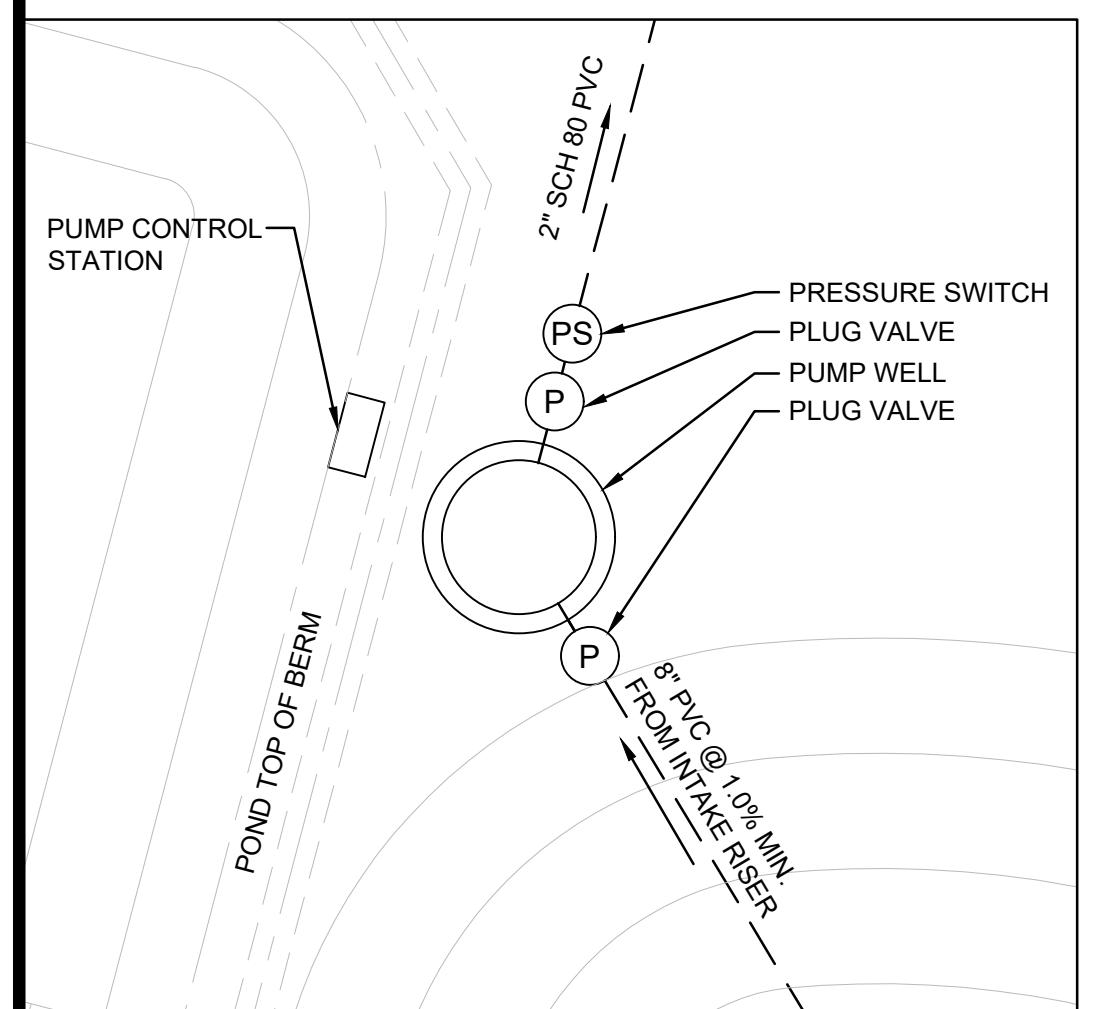




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ENLARGED RE-IRRIGATION AREA

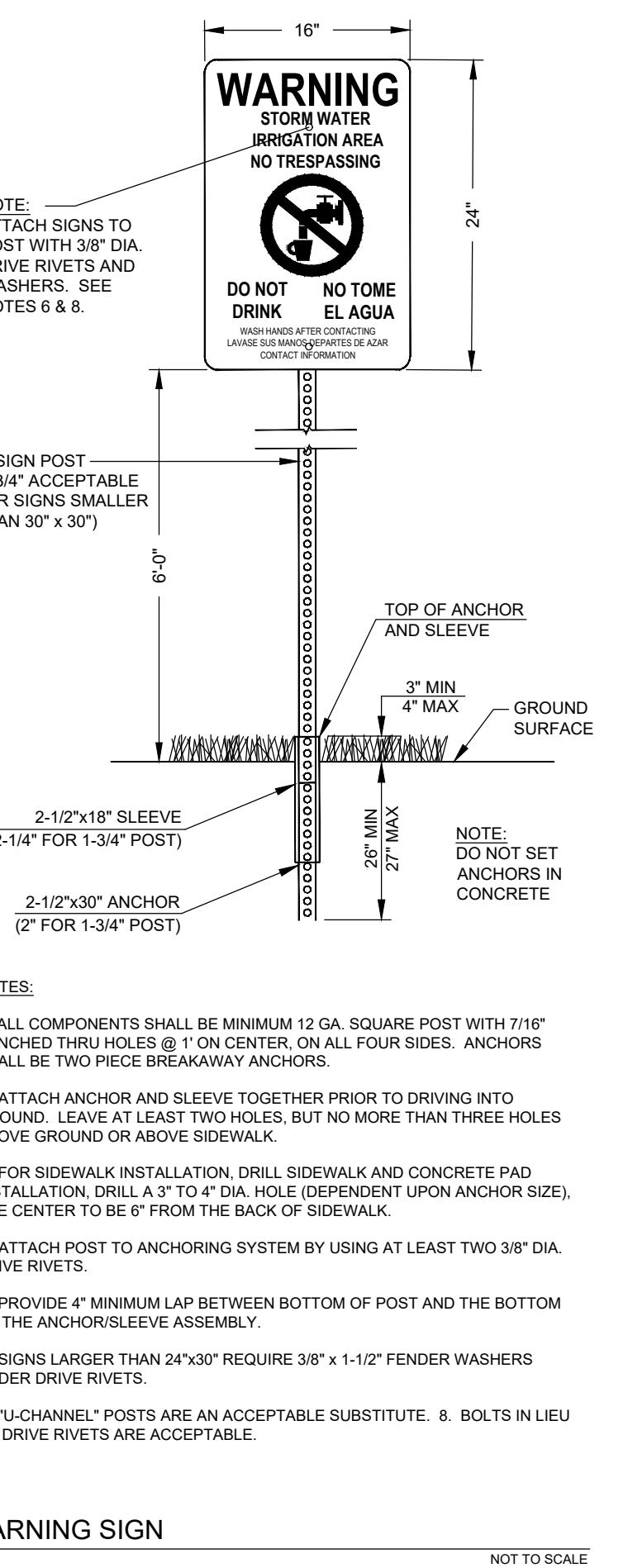


ENLARGED POINT OF CONNECTION

SCALE: 1" = 5'

GENERAL RE-IRRIGATION EQUIPMENT LEGEND

SYMBOL	DESCRIPTION	MANUFACTURER / MODEL	REMARKS		
— — —	2" PVC MAINLINE PIPE	SCHEDULE 80 PVC	MAIN LINE IS 2" MINIMUM UNLESS OTHERWISE NOTED		
— — —	PVC LATERAL LINE PIPE	SCHEDULE 40 PVC	ALL LATERAL LINES ARE 1" MINIMUM UNLESS OTHERWISE NOTED		
●	REMOTE CONTROL VALVE	HUNTER ICV SERIES OR EQUAL W/ PRESSURE REDUCER	SIZE AS SHOWN. INSTALL IN GROUND COVER OR SHRUB PLANTER AREAS WHEREVER POSSIBLE WITHIN VALVE BOX AS DETAILED.		
# 1" 10	INDICATES SIZE OF VALVE INDICATES VALVE IDENTIFICATION INDICATES TOTAL GPM OF SECTION				
		PSI (OPTIMAL PRESSURE)	RADIUS SET AT 75% OF OPTIMAL	SPECIFICATIONS (GPM)	REMARKS
		60	32° (41°)	360° 270° 210° 180° 90°	TURF APPLICATION
●	4" POP-UP PGP ROTATOR	PGP ULTRA-20 GREEN NOZZLE 8.0LA			



NOTES:

1. ALL COMPONENTS SHALL BE MINIMUM 12 GA. SQUARE POST WITH 7/16" PUNCHED THRU HOLES @ 1" ON CENTER, ON ALL FOUR SIDES. ANCHORS SHALL BE TWO PIECE BREAKAWAY ANCHORS.
2. ATTACH ANCHOR AND SLEEVE TOGETHER PRIOR TO DRIVING INTO GROUND. DO NOT PUNCH HOLES, BUT NO MORE THAN THREE HOLES ABOVE GROUND OR ABOVE SIDEWALK.
3. FOR SIDEWALK INSTALLATION, DRILL SIDEWALK AND CONCRETE PAD INSTALLATION DIA. A 3/4" DIA. HOLE (DEPENDENT UPON ANCHOR SIZE), THE CENTER TO BE 1/2" FROM THE BACK OF SIDEWALK.
4. ATTACH POST TO ANCHORING SYSTEM BY USING AT LEAST TWO 3/8" DIA. DRIVE RIVETS.
5. PROVIDE A MINIMUM LAP BETWEEN BOTTOM OF POST AND THE BOTTOM OF THE ANCHORSLEEVE ASSEMBLY.
6. SIGNS LARGER THAN 24" x 30" REQUIRE 3/8" x 1-1/2" FENDER WASHERS UNDER DRIVE RIVETS.
7. "U-CHANNEL" POSTS ARE AN ACCEPTABLE SUBSTITUTE. 8 BOLTS IN LIEU OF DRIVE RIVETS ARE ACCEPTABLE.

WARNING SIGN

NOT TO SCALE

IRRIGATION SYSTEM OUTPUT SUMMARY:							
SECTION	# heads	GPM (per head)	TOTAL FLOW RATE(GPM)	CYCLE TIME (minutes)	VOLUME RELEASED PER CYCLE (gpm/cycle)7.48	CYCLE (PER DAY)	VOLUME RELEASED (PER DAY)
#1 Full-spray Hunter PGP Ultra-20 green nozzle 8.0LA, 60 psi	2	8.5	17.0	30	68.18 cf	24	1,636.32 cf
#1 Quarter-spray Hunter PGP Ultra-20 green nozzle 8.0LA, 60 psi	3	2.13	6.38	30	25.57 cf	24	613.68 cf
#1 3/4-spray Hunter PGP Ultra-20 green nozzle 8.0LA, 60 psi	1	6.38	6.38	30	25.57 cf	24	613.68 cf
TOTAL	6		29.75	30	119.32 cf	24	2,863.68 cf
							7,159.2 cf

RE-IRRIGATION DATA SUMMARY:

Total Water Quality Volume (provided) (WQV) 7.48	7057.62 c.f. (52,791 gal.)
Application Rate as designed	29.75 gpm (1785.0 gal/hr.)
Hours (actual) to empty Pond of required volume	29.57 hours
Hours (required) to empty Pond of required volume	72 hours (12 hour delay)

INFILTRATION APPLICATION SUMMARY:

PROVIDED
Total Irrigation Area
15,117 sf
Acceptable Infiltration Rate: (based on present soil type)
0.213 in/hr
(TOTAL WATER QUALITY VOLUME / HOURS) X (12 INCH / TOTAL IRRIGATION AREA) = in/hr (7,057.62 / 29.57 HOURS) X (12 INCH / 15,117 sf) = (0.1895 in/hr)
0.19 in/hr

IRRIGATION PRECIPITATION APPLICATION SUMMARY:

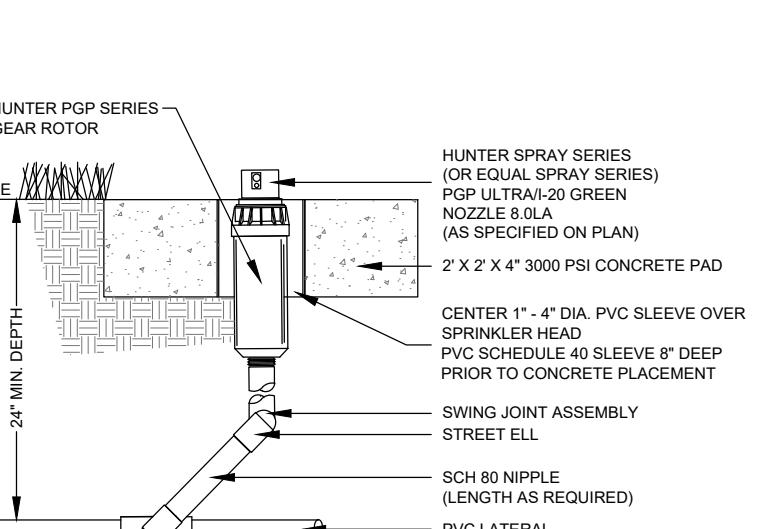
Total Irrigation Area	15,117 sf
Average Precipitation Rate:	
(TOTAL GPM X 96.25) / TOTAL AREA (sf) = in/hr (29.75 x 96.25) / 15,117 sf = 0.189 in/hr	0.19 in/hr
Total Irrigation Area REQUIRED:	
A=(WQV ft. * 12) / Infiltration Rate * 30 hrs = sf A=(7057.62 * 12) / 0.192 * 30 = sf	0.342 acres (14,903.77 sf)
Total Irrigation Area PROVIDED	0.347 acres (15,117 sf)
Feet of Head (TDH) calculated	160 ft. hd.

PUMP	PUMP SHALL HAVE A CAPACITY OF 30 GPM AT A TOTAL HEAD FEET OF 160.0 FEET AND SHALL USE A 1.5" HP MOTOR. PUMP SHALL BE OF A SUBMERSIBLE WELL PUMP OR EQUAL WITH A 1/2" SUBMERSIBLE TYPE MOTOR. THE PUMP UNIT SHALL BE CAPABLE OF MACERATING ALL MATERIAL IN NORMAL COMMERCIAL STORM WATER INCLUDING REASONABLE AMOUNTS OF FOREIGN OBJECTS. PUMP AND MOTOR ASSEMBLY SHALL BE UL LISTED.
OPERATION	PUMP CONTROL PANEL SHALL INCORPORATE A MOTOR STARTER AND RELAYS, AUTOMATIC AND MANUAL OVERIDES CAPABILITIES, LIGHTING AND SURGE PROTECTION, SAFETY ALARM, LOW LEVEL SENSORS OR FLOAT SWITCHES, TIME DELAY START AND 100 HOUR OPERATION WITH AUTOMATIC SHUT-OFF. PUMP SHALL BE ACTIVATED BY CONTROLLER TO BEGIN THE IRRIGATION CYCLE WITH A DELAY OF 12 HOURS ACCOMPLISHED WITH THE USE OF A PUMP DELAY SWITCH OR THROUGH A PROGRAM SCHEDULE ON THE IRRIGATION CONTROLLER PRIOR TO ANY REMOTE VALVES BEING ACTIVATED. A MANUAL-OVERRIDE SWITCH SHALL BE PROVIDED TO ALLOW THE PUMP TO BE CONTROLLED APART FROM THE SENSORS.

OPERATION SUMMARY: IRRIGATION SYSTEM

ROTOR SPRAY	ROTOR TYPE HEAD (HUNTER PGP SERIES) SHALL BE USED. OPTIONAL PURPLE (PANTONE #512 OR EQUAL) RUBBER COVER SHALL BE USED TO IDENTIFY NON-POTABLE WATER USAGE. ALL ROOT HEAD SYSTEMS SHALL BE INCORPORATED WITH A CHECK VALVE. FOR ELEVATED AREAS OF THE RE-IRRIGATION FIELD AND HAVE A OPERATING PRESSURE RANGE OF 60 PSI.
REMOTE CONTROL VALVE	REMOTE CONTROL VALVE SHALL BE A HUNTER ICV FILTER SENTRY SERIES, PURPLE-PANTONE #512 EQUVALENT COLOR. IT SHALL HAVE THE ABILITY TO HANDLE WATER USE. NYLON SCRUBBER FEATURE THAT SCRAPES STAINLESS STEEL SCREEN TO CLEAN AND BREAK DOWN GRIT AND PLANT MATERIAL PREVENTING CLOGGING OR EQUAL.
IRRIGATION SYSTEM	AFTER 12 HOURS FOLLOWING A RAINFALL EVENT, THE PUMP WILL AUTOMATICALLY BE ACTIVATED. AT THIS TIME, RE-IRRIGATION SECTION WILL BE OPEN AND IN OPERATION FOR A PERIOD OF ONE HALF HOUR. AFTER ONE HALF HOUR THIS SECTION WILL BE CLOSED FOR A PERIOD OF ONE HALF HOUR. THIS PROCESS WILL REPEAT UNTIL THE WATER QUALITY POND IS EMPTY. IN THE EVENT THAT RAINFALL OCCURS DURING THE RE-IRRIGATION OPERATION, RAIN SENSORS WILL SHUT OFF THE PUMP. THE PUMP WILL NOT ACTIVATE AGAIN UNTIL THE DELAY PERIOD. THE SYSTEM WILL BE ACTIVATED TO CONTINUE THE IRRIGATION PROCESS UNTIL POND IS EMPTIED.
PIPE - MAINLINE	ALL MAIN SUPPLY PIPE SHALL BE OF A PVC SCHEDULE 40 PURPLE (PANTONE #512) PIPING. PIPE SIZE AS PER DRAWING.
PIPE - LATERAL	ALL LINES PIPING SHALL BE OF A PVC SCHEDULE 40 PURPLE (PANTONE #512) PIPING. PIPE SIZE AS PER DRAWING.
PUMP START RELAY	MYERS CONTROL PANEL OR EQUAL
ELECTRICAL SUPPLY	1/60/230 V
IRRIGATION FIELD	IRRIGATION AREA MUST HAVE NATIVE VEGETATION OR BE RESTORED OR RE-ESTABLISHED WITH NATIVE VEGETATION. THESE AREA(S) MUST REMAIN FREE OF, DO NOT RECEIVE ANY, APPLICATION OF FERTILIZERS, PESTICIDES, OR HERBICIDES. A MINIMUM OF 12" OF SANDY LOAM SHALL BE PROVIDED TO ENHANCE THE SOIL PERMEABILITY RATES TO AN ACCEPTABLE RATE.
ALARM SYSTEM	THE ALARM SYSTEM SHALL BE PROVIDED CONSISTING OF A RED LIGHT LOCATED AT A HEIGHT OF AT LEAST FIVE (5) FEET ABOVE GROUND LEVEL AT THE WET WELL. THE ALARM SHALL ACTIVATE WHEN:
	1. THE HIGH WATER LEVEL HAS BEEN MAINTAINED FOR A PERIOD OF 72 HRS.
	2. THE LOW WATER LEVEL HAS BEEN MAINTAINED FOR A PERIOD OF 72 HRS.
	3. THE HIGHLOW PRESSURE PUMP SHUT-OFF SWITCH HAS BEEN ACTIVATED.
	4. A GREEN PUMP RUN LIGHT SHALL BE PROVIDED WHICH IS ACTIVATED ANY TIME A PUMP IS RUNNING. THE GREEN LIGHT SHOULD BE LOCATED DIRECTLY ADJACENT TO THE RED ALARM LIGHT.
FLOAT CONTROLS	FLOAT CONTROLS OR SUBMERSIBLE TRANSDUCERS MUST BE PROVIDED TO CONTROL OPERATION OF THE PUMPS. THREE CONTROL SETTINGS MUST BE USED: (1) ONE FOR STARTING THE PUMP, (2) ONE FOR SHUTTING OFF THE PUMP AT THE NORMAL LOW WATER LEVEL, AND (3) ONE FOR BACK UP SHUT-OFF OF THE PUMP IN CASE THE FIRST SHUT-OFF FAILS. OR EQUAL.
CONTROL PANEL	CONTROL PANEL TO BE DESIGNED FOR RETENTION-IRRIGATION SYSTEM IN THE BARTON SPRINGS 2000 W. HIGHWAY 290, SUNSET VALLEY, TX. 78735. CONTROL PANEL SHALL BE PROVIDED WITH ALL OF THE INTERNAL COMPONENTS TO THE OEM MANUAL. ONCE THESE ITEMS HAVE BEEN ORDERED FROM THE SUPPLY COMPANY (SMITH PUMP OR EQUAL), PROVIDE THE ENVIRONMENTAL INSPECTOR THE COMPLETED OEM MANUAL PRIOR TO INSTALLATION OF ANY COMPONENTS.

1. THE FLOAT BULBS, CONTROL STATION, PUMP, AND ELECTRONIC CONTROLS SHOULD BE INSPECTED PERIODICALLY AT LEAST EVERY TWO MONTHS TO INSURE THAT THE SYSTEMS FUNCTIONING PROPERLY.
2. ALL SIDEWALKS AND WALKWAYS MUST BE MAINTAINED AND REPAVED AS SOON AS POSSIBLE IF THE EROSION EXCEEDS 6 INCHES.
3. THE BANKS SIDE SLOPES AND DROPS IN THE BASIN SHALL BE MOVED AT LEAST TWICE A YEAR. VEGETATION GROWING WITHIN THE BASIN SHALL NOT BE ALLOWED TO EXCEED 10 INCHES IN HEIGHT.



RE-IRRIGATION ROTOR DETAIL:

NOT TO SCALE

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4800 W. HWY 290, SUNSET VALLEY, TX. 78735

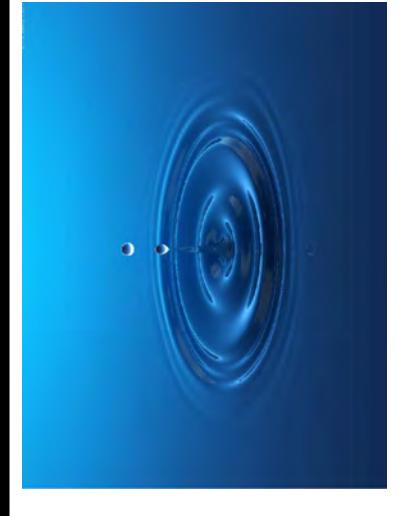
RE-IRRIGATION PLAN & DETAILS

SHEET NO.

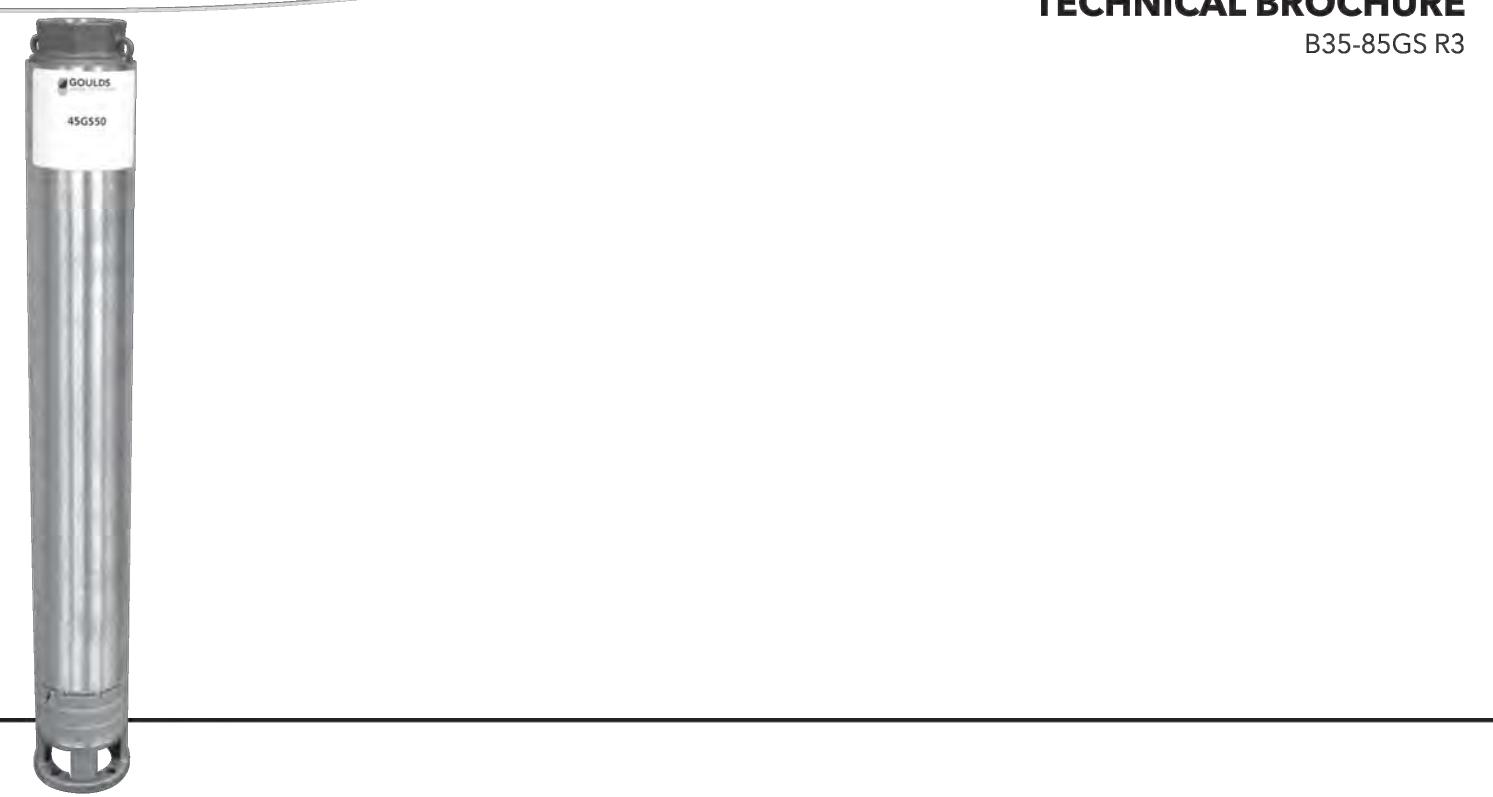
20 of 23

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11-2021



STATE OF TEXAS
TRAVIS L. HIGHT
LICENSE NO. 22293
RE-Irrigation Services



e-GS 35GS, 45GS, 65GS & 85GS

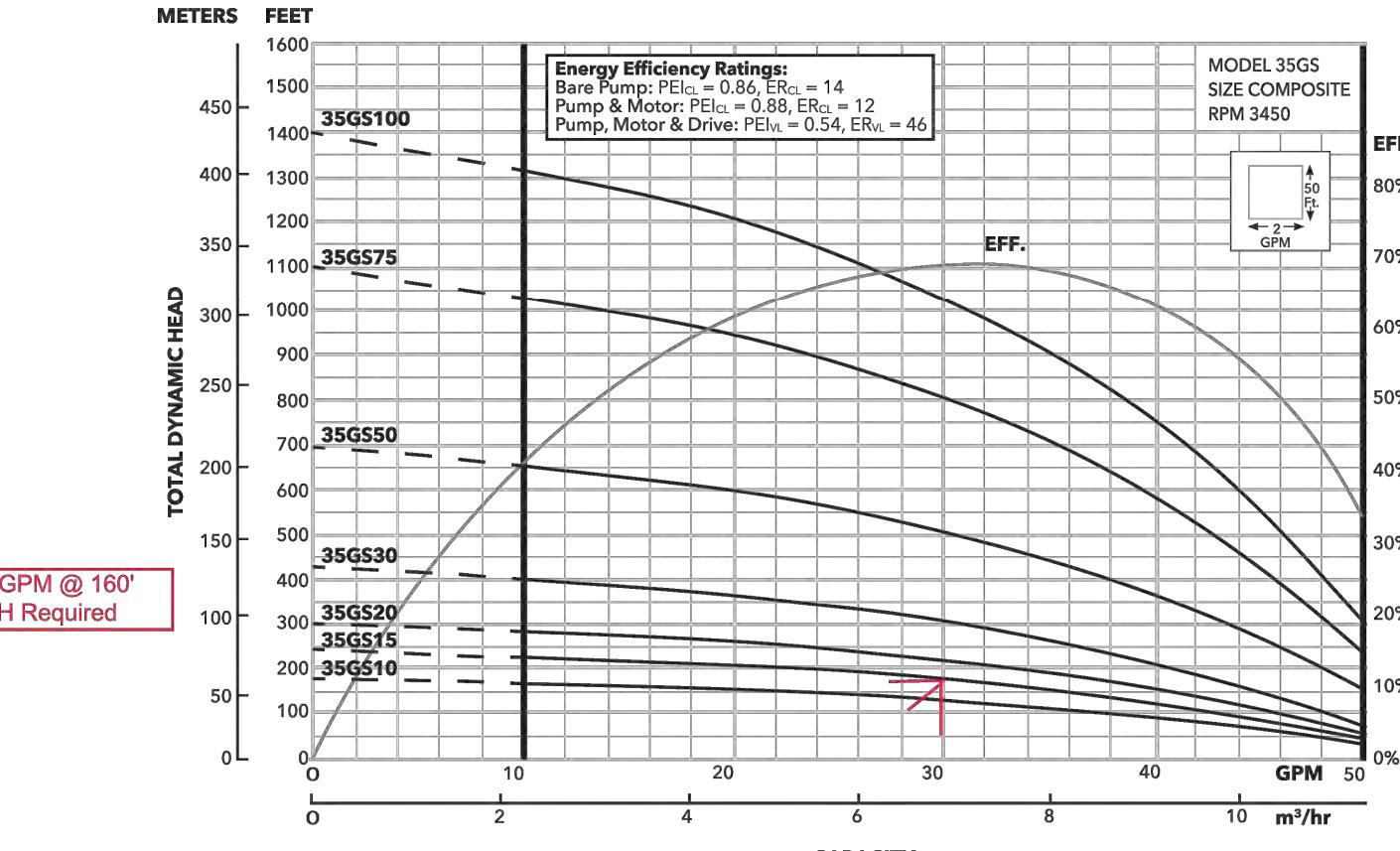
35-85 GPM 1-10HP, 60 HZ, SUBMERSIBLE PUMPS



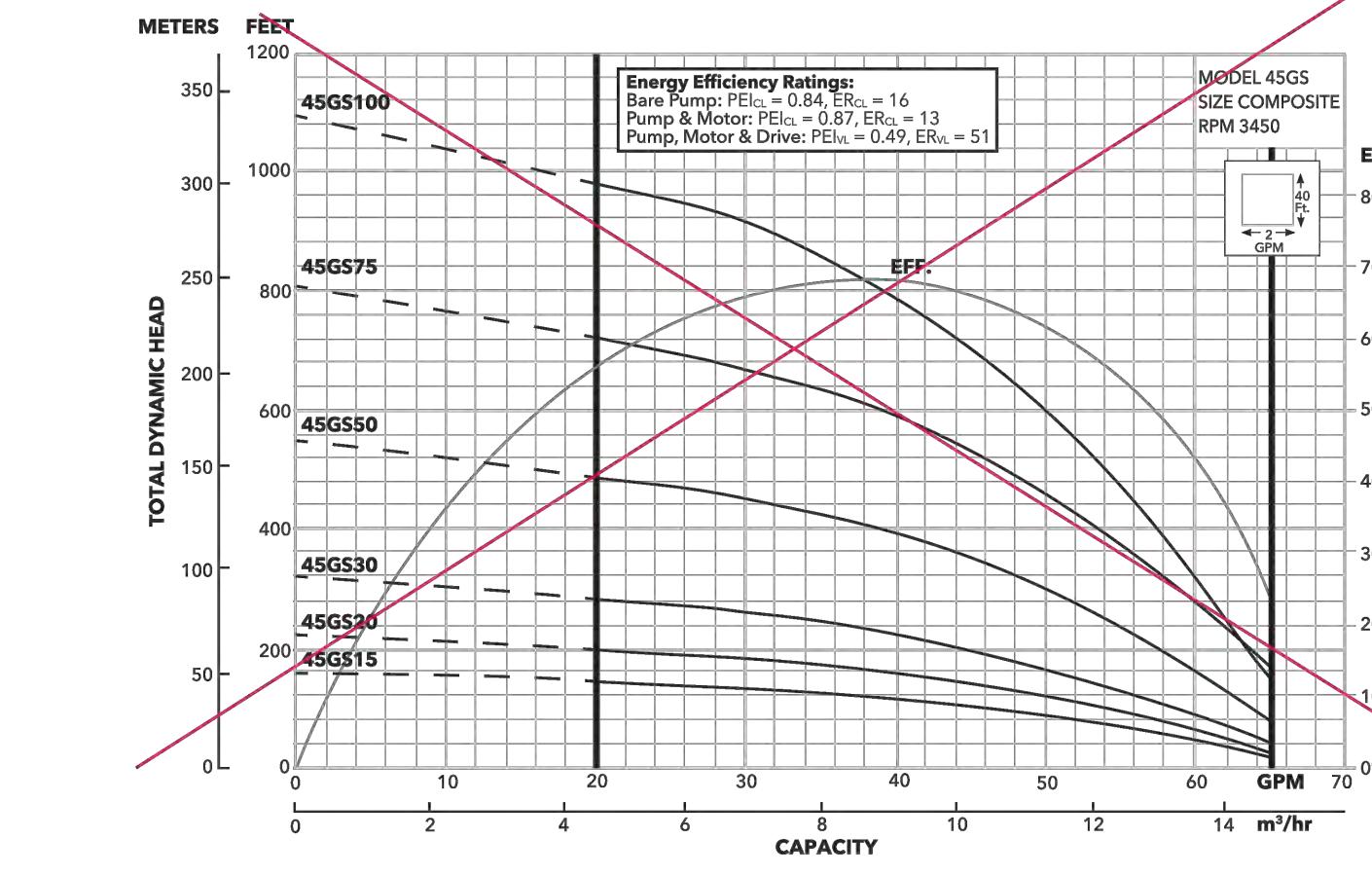
Goulds Water Technology

Residential Water Systems

Model 35GS



Model 45GS



Goulds Water Technology
Residential Water Systems

TECHNICAL BROCHURE
B35-85GS R3

WATER END DATA

Series	Model	Required HP	Stages	Water End	Length (in)	Weight (lbs)
35GS	35GS10	1	6	14.2	8	
35GS	35GS15	1 1/2	8	16.6	9	
35GS	35GS20	2	10	19.1	10	
35GS	35GS30	3	14	24.0	13	
35GS	35GS50	5	23	36.4	20	
35GS	35GS75	7.5	36	53.0	28	
35GS	35GS100	10	46	65.2	34	
45GS	45GS15	1.5	5	12.9	8	
45GS	45GS20	2	7	15.4	9	
45GS	45GS30	3	10	19.0	10	
45GS	45GS50	5	17	27.7	15	
45GS	45GS75	7.5	25	38.9	21	
45GS	45GS100	10	34	50.6	27	
65GS	65GS15	1.5	6	19.1	10	
65GS	65GS20	2	7	21.2	11	
65GS	65GS30	3	10	27.4	12	
65GS	65GS50	5	16	41.2	18	
65GS	65GS75	7.5	26	62.3	35	
65GS	65GS100	10	33	76.8	42	
85GS	85GS30	3	8	29.4	13	
85GS	85GS50	5	14	42.8	18	
85GS	85GS75	7.5	21	63.8	35	
85GS	85GS100	10	27	79.9	41	

SPECIFICATIONS

Model	Flow Range GPM	Horse-Power Range	Best Efficiency GPM	Discharge Connection	Minimum Well Size	Rotation
35GS	10-50	1.0-10	35	2"	4"	CCW
45GS	20-65	1.5-10	45	2"	4"	CCW
65GS	30-80	1.5-10	65	2"	4"	CCW
85GS	40-120	3.0-10	85	2"	4"	CCW

"GS" SERIES MATERIALS OF CONSTRUCTION

Part Name	Material
Discharge Head	AISI 303 SS
Check Valve Poppet	AISI 303 SS
Check Valve Seal	BUNA, FDA Compliant
Check Valve Seat	AISI 304 SS
Check Valve Retaining Ring	AISI 302 SS
Bearing Spider - Upper	Glass filled engineered composite
Bearing	Proprietary Engineered Polymer
Kilpring	AISI 301 SS
Diffuser	Glass filled engineered composite
Impeller	Glass filled engineered composite
Bowl	AISI 304 SS
Intermediate Sleeve*	AISI 304 SS, Powder Metal
Intermediate Shaft Coupling*	AISI 304 SS, Powder Metal
Intermediate Bearing Spider*	Glass filled engineered composite
Intermediate Bearing Spider*	AISI 303 SS
Shim	AISI 304 SS
Screws - Cable Guard	AISI 304 SS
Motor Adapter	AISI 303 SS
Casing	AISI 304 SS
Shaft	17-4 PH Stainless Steel
Coupling	AISI 304 SS, Powder Metal
Cable Guard	AISI 304 SS
Suction Screen	AISI 304 SS

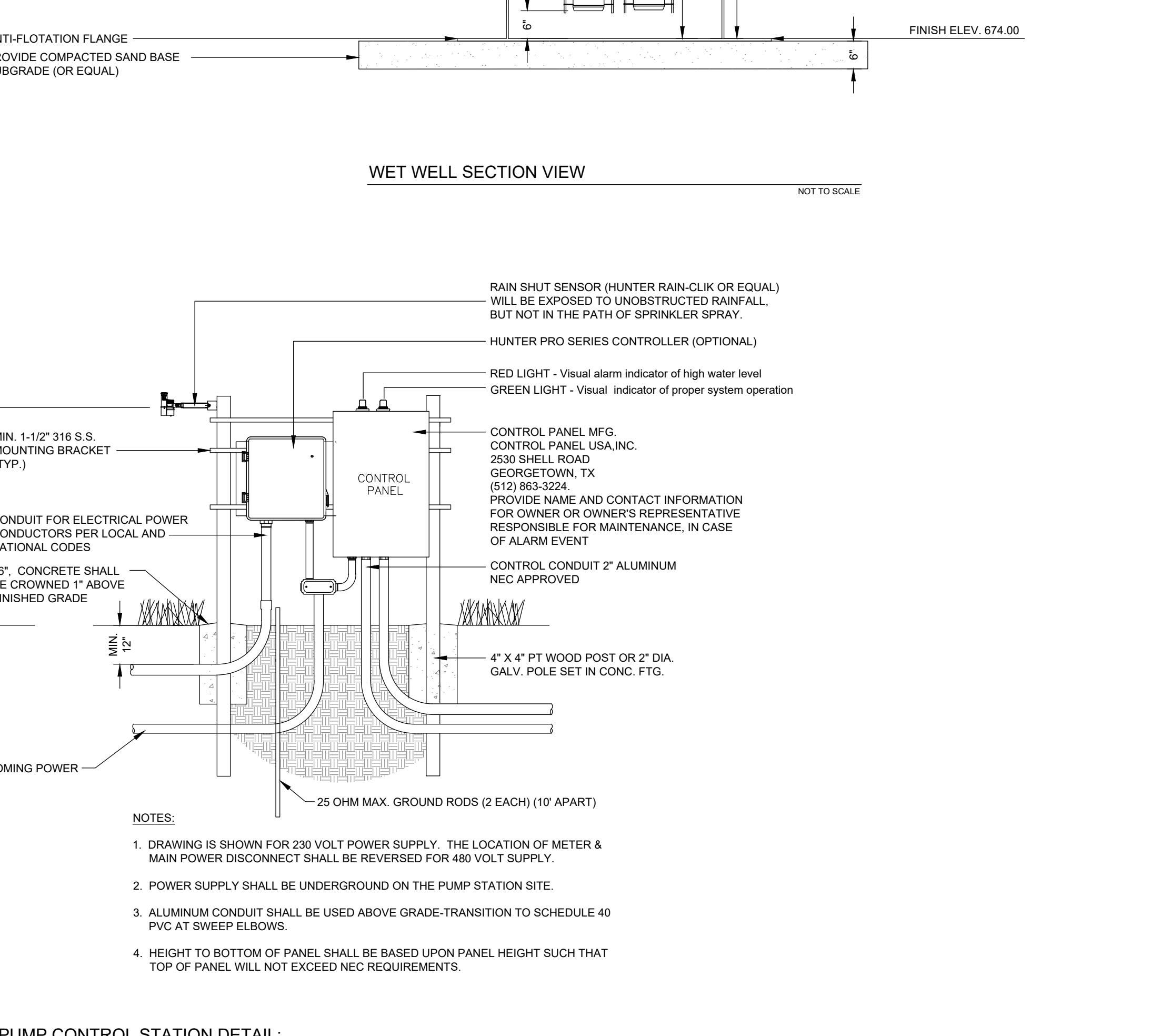
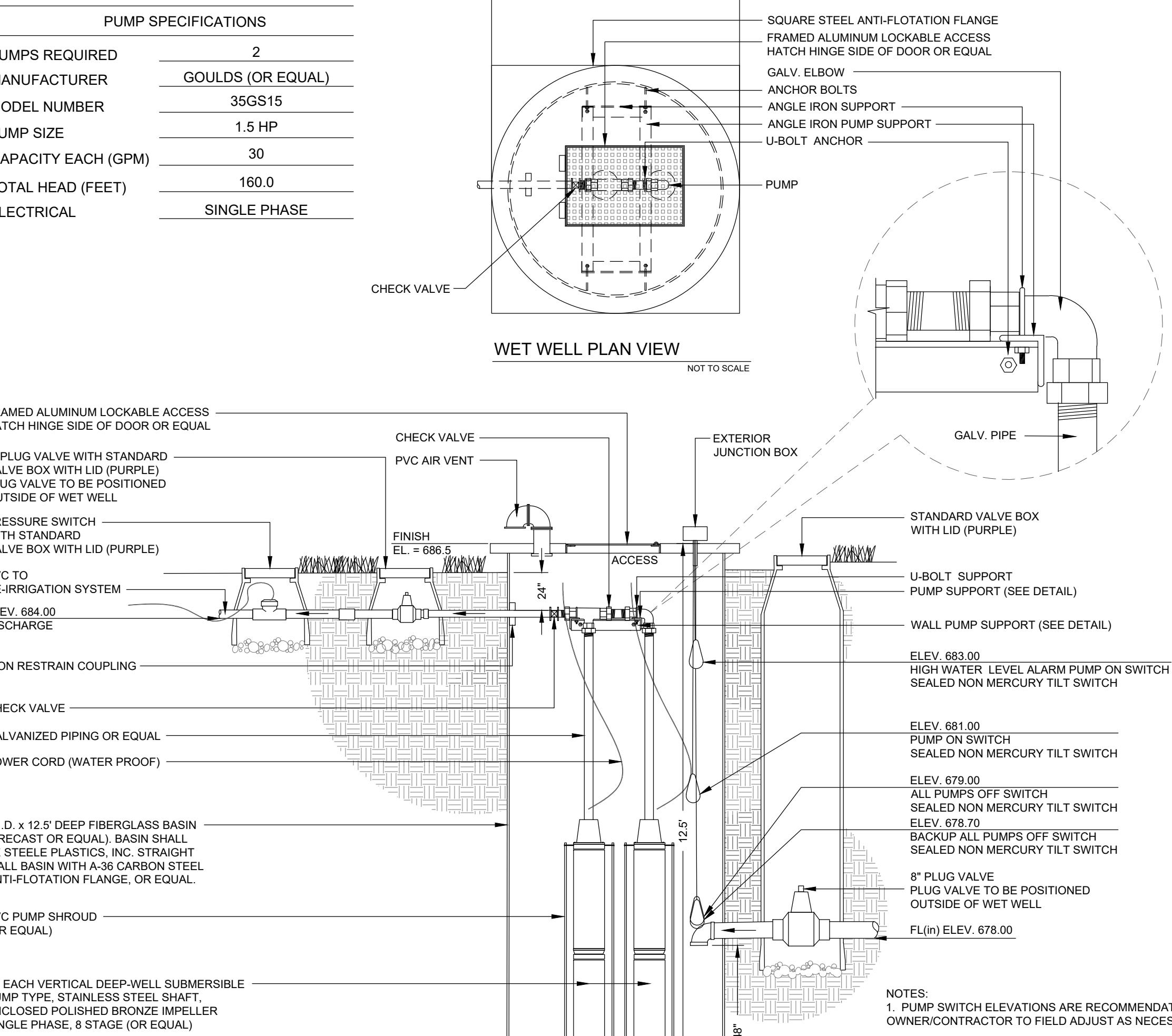
NOMENCLATURE - SOLD AS WATER ENDS ONLY

35 GS 20

GPM at — 35, 45, 65, 85
Best Efficiency
GS Pump Series
Horsepower Code

10 = 1 50 = 5
15 = 1 1/2 75 = 7 1/2
20 = 2 100 = 10
30 = 3

DISCHARGE 2" NPT
W.E.
3.90" Effective diameter with cable guard
3.75"
MOTOR



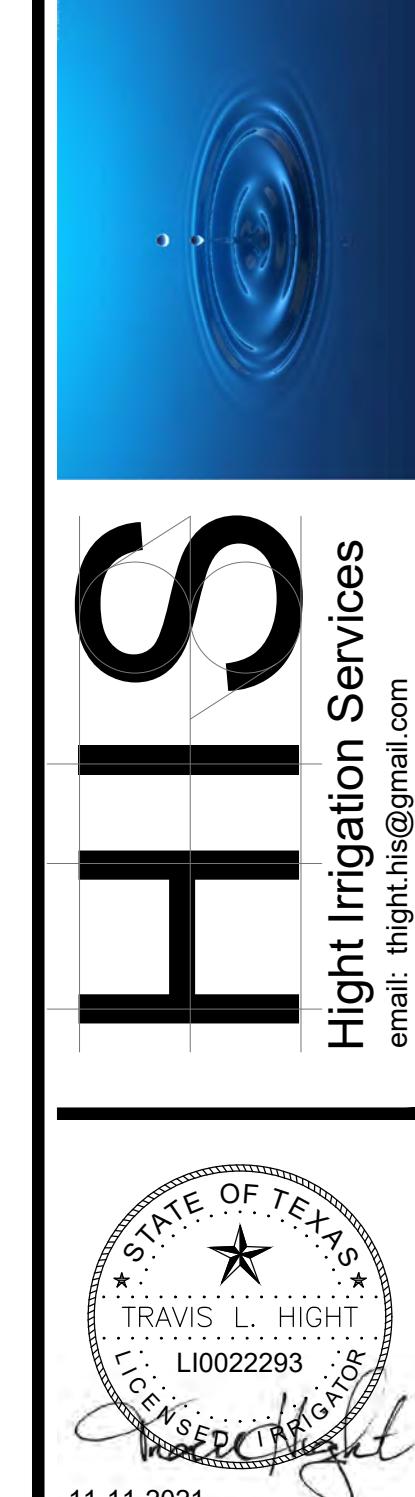
TOWNBRIDGE CAPITAL
OFFICE BUILDING
4800 W. HWY 290, SUNSET VALLEY, TX. 78735

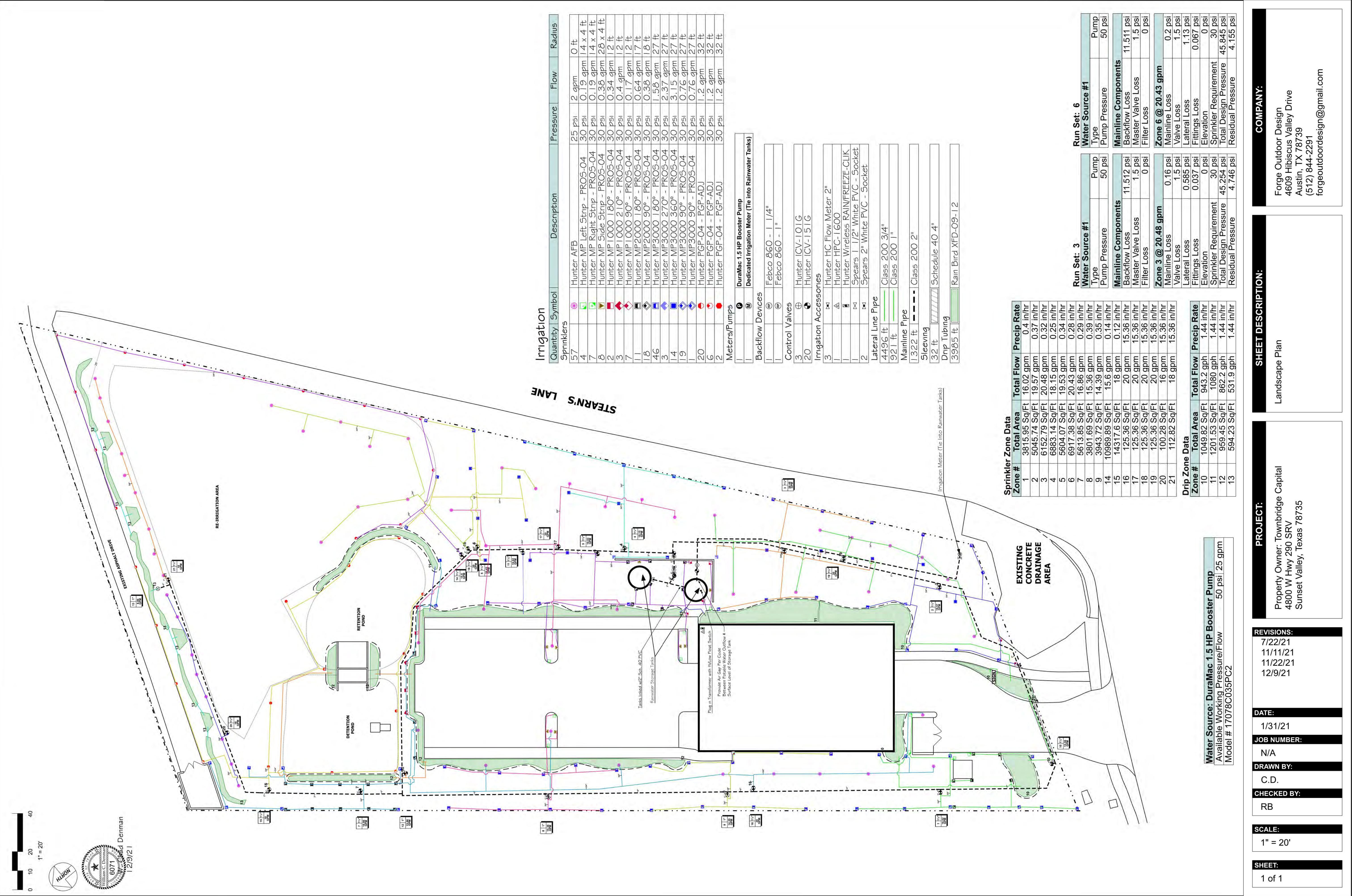
RE-IRRIGATION PUMP DETAILS & CALCS

SHEET NO.

21 of 23

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FERTILIZER SCHEDULE

Fertilization, Pre-emergent and Post-emergent Program – Thunder Turf

Application #1, pre-emergent

Application Dates: Late March

Product Applied: 16-3-4 with .53% Trimec

Application #2, post-emergent

Application Dates: Late April

Product Applied: Liquid Certainty with Celsius

Application #3

Application Dates: Late May, fertilization

Product Applied: 21-0-5 with 40% U-flexx, 4.15% Iron, 5.3% Sulfur, and 3% Gypsum

MAINTENANCE SCHEDULE

Thunder Turf Schedule of Services														
SERVICES	As Needed During Service												Total Visits	Total Cost/
	J	F	M	A	M	J	J	A	S	O	N	D		
Trash Pick Up													0	
Mow turf - Native / Drainage Areas	1	1	1	1	1	1	1	1	1	1	1	1	12	
Mow turf - Thunder Turf	1	1	1	1	1	1	1	1	1	1	1	1	12	
Edge and trim	1	1	1	1	1	1	1	1	1	1	1	1	12	
Blowing sidewalks, driveways, hardscapes	1	1	1	1	1	1	1	1	1	1	1	1	12	
Clean beds, weeding, trim shrubs / ground cover	1	1	1	1	1	1	1	1	1	1	1	1	12	
Tree sucker removal to 8'													0	
Native Areas/Buffalo grass fertilization													1	
Turf fertilization													1	
Pre-emergent herbicide	1												1	
Post-emergent herbicide	1												1	
Fire ant bait & mound treat													1	
Fertilize beds													0	
Irrigation system check	1	1	1	1	1	1	1	1	1	1	1	1	12	
Insect & disease control													0	
Rye overseeding Bermuda													0	
Rye fertilization													0	
419 iron application													1	
Mulch beds, tree wells													0	
Annual color													0	
Remove dead plant material													0	

WATER CONSERVATION PLAN

The irrigation system shall use water-efficient landscape design using xeric principles & water-efficient irrigation design.

A. Dedicated Landscape Water Meter & Backflow Device.

1. Irrigation System to have dedicated water meter

2. Irrigation System to have backflow device as required by Texas Commission on Environmental Quality.

B. Landscape Water Budget. Landscape water budget shall be no more than seventy (70) percent of the reference evapotranspiration per square foot of the landscaped area including turf grass.

1. Landscape water budget to use formula : (.7) (Eto)(0.00083)(LA)

2. New Landscapes that are irrigated with non-potable water are allowed a total of 100 percent of evapotranspiration per square foot.

3. The annual water use shall not exceed the annual water budget.

Zone #	Description	Precip Rate.(In/Hr)	GPM	Run Time	Gallons Per Cycle
1	MP Rotator	0.4	16.02	65	1041.3
2	MP Rotator	0.37	19.57	71	1585
3	MP Rotator	0.32	20.48	94	1389
4	MP Rotator	0.25	18.15	108	1960
5	MP Rotator	0.34	19.53	74	1445
6	MP Rotator	0.28	20.43	101	2063
7	MP Rotator	0.29	16.86	99	1669
8	MP Rotator	0.39	15.36	66	1014
9	MP Rotator	0.35	14.39	72	1036
10	Drip Zone	1.44	15.08	21	317
11	Drip Zone	1.44	19.02	21	400
12	Drip Zone	1.44	15.86	21	334
13	Drip Zone	1.44	8.86	21	186
14	Rotor Zone	0.64	18	46	828
15	Rotor Zone	0.62	20	48	960
16	Tree Bubbler	15.36	20	15	300
17	Tree Bubbler	15.36	20	15	300
18	Tree Bubbler	15.36	20	15	300
19	Tree Bubbler	15.36	20	15	300
20	Tree Bubbler	15.36	16	15	240
21	Tree Bubbler	15.36	18	15	270
Totals			876		17,937.30

Note: Run times based on 1/2" irrigation per cycle

PROJECT:		Landscape Plan	
REVISIONS:		Property Owner: Townbridge Capital 4800 W Hwy 290 SRV Sunset Valley, Texas 78735	
DATE:	1/31/21	NO.:	
JOB NUMBER:		NO.:	
C.D.		NO.:	
DRAWN BY:		NO.:	
CHECKED BY:		NO.:	
SCALE:	1" = 20'	NO.:	
SHEET:	1 of 1	NO.:	

SHEET DESCRIPTION:		Forge Outdoor Design 4609 Hibiscus Valley Drive Austin, TX 78739 (512) 844-2291 forgeoutdoordesign@gmail.com	
SHEET NO.		23 of 23	
IRRIGATION NOTES		TOWNBRIDGE CAPITAL OFFICE BUILDING 4800 W. U.S. HIGHWAY 290 SUNSET VALLEY, TEXAS	



COUNCIL MEETING DATE: FEBRUARY 1, 2022

#ITSGOODTOBEHERE

CITY COUNCIL AGENDA ITEM #15

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

COUNCIL SPONSOR: Wanda Reetz, wreetz@sunsetvalley.org

SUBJECT: ADMINISTRATION /MARKETING/CONTRACTS

DESCRIPTION: 15. Consider and act on a bid from Thomas Graphics Inc. for banner production in an amount not to exceed \$8,089.24 from the Economic Development line item allocated for beautification purposes.

BACKGROUND: At the November 16, 2021, meeting, Council approved the remaining American Rescue Plan funds in the amount of \$66,512 to be used for beautification along the commercial corridors.

The CED committee met on December 1, 2021 and recommended that the City move forward with banner development and placement in the commercial corridors and other feasible areas of the City, as well as additional poles located along the Brodie Lane corridor. The motion passed unanimously.

This item now seeks to execute that item. Council is asked to approve the expense. The enclosed banner designs were previously approved by the Marketing Ad-Hoc committee. The enclosed price also includes installation by the production team. Comparable pricing was difficult as these are custom banners in both size and scope. The size is 22.5" x 55". We will reuse some existing hardware and other hardware will be cut down and modified to fit. Additionally, this vendor will provide print of six (6) different designs. With alternate vendors, each art piece requires additional set up costs per banner.

APPLICABLE SECTIONS OF CODE: [Financial Policies](#)



#ITSGOODTOBEHERE

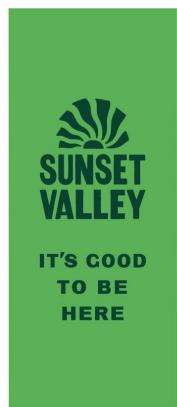
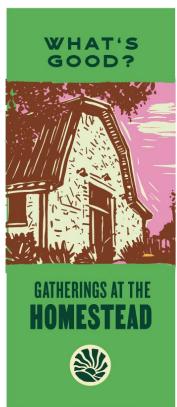
FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01 – General Fund	01- Admin.	5310 Economic Development		\$66,512	0	\$8,089.24	\$58,422.76

STAFF RECOMMENDATION: Staff recommends approval.

SUPPORTING MATERIALS PROVIDED: YES / NO:

- STATEMENT OF WORK
- PRIOR COUNCIL ACTION
- NOVEMBER FINANCIAL STATEMENT PROVIDING FINANCIAL INFORMATION
- BID INFORMATION





Thomas Graphics Inc.

9501 IH-35
Austin, TX 78753
Phone (512) 719-3535
Fax (512) 719-3534
www.thomasgraphicsinc.com

Quotation

P1001v3

To:

City of Sunset Valley
3205 Jones Rd
Sunset Valley, TX 78745
Office: (512) 892-1383

Date 11/30/2021
Salesperson Phillip Cole

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.

Below Is Your Detailed Production Specifications for this Request

Description	Quantity	Price Per	Extended
A. Digitally printed Double sided Light pole banners 22.5"w x 55"h	45	\$95.00	\$4,275.00
B. Installation	45	\$42.00	\$1,890.00
C. Setup	1	\$25.00	\$25.00
D. Light Pole banner Hardware kit	27	\$51.23	\$1383.00
E. Remove existing 11 hardware(small) and install 27 new	1	\$216.00	\$216.00
F. Cut 2" off of fiberglass poles(18 poles, 2 ea)	36	\$8.34	\$300.24

Subtotal	\$8,089.24
Tax	exempt
Gand Total	\$8,089.24

Quoted By: Phillip Cole Sign: _____ Date: _____

Accepted By: _____ Sign: _____ Date: _____

Custom Pole Banners

Durable - Double Sided - Fast Production



Vibrant pole banners that stand out wherever they are displayed. Printed onto a durable 18 oz vinyl and attached to any pole, these pole banners will be noticed by all. Order pole banners today to advertise your event or brand!

[Read More](#)

Size (Inches)

Quantity

24" x 54"

1

[Buy More, Save More](#)

Printed Sides: 2 Sides Same

Pole Pockets: 2" Pocket Top & Bottom

Accessories: None



Price Each

\$84.87

[Get Started](#)

[Additional Details](#) ▾

HEAR FROM OUR CUSTOMERS:

“ I love the ease of designing, altering, and producing a sign. There are components that allow you to create a sign

★★★★★
173K STORE RATINGS

SHOPPER
Approved®

4.7 ★★★★★
Google
Customer Reviews

Price Each

\$84.87

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Need help with your
custom pole
banner? We offer
**FREE DESIGN
SERVICES!**

Get Free Design Help

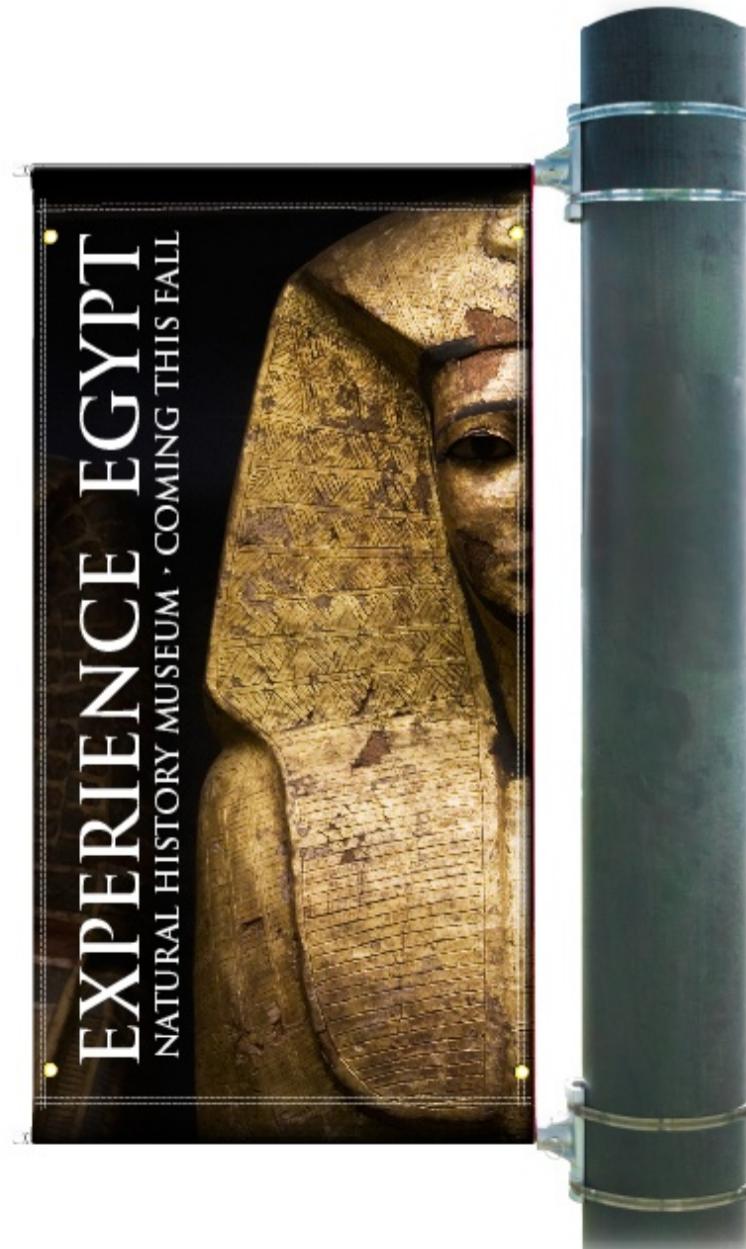
What are Pole Banners?

Pole banners are displayed between two poles on lamp posts and light posts on main roads, boulevards and avenues in cities and on campuses. They are most commonly used for seasonal promotions around events including city celebrations, the 4th of July, parades and rodeos, Thanksgiving, Christmas and more.

100% Customizable

Pole banners are 100% customizable so you can get the exact colors and design you want. If you need help creating the perfect look you can take advantage of our free design services.

Made from 18 oz vinyl, these banners result in high resolution, waterproof, and UV safe graphics that are perfect for all seasons of outdoor usage.



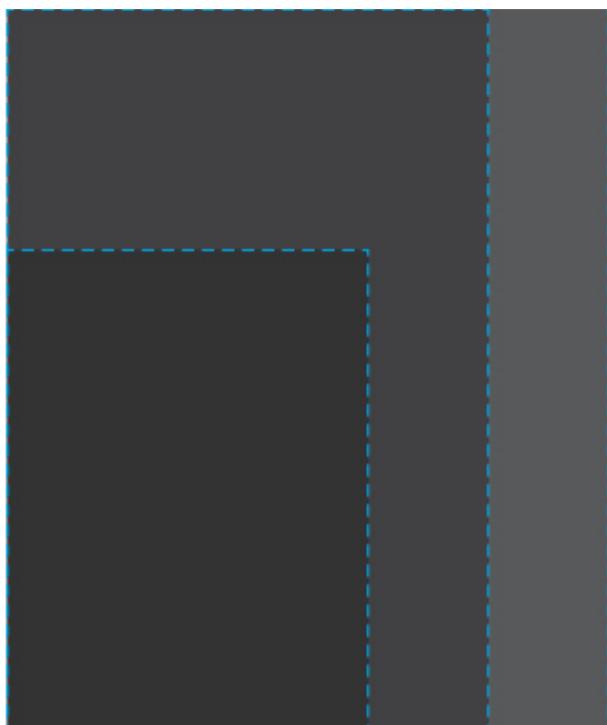
4.7 ★★★★
Google
Customer Reviews

Price Each

\$84.87

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Additional Details ▾



MULTIPLE SIZES AVAILABLE

We offer our pole banners in 3 different widths, 18", 24", and 30" with heights available every 6 inches from 24" to 96". Please contact us if you need a custom height between 24" and 96".

You can also order 2 pole banners and hardware kits for a dual banner look on a single pole.

Hemmed Pole Pockets

The standard hemmed pole pocket size is 2" and allows for poles up to 1 1/4" to be used. Banners with pole pockets of 3" and 4" are available as replacement banners that do not need a hardware kit.

Weather Resistant

Rain or shine, summer or winter, these banners are waterproof and UV safe that make them perfect for extended outdoor use no matter the climate.

Grommets

Brass grommets are included for no additional charge on all four corners of your banner allowing you to more securely install your banner with a zip-tie.



Hardware

A pole banner isn't complete as a signage solution without compatible hardware! Our pole banners (2" pole pockets only) come with an optional hardware kit that includes the following:

Poles - Two Fiberglass poles with endcaps that are strong and durable for extended use.

Brackets - Two mounting brackets with accessories that are sturdy. Accessories include two pin chains that help secure the pole and two



4.7 ★★★★
Google
Customer Reviews

Price Each

\$84.87

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Additional Details ▾

To allow for separate banner purchases the hardware kit is an additional option for banners with 2" pole pockets. 3" and 4" pole pocket banners do not include the option of a hardware kit at this time but can be purchased as stand-alone banners.

Pole Pocket Sizing Chart

The standard banner with 2" pole pockets will accommodate poles up to 1 1/4" in diameter. If you have the hardware already installed and only need banners with larger pole pockets we also offer 3" and 4" pole pockets. The pole diameters accommodated by these larger pole pockets are summarized in the table.

Pole Pocket Size	2"	3"	4"
Pole Diameter	up to 1 1/4"	1 1/4" to 1 13/16"	1 13/16" to 2 7/16"



Installation

To install your pole banner start by attaching the mount to the desired pole with the steel bands. Once the hardware is installed, slide the fiberglass arms into the banner and the mounts on the pole. To finalize your installation slide the pin with keychain through the holes to ensure the poles do not come off. Lastly, hand tighten the threaded screws and secure your banner using zip-ties through the grommets in the two corners closest to the pole mount.

Additional Specs

Weight

.09 lbs. per square foot (18 oz. vinyl)

Thickness

.0156 inches (about the thickness of 4 sheets of copy paper, based on 18 oz vinyl)

Uses

Outdoor, Indoor, Street Poles, Lamp/Light Posts, Cities, Schools, Colleges, Holidays, Parades, Rodeos, Tourism

Price Each

\$84.87

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Additional Details ▾

Estimated Lifespan

3+ years based on weather exposure



Dual Banners

Looking for more than one banner for a dual banner look? Simply customize your banner and make sure to select a quantity of two. You'll then have a banner for both sides of your pole. Please note that this is currently only possible with our 2" pole pocket banner as 3" and 4" pole pocket banners do not currently come with a hardware kit. If you have existing hardware and simply need banners, regardless of the pole pocket size, simply order two banners of whichever size you need.

Why Signs.com?



Fast Production

Order Today. Ships
Within Two Days.



Customer Experience

Easy, Fast, Award-Winning



100% Custom

Colors and Design
Specific to Your Banner

Reviews

4.7

Out of 5.0

5 Star

(45)

4 Star

(5)

3 Star

(3)

2 Star

(2)

1 Star

(1)

Overall Rating

89%

of customers that buy
from this merchant give
them a 4 or 5-Star rating

4.7 ★★★★
Google
Customer Reviews

Price Each

\$84.87

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Additional Details ▾

"banners looked great!"

Verified Buyer

Nov, 03 2021 by Katrina

"Great quality, great price, fast service"

Verified Buyer

Oct, 26 2021 by Patricia

"The banners turned out nice."

Verified Buyer

Sep, 19 2021 by Jody

"Great quality and quick turn-around!"

Verified Buyer

Sep, 10 2021 by FRED

"Colors great, material rugged, stitching and grommets perfectly placed."

1 2 ... 11 **High To Low** ▾

Frequently Asked Questions

Have a question? Search here.

Go

[View all FAQs](#)

Product Specs

What are pole banners made of? Do you offer any other materials?

Our pole banners are made from 18 oz. vinyl. We've found that vinyl is the best material for outdoor pole banners due to its durability. We don't currently offer any other materials for custom pole banners.

Are your pole banners printed double sided? Is single sided available?

All of our pole banners are printed double sided as we feel that is not only the most common end use but the most effective way of delivering your message. We do not currently offer single sided pole banners.

Price Each

\$84.87

Get Started

Additional Details ▾

assume you're getting what we call a pole banner. If you're still not sure don't hesitate to [contact us](#) to make sure what we offer is what you need!

What printing process is used for your pole banners?

We print our pole banners using a four color digital printing method. This process allows the printed graphic to be waterproof and UV safe.

What sizes are available for pole banners? Is there a minimum or maximum size?

We offer our pole banners with three different widths, 18", 24", and 30". For each of these widths we offer lengths every six inches from 24" to 96" long (i.e. 18"x24" - 18"x96", 24"x24" - 24"x96", 30"x24"- 30"x96"). The minimum size is 18"x24" and a maximum size of 30"x96".

What are the most common sizes for pole banners?

The most common sizes for pole banners are 18"x36", 24"x36", and 30"x36".

Can I order a custom size pole banner?

Yes! Although the widths we allow are only 18", 24", and 30" we offer additional lengths other than the default of every six inches. We offer lengths every whole inch between 24" and 96". If you need a custom length between 24" and 96" please contact us.

Do you offer pole pockets on your pole banners? What sizes do you offer? Any restrictions or differences?

We offer two inch pole pockets on our pole banners which fit hardware arm poles up to 1.25" in diameter. We also offer pole banners with three and four inch pockets. Three inch pockets allow for hardware arms 1 1/4" to 1 13/16" in diameter. Four inch pockets allow for hardware arms 1 13/16" to 2 7/16" in diameter. For banners with three or four inch pockets selected as an option, hardware is unavailable at the current time.

What shape are your pole banners? Can I get a different cut or shape?

Our pole banners are standard cut which means they will be a rectangular shape. We don't currently offer halo, contour, or any other cuts for pole banners.

Will my pole banners have seams or hemming?

Our pole banners are double sided and printed on a single piece of banner material. This is known as single ply printing. We also produce each pole banner with a pole pocket, the default of which is two inches. These pole pockets are hemmed two, three, or four inches from the top of banner depending on which pole pocket size is ordered. Thus, with pole pockets you will see two horizontal hem or stitch lines.

Is there a matte or glossy finish for your pole banners?

Our pole banners have a matte vinyl finish to them. This finish is waterproof and UV safe making it great for outdoor use.

Are grommets available for your pole banners? Can I change where they are placed?

We include four brass grommets on each pole banner. These grommets are included at no additional cost and are placed four corners of the banner under/above the pole pockets. These grommets are excellent for using zip-ties or fastener to secure the banner to the hardware to help keep the pole banner in place. Grommets are

Price Each

\$84.87

Get Started

Additional Details ▾

We offer the hardware or pole banner kit as an additional option to the banner in the event that you don't have pre-existing hardware or need a banner at a different length than your pre-existing hardware. Thus, if you are looking for a graphic without the optional hardware you may order a banner as a standalone item. We do not currently offer only the hardware or kit without a banner.

Lastly, only the banners with 2" pole pockets are available to be ordered with hardware or a kit. Banners with 3" or 4" pole pockets can not have hardware shipped with them at this time.

What comes in the hardware kit and what materials are these items?

Our hardware kit is available as an add-on item for purchase with pole banners that are ordered with two inch pole pockets. The hardware kit contains two fiberglass arms, two cast metal mounting brackets, four steel bands, and accessories (2 threaded screws and 2 pins with key rings) to secure your poles and banner.

How thick of a pole or post is the hardware compatible with? Any restrictions?

To secure hardware to a pole or post, mounting brackets are to be fastened and secured with the steel bands included in the hardware kit. These steel bands extend in length to 47". This means the circumference or perimeter of the desired install pole must be less than 47". Assuming the pole is less than 47" in circumference or perimeter there are no restrictions as to where your mounting bracket and pole banner can be installed.

Can I order replacement or additional hardware as standalone items?

No. Currently we are unable to offer only hardware or the kit as a standalone purchase. The hardware or kit is only available as an option when purchasing 2" pole pocket banners.

What is the print area for your pole banners?

Our pole banners are printed with an area of your selected size. If you are wanting a banner measuring 18"x36" you will be able to print your graphic within an 18"x36" area. This area includes both top and bottom pole pockets and should be factored into your design. If you don't want to print your design on either of the pole pockets factor in two inches from both the top and bottom of the pole banner.

Do you offer color matching for your banners?

We do not currently offer color matching for our pole banners.

How do I upload my custom pole banner design to your design tool? Are there any restrictions?

To upload your artwork or design simply go to our [design tool](#) and click the upload button and select your design file from your device. We accept design files in the formats of .ai, .eps, .svg, .pdf, .jpeg, .jpg, .png, .gif, .bmp, .tiff, and .tif. We recommend you upload vector artwork. When uploading bleed use .25" on all sides. Our design tool maximum file upload size is 25MB. For files larger than 25MB you can use a low resolution image to place your order and then upload the higher resolution file to our [file uploader](#). You can leave a comment on the checkout page that you'll be doing so. Post-checkout, simply fill out the form on that page with your name, email, order number, and any comments regarding your file. After filling out this information click the "Next" button and "Click or Drop Here" button to add a file from your device. After uploading your file click the "Finished Uploading" button to finalize your file upload. After you've completed the file submission we will make sure to use the higher resolution file for your [custom sign](#).

I need help designing my pole banner. Can you help me design my pole banner?

We'd love to help you get the perfect design for your banner. We are proud of our [design services](#) and the eye are completely FREE!

Price Each

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Additional Details ▾

What are some typical uses for pole banners?

Some common uses for pole banners are signs on light poles or lamp posts next to or along main roads, streets, boulevards, and city avenues. They are a great way to advertise at car dealerships and promote events, celebrations, and anniversaries for municipalities or college campuses. They are especially useful for seasonal use during the summer and winter holiday periods.

I have two different graphics. Can I put two banners on a single hardware arm, back-to-back?

Unfortunately the only way to feature two graphics on the same hardware arm is by having a double sided banner. The poles and hardware kit can not have two separate banners slid onto them. Nonetheless, you are able to print the two sides differently by selecting the “2 Sides Different” option while designing your banners on our design tool.

Can I install my pole banner outdoors? Are they weather resistant? Will wind damage them?

Yes! Our banners for street poles are able to be used both indoors and outdoors. They are waterproof and UV resistant. The grommets are intended to allow for use of zip ties to securely install the banners in the case of moderate wind. While weather conditions and general climate will affect the lifespan of your banners, they are produced to withstand prolonged outdoor use. The biggest potential problem for your banners is extreme weather. If such weather is imminent, we recommend considering removing your banners until the weather passes.

Is the pole banner hardware compatible with square poles or flat surfaces?

For maximum stability, we recommend installing your pole banner on a curved surface, as that is what the hanging hardware is designed for. However, we have had customers successfully install pole banners onto square poles and other flat surfaces.

Will my pole banner fade? Will the graphic wear off?

Since our banners are UV safe they will be resistant to fading in direct sunlight. However, over an extended period of time in UV light, like any other banner or sign they will begin to show natural signs of wear and use. Because of our digital printing method your graphic will not wear off.

Do you offer pole banners with wind slits?

We don't offer our pole banners with wind slits. While there may be some benefit of doing so, the wind slits also make your banner less architecturally sound, more prone to ripping and tearing, and create less visibility to your graphic.

Can I reuse my pole banner?

Absolutely! Pole banners and their hardware are reusable. When not in use be sure to clean them off and store them rolled up and placed in a hard container or somewhere where objects won't be placed on top of them. We recommend storing them in a dry environment and away from items that may scratch or damage the banner material. Many times pole banners are intended for short term or one time use. Be sure to check that your design has evergreen information and not specific dates or times that may prevent you from using the banner again in the case of annual events.

What is the lifespan of my pole banner?

Since these banners are exposed to the elements more than some of our other products they typically have a shorter lifespan. With proper installation and care you should be able to use them for two or more years.

Price Each

\$84.87

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Additional Details ▾

the banner to the hardware?

To install your pole banner you'll want to begin by installing the hardware unless you have pre-existing hardware already in place. To install the hardware you may require the help of a second person to assist you. Begin by measuring the length of your banner and place the mounting brackets up against the desired post or pole with the proper distance between them based on the length of your banner. Fasten the mounts to the pole with the four steel bands. You'll use two steel bands per mounting bracket. Once the brackets are fixed to the pole you can insert each of the fiberglass arms in, one per bracket. To secure the fiberglass arms to the mounts you will use the threaded screws, one per bracket. The pin with key ring will be inserted into the other hole on the mounting bracket and is used to attach a zip tie from the keyring to the grommet on your banner. After installing the hardware you may start to slide the pole banner onto each of the extended fiberglass arms, sliding both the top and bottom portions of the banner onto the arms at the same time until the arms are completely covered by the graphic. To secure your banner to the hardware, fasten with zip-ties (optional) through each of the grommets on the side of the graphic where the hardware is and loop the zip-tie through one of the pin's keyring. Fastening the graphic to the hardware will improve the banner's resistance to wind and keep it in place during windy conditions.

I want to have a dual banner setup. What's the best way to get this look?

You can absolutely use two banners on the same pole or post. In order to get this look you'll need to order two pole banners and two sets of hardware. If you are wanting the same graphic for each you can simply add hardware as an option and change your quantity of banners to two before checkout. When installing the banners you'll install both sets of hardware but use a single steel band for mounting both the top and bottom sets of mounts. Doing so will leave you with four extra bands once the installation is complete. This is only possible with 2" pole pocket banners due to the fact that 3" and 4" pole pocket banners are not currently sold with the optional hardware kit.

How do I remove my pole banner? How should I store it?

To remove your pole banner from hardware reverse the steps of installation. Begin by removing any zip-ties, loosening the threaded screw, and sliding the banner off each of the fiberglass arms. To store the graphic you should start by thoroughly cleaning it with a damp cloth. You may use a mixture of warm water and dish soap to create a cleaning solution for the cloth. After cleaning the banner and allowing it to air dry or wiping it with a non-abrasive cloth, roll the banner up and place it in a dry, cool place away from any direct sunlight or weather exposure.

How do I clean my pole banner?

To clean your hardware or pole banner we recommend using a mixture of warm water and dish soap with a damp cloth. Be sure to use a non-abrasive or microfiber cloth to prevent any scratching to the graphic. Gently wipe away dirt or dust on the hardware or banner and let them air dry.

I removed my pole banner from shipment or storage and it is wrinkled. How do I remove these wrinkles?

Wrinkles may occur during shipment and storage. Luckily they are normal and can easily be removed. To remove any wrinkles unroll the banner and place it flat on a table outdoors during a warm sunny day. After a few hours the warmth of the sun should ease any light wrinkles out of the material. Installing them and having them sit in the sun should do the same thing!

Your trusted, custom signage provider.

► Price Each

\$84.87

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reCAPTCHA and the Google
[Privacy Policy](#) and [Terms of
Service](#) apply.

*Next Day Production excludes large orders, business cards, post cards, door hangers, rack cards, bumper stickers, brochures, table tents, flyers, metal photo prints, wood prints, face masks, neck gaiters, and orders placed on weekends and the day before observed holidays (upcoming holidays:)

*Free ground shipping to contiguous United States. Excludes rigid materials over 36" and orders that require freight shipping.

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4.7 ★★★★

Google

Customer Reviews



Search

Help is here.
1.866.207.4955

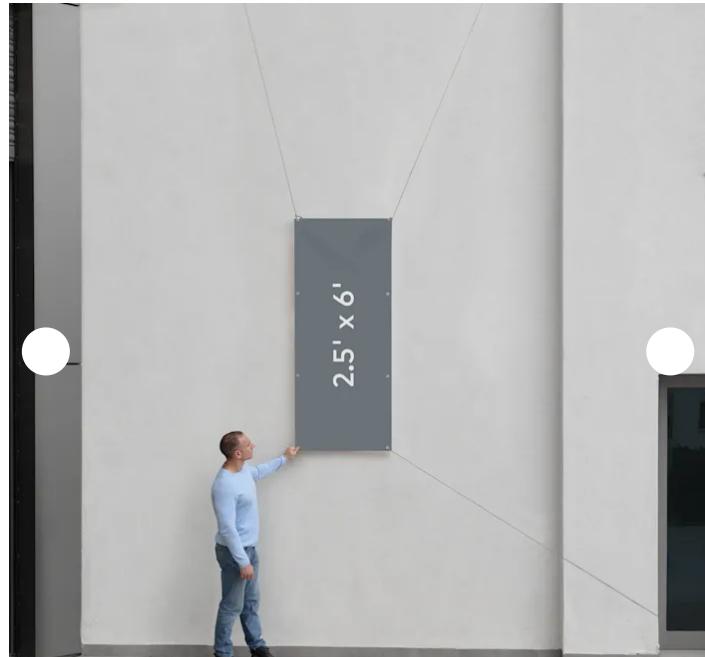
Cart

Search

All Products	Business Cards	Marketing Materials	Signs & Banners	Photo Gifts & Wall Art	Invitations & Stationery	Clothing & Bags	Promotional Products	Labels & Stickers	Digital Marketing	Design Services	Trending Now	Deals

Home / Signs Posters / Vinyl Banners

Custom Vinyl Banners



★★★★★ 4.3

Advertise, announce or celebrate with vinyl banners.

- Hundreds of professional designs
- Durable vinyl material
- Indoor & outdoor options
- Grommets & reinforcements available
- Fade-resistant printing

Need a hand? [Get help from one of our designers.](#)

Orientation

Horizontal

Vertical

Size

1.7' x 3'

2.5' x 4'

2.5' x 6'

2.5' x 8'

4' x 6'

2.5' x 10'

2.5' x 12'

4' x 8'

4' x 10'

6' x 10'

8' x 10'

4' x 12'

6' x 12'

8' x 12'

Material

Outdoor

Indoor

Grommets

Recommended

None

Grommets

Reinforced Edges (Welding)

Yes

No

Quantity

[Privacy - Terms](#)

[Add accessories](#)**Price \$75.61**

Original Price (\$75.61) + Accessories (\$0.00)

[Start designing](#)[Download a Photoshop or Illustrator template for your design.](#)**Product Specifications**

Materials, bleeds, margins, etc.

Add a **PayPal QR code** to create convenient, custom payment cards.

Paypal touch-free payment capabilities let customers pay you in a snap.

[Visit touch-free payments.](#)

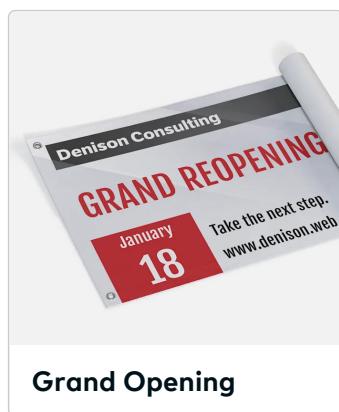
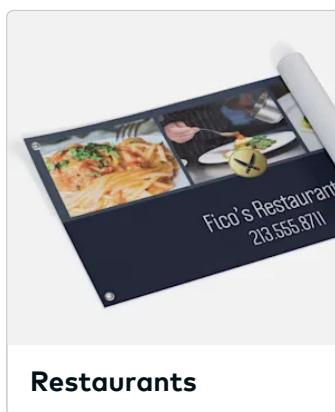
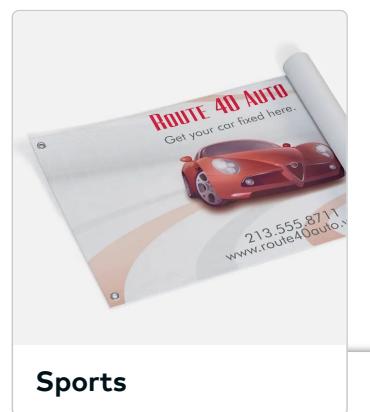
Catch people's attention with full-color banners.

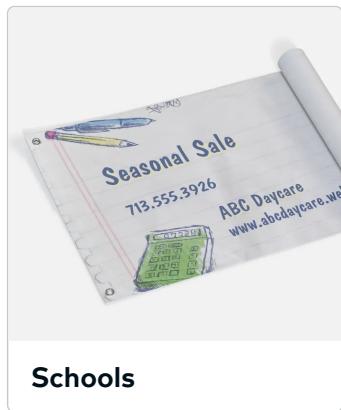
Our custom vinyl banners are hard to miss no matter where you hang them. Choose from 16 different sizes that can be printed horizontally or vertically. If you're displaying your banner in a store, the indoor vinyl is your go-to. If you're trying to draw attention outside, go with the extra-thick outdoor vinyl. Pair with reinforced edges and grommets to ensure your banner stays safe and secure.

Durable yet lightweight, our custom vinyl signs are made of waterproof and fade-resistant material, with full-color printing. Upload your artwork or choose from our selection of professionally designed templates to get started on your vinyl banner printing.

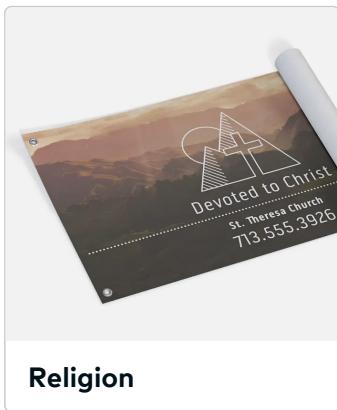
Shop by Popular Trends

Browse our most popular and on-trend styles.

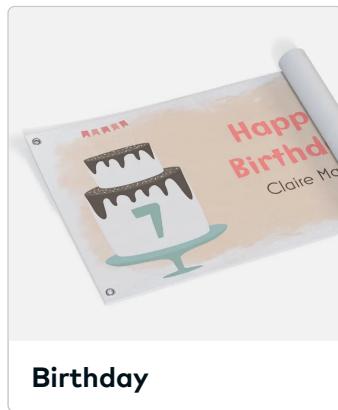
**Grand Opening****Restaurants****Graduation****Sports**



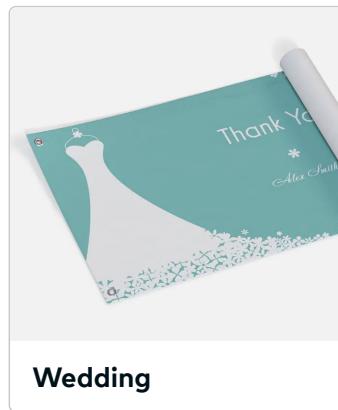
Schools



Religion



Birthday



Wedding

Available Options

Pick from these options before you order.



Indoor Vinyl

13 oz. lightweight vinyl that's water and fade resistant. Great for in-store or indoor events.



Outdoor Vinyl

15 oz. sturdy vinyl that's weather, water and fade resistant. Use outside and on storefronts.



Reinforced Edges

Extra vinyl that's heat welded onto the edges of your banner. Great for extra durability.



Grommets

.05" metal grommets added to the corners of your banner for easy hanging.

Selecting Your Banner

Check out the variety of banners we offer.



Custom Vinyl Banners

- 13 or 15 oz. vinyl
- Optional grommets
- Easiest to read

Best for:
Indoor/outdoor use



Fabric Banners

- 100% recyclable polyester
- Grommets included
- Scratch resistant

Best for:
Retail & offices



Mesh Banners

- Woven polyester mesh
- Grommets included
- Weather resistant

Best for:
Outdoor events



Retractable Banners

- Vinyl with metal stand
- Carrying case included
- Fastest setup

Best for:
Trade shows

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Hanging Accessories

Use to securely attach to fences, poles and more.



Nylon Ropes

Suspend your banner between posts or hooks. 50' in length.



Zip Ties

Quickly attach your banner to poles or fences. Pack of 50.



Adhesive Hangers

Peel and stick to your banner and use with rope. Set of 4.

Frequently Asked Questions

Q: Will my banner come with grommets included? How many grommets do I need?

A: No, but grommets are highly recommended for a secure, reinforced hold whether you're using rope, zip ties or a stand. Review this chart for the number of grommets needed for each banner size.

Banner Size	Number of Grommets
1' x 2', 1.7' x 3', 2.5' x 4' & 4' x 4'	4-8
2.5' x 6' & 4' x 6'	6-8
2.5' x 8'	8
2.5' x 10' & 4' x 8'	12
2.5' x 12' & 4' x 10'	14
6' x 10' & 4' x 12'	16
8' x 10' & 6' x 12'	18
8' x 12'	20

Q: What are reinforced edges?

A: Our heat-welding process reinforces the edges of your banner, making it better suited for outdoor and long-term use. We recommend both edges reinforcement and grommets if you're hanging your banner outside for a long time.

Q: What type of banner stands do you offer?

A: We recommend our [retractable banners](#) if you're looking to use a stand. They come preassembled with a banner, stand and case for a quick and easy set up.

We also offer the following vinyl banner stands:

- H-banner stands: Available for 1.7' x 3', 2.5' x 4', 2.5' x 6' and 2.5' x 8' vertical sizes.
- L-banner stands: Available for 2.5' x 4', 2.5' x 6' and 2.5' x 8' vertical sizes.
- X-banner stands: Available for 2.5' x 4', 2.5' x 6' and 2.5' x 8' vertical and grommeted sizes.

Q: Can I order a custom banner size?

A: No, not at this time.

Q: If I see wrinkles on my banner, how do I remove them?

A: Wrinkles should smooth out over time. But if you need to speed up the process, place your vinyl banner under a heavy flat object to get the wrinkles out. To avoid creasing while storing, don't put anything on top of the banner. We also recommend washing your hands every time you handle the banner.

Q: Will my banner be fireproof?

A: Yes. Our vinyl banners are NFPA-701 certified.

Ideas & Advice

Read our practical tips and inspirational stories.



Create Buzz for Events

Learn how to approach your events to make a difference.

[Read article](#)

Own Your Outdoor Events

Create the right strategy to help cut through the noise.

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Q&A

[Ask a Question](#)[Search](#)**Showing 5 out of 1407 Questions****Sort By** [Newest](#)

Q I need a 4-ft x 8 ft horizontal print ed double-sided with wind slits as it will be hanging in an open field.

Asked by Jan 8 days ago

Verified Reply - Tanae

Thanks for asking! At this time we don't offer the option to order the vinyl banners with cuts or slits in them. However, mesh banners do have small holes that allow the wind to pass through them. Here's the link to see those: www.vistaprint.com/signs-posters/mesh-banners? We hope this helps.

0 1

Q What is the size limit and file type required for a vinyl banner?

Asked by Loreen 9 days ago

Verified Reply - Tanae

Thanks for your question. The full-bleed image size for the 1.7' x 3' banner is, 22.00" x 38.00", 55.9 x 96.5 cm, 3300 x 5700 pixels. You can use the link below to view the acceptable file types. If you need any assistance with the banner design, please contact customer care at 1.866.207.4955. <https://www.vistaprint.com/vp/ns/propath/UploadResources.aspx>.

 0  0

Q I'm trying to order a horizontal 2.5' x 6' vinyl outdoor banner. But I can't figure out or find what stand I can use for this? I'm needing it to be on a sturdy stand outdoor, in grass. Not against a fence or building like pictured. Are there options for this? If so what?

Asked by Veronica 11 days ago

 Verified Reply - Tanae

Thanks for your query. Unfortunately, we don't offer banner stands for horizontal banners at this time. Sorry about that.

 0  0

Q Can I get three of something printed and sent to 3 different addresses?

Asked by Robert 17 days ago

 Verified Reply - Tonia

Thanks for your question. You won't be able to ship all three items to different addresses on the same order. You will be required to place separate orders.

 0  0

Q I want to order the 4'x4' banner, is there a way to get it with just 4 grommets instead of 8?

Asked by Buddy 18 days ago

 Verified Reply - Tonia

Thanks for your question. We don't offer the option to choose the amount of grommets.

 0  0

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4813 Reviews

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84% of respondents would recommend this to a friend

5 Stars

[3550](#)

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 4.5

4 Stars

[341](#)

Product Quality

 4.4

3 Stars

[242](#)

Product Value

 4.4

2 Stars

[241](#)

1 Star

[439](#)

★★★★★ 5

VistaPrint Never Disappoints!

Submitted 3 days ago | By Ashykins From Tampa, FL

Verified Reviewer

This is the third or fourth banner that I've purchased from VistaPrint and once again, it has far exceeded my expectations! I will be using this latest banner as the backdrop for my son's 2nd birthday decorations and it came out so perfect! I find the website to be easy to use when designing the banner and it always looks even better in person than online! Pricing is very fair and shipping is quick!

[More Details](#) ▾

Bottom Line Yes, I would recommend to a friend

0

Was this review helpful to you?

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★★★★★ 5

Great Quality

Submitted 4 days ago | By SPASCENTUALS From Friant, CA

Verified Reviewer

This is the perfect backdrop on my 10x10 canopy. It's strong and great quality

[More Details](#) ▾

Bottom Line Yes, I would recommend to a friend

0

Was this review helpful to you?

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★★★★★ 5

Definitely will purchase again

Submitted 5 days ago | By Maddy G From Georgia

Verified Reviewer

I'm so satisfied. I order express shipping hoping my item will get to me on time and they came so fast. My grand opening is approaching and now I'm ready

[More Details](#) ▾

Bottom Line Yes, I would recommend to a friend

0

Was this review helpful to you?

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★★★★★ 5

Absolutely beautiful and well done

Submitted 6 days ago | By Lisbeth From Tampa, FL

Verified Reviewer

Amazingly! I love this banner. I had ordered before but this order exceeded my expectations. the quality of the material is optimal. the quality of the printing is amazing. the size is accurate. delivery time was earlier than estimated. I'm very happy with this purchase.

[More Details](#) ▾

Bottom Line Yes, I would recommend to a friend

0

Was this review helpful to you?

[Flag this review](#)

0

★★★★★ 5

Fast and great

Submitted 15 days ago | By Shadyacres From Wartrace, Tennessee

Bottom Line Yes, I would recommend to a friend



I can not say enough good things about my sign. Have had a lot of people asking where did I get it. Not only the shipping was super fast.

[More Details ▾](#)



0

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helpful to you?



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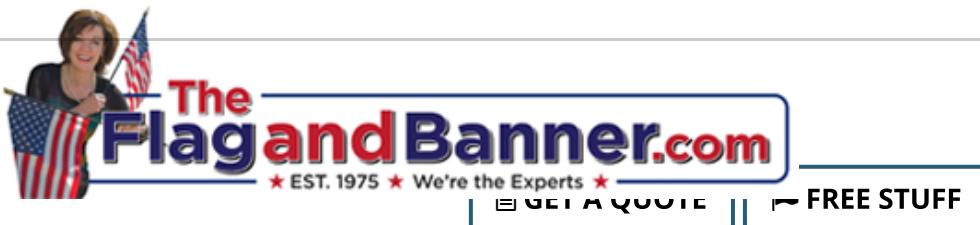
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800-445-0653

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Order Contact

Sylvia Carrillo
P:512-892-1383
scarrillo@sunsetvalley.org

Bill to Account

Sylvia Carrillo
3205 Jones Road
Sunset Valley, TX 78745
USA

Shipping Information

City of Sunset Valley
ATTN: Sylvia Carrillo
3205 Jones Road
Sunset Valley, TX 78745
USA
scarrillo@sunsetvalley.org

Order Line Items

DESCRIPTION	ITEM PRICE	QTY	TOTAL
 SKU DEKCHCAF2448 Cafe Street Pole Banner (24 in x 48 in)	\$96.31	45	\$4,333.95

[Terms and Conditions](#) | [Return Policy](#) | [Privacy Policy](#)

Shipping Options

Shipping Method:

FedEx Ground (\$65.12)

1 to 5 business days within the contiguous U.S., 3 to 7 business days to and from Alaska and Hawaii

Order Totals

Product Subtotal:	\$4,333.95
Coupon (Product):	\$0.00
Shipping:	\$65.12
Coupon (Shipping):	\$0.00
Coupon Amount:	\$0.00
Taxes:	\$0.00
Order Total:	\$4,399.07

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Enter Promotional Code

Additional Information

Sales Rep Code

IS01

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Payment Method

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PayPal

Your Credit Card will be charged at the time of shipment.

We requested authorization from the financial institution that issued your card for the transaction amount for your order. Although you haven't been charged, these funds are being reserved within your account to ensure your order can be processed and charged upon shipment. This is known as an "authorization or transaction hold." If your order is cancelled, the time required to remove this authorization or transaction hold is determined by the financial institution that issued your card and could range from 3 to 7 days from the day of authorization. If your order was back ordered, a second authorization may occur.

Card Information

We accept



By placing your order you agree to our Terms and Conditions

Comments

250 characters remaining

FlagandBanner.com - Main
800 West Ninth Street

Little Rock, Arkansas 72201

TF: 800-445-0653

PH: 501-375-7633

FX: 501-375-7638

Customer Service

FlagandBanner.com - North Miami

13870 W Dixie Hwy

North Miami, Florida 33161

PH: 305-981-9996

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Ecommerce & ERP Integration by Website Pipeline



(<https://www.48hourprint.com>)



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Looking for Postcards (/search/Postcards), Business Cards (/search/Business%20Cards), Brochures (/search/Brochures), and Banners (/search/Banners)?

We have updated our Terms of Use, effective December 30, 2021. Learn more (<https://www.48hourprint.com/terms-of-use.html>)

Supply chain disruptions and labor shortages are causing delays for some orders. Please allow for the possibility of an incremental 1-2 days when ordering. Thank you for your understanding.

Home (<https://www.48hourprint.com>) > Banner Printing (/banner-printing.html) > Pole Banners

Pole Banners

\$136.33 1 for ~~\$194.76~~

30% OFF Coupon code **LOVEMYPBAN** is applied.

Need
Help
?





- ✓ Perfect for outdoor advertisements
- ✓ Street pole or wall mount options
- ✓ Print on 2 sides for high visibility

Poles

Pole + Banner

**Display Options**

Street Pole Banners

**Bracket Width**

18

**Bracket Type**

Double

**Graphic Size**

18" x 48"



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**Material**

Standard 13 oz. Vinyl

Printed Side

Front and Back

Quantity

1

**Printing Turnaround**

5 Business Days

Printing Cost:

1 for \$194.76 **\$136.33**

(\$194.76 \$136.33 / piece)

Coupon code **LOVEMYPBAN** is applied. **30% OFF**

 **Upload Your Artwork**

 **Design Online**

File not ready? Buy now & upload later >

 Estimate Delivery Date & Shipping Cost

 Share This Configuration

 Get a Custom Quote

Description

Layout Templates

Take Your Advertising Outdoors With Pole Banner Printing

Set the bar high for your promotions with pole banners from 48HourPrint.com. Pole banner printing gives your business the outdoor visibility it needs. Popular among gyms, ad agencies, museums, and event organizers, custom light pole banners are an effective way to get the attention of potential customers out on the streets and along sidewalks.

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Print pole banners with 48HourPrint.com and enjoy the benefits of our banner printing services (<https://www.48hourprint.com/banner-printing.html>). We offer the most affordable banners and the best discounts you'll find online. Order banners in bulk for even bigger savings.

Whether you are an event organizer or a sales representative, we'll help you print the perfect banner for your business and budget. Pole banners are a cost-effective option for seasonal advertising. Once installed, you can just order banners without brackets to switch up your promotions.

They can also be printed on both sides to maximize visibility and attract pedestrians and drivers passing by on either side. You can order light post banners with street pole mounts or wall mounts so you can set them up anywhere. Single and double bracket types are also available to give you more mounting options.

Print custom pole banners and we can have them shipped out and on their way in just two (2) business days.

Start Customizing Your Banners

It's easy to create and print pole banners on our website. We print on UV-resistant and waterproof material that is safe for outdoor use and lasts up to 5 years. Our order calculator's dropdown options allow custom printing according to banner size, display options, and printing turnaround time.

1. Banner Type

First, select if you just need a banner or a banner with mounting options. This means your order will come with brackets if you choose banners with mounting options.

2. Display Option

Choose between street pole or wall mount banners. Street pole banners come with brackets you can easily install and tighten around the width of a pole. Wall mount banner brackets are suited for flat surfaces.

3. Banner Bracket Width

We offer three (3) size options brackets: 18", 24", 30". After you choose your bracket width, the order calculator will automatically provide the available banner graphic size options.

4. Bracket Type

Pole banners can be installed as a single banner on one side of a pole, or on both sides as a double banner. This depends on your location and how much space is available for your promotion.

5. Material

Choose between **standard 13 oz. vinyl** and **18 oz. blockout vinyl**. For a highly durable but economical banner, go for the 13 oz. vinyl. It comes with a matte finish for great visibility even in bright light. The 18 oz. blockout vinyl is much thicker and won't give off that transparent effect when light tries to pass through it.

To print pole banner designs, just upload your artwork, or use our online design tool. You can also use our banner templates to help you get started.

Be sure to check our banner order pages for awesome deals and discounts. Print custom banners (<https://www.48hourprint.com/custom-banners.html>) today.

Frequently Asked Questions

When can I get my banners delivered?

Our fastest printing turnaround for pole banners is two (2) business If you confirm your order by 8 p.m. ET, your banners will ship from our facility in 24 hours. Note that printing turnaround does not cover weekends, holidays, and shipping transit time. You can select your preferred printing turnaround options using the order calculator.

What are the most popular banner sizes?

Your banner size should match the length of the pole or space on your wall. The most common sizes we get from orders are 18" x 36" and 24" x 36", which works for 12 ft. poles. If you are advertising on a 20 ft. pole, we recommend getting the 30" x 36" banner size for easier visibility even from afar.

Can I print two different designs for back-to-back pole banners?

Yes. Just select the front and back printing options in the order calculator and upload the corresponding designs.

What are pole banner wind slits?

We offer an option to cut wind slits into the banner. This allows air to pass through and reduce the pressure on the pole banners.

Will my pole banners come pre-assembled?

Yes, your pole banner will be shipped in a bag and comes pre-assembled.

I don't have a design yet. Do you have banner templates?

Yes, we have free blank templates you can download to design from scratch. These are compatible with your preferred editing software and include predefined guidelines indicating our bleed, trim, and safety specifications. See the Layout Templates tab on this page.

Design and Create Your Own Banner Within Minutes

Need some help with designing your pole banner? This shouldn't be a problem with our broad selection of banner design templates.

Choose from our collection of design templates and use it to create your own banner. These templates are free and easy to customize. To help you choose, just filter the banner templates by size, by industry (e.g. retail (<https://www.48hourprint.com/design/retail+banners>)), food & beverages (<https://www.48hourprint.com/design/food+beverages+banners>)), by style (e.g. basic (<https://www.48hourprint.com/design/do+it+yourself+banners>)), corporate (<https://www.48hourprint.com/design/corporate+banners>)), or minimal (<https://www.48hourprint.com/design/minimal+banners>)), and other categories like birthdays

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(<https://www.48hourprint.com/design/birthday+banners>), weddings (<https://www.48hourprint.com/design/wedding+banners>), and holidays (<https://www.48hourprint.com/design/holiday+banners>).

How to Use Our Online Design Tool in Creating Your Banners

Once you have selected your banner template, you will be redirected to our intuitive online design tool. Here's how to use it in designing your custom banners (<https://www.48hourprint.com/custom-banners.html>):

- **Step 1.** Choose a banner template that you want to customize.
- **Step 2.** Start customizing your banner online. Type the text on the banner template and upload your photos logo or graphics.

Note: You can find the tools that you need for designing your banner on the Top Toolbar. Use them to crop your image, insert shapes and photos, add background color, and more.

If you also want to use images that look more professional, you may access our image library without exiting the design tool. Here, you can purchase licensed stock images that you can use to perfect your banner.

- **Step 3.** Click Preview, Save, and Proceed to Order once you're done with the design.

Visit our design templates (<https://www.48hourprint.com/create48.html>) page now to check out our wide selection of ready-to-print banners design templates (<https://www.48hourprint.com/design/banners>)!

Related Products

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[X Banner Stands](https://www.48hourprint.com/x-banner-stands.html) (<https://www.48hourprint.com/x-banner-stands.html>)

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CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 15

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

COUNCIL SPONSOR: Councilmember Reetz wreetz@sunsetvalley.org /Administration

SUBJECT: MARKETING/BEAUTIFICATION & ECONOMIC DEVELOPMENT

DESCRIPTION: Consider and act on a recommendation by the CED committee to begin the planning phase of banner development and placement. (Councilmember Reetz/Administration)

BACKGROUND: At the November 16, 2021, meeting, Council approved the remaining American Rescue Plan funds in the amount of \$66,512 to be used for beautification along the commercial corridors.

The CED committee met on December 1, 2021 and recommended that the City move forward with banner development and placement in the commercial corridors and other feasible areas of the City, as well as additional poles located along the Brodie Lane corridor. The motion passed unanimously.

Staff has been working with Canales and Co under the prior marketing contract and several banner designs exist. The process for selection of the banner designs, time frames of placement, number of campaigns, and total number of banners.

Estimated costs of banners and hardware (1 time cost) based on the prior order is approximately \$125 a banner. This number will fluctuate based on the art and the final number ordered.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policy

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01 – General Fund	01- General Fund	5310	Economic Development	\$66,512	\$0	\$0	\$66,512
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION:

SUPPORTING MATERIALS PROVIDED: YES

- PREVIOUSLY PROPOSED BANNER DESIGNS (*NONE HAVE BEEN APPROVED OR VETTED BY ANY COMMITTEE OTHER THAN THE MARKETING AD HOC. FURTHER PUBLIC INPUT WILL BE REQUIRED*)