



AGENDA
ELGIN CITY COUNCIL
VIRTUAL REGULAR MEETING
TUESDAY, APRIL 20, 2021
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
6:00 PM

In accordance with social distancing guidelines, the City Council meeting will not be open to the public. Council Members will attend virtually. The meeting will be streamed live at https://www.youtube.com/channel/UC3OGBV_loV0Nr3AqM1jTzA and there will be an opportunity for the public to submit written comments prior to the meeting on agenda items.

Members of the public wishing to submit their written comments on a listed agenda item must submit their comments by emailing the city secretary at asanchez@ci.elgin.tx.us or by calling 512-229-3222 by 5:00 pm Monday, April 19, 2021.

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC HEARING

- 1. Public Hearing On An Ordinance Amending Chapter 36, Subdivisions, Revised Code Of Ordinances, City Of Elgin, Texas, And Deleting In Their Entirety Sections 36.38 – 36.39, Repealing All Other Ordinances And Parts Of Ordinances In Conflict Therewith; And Providing For A Savings Clause.**

Documents:

[PUBLIC HEARING COUNCIL COVERSHEET.PDF](#)

VI. PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under "PUBLIC COMMENT" and will be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts or information for Council, to the City Secretary prior to commencement of the Council meeting. Speaker comments are limited to three (3) minutes.

No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a Public Hearing will allow a member of the public an opportunity to speak during the Public Hearing and does not require submission of a "PUBLIC COMMENT FORM." Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Council Member, member of Staff, other individual or group.

VII. CITY MANAGERS REPORT

- 1. Review And Discussion Of The Proposed City Of Elgin 2021 Certificates Of Obligation And 2021 Refunding Bonds Program**

Documents:

[EXSUMMARY - 2021COS DISCUSSION.PDF](#)
[COPRES3.9.21.PDF](#)
[COPRESII32321.PDF](#)
[COPRES III 4621.PDF](#)

- 2. Departmental Monthly Report – Period Ending March 31, 2021**

Documents:

[EXSUM MONTHLY REPORTS BY DEPARTMENT APRIL 2021.PDF](#)
[EXSUM MONTHLY REPORTS BY DEPARTMENT APRIL 2021.PDF](#)
[02 MONTHLY REPORTS MAR DATA FY2020-21.PDF](#)
[02 MONTHLY REPORTS MAR DATA FY2020-21.PDF](#)
[POLICE DATA THRU MARCH.PDF](#)
[POLICE DATA THRU MARCH.PDF](#)

- 3. General Activity Report And/Or Project Update**

Documents:

[EXSUMMARY - GENERAL ACTIVITY REPORT.PDF](#)

VIII. CONSENT AGENDA

All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items unless a council member removes an item from the Consent Agenda and places it on the New Business section for Discussion and action.

1. City Council Regular Meeting Minutes - April 6, 2021

Documents:

[EXSUMMARY SHEET MINUTES.PDF](#)
[04-06-21 CITY COUNCIL MINUTES REGULAR MEETING.PDF](#)

IX. NEW BUSINESS

1. CONSIDER WAIVING THE OPEN CONTAINER ORDINANCE ON MAIN STREET FROM LEXINGTON ROAD TO BRENHAM STREET; AND ON 2ND STREET, FIRST STREET, DEPOT STREET, CENTRAL AVENUE, AUSTIN STREET, BRENHAM STREET FROM MAIN STREET TO AVENUE C; AND ON AVENUE C FROM BRENHAM STREET TO 2ND STREET ON 2ND THURSDAYS, MAY 13, JUNE 10, JULY 8, AUGUST 12, SEPTEMBER 9, OCTOBER 14, NOVEMBER 11, DECEMBER 9 FROM 5PM TO 8PM FOR SIP SHOP AND STROLL.

Documents:

[EXECUTIVE SUMMARY OPEN CONTAINER WAIVER REQUEST FOR SIPSHOPSTROLL21.PDF](#)

2. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING ORDINANCE NO. 2019-02-05-01 FURTHER REGULATING THE CITY TRUCK TRAFFIC ROUTE AND PROHIBITING TRUCK TRAFFIC ON RAMIREZ ROAD; PROVIDING FINDINGS OF FACT; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

Documents:

[EX SUMMARY - TRUCK ROUTE AMEND421.PDF](#)
[ORDTRUCKROUTEAMENDRAMIREZ421.PDF](#)
[ORDTRUCKROUTE219.PDF](#)

3. AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE TRAFFIC CODE BY DESIGNATING THE HOUSTON STREET AND MADISON STREET INTERSECTION AS ALL-WAY STOP INTERSECTIONS; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS

Documents:

[EX SUMMARY - STOPS SIGNS - MADISON.PDF](#)
[ORDSTOPSIGNS MADISON421.PDF](#)
[STOP SIGN TRAFFIC ANALYSIS TRC321.PDF](#)

4. AN ORDINANCE AMENDING CHAPTER 36 SUBDIVISIONS, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS AND DELETING IN THEIR ENTIRETY SECTIONS 36.38 - 36.39. REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE.

Documents:

[COUNCIL COVERSHEET.PDF](#)
[COMBINED PACKET FOR SUBDIVISION ORDINANCE CHANGES..PDF](#)

5. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER AGREEMENT WITH TRC ENGINEERS INC. FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO INSPECTION AND CONSTRUCTION SUPERVISION OF THE WASTEWATER TREATMENT PLANT EXPANSION PROJECT AND MAKING CERTAIN FINDINGS RELATED THERETO

Documents:

[01 EXEC SUMM WWTP PLANT INSPECTION SERVICES TRC.PDF](#)
[02 RESOLUTION WITH EXHIBIT A.PDF](#)
[03 RESOTRC WWTP EXPANSION INSPECTION SERVICES.PDF](#)

6. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE ISSUANCE OF REQUEST FOR PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES AND REQUEST FOR QUALIFICATIONS (RFQS) FOR PROFESSIONAL SERVICES FOR THE 2021 SEVERE STORM GRANTS COVERING ALL FEMA/TDEM PUBLIC ASSISTANCE, HAZARD MITIGATION, AND BRIC GRANT PROGRAMS; AND MAKING CERTAIN FINDINGS RELATED THERETO.

Documents:

[01 EXEC SUMM FEMA GRANTS -RFP.PDF](#)
[02 RESOLUTION PROFESSIONAL SERVICE FEMA GRANTS -RFP.PDF](#)

7. A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE ISSUANCE OF REQUESTS FOR PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES AND REQUESTS FOR QUALIFICATIONS (RFQS) FOR PROFESSIONAL SERVICES FOR THE AMERICAN RESCUE PLAN ACT OF 2021.

Documents:

[01 EXEC SUMM AMERICAN RESCUE PLAN ACT 2021.PDF](#)
[02 RESOLUTION PROFESSIONAL SERVICE AMERICAN RESCUE PLAN ACT 2021-RFP.PDF](#)

X. EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as

permitted by Chapter 551 of the Texas Government Code.

XI. RECONVENE

The City Council will return to open session for possible discussion and action as a result of the Executive Session

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512)229-3222. Please provide forty-eight hours notice when feasible.

I, Amelia Sanchez, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before Friday, April 16, 2021 in accordance with Chapter 551 of the Texas Government Code.

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Public hearing on an ordinance amending Chapter 36, Subdivisions, Revised Code of Ordinances, City of Elgin, Texas, and deleting in their entirety Sections 36.38 – 36.39, repealing all other ordinances and parts of ordinances in conflict therewith; and providing for a savings clause.

DEPARTMENT: Development Services

PROPOSED ACTION: No Council action proposed or requested at this time; this item is to allow for public comments on the requested ordinance amending Chapter 36, Subdivisions, Revised Code of Ordinances, City of Elgin, Texas, and deleting in their entirety Sections 36.38 – 36.39, repealing all other ordinances and parts of ordinances in conflict therewith; and providing for a savings clause.

BACKGROUND: The Planning & Zoning Commission held a public hearing on March 22, 2021.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION: Receive public comment regarding the issue

ATTACHMENTS: None.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item, and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Review and discussion of the proposed City of Elgin 2021 Certificates of Obligation and 2021 Refunding Bonds Program

DEPARTMENT: City Manager

PROPOSED ACTION:

No Council action proposed or requested by staff at this time; This item is for a wide-ranging discussion and Q&A between Council and the staff as it relates to the 2021 Certificates of Obligation and 2021 Refunding Bonds Program proposed by the City Manager.

BACKGROUND:

Discussed at previous meetings; Staff has submitted its recommendations to Council on the proposed 2021 Certificates of Obligation - which is designed to fund a wide range of capital improvements projects in support of general government, water, and wastewater operations - and the proposed 2021 Refunding Bonds to refinance previously issued debt (that will result in annual debt service savings).

Certificates of Obligation (COs) and debt issuance in general are a necessary component to funding major capital improvement projects for cities where such funds are not available through the annual operating budget. It is also of particular need in rapidly growing cities like Elgin, where demands for improved services and facilities exceed currently available resources.

The City Council is *considering* issuing CO's and Refunding Bonds in an amount not to exceed \$25,890,000 (principal). The final decision on the proposed COs and Refunding Bonds will occur no sooner than May 18, 2021.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION:

Discussion and review of the proposed 2021 Certificates of Obligation and 2021 Refunding Bonds Program; and direction to staff, if any, regarding same.

ATTACHMENTS:

Staff presentations on proposed 2021 Certificates of Obligation and 2021 Refunding Bonds

{X} Staff will be making a detailed presentation on this agenda item at the meeting.

{ } Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



City of Elgin Office of the City Manager

City Hall • 310 North Main Street • P.O. Box 591
Elgin, Texas 78621

2021 Certificates of Obligation and 2021 Refunding Bonds

March 15, 2021

At the March 9 Regular Meeting of the Elgin City Council, city staff made its initial presentation of the proposed **2021 Certificates of Obligation** designed to fund a wide range of capital improvements projects in support of general government, water, and wastewater operations; and the proposed **2021 Refunding Bonds** to refinance previously issued debt (that will result in annual debt service savings).

Certificates of Obligation (COs) and debt issuance in general are a necessary component to funding major capital improvement projects for cities where such funds are not available through the annual operating budget. It is also of particular need in rapidly growing cities like Elgin, where demands for improved services and facilities exceed currently available resources.

The formal action taken by Council was to proceed with public notification as to the City's intention to issue COs in the not-to-exceed principal amount of \$25,890,000 as recommended by staff. Through this action, the Council stated for the record that they (a) are ***considering*** issuing Certificates of Obligation and Refunding Bonds, (b) that the COs will not exceed \$25,890,000 in the principal amount, (c) that a very deliberate, public decision-making process will be followed, and (d) that the final decision on the proposed COs and Refunding Bonds will occur no sooner than May 18, 2021. In addition:

- Staff has now recommended this *proposed* capital improvement and refinancing program. Any final decisions in this regard, however, is within the exclusive purview of the City Council. **Only the City Council can authorize the issuance of the debt** associated with this proposal.
- While Councilmembers received individual briefings on this program and the majority of the projects are in the previously approved Five-Year Capital Improvements Plan, the March 9 Meeting was the first time the proposal has been discussed by the Council as a whole.
- The not-to-exceed amount was set to allow Council to consider funding for all proposed projects - but that amount can be reduced before the final program is formally approved by City Council.
- As proposed, the program will not require an increase in the existing debt portion of the property tax rate. However, if fully funded as currently proposed, the average monthly utility bill is conservatively projected to **increase** by approximately **\$8 per month**.
- Nearly two-thirds of the funding proposed is devoted to four (4) major projects that have been long-discussed and address prior commitments made by the City: County Line Rd Widening, Weatherize Water Treatment Plant, Wastewater Treatment Plant Expansion, and WWlines-FM1704.

Attached is a copy of the formal presentation made to City Council. Deliberations on this program are anticipated to continue until May 18, the date of the scheduled final vote on the program by City Council. It is likely that this subject matter will be an agenda item at each Council Meeting until that time.

Input and questions from Elgin citizens and taxpayers are welcome – and encouraged.

Thomas L. Mattis
City Manager



2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

(GENERAL GOVERNMENT, WATER, & SEWER)

2021 REFUNDING BONDS

MARCH 9, 2021

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- The total amount of the proposed 2021 Certificates of Obligation and Refunding Bond Issue is currently **\$24,062,118**
- This bond will potentially help fund over **\$42M** in Capital Improvements throughout the City and within all operations

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- As proposed, the City could fund **\$9M+** in General Government Capital Improvements through this issuance without increasing the Debt Portion of the City's Property Tax Rate
- Capital Improvements planned for the Water and Wastewater Departments – essentially all of which are required to maintain existing service levels – will require a utility rate increase to all customers
- The entire legislative process for complete and formal authorization to issue Certificates of Obligation will require multiple votes of the City Council at different meetings

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- Proposed formal action for tonight's meeting is for the City Council to:
 - a) Determine the list of projects anticipated for funding,**
 - b) Determine the total, not-to-exceed dollar amount of the debt issuance,**
 - c) Direct the publication of the required notice of the City's intent to issues Certificates of Obligation, and**
 - d) Adopt Reimbursement Resolution to be able to reimburse costs expended prior to delivery and funding of the COs.**

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

	Planned/ Actual Obligations <u>Est. Cost</u>	Projected Funds Available					
		CO 2016 <u>Balance</u>	CO 2019A <u>Balance</u>	NEW <u>2021 CO</u>	Developer Reimburse- <u>ment</u>	<u>Grants</u>	Total <u>Funds Avail.</u>
General Govt. Fund	14,144,860	-	-	9,530,000	3,743,860	871,000	14,144,860
Water Fund	9,691,959	-	-	4,792,118	-	4,899,841	9,691,959
Sewer Fund	<u>19,014,202</u>	<u>5,550,000</u>	<u>800,000</u>	<u>9,740,000</u>	<u>2,574,202</u>	<u>350,000</u>	<u>19,014,202</u>
Total	42,851,021	5,550,000	800,000	24,062,118	6,318,062	6,120,841	42,851,021

The column on the chart highlighted in yellow shows the amount of the bond allocated for each fund.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION GENERAL GOVERNMENT

PROJECTS	Planned/ Actual Obligations	Projected Funds Available				
		CO 2016 Balance	NEW 2021 CO	Developer Reimburse- ment	Grants	Total Funds Avail.
<u>General Government</u>	<u>Est. Cost</u>					
26 Memorial Park Restroom	160,000	-	160,000	-	-	160,000
Thomas Park Improvements	150,000	-	150,000	-	-	150,000
Phase I - Central Park Improvements	100,000	-	100,000	-	-	100,000
24 Pave Alleyways Downtown	500,000	-	500,000	-	-	500,000
21 County Line Road Widening	6,743,860	-	3,000,000	3,743,860	-	6,743,860
WW Lines/Heritage Lakes Upsize	950,000	-	950,000	-	-	950,000
New City Hall Annex	2,500,000	-	2,500,000	-	-	2,500,000
Add/Renovate Police Dept Bldg. + equipt.	1,950,000	-	1,950,000	-	-	1,950,000
25 Bldg. Renovation - 202 Depot St.	100,000	-	100,000	-	-	100,000
21 Demolish Bldg, - 202A Depot St.	20,000	-	20,000	-	-	20,000
31 Downtown Revital. Sidewalks MLK	575,000	-	75,000	-	500,000	575,000
SRTS Schools - Downtown Connect	396,000	-	25,000	-	371,000	396,000
Total	14,144,860	-	9,530,000	3,743,860	871,000	14,144,860

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION GENERAL GOVERNMENT

Debt Service Payments (FY 2021-22)

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Annual Debt Service on Existing Debt *	496,868	265,516	762,384
Annual Capital Lease Payments	103,731	9,193	112,924
Plus Est. Annual DS on new debt**	<u>200,000</u>	<u>333,550</u>	<u>533,550</u>
Total	<u>800,599</u>	<u>608,259</u>	<u>1,408,858</u>

* Net of DS on Refunded Bonds

** FY 2021-22 Year

Impact on Property Tax Rate

Estimated net AV FY 2021-22	651,475,600
Fy 2020-21 Tax Rate (debt portion)	<u>0.228647</u>
Estimated Levy	1,489,579

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION WATER FUND

Proposed 2021 Certificate of Obligation

	Planned/ Actual Obligations <u>Est. Cost</u>	Projected Funds Available					
		CO 2016 <u>Balance</u>	CO 2019A <u>Balance</u>	NEW 2021 CO	Developer		Total <u>Funds Avail.</u>
					Reimburse- <u>ment</u>	<u>Grants</u>	
General Govt. Fund	14,144,860	-	-	9,530,000	3,743,860	871,000	14,144,860
Water Fund	9,691,959	-	-	4,792,118	-	4,899,841	9,691,959
Sewer Fund	19,014,202	5,550,000	800,000	9,740,000	2,574,202	350,000	19,014,202
Total	42,851,021	5,550,000	800,000	24,062,118	6,318,062	6,120,841	42,851,021

The column on the chart highlighted in yellow shows the amount of the bond allocated for each fund.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION WATER FUND

PROJECTS	Planned/ Actual Obligations	Projected Funds Available			
		NEW 2021 CO	Developer Reimburse- ment	Grants	Total Funds Avail.
<u>Water Fund</u>	<u>Est. Cost</u>				
52 Water Well No. 10	900,000	900,000	-	-	900,000
53 FM1100 Water Main	842,625	842,625	-	-	842,625
Refurbish Water Storage Tanks *	500,000	500,000	-	-	500,000
Weatherize Water Treatment Plant, wells and distribution system.	2,500,000	2,500,000	-	-	2,500,000
56 Pistol Hill Water Tank-Replace	4,949,334	49,493	-	4,899,841	4,949,334
Total- Projects	9,691,959	4,792,118	-	4,899,841	9,691,959

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION WATER FUND

<u>Debt Service Payments (FY 2021-22)</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Annual Debt Service on Existing Debt *	610,783	437,803	1,048,586
Annual Capital Lease Payments	27,942	1,778	29,720
Plus Est. Annual DS on new debt**	-	167,724	167,724
	<u>638,725</u>	<u>607,305</u>	<u>1,246,030</u>

Impact on Water Rate

Current Rates Generate	1,092,000
Debt Serv. Requirements FY 2022	<u>1,246,030</u>
Deficit to be made up	(154,030)
Rate Increase per Customer/mo. \$	3.67
Avg Percent Increase	8.1%

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION SEWER FUND

Proposed 2021 Certificate of Obligation

	Planned/ Actual Obligations <u>Est. Cost</u>	Projected Funds Available					
		CO 2016 <u>Balance</u>	CO 2019A <u>Balance</u>	NEW 2021 CO	Developer Reimburse- <u>ment</u>	<u>Grants</u>	Total <u>Funds Avail.</u>
General Govt. Fund	14,144,860	-	-	9,530,000	3,743,860	871,000	14,144,860
Water Fund	9,691,959	-	-	4,792,118	-	4,899,841	9,691,959
Sewer Fund	19,014,202	5,550,000	800,000	9,740,000	2,574,202	350,000	19,014,202
Total	42,851,021	5,550,000	800,000	24,062,118	6,318,062	6,120,841	42,851,021

The column on the chart highlighted in yellow shows the amount of the bond allocated for each fund.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION SEWER FUND

PROJECTS	Planned/ Actual Obligations	Projected Funds Available					
		CO 2016	CO 2019A	NEW	Developer		Total
<u>Wastewater Fund</u>	<u>Est. Cost</u>	<u>Balance</u>	<u>Balance</u>	<u>2021 CO</u>	<u>Reimburse-</u>	<u>Grants</u>	<u>Funds Avail.</u>
30 WWTP Plant Expansion-Construct,	15,944,202	5,000,000	800,000	7,570,000	2,574,202	-	15,944,202
20 WW Lines/Lift Station - FM1704	2,300,000	550,000	-	1,750,000	-	-	2,300,000
Elm Creek Lift Station Rehab	350,000	-	-	350,000	-	-	350,000
54 Carver Street Lift Station	420,000	-	-	70,000	-	350,000	420,000
Total	19,014,202	5,550,000	800,000	9,740,000	2,574,202	350,000	19,014,202

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION SEWER FUND

Debt Service Payments (FY 2021-22)	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Annual Debt Service on Existing Debt *	499,732	358,202	857,934
Annual Capital Lease Payments	27,942	1,778	29,720
Plus Est. Annual DS on new debt**	<u>-</u>	<u>340,900</u>	<u>340,900</u>
	527,674	700,880	1,228,554

Impact on Wastewater Rate

Current Rates Generate	1,064,700
Debt Serv. Requirements FY 2022	<u>1,228,554</u>
Deficit to be made up	(163,854)
Rate Increase per Customer/mo. \$	4.48
Avg Percent Increase	9.3%

2021 CITY OF ELGIN REFUNDING BONDS

Currently paying 3.62% to 4.99% interest

Refunding Amounts

Tax Supported

Com Tax Rev CO Series 2007	1	875,000	875,000	-	-	875,000
Com Tax Rev CO Series 2009	3	<u>690,000</u>	<u>690,000</u>	<u>-</u>	<u>-</u>	<u>690,000</u>
		1,565,000	1,565,000			1,565,000

Utility Supported

Com Tax Rev CO Series 2008	1	1,186,350	2,157,000	-	-	2,157,000
Com Tax Rev CO Series 2009	3	<u>380,050</u>	<u>691,000</u>	<u>-</u>	<u>-</u>	<u>691,000</u>
		1,566,400	2,848,000			2,848,000

Total 4,413,000

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Date	Action	Responsibility
09-Mar-21	Council Meeting - Adopt Resolution Directing Publication of Notice of Public Hearing on Intention to Issue Certificates of Obligation	CITY, BC
17-Mar-21	Publish Notice of Public Hearing on the Intention to Issue Certificates of Obligation	CITY, BC
25-Mar-21	Distribute 1st Draft POS document for comments	RBCCM
02-Apr-21	RBCCM Receive 1st Draft Comments on Draft POS	All Parties
09-Apr-21	Send Draft POS document and Credit Information to Credit Rating Agencies	CITY, RBCCM
09-Apr-21	Distribute 2nd Draft POS document for comments	RBCCM
22-Apr-21	RBCCM Receive 2nd Draft Comments on Draft POS	All Parties
22-Apr-21	Conference Calls with Credit Rating Agencies	CITY, RBCCM
29-Apr-21	Distribute 3rd Draft POS document for final comments	RBCCM
06-May-21	Due Diligence Call	
07-May-21	RBCCM Receive FINAL Comments on Draft POS	
10-May-21	Receive Ratings	
11-May-21	Distribute POS to Potential Purchasers	
18-May-21	City Council Meeting - Public Hearing re: Intent to Issue Certificates of Obligation	
18-May-21	Final Sales Results Presented - Award COs to Underwriter	
20-May-21	Distribute Draft FOS for Comments	
24-May-21	Receive Comments, Finalize & Distribute FOS	
03-Jun-21	Circulate final closing memo	
10-Jun-21	Closing - Obligations Delivered	

Assuming the issuance moves forward, Council will be scheduled to consider an Ordinance formally authorizing the CO's and the refunding bonds on May 18 (final action)

*Preliminary, subject to change. As of February 25, 2021.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- Proposed formal action for tonight's meeting is for the City Council to:
 - a) Determine the list of projects anticipated for funding,**
 - b) Determine the total, not-to-exceed amount of the debt issuance,**
 - c) Direct the publication of the required notice of the City's intent to issues Certificates of Obligation, and**
 - d) Adopt Reimbursement Resolution to be able to reimburse costs expended prior to delivery and funding of the COs.**

Consider:

- 1. Establish not-to-exceed amount of \$24,062,118 (*can go down, but not go up*)**
- 2. Determine what projects are supported and which need more discussion**
- 3. Include \$2.5M for Weatherize WTP Project, recognizing details/final cost TBD**



2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

(GENERAL GOVERNMENT, WATER, & SEWER)

2021 REFUNDING BONDS

MARCH 23, 2021

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- The total amount of the proposed 2021 Certificates of Obligation and Refunding Bond Issue is currently **\$24,062,118**
- This bond will potentially help fund over **\$42M** in Capital Improvements throughout the City and within all operations

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

	Planned/ Actual Obligations <u>Est. Cost</u>	Projected Funds Available					
		CO 2016 <u>Balance</u>	CO 2019A <u>Balance</u>	NEW <u>2021 CO</u>	Developer Reimburse- <u>ment</u>	<u>Grants</u>	Total <u>Funds Avail.</u>
General Govt. Fund	14,144,860	-	-	9,530,000	3,743,860	871,000	14,144,860
Water Fund	9,691,959	-	-	4,792,118	-	4,899,841	9,691,959
Sewer Fund	<u>19,014,202</u>	<u>5,550,000</u>	<u>800,000</u>	<u>9,740,000</u>	<u>2,574,202</u>	<u>350,000</u>	<u>19,014,202</u>
Total	42,851,021	5,550,000	800,000	24,062,118	6,318,062	6,120,841	42,851,021

The column on the chart highlighted in yellow shows the amount of the bond allocated for each fund.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- March 9 Council action was to approve a statement of “intent to issue” 2021 Certificates of Obligation in the **not-to-exceed** amount of **\$25,890,000** (vs. \$24,062,811)
- Final “intent to issue” amount could only be established after Council gave initial approval to the projects and funding to be included in the COs
- Approved amount includes **potential** issuance cost of \$890,000 associated with a “rounded-up” number of \$25,000,000.
- The final debt amount to be issued can only be reduced and cannot increase without restarting the process

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- Certificates of Obligation (COs) and debt issuance in general are a necessary component to funding major capital improvement projects for cities where such funds are not available through the annual operating budget.
 - *FY20-21 Total Annual Budget – All Funds - \$18.8M*
 - *General Fund - \$9.5M*
 - *Utility Fund (combined water & wastewater) – \$5.6M*
- It is also of particular need in rapidly growing cities like Elgin, where demands for improved services and facilities exceed currently available resources.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

If fully approved as initially proposed by staff, COs would fund:

- **\$9M+** in **General Government** Capital Improvements without increasing the Debt Portion of the City's Property Tax Rate
- **\$4.8M** in **Water Fund** Capital Improvements currently projected to result in a maximum monthly rate increase **\$3.67**
- **\$9.7M** in **Wastewater Fund** Capital Improvements is currently projected to result in a maximum monthly rate increase **\$4.48**

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Combined with outside resources, investment will facilitate a total of **\$42M** in capital improvements

2021 COs.....	\$ 24,062,118
2016 & 2019 COs Reserves.....	\$ 6,350,000
Private Developer Contributions.....	\$ 6,318,062
Grant Funding.....	\$ 5,770,841
Anticipated Grant Funding.....	\$ <u>350,000</u>
Total Investment.....	\$ 42,851,021

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

73% of the proceeds from the 2021 Certificates of Obligation as currently proposed is devoted to funding **five (5)** projects:

- *County Line Road-Phase I*
- *City Hall Annex*
- *EPD Station Renovations*
- *Water Plant Winterization (52% - Water)*
- *Treatment Plant Expansion (78% - Wastewater)*

■ All such projects (except for WTP Winterization) have been part of the approved Five-Year Capital Plan for a number of years

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION GENERAL GOVERNMENT

PROJECTS	Planned/ Actual Obligations	Projected Funds Available				
		CO 2016 Balance	NEW 2021 CO	Developer Reimburse- ment	Grants	Total Funds Avail.
<u>General Government</u>	<u>Est. Cost</u>					
26 Memorial Park Restroom	160,000	-	160,000	-	-	160,000
Thomas Park Improvements	150,000	-	150,000	-	-	150,000
Phase I - Central Park Improvements	100,000	-	100,000	-	-	100,000
24 Pave Alleyways Downtown	500,000	-	500,000	-	-	500,000
21 County Line Road Widening	6,743,860	-	3,000,000	3,743,860	-	6,743,860
WW Lines/Heritage Lakes Upsize	950,000	-	950,000	-	-	950,000
New City Hall Annex	2,500,000	-	2,500,000	-	-	2,500,000
Add/Renovate Police Dept Bldg. + equipt.	1,950,000	-	1,950,000	-	-	1,950,000
25 Bldg. Renovation - 202 Depot St.	100,000	-	100,000	-	-	100,000
21 Demolish Bldg, - 202A Depot St.	20,000	-	20,000	-	-	20,000
31 Downtown Revital. Sidewalks MLK	575,000	-	75,000	-	500,000	575,000
SRTS Schools - Downtown Connect	396,000	-	25,000	-	371,000	396,000
Total	14,144,860	-	9,530,000	3,743,860	871,000	14,144,860

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION WATER FUND

PROJECTS	Planned/ Actual Obligations	Projected Funds Available			
		NEW 2021 CO	Developer Reimburse- ment	Grants	Total Funds Avail.
<u>Water Fund</u>	<u>Est. Cost</u>				
52 Water Well No. 10	900,000	900,000	-	-	900,000
53 FM1100 Water Main	842,625	842,625	-	-	842,625
Refurbish Water Storage Tanks *	500,000	500,000	-	-	500,000
Weatherize Water Treatment Plant, wells and distribution system.	2,500,000	2,500,000	-	-	2,500,000
56 Pistol Hill Water Tank-Replace	4,949,334	49,493	-	4,899,841	4,949,334
Total- Projects	9,691,959	4,792,118	-	4,899,841	9,691,959

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION SEWER FUND

PROJECTS	Planned/ Actual Obligations	Projected Funds Available					
		CO 2016	CO 2019A	NEW	Developer		Total
<u>Wastewater Fund</u>	<u>Est. Cost</u>	<u>Balance</u>	<u>Balance</u>	<u>2021 CO</u>	<u>Reimburse-</u>	<u>Grants</u>	<u>Funds Avail.</u>
30 WWTP Plant Expansion-Construct,	15,944,202	5,000,000	800,000	7,570,000	2,574,202	-	15,944,202
20 WW Lines/Lift Station - FM1704	2,300,000	550,000	-	1,750,000	-	-	2,300,000
Elm Creek Lift Station Rehab	350,000	-	-	350,000	-	-	350,000
54 Carver Street Lift Station	420,000	-	-	70,000	-	350,000	420,000
Total	19,014,202	5,550,000	800,000	9,740,000	2,574,202	350,000	19,014,202

2021 CITY OF ELGIN REFUNDING BONDS

Currently paying 3.62% to 4.99% interest

Refunding Amounts

Tax Supported

Com Tax Rev CO Series 2007	1	875,000	875,000	-	-	875,000
Com Tax Rev CO Series 2009	3	<u>690,000</u>	<u>690,000</u>	<u>-</u>	<u>-</u>	<u>690,000</u>
		1,565,000	1,565,000			1,565,000

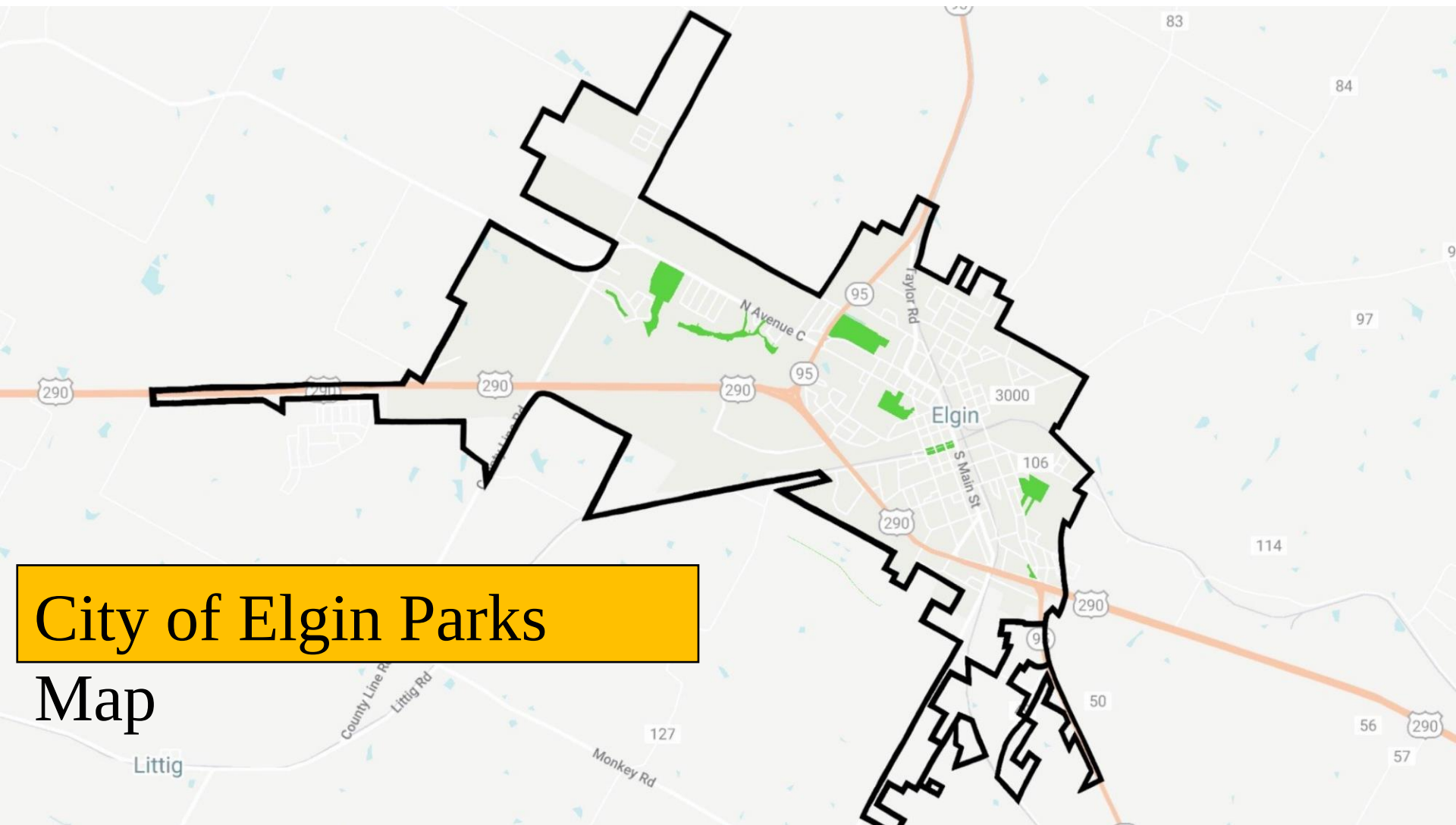
Utility Supported

Com Tax Rev CO Series 2008	1	1,186,350	2,157,000	-	-	2,157,000
Com Tax Rev CO Series 2009	3	<u>380,050</u>	<u>691,000</u>	<u>-</u>	<u>-</u>	<u>691,000</u>
		1,566,400	2,848,000			2,848,000

Total 4,413,000

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- 1) “Thomas Park Improvements”
- 2) “Phase I – Central Park Improvements”
- 3) “Pave Alleyways Downtown”
- 4) “New City Hall/Annex”
- 5) “Add/Renovate Police Dept Bldg + equip”
- 6) “Winterize the Water Treatment Plant, Wells, and Distribution System”

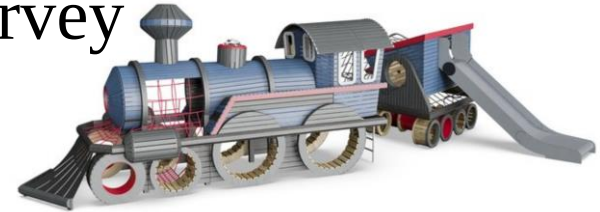


City of Elgin Parks

Map

Priority Needs from Community Survey

Draft 2021-2031 Master Parks Plan



1. Splash Pad/Interactive Water Feature

2. Improved Restroom Facilities

3. Walking / Jogging Tracks

4. Heated Swimming Pool

5. Benches / Tables / Picnic Tables

6. Public Art

7. Dog Park

8. Lighting

9. Amphitheater

10. Trashcans/Recycling

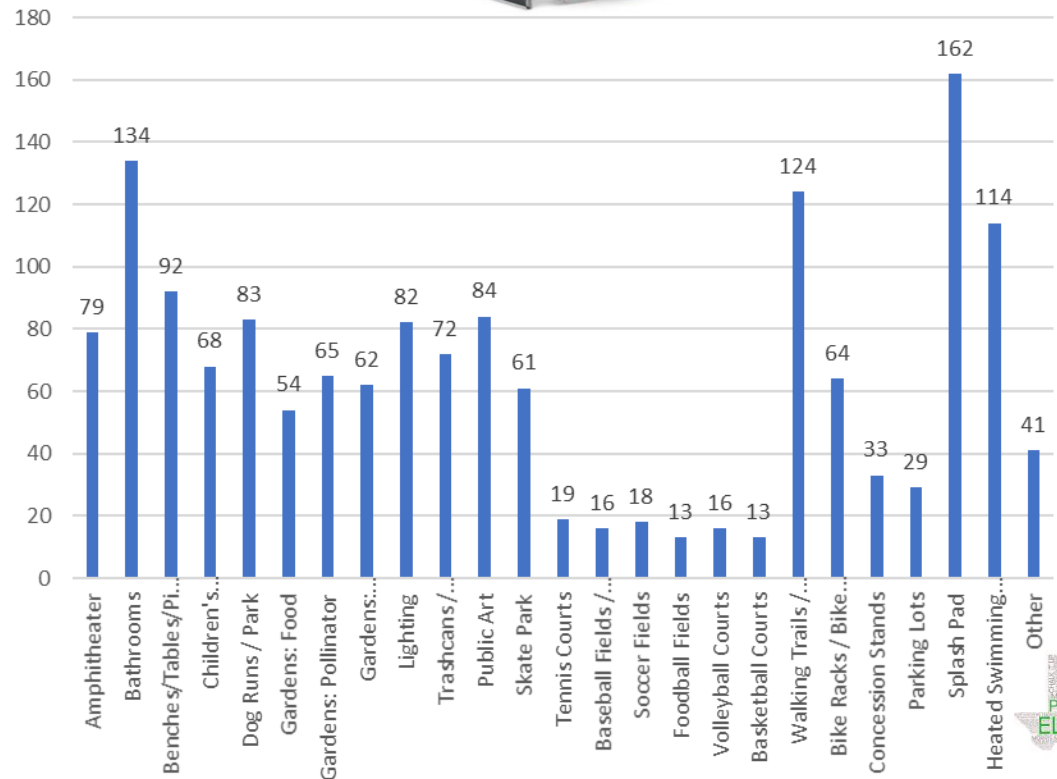
11. Children's Playground

12. Gardens: Pollinator

13. Bike Racks / Bike Trails

14. Gardens: Decorative

15. Skate Park



Thomas Memorial Park

- Shade Cover over Playscape
- Make Flag Lot Additional Entrance
 - New parking lot
 - Pedestrian access from new parking lot
- Update Basketball Court
 - Resurface Court
- Renovated Concession Stand Building
- Renovated Restrooms





Elgin Memorial Park



Elgin Memorial Park

NEED 2021

- New Restrooms facility

COMPLETED Fall 2020

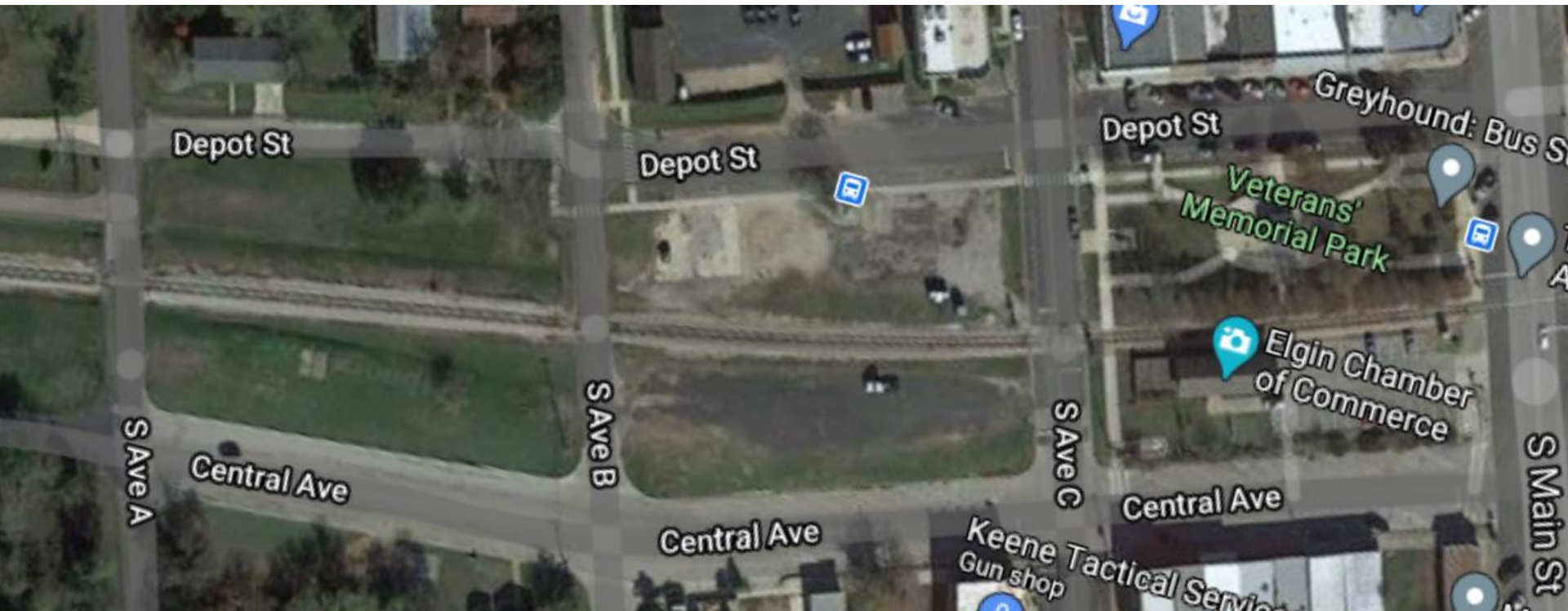
- Accessible playground surfacing
- Improved playground equipment
- Shade structure over playground
- Edible Arbor Walk tree plantings
- ¼ mile walking loop
- Improved park road Phase 1



Sustainable Places Plan 2015



DRAFT
ILLUSTRATIVE MASTER PLAN
Elgin's "Central Park"
Prepared by McCann Adams Studio for The City of Elgin
FEBRUARY 5, 2015



Current Veterans' Memorial Park – “Central Park”

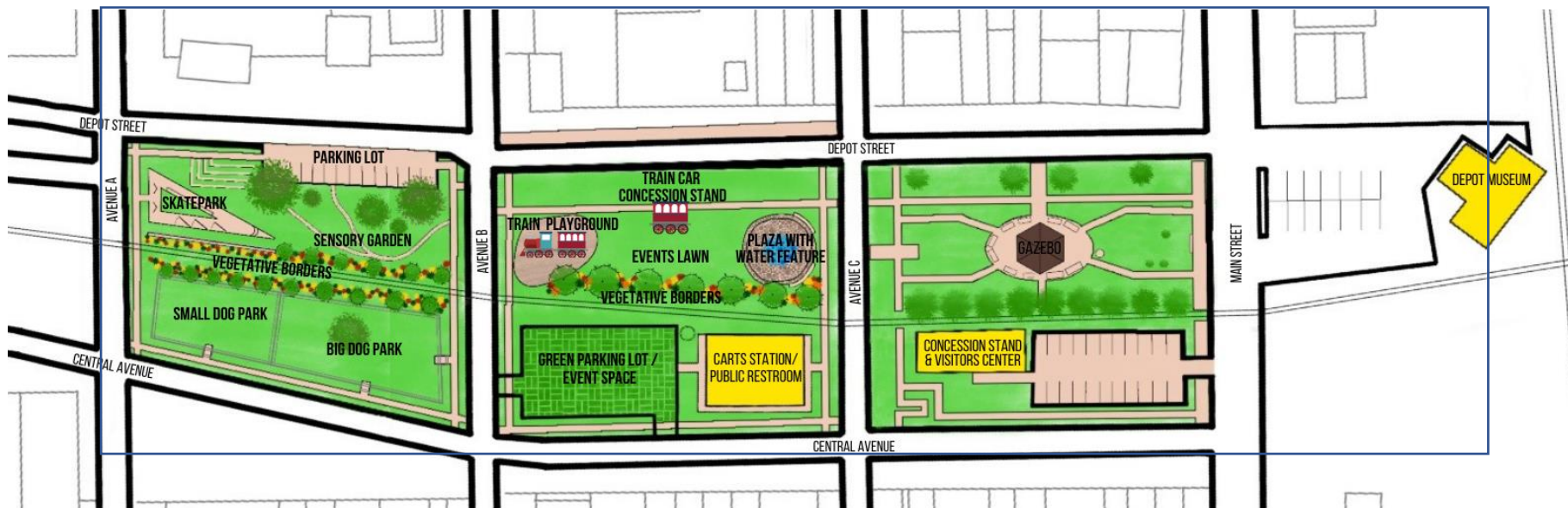


COMMON THEMES

*Sustainable Places Plan
& 2021-2031 Parks Master
Plan Draft*

- CARTS Station
- Public Restrooms
- Open Event Space
- Additional Parking
- Interactive Water Feature
- Public Gardens
- Playscape
- Additional Sidewalks
- Public Art
- Skate Park
- Dog Park

Veterans' Memorial Park

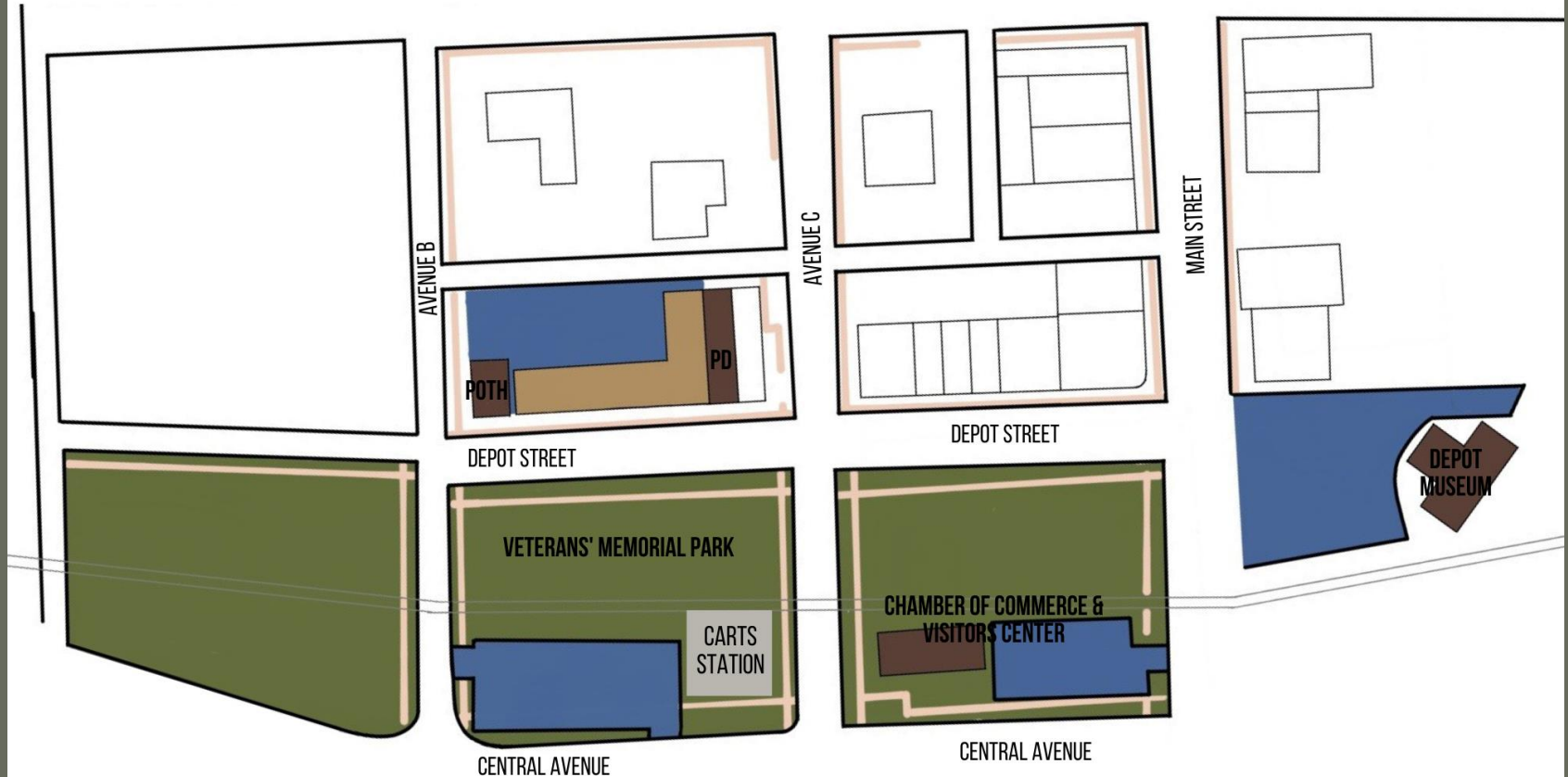


Updated from Sustainable Places Plan
Elgin's "Central Park" March 2021,
2021-2031 Parks Master Plan, draft

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

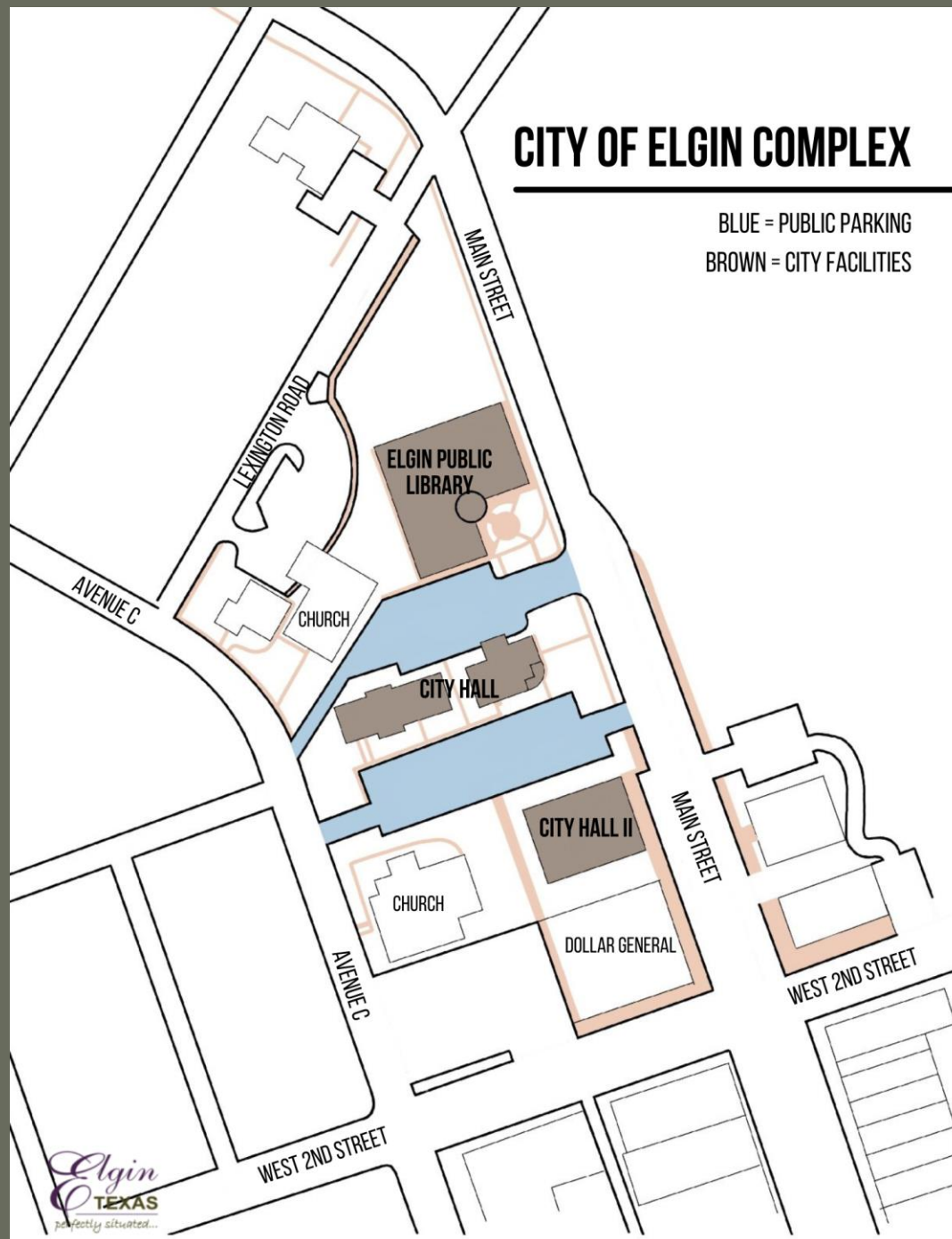
- “New City Hall/Annex”
- “Add/Renovate Police Dept Bldg + equip”

PROPOSED POLICE DEPARTMENT EXPANSION



CITY OF ELGIN COMPLEX

BLUE = PUBLIC PARKING
BROWN = CITY FACILITIES



2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Winterize Water Treatment Plant, Wells, & Distribution System

- Historic winter storm event adversely impacted all residents and city water customers.
- Staff has reviewed overall circumstances and the water and wastewater system's limitations; and offers the following discussion as it relates to potential system upgrades in response.
- Report includes detailed *analysis* and related cost estimates – but it is **not** a staff recommendation, request, or proposal

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Winterize Water Treatment Plant, Wells, & Distribution System

- Shortcoming of the existing water system illuminated during storm is the lack of independent power generators at key facilities and operational areas within the system.
- If existing water system is operated as designed – **it is capable of supplying water to the City for extended periods of time without power** - even in the event of power outages at any facilities. City lost its drinking water supply because of a loss of electrical power for thirty-six (36) consecutive hours.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Winterize Water Treatment Plant, Wells, & Distribution System

- Analysis is detailed listing of capital improvement costs associated with creating independent power sources for all elements of the water and wastewater systems
- All listed improvements required to create the best possible opportunity to keep the water system fully operational during a total loss of electrical power.

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Winterize Water Treatment Plant, Wells, & Distribution System

Water - Generators.....	\$ 1,550,000
Water – Existing Equipment Upgrades...	\$ 180,000
Portable, Trailer-Mounted Generator.....	\$ 275,000
Wastewater - Generators.....	\$ 1,100,000
Wastewater – Existing Equip Upgrades...	\$ <u>35,000</u>
	\$ 3,140,000

City of Elgin Water System March, 2021

Location	Power Provider	Duel Feed Power	Generator Generator	Fuel	ATS	MTS	Redundant system (1)	Estimated Maintenance	Comments	CIP Est. Costs to Upgrade (2)	CIP Est. Costs Generator & ATS (2)
Water Production & Pumping											
Water Treatment Plant	Oncor	No	No	-	No	No	Yes	\$25k/year	WTP is actually two plants that can operate	\$ 75,000	\$ 1,000,000 (3)
Booster Station @ WTP	Oncor	No	No	-	Yes	No	Yes	\$15k/year	Has 4 pumps		(3)
Booster Station - Elgin Oaks	Oncor	No	No	-	Yes	No	Yes	\$8k/year	Has 2 pumps		(3)
Well No. 15	Oncor	No	No	-	No	No	Yes	\$10k/year		\$ 35,000	(3)
Well No. 14	Oncor	No	No	-	No	No	Yes	\$10k/year		\$ 35,000	\$ 275,000
Well No. 16	Oncor	No	No	-	No	No	Yes	\$10k/year		\$ 35,000	\$ 275,000
Well No. 10	Oncor	No	No	-	No	No	Yes		Past useful life; Needs to be replaced; Proposed for funding in 2021 COs		
Water Storage											
WTP Ground Storage Tank				-			Yes				
WTP Ground Storage Tank				-			Yes				
Pistol Hill Storage Tank				-			No		Recently approved for \$4.9M grant to facilitate complete reconstruction		
Pistol Hill Booster Station	Oncor	No	No	-	Yes	No	Yes		Has 4 pumps; maint needed for combination of pumps to operate (new generator w grant award)	\$ -	
EHS Elevated Tank				-			Yes		Interior resurfacing & repairs on-going		
Elgin Oaks Elevated Tank				-			No		Needs interior/exterior painted and recoated in next 2 - 3 years		
2nd Street Elevated Tank				-			Yes		Needs interior repainted in next 2 - 3 years		
Maintenance											
Trailer mounted portable generator				-			n/a	\$10k/year			\$ 275,000
										TOTAL	\$ 180,000 \$ 1,825,000

(1) Means multiple pumps are available or multiple storage units to service.

(2) Costs include engineering and 20% contingency for budgeting purposes and assumes it will fit on existing site plan. O&M costs should be considered and are not included.

(3) Generator would be large enough to run current WTP, Booster Station @ WTP, Booster Station - Elgin Oaks, and Well No. 15

City of Elgin

Wastewater System

March, 2021

Location	Power Provider	Voltage(Phase/ Volts)	Duel Feed Power	Generator	Generator Fuel	ATS	MTS	Redundant System (1)	Estimated Maintenance	Comments	Est. Costs to	
											Upgrade (2)	Add Generator & ATS (2)
Wastewater Treatment Plant	Oncor	3/480	Single	Yes	Diesel	Yes	No	Yes	\$10k/year	New Generator part of Expansion		
Larson Lift Station	Oncor	1/240	Single	No	-	No	Yes	Yes		Able to utilize Ex. City Owned portable 2" trash pump (diesel) if needed - connects to ex. Force Main	\$	125,000
Savannah Lift station	Oncor	1/240	Single	No	-	No	No	Yes		Able to utilize Ex. City Owned portable 2" trash pump (diesel) if needed - connects to ex. Force Main	\$	35,000
Carver Lift Station	Oncor	3/240	Single	No	-	No	Yes	Yes		Able to be HyrdoVac Out	\$	125,000
Louise Lift Station	Oncor	3/240	Single	No	-	No	Yes	Yes		Able to utilize Ex. City Owned portable 2" trash pump (diesel) if needed - connects to ex. Force Main	\$	125,000
Central Lift Station	Oncor	3/480	Single	No	-	No	Yes	Yes		Able to rent portable 4" pump to connect to ex. Force Main	\$	200,000
Elm Creek Lift Station	Bluebonnet	3/480	Single	Yes	Diesel	Yes	No	Yes	\$5k/year			
Westwind Lift Station	Bluebonnet	3/480	Single	No	-	No	Yes	Yes		Able to rent portable 4" pump to connect to ex. Force Main	\$	175,000
Westbrook Lift Station	Oncor	3/480	Single	Yes	Diesel	Yes	No	Yes	\$4k/year	Able to rent portable 3" pump to connect to ex. Force Main		
Saratoga Farms Lift Station	Oncor	3/480	Single	Yes	Diesel	Yes	No	Yes	\$4k/year	Able to rent portable 3" pump to connect to ex. Force Main		
FM 1704 Lift station	Bluebonnet	3/480	Single	No	-	No	Yes	Yes		Able to rent portable 4" pump to connect to ex. Force Main	\$	225,000
									\$23k/year	TOTAL	\$35,000	\$1,100,000



2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

(GENERAL GOVERNMENT, WATER, & SEWER)

2021 REFUNDING BONDS

APRIL 6, 2021

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- On March 9, Council approved a statement of “intent to issue” 2021 Certificates of Obligation in the **not-to-exceed** amount of **\$25,890,000**
- The final debt amount to be issued can only be reduced and cannot increase without restarting the process
- **9M+ General Government** - without increasing the Debt Portion of the City’s Property Tax Rate
- **\$4.8M Water Fund** - projected max. monthly rate increase **\$3.67**
- **\$9.7M Wastewater Fund** – proj. max. monthly rate increase **\$4.48**

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

	Planned/ Actual Obligations <u>Est. Cost</u>	Projected Funds Available					
		CO 2016 <u>Balance</u>	CO 2019A <u>Balance</u>	NEW <u>2021 CO</u>	Developer Reimburse- <u>ment</u>	<u>Grants</u>	Total <u>Funds Avail.</u>
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Water Fund	9,691,959	-	-	4,792,118	-	4,899,841	9,691,959
Sewer Fund	<u>19,014,202</u>	<u>5,550,000</u>	<u>800,000</u>	<u>9,740,000</u>	<u>2,574,202</u>	<u>350,000</u>	<u>19,014,202</u>
Total	42,851,021	5,550,000	800,000	24,062,118	6,318,062	6,120,841	42,851,021

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 - *General Fund - \$9.5M*
 - *Utility Fund (combined water & wastewater) – \$5.6M*
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2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Combined with outside resources, investment will facilitate a total of **\$42M** in capital improvements

2021 COs.....	\$ 24,062,118
2016 & 2019 COs Reserves.....	\$ 6,350,000
Private Developer Contributions.....	\$ 6,318,062
Grant Funding.....	\$ 5,770,841
Anticipated Grant Funding.....	\$ <u>350,000</u>
Total Investment.....	\$ 42,851,021

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

73% of the proceeds from the 2021 Certificates of Obligation as currently proposed is devoted to funding **five (5)** projects:

- *County Line Road - Phase I*
- *Water Plant Winterization (52% - Water)*
- *Treatment Plant Expansion (78% - Wastewater)*
- *City Hall Annex*
- *EPD Station Renovations*

■ All such projects (except for WTP Winterization) have been part of the approved Five-Year Capital Plan for a number of years

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION GENERAL GOVERNMENT

PROJECTS	Planned/ Actual Obligations	Projected Funds Available				
		CO 2016 Balance	NEW 2021 CO	Developer Reimburse- ment	Grants	Total Funds Avail.
<u>General Government</u>	<u>Est. Cost</u>					
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Thomas Park Improvements	150,000	-	150,000	-	-	150,000
Phase I - Central Park Improvements	100,000	-	100,000	-	-	100,000
24 Pave Alleyways Downtown	500,000	-	500,000	-	-	500,000
21 County Line Road Widening	6,743,860	-	3,000,000	3,743,860	-	6,743,860
WW Lines/Heritage Lakes Upsize	950,000	-	950,000	-	-	950,000
New City Hall Annex	2,500,000	-	2,500,000	-	-	2,500,000
Add/Renovate Police Dept Bldg. + equipt.	1,950,000	-	1,950,000	-	-	1,950,000
25 Bldg. Renovation - 202 Depot St.	100,000	-	100,000	-	-	100,000
21 Demolish Bldg, - 202A Depot St.	20,000	-	20,000	-	-	20,000
31 Downtown Revital. Sidewalks MLK	575,000	-	75,000	-	500,000	575,000
SRTS Schools - Downtown Connect	396,000	-	25,000	-	371,000	396,000
Total	14,144,860	-	9,530,000	3,743,860	871,000	14,144,860

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION WATER FUND

PROJECTS	Planned/ Actual Obligations	Projected Funds Available			
		NEW 2021 CO	Developer Reimburse- ment	Grants	Total Funds Avail.
<u>Water Fund</u>	<u>Est. Cost</u>				
52 Water Well No. 10	900,000	900,000	-	-	900,000
53 FM1100 Water Main	842,625	842,625	-	-	842,625
Refurbish Water Storage Tanks *	500,000	500,000	-	-	500,000
Weatherize Water Treatment Plant, wells and distribution system.	2,500,000	2,500,000	-	-	2,500,000
56 Pistol Hill Water Tank-Replace	4,949,334	49,493	-	4,899,841	4,949,334
Total- Projects	9,691,959	4,792,118	-	4,899,841	9,691,959

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION SEWER FUND

PROJECTS	Planned/ Actual Obligations	Projected Funds Available					
		CO 2016	CO 2019A	NEW	Developer		Total
<u>Wastewater Fund</u>	<u>Est. Cost</u>	<u>Balance</u>	<u>Balance</u>	<u>2021 CO</u>	<u>Reimburse-</u>	<u>Grants</u>	<u>Funds Avail.</u>
30 WWTP Plant Expansion-Construct,	15,944,202	5,000,000	800,000	7,570,000	2,574,202	-	15,944,202
20 WW Lines/Lift Station - FM1704	2,300,000	550,000	-	1,750,000	-	-	2,300,000
Elm Creek Lift Station Rehab	350,000	-	-	350,000	-	-	350,000
54 Carver Street Lift Station	420,000	-	-	70,000	-	350,000	420,000
Total	19,014,202	5,550,000	800,000	9,740,000	2,574,202	350,000	19,014,202

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

Update

- ❖ Wastewater Treatment Plant Project to begin first of next month
- ❖ Revised cost estimate for “WW Lines /~~Heritage Lakes~~ *Harvest Ridge* upside” project
- ❖ Final total amount for CO’s must be determined *before* scheduled final adoption date of May 18 (last scheduled meeting to finalize – May 4)

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

- 1) “Water Well No. 10”
- 2) “FM1100 Water Main”
- 3) “WW Lines /~~Heritage Lakes~~ *Harvest Ridge* upsize”
- 4) “Taylor Lane Drainage Improvements”
- 5) “Brenham/Central Drainage Phase 2”
- 6) “Austin St. Parking & Sidewalks”

City of Elgin

2020 Five-Year Capital Improvement Plan - Capital Projects

Project:	Water Well No. 10				
Budget:	\$755,600				
Department:	Utility				
Funding Source:	Utility Fund				
Project Manager:	Director of Public Works				

Project Description:

Construction and/or drilling of a new water well providing potable water supply; upgrade of system that provides drinking water to all city residents and businesses; will replace existing, but currently non-operational water well; project includes dismantling existing Water Well No. 10 and acquisition of land for new well site that meets TCEQ radius requirements for new well; installation of new water well, pump, motor, and SCADA system; will expand and enhance overall water production, capacity, and availability; further city investment in enterprise system replacing aging infrastructure

City Council Goal(s) Met:

N/A

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Land Acquisition/ROW	15,600					\$15,600
Design/Administration	90,000					\$90,000
Construction	650,000					\$650,000
Miscellaneous						\$0
Total Project Cost	\$755,600	\$0	\$0	\$0	\$0	\$755,600
Annual Cost	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
<i>Utility Fund</i>						\$0
- Capital Outlay						\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0
Funding Source(s)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
<i>Utility Fund</i>						\$0
- Debt Proceeds						\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0

City of Elgin

2020 Five-Year Capital Improvement Plan - Capital Projects

Project:	FM 1100 Water Main Line
Budget:	\$842,625
Department:	Utilities
Funding Source:	Utility Impact Fees
Project Manager:	Director of Public Works
	

Project Description:

Design and construction of a new water main adjacent to FM1100 in the western portion of the city; project to include installation of 5,400 linear feet of 12" water main on the north side of the roadway between the Elgin ISD High School and Middle School campuses; new water line will provide redundancy of the existing water service serving both schools and area residents; will enhance water capacity and availability in support of anticipated future development; expands City investment in enterprise system.

City Council Goal(s) Met:

N/A

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Land Acquisition/ROW	26,250					\$26,250
Design/Administration	81,375					\$81,375
Construction	350,000	385,000				\$735,000
Miscellaneous						\$0
Total Project Cost	\$457,625	\$385,000	\$0	\$0	\$0	\$842,625
Annual Cost	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
<i>Utility Fund</i>						\$0
- Capital Outlay						\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0
Funding Source(s)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
<i>Utility Fund</i>						\$0
- Impact Fees	-					\$0
- Other						\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0

County Line Rd Development

Homestead

Eagles
Landing

Peppergrass

Harvest
Ridge

STONE CREEK RANCH

FIRST BAPTIST CHURCH

HOMESTEAD ESTATES
(LID)
HOMES-TEXAS,
(LLC)

EAGLE'S
LANDING

CAULDRON LN
ROLLING MEADOWS

ALTESA
(BROWN HOMES)

LEGEND
PROPOSED ASPHALT PAVEMENT
PROPOSED MEDIAN

150 75 0 150 300
SCALE: 1" = 150'

TRC
TRC ENGINEERS, INC.
505 E. HUNTS LANE, SUITE 200, AUSTIN, TX 78750
T.E.P.E. FIRM REGISTRATION # F-06332
(512) 454-8716

2021 CITY OF ELGIN CERTIFICATES OF OBLIGATION

“WW Lines /Heritage Lakes upsize”

- **Peppergrass** (\$337,902) Installing for the City a 60” storm sewer line to handle flows from County Line Rd Phase 1
- **Peppergrass** (\$38,777) Upsizing larger than required sewer line to help handle additional flows from other subdivisions (Homestead and future Eagles Landing)
- **Harvest Ridge** (\$136,819) Upsizing to a 24” sewer line from FM 1100 to Harvest Ridge for future sewer service connections within the City’s CCN

City of Elgin

2020 Five-Year Capital Improvement Plan - Capital Projects

Project: Taylor Lane Drainage Improvements

Budget:
\$300,000

Department:
Public Works

Funding Source:
General Fund

Project Manager:
Director of Public Works



Project Description:

Upgrade to stormwater drainage system in the northeastern part of the city; capacity of existing drainage infrastructure in this area is insufficient as per current city drainage requirements; improvements include regrading of existing ditches, upgrading existing culverts and placing rip-rap for erosion control protection; improvements are meant to convey up to a 100-year storm event; will improve service and reduce future maintenance costs by replacing deficient infrastructure; project will improve overall quality of life and safety for area residents during seasonal storm events.

City Council Goal(s) Met:

N/A

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Land Acquisition/ROW	15,000					\$15,000
Design/Administration	40,000					\$40,000
Construction	225,000					\$225,000
Miscellaneous	20,000					\$20,000
Total Project Cost	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Annual Cost	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Utility Fund						\$0
- Capital Outlay						\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0
Funding Source(s)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Utility Fund						\$0
- Debt Proceeds						\$0
- Other						\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0

City of Elgin

2020 Five-Year Capital Improvement Plan - Capital Projects

Project: Brenham/Central Drainage Improvements - Phase II

Budget:
\$375,000

Department:
Public Works

Funding Source:
General Fund

Project Manager:
Director of Public Works



Project Description:

Second phase of two-part project designed to improve overall stormwater drainage system in the central part of the city; improvements and/or upgrades to current system in the area adjacent Central Avenue and Kennedy Street; project will include construction/installation of box culverts, grassed lined channel, rip rap and reinforced concrete pipe; will improve service and reduce future maintenance cost by replacing deficient infrastructure; project will improve overall quality of life for adjacent residents and businesses

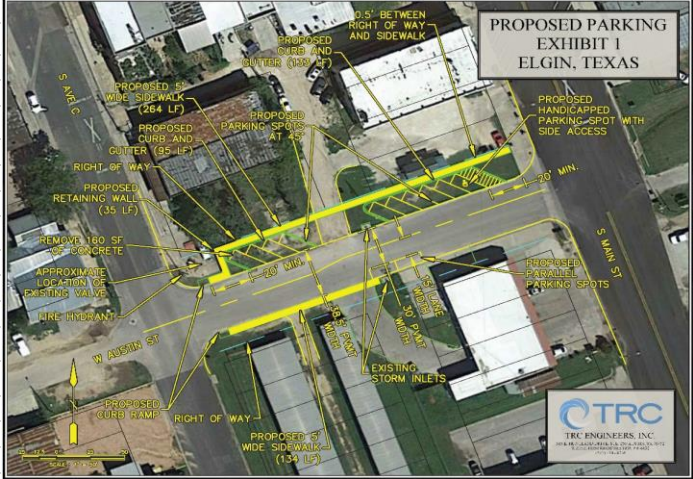
City Council Goal(s) Met:

N/A

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Land Acquisition/ROW	-					\$0
Design/Administration	25,000					\$25,000
Construction	350,000					\$350,000
Miscellaneous	-					\$0
Total Project Cost	\$375,000	\$0	\$0	\$0	\$0	\$375,000
Annual Cost	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
<i>Utility Fund</i>						\$0
- Capital Outlay						\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0
Funding Source(s)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
<i>Utility Fund</i>						\$0
- Debt Proceeds						\$0
- Other						\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0

City of Elgin

2020 Five-Year Capital Improvement Plan - Capital Projects

Project:	Austin Street Parking and Sidewalks
Budget:	\$150,737
Department:	Community Services
Funding Source:	General Fund
Project Manager:	Director of Public Works
	

Project Description:

Construction of new parking, including an ADA parking stall, on Austin St. from Avenue C to Main St. The project includes 9 regular and one ADA angular parking stalls, 2 parallel parking stalls, approximately 228 LF of curb and gutter, 398 LF of concrete sidewalk, 35 LF of concrete retaining wall, and 300 SY of asphalt pavement. The proposed project will increase parking area and paved walking space in the Elgin downtown area. There are 22 apartments and five commercial lease spaces including D2 Bar and Grill, Mondo's Bar, Navejas dance studio adjacent to this proposed improvement.

City Council Goal(s) Met:

N/A

Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Land Acquisition/ROW	-					\$0
Design/Administration	25,000					\$25,000
Construction	120,737					\$120,737
Miscellaneous	5,000					\$5,000
Total Project Cost	\$150,737	\$0	\$0	\$0	\$0	\$150,737
Annual Cost	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
General Fund						\$0
- Capital Outlay						\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0
Funding Source(s)	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
General Fund						\$0
						\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: Departmental Monthly Report – Period ending March 31, 2021

DEPARTMENT: Administration

PROPOSED ACTION: No action required on this item.

BACKGROUND: Monthly Reports by Department

Attached is the Monthly Operations Report as of March 31, 2021 representing changes in work load indicators for March 2020 and March 2021 and Year-to-Date.

HR

Municipal Court

Development Services

Library

Rec Center

Public Works

Water

Wastewater.

Trash Collect

Police

BUDGET/FINANCIAL IMPACT:

None

RECOMMENDATION: These reports are informational only and no action is required.

ATTACHMENTS: Summary Report of Operations – For the month of March 2021.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} This is a routine procedural item, and no presentation is planned for this meeting.

{ } Staff will provide brief comments and answer questions on this item at the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the Department Heads at their earliest convenience.



Elgin City Council Meeting Agenda Item Executive Summary

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Wastewater.

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City of Elgin

Monthly Report of Operations

Select the month

October 31, 2019



Monthly Report of Operations

As of Oct 31, 2020

Administration	Oct '19	Oct '20	↑ %	YTD 10-31-19	YTD 10-31-20	↑ %
Human Resources						
Total FTE - Filled Positions	99	98.0	↓ -1%			
Vacancies - all funds	8	17	↑ 113%			
New Hires	1	-	↓ -100%	1	-	↓ -100%
Separations	3	5	↑ 67%	3	5	↑ 67%
Municipal Court						
Total Active Cases Pending (beg. of Month)	16,205	15,910	↓ -2%			
New Cases Filed (incl reactivation of inactive)	490	132	↓ -73%	490	132	↓ -73%
# of Magistrations	51	32	↓ -37%	51	32	↓ -37%
Total Cases Disposed of	368	79	↓ -79%	368	79	↓ -79%
Cases placed on Inactive Status	173	-	↓ -100%	173	-	↓ -100%
Total Active Cases Pending (end of Month)	16,244	15,947	↓ -2%			
Fines Collected	\$ 71,658	\$ 23,777	↓ -67%	\$ 71,658	\$ 23,777	↓ -67%
Retained by City	\$ 48,930	\$ 21,784	↓ -55%	\$ 48,930	\$ 21,784	↓ -55%
Development Services						
Revenue from Bldg. Permits	\$ 7,664	\$ 48,831	↑ 537%	7,664	48,831	↑ 537%
Inspections (all types)	203	750	↑ 269%	203	750	↑ 269%
Housing Plans approved (number of lots)		48	0%		48	0%
Community Services						
Library-						
Materials circulated	7,324	4177	↓ -43%	7,324	4,177	↓ -43%
# Visitors (incl. Progs)	3,912	1753	↓ -55%	3,912	1,753	↓ -55%
Public Computer Use hrs.	430	52	↓ -88%	430	52	↓ -88%
Public Computer Use Persons	669	69	↓ -90%	669	69	↓ -90%
Civic Center - Rentals (all)	36	19	↓ -47%	36	19	↓ -47%
Recreation Program -						
Annual Memberships	15	1	↓ -93%	15	1	↓ -93%
Monthly Rec Memberships	149	30	↓ -80%	149	30	↓ -80%
Facility Rental Fleming Center	193	-	0%	193	-	↓ -100%
Facility Rental Recreation Center	93	-	0%	93	-	↓ -100%
Sponsored Events	\$ 6,007	\$ 554	↓ -91%	\$ 6,007	\$ 554	↓ -91%
Public Works						
Streets:						
Crack Seal Lbs of Sealant	-	-	0%	-	-	0%
Drainage:						
Organized Sports Events	-4	93	0%	-4	93	↓ -100%



Monthly Report of Operations

As of Oct 31, 2020

Utilities	Oct '19	Oct '20	%	YTD 10-31-19	YTD 10-31-20	↑ %
Water System						
Vol. Water Produced (x1,000 gallons)	36,031	35,033	↓ -3%	36,031	35,033	↓ -3%
Customers Total / Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. Current month shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions	\$ 101,567	\$ 103,904	↑ 2%	\$ 169,857	\$ 163,904	↓ -2%
Police Department						
Part I Index Offenses						
Part I Index Offenses*	13	24	↑ 80%	13	24	↑ 80%
Part II Index Offenses						
Total Part II Index Offenses*	47	20	↓ -57%	47	21	↓ -55%



Monthly Report of Operations

As of Nov 31, 2020

Administration	Nov '19	Nov '20	↑ %	YTD 11-31-19	YTD 11-31-20	↑ %
Human Resources						
Total FTE - Filled Positions	103	101.0	↓ -1%			
Vacancies - all funds	4	17	↑ 325%			
New Hires	7	6	↓ -8%	8	6	↓ -20%
Separations	2	5	↑ 150%	5	10	↑ 100%
Municipal Court						
Total Active Cases Pending (beg. of Month)	16,244	15,948	↓ -2%			
New Cases Filed (incl reactivation of inactive)	338	95	↓ -72%	828	227	↓ -73%
# of Magistrations	25	21	↓ -16%	76	53	↓ -30%
Total Cases Disposed of	257	110	↓ -57%	625	189	↓ -70%
Cases placed on Inactive Status	121	-	↓ -100%	294	-	↓ -100%
Total Active Cases Pending (end of Month)	16,276	15,921	↓ -2%			
Fines Collected	\$ 50,206	\$ 18,375	↓ -63%	\$ 121,864	\$ 42,152	↓ -65%
Retained by City	\$ 35,387	\$ 17,009	↓ -52%	\$ 84,317	\$ 38,793	↓ -54%
Development Services						
Revenue from Bldg. Permits	\$ 18,233	\$ 65,092	↑ 257%	25,897	113,923	↑ 340%
Inspections (all types)	176	835	↑ 374%	379	1,585	↑ 318%
Housing Plans approved (number of lots)			0%		48	0%
Community Services						
Library-						
Materials circulated	5,535	4,123	↓ -26%	12,859	8,300	↓ -35%
# Visitors (incl. Progs)	3,654	1,526	↓ -58%	7,566	3,279	↓ -57%
Public Computer Use hrs.	304	30	↓ -90%	734	82	↓ -89%
Public Computer Use Persons	483	54	↓ -89%	1,152	123	↓ -89%
Civic Center - Rentals (all)	28	3	↓ -89%	64	22	↓ -66%
Recreation Program -						
Annual Memberships	4	-	↓ -100%	19	1	↓ -95%
Monthly Rec Memberships	149	24	↓ -84%	298	54	↓ -82%
Facility Rental Fleming Center	15	-	↓ -100%	208	-	↓ -100%
Facility Rental Recreation Center	12	-	↓ -100%	105	-	↓ -100%
Sponsored Events	\$ 38	170.6	↑ 349%	\$ 6,045	\$ 725	↓ -88%
Public Works						
Streets:						
Crack Seal Lbs of Sealant	-	-	0%	-	-	0%
Drainage:						
Organized Sports Events	-4	93	0%	-4	186	↓ -100%



Monthly Report of Operations

As of Nov 31, 2020

Utilities	Nov '19	Nov '20	%	YTD 11-31-19	YTD 11-31-20	↑ %
Water System						
Vol. Water Produced (x1,000 gallons)	29,615	33,026	↑ 12%	65,646	68,059	↑ 4%
Water Production (MIGD)	104.667	105.029	↑ 100%	209.137	208.928	↓ 0%
Customers Total / Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. Current month shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year-to-date additions.						
Police Department	Nov 19	Nov 20	%	YTD 11-31-19	YTD 11-31-20	↑ %
Part I Index Offenses						
Part II Index Offenses						
Total Part I & II Offenses*	13	13	0%	29	39	↑ 40%
Total Part I & II Offenses*	13	13	0%	29	39	↑ 40%



Monthly Report of Operations

As of Dec 31, 2020

Administration	Dec '19	Dec '20	↑ %	YTD 12-31-19	YTD 12-31-20	↑ %
Human Resources						
Total FTE - Filled Positions	-	-	→	0%		
Vacancies - all funds	-	-	→	0%		
New Hires	-	-	→	0%	8	6 ↓ -20%
Separations	-	-	→	0%	5	10 ↑ 100%
Municipal Court						
Total Active Cases Pending (beg. of Month)	16,276	15,921	↓	-2%		
New Cases Filed (incl reactivation of inactive)	240	62	↓	-74%	1,068	289 ↓ -73%
# of Magistrations	28	25	↓	-11%	104	78 ↓ -25%
Total Cases Disposed of	234	109	↓	-53%	859	298 ↓ -65%
Cases placed on Inactive Status	36	4	↓	-89%	330	4 ↓ -99%
Total Active Cases Pending (end of Month)	16,237	15,865	↓	-2%		
Fines Collected	\$ 42,145	\$ 19,822	↓	-53%	\$ 164,009	\$ 61,974 ↓ -62%
Retained by City	\$ 29,803	\$ 18,405	↓	-38%	\$ 114,119	\$ 57,198 ↓ -50%
Development Services						
Revenue from Bldg. Permits	\$ 21,434	\$ 73,009	↑	241%	\$ 47,331	\$ 186,932 ↑ 295%
Inspections (all types)	210	653	↑	211%	589	2,238 ↑ 280%
Housing Plans approved (number of lots)		233	→	0%		281 ↑ 0%
Community Services						
Library-						
Materials circulated	5,472	4660	↓	-15%	18,331	12,960 ↓ -29%
# Visitors (incl. Progs)	3,781	2384	↓	-37%	11,347	5,663 ↓ -50%
Public Computer Use hrs.	292	39	↓	-87%	1,026	121 ↓ -88%
Public Computer Use Persons	486	88	↓	-82%	1,638	211 ↓ -87%
Civic Center - Rentals (all)	27	1	↓	-96%	91	23 ↓ -75%
Recreation Program -						
Annual Memberships	10		↓	-100%	29	1 ↓ -97%
Monthly Rec Memberships	135	20	↓	-85%	433	74 ↓ -83%
Facility Rental Fleming Center	18		↓	-100%	226	- ↓ -100%
Facility Rental Recreation Center	10		↓	-100%	115	- ↓ -100%
Sponsored Events	\$ 285	\$29.00	↓	-90%	\$ 6,330	\$ 754 ↓ -88%
Public Works						
Streets:						
Pot holes patched - Square Yards	90.9	24	↓	-74%	146	293 ↑ 101%
Wide Area patching/renovation - SY	33.33	0	↓	-100%	104	5 ↓ -95%
Crack Seal Lbs of Sealant	2,670	3,142	↑	18%	2,670	3,142 ↑ 18%
Drainage:						
Linear feet of drains cleaned	900	83	↓	-91%	2,880	4,959 ↑ 72%
# Culverts Cleared	0	10	→	0%	4	10 ↑ 150%
Parks Organized Sports Events	-	-	→	0%	-	186 → 0%



Monthly Report of Operations

As of Dec 31, 2020

Utilities	Dec '19	Dec '20	%	YTD 12-31-19	YTD 12-31-20	↑ %
Water System						
Vol. Water Produced (x1,000 gallons)	29,645	28,060	↓ -5%	95,167	96,139	↑ 1%
Water Revenue	\$ 162,208	\$ 157,387	↓ -3%	\$ 801,444	\$ 818,140	↑ 2%
Water Customers Total / Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. Current month shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions.						
Police Department	Dec 19	Dec 20	%	YTD 12-31-19	YTD 12-31-20	↑ %
Part I Index Offenses						
Part I Index Offenses*	19	10	↓ -47%	39	40	↑ 3%
Part II Index Offenses						
Total Part II Index Offenses*	40	35	↓ -13%	267	240	↓ -10%



Monthly Report of Operations

As of Jan 31, 2021

Administration	Jan '20	Jan '21	↑ %	YTD 1-31-20	YTD 1-31-21	↑ %
Human Resources						
Total FTE - Filled Positions	-	-	→	0%		
Vacancies - all funds	-	-	→	0%		
New Hires	-	-	→	0%	8	6 ↓ -20%
Separations	-	-	→	0%	5	10 ↑ 100%
Municipal Court						
Total Active Cases Pending (beg. of Month)	16,237	15,865	↓	-2%		
New Cases Filed (incl reactivation of inactive)	330	57	↓	-83%	1,398	346 ↓ -75%
# of Magistrations	28	26	↓	-7%	132	104 ↓ -21%
Total Cases Disposed of	637	57	↓	-91%	1,496	355 ↓ -76%
Cases placed on Inactive Status	95	-	↓	-100%	425	4 ↓ -99%
Total Active Cases Pending (end of Month)	15,969	15,853	↓	-1%		
Fines Collected	\$ 43,511	\$ 16,382	↓	-62%	\$ 207,521	\$ 78,356 ↓ -62%
Retained by City	\$ 34,323	\$ 14,465	↓	-58%	\$ 148,442	\$ 71,663 ↓ -52%
Development Services						
Revenue from Bldg. Permits	\$ 11,015	\$ 61,500	↑	458%	\$ 58,346	\$ 248,432 ↑ 326%
Inspections (all types)	216	532	↑	146%	805	2,770 ↑ 244%
Housing Plans approved (number of lots)	252	252	→	100%	252	281 ↑ 12%
Community Services						
Library-						
Materials circulated	6,195	3,648	↓	-41%	24,526	16,608 ↓ -32%
# Visitors (incl. Progs)	3,816	1,329	↓	-65%	15,163	6,992 ↓ -54%
Public Computer Use hrs.	362	5	↓	-99%	1,388	126 ↓ -91%
Public Computer Use Persons	566	8	↓	-99%	2,204	219 ↓ -90%
Civic Center - Rentals (all)	36	2	↓	-94%	127	25 ↓ -80%
Recreation Program -						
Annual Memberships	11	2	↓	-82%	40	3 ↓ -93%
Monthly Rec Memberships	200	34	↓	-83%	633	108 ↓ -83%
Facility Rental Fleming Center	10		↓	-100%	236	- ↓ -100%
Facility Rental Recreation Center	4		↓	-100%	119	- ↓ -100%
Sponsored Events	\$ 404	\$ 102	↓	-75%	\$ 6,734	\$ 856 ↓ -87%
Public Works						
Streets:						
Pot holes patched - Square Yards	90.9	24	↓	-74%	146	293 ↑ 101%
Wide Area patching/renovation - SY	33.33	0	↓	-100%	104	5 ↓ -95%
Crack Seal Lbs of Sealant	2,670	3,500	↑	31%	2,670	3,500 ↑ 31%
Drainage:						
Linear feet of drains cleaned	1,660	83	↓	-95%	4,540	5,042 ↑ 11%
# Culverts Cleared	0	10	→	0%	4	20 ↑ 400%
Parks:						
Organized Sports Events	-	-	→	0%	-	186 → 0%



Monthly Report of Operations

As of Jan 31, 2021

Utilities	Jan '20	Jan '21	%	YTD 1-31-20	YTD 1-31-21	↑ %
Water System						
Vol. Water Produced (x1,000 gallons)	29,689	28,069	↓ -5%	95,329	96,139	↑ 1%
Water Revenue (MCD)	\$ 162,708	\$ 157,367	↓ -3%	\$ 801,344	\$ 810,140	↑ 1%
* Customers Total / Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. Current month shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions.						
Police Department	Jan '20	Jan '21	%	YTD 1-31-20	YTD 1-31-21	↑ %
Part I Index Offenses						
Part I Index Offenses*	20	17	↓ -15%	63	51	↓ -19%
Part II Index Offenses						
Total Part II Index Offenses*	40	35	↓ -12%	128	105	↓ -18%



Monthly Report of Operations

As of Feb 28, 2021

Administration	Feb '20	Feb '21	↑ %	YTD 2-28-20	YTD 2-28-21	↑ %
Human Resources						
Total FTE - Filled Positions	104	102.5	↓ -1%			
Vacancies - all funds	20	20	→ 0%			
New Hires	3	1	↓ -67%	11	7	↓ -33%
Separations	2	0.5	↓ -75%	7	11	↑ 50%
Municipal Court						
Total Active Cases Pending (beg. of Month)	15,869	15,853	↓ 0%			
New Cases Filed (incl reactivation of inactive)	314	41	↓ -87%	1,712	387	↓ -77%
# of Magistrations	34	23	↓ -32%	166	127	↓ -23%
Total Cases Disposed of	227	38	↓ -83%	1,723	393	↓ -77%
Cases placed on Inactive Status	43	-	↓ -100%	468	4	↓ -99%
Total Active Cases Pending (end of Month)	15,895	15,836	↓ 0%			
Fines Collected	\$ 37,465	\$ 11,075	↓ -70%	\$ 244,986	\$ 89,431	↓ -63%
Retained by City	\$ 30,931	\$ 9,837	↓ -68%	\$ 179,373	\$ 81,500	↓ -55%
Development Services						
Revenue from Bldg. Permits	\$ 10,006	\$ 70,237	↑ 602%	\$ 68,352	\$ 318,669	↑ 366%
Inspections (all types)	261	471	↑ 80%	1,066	3,241	↑ 204%
Housing Plans approved (number of lots)	0	128	→ 0%	252	409	↑ 62%
Community Services						
Library-						
Materials circulated	5,179	2,744	↓ -47%	29,705	19,352	↓ -35%
# Visitors (incl. Progs)	331	1,092	↑ 230%	15,494	8,084	↓ -48%
Public Computer Use hrs.	331	0	↓ -100%	1,719	126	↓ -93%
Public Computer Use Persons	503	0	↓ -100%	2,707	219	↓ -92%
Civic Center - Rentals (all)	26	2	↓ -92%	153	27	↓ -82%
Recreation Program -						
Annual Memberships	6	-	↓ -100%	46	3	↓ -93%
Monthly Rec Memberships	208	19	↓ -91%	841	127	↓ -85%
Facility Rental Fleming Center	7	-	↓ -100%	243	-	↓ -100%
Facility Rental Recreation Center	2	-	↓ -100%	121	-	↓ -100%
Sponsored Events	\$ 260	\$ 28.60	↓ -89%	\$ 6,994	\$ 885	↓ -87%
Public Works						
Streets:						
Crack Seal Lbs of Sealant	667.5	3,142	↑ 371%	2,670	6,642	↑ 149%
Drainage:						
Linear feet of drains cleaned	1,650	1,860	↑ 13%	6,190	6,902	↑ 12%
# Culverts Cleared	4	12	→ 0%	8	32	↑ 300%
Parks:						
Organized Sports Events	-	-	→ 0%	-	186	→ 0%



Monthly Report of Operations

As of Feb 28, 2021

Utilities	Feb '20	Feb '21	%	YTD 2-28-20	YTD 2-28-21	↑ %
Water System						
Vol. Water Produced (x1,000 gallons)	30,358	29,313	↓ -3%	125,687	125,452	↓ 0%
Water Production (MIGD)	\$ 163,400	\$ 160,458	↓ 1.9%	\$ 669,545	\$ 668,338	↓ 0.2%
Customers Total / Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. Current month shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions.						
Police Department	Feb '20	Feb '21	%	YTD 2-28-20	YTD 2-28-21	↑ %
Part I Index Offenses						
Part I Index Offenses*	10	10	↑ 0%	63	62	↓ -1.6%
Part II Index Offenses						
Total Part II Index Offenses*	53	42	↓ 21%	278	267	↓ 4%



Monthly Report of Operations

As of Mar 31, 2021

Administration	Mar '20	Mar '21	↑ %	YTD 3-31-20	YTD 3-31-21	↑ %
Human Resources						
Total FTE - Filled Positions	103.0	101.0	↓ -2%			
Vacancies - all funds	4	33	↑ 843%			
New Hires	1	8	↑ 700%	12	15	↑ 30%
Separations	2	6	↑ 200%	9	17	↑ 83%
Municipal Court						
Total Active Cases Pending (beg. of Month)	15,895	15,836	↓ 0%			
New Cases Filed (incl reactivation of inactive)	248	160	↓ -35%	1,960	547	↓ -72%
# of Magistrations	13	16	↑ 23%	179	143	↓ -20%
Total Cases Disposed of	205	100	↓ -51%	1,701	455	↓ -73%
Cases placed on Inactive Status	70	-	↓ -100%	495	4	↓ -99%
Total Active Cases Pending (end of Month)	15,859	15,857	↓ 0%			
Fines Collected	\$ 54,377	\$ 26,624	↓ -51%	\$ 261,898	\$ 104,980	↓ -60%
Retained by City	\$ 45,745	\$ 22,973	↓ -50%	\$ 194,187	\$ 94,636	↓ -51%
Development Services						
Revenue from Bldg. Permits	\$ 14,667	\$ 163,275	↑ 1013%	\$ 83,019	\$ 481,944	↑ 481%
Inspections (all types)	248	772	↑ 211%	1,053	3,542	↑ 236%
Housing Plans approved (number of lots)			0%	252	281	↑ 12%
Community Services						
Library-						
Materials circulated	5,348	2499	↓ -53%	35,053	21,851	↓ -38%
# Visitors (incl. Progs)	2,220	2722	↑ 23%	17,714	10,806	↓ -39%
Public Computer Use hrs.	15	5	↓ -67%	1,734	131	↓ -92%
Public Computer Use Persons	247	5	↓ -98%	2,954	224	↓ -92%
Civic Center - Rentals (all)	12	2	↓ -83%	165	29	↓ -82%
Recreation Program -						
Annual Memberships	2	-	↓ -100%	48	3	↓ -94%
Monthly Rec Memberships	112	35	↓ -69%	953	162	↓ -83%
Facility Rental Fleming Center	8	-	↓ -100%	251	-	↓ -100%
Facility Rental Recreation Center	1	-	↓ -100%	122	-	↓ -100%
Sponsored Events	\$ 25	\$ 53	↑ 110%	\$ 7,019	\$ 937	↓ -87%
Public Works						
Streets:						
Pot holes patched - Square Yards	88.4	-	↓ -100%	234	293	↑ 25%
Wide Area patching/renovation - SY	274.2	803.7	↑ 193%	379	809	↑ 114%
Crack Seal Lbs of Sealant	2,940.0	450.0	↓ -85%	5,610	7,092	↑ 26%
Drainage:						
Linear feet of drains cleaned	2,260.0	450.0	↓ -80%	8,450	7,352	↓ -13%
# Culverts Cleared	3.0	-	0%	11	32	↑ 191%
Parks Organized Sports Events	-	-	0%	-	186	0%



Monthly Report of Operations

As of Mar 31, 2021

Utilities	Mar '20	Mar '21	%	YTD 3-31-20	YTD 3-31-21	↑ %
Water System						
Vol. Water Produced (x1,000 gallons)	32,799	36,520	↑ 11%	158,486	161,972	↑ 2%
Water Production (MIGD)	193.209	178.884	↓ -7%	519,046	546,820	↑ 5%
Customers Total / Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. Current month shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions.						
Police Department	Mar '20	Mar '21	%	YTD 3-31-20	YTD 3-31-21	↑ %
Part I Index Offenses						
Part I Index Offenses*	5	10	↑ 100%	69	64	↓ -7%
Part II Index Offenses						
Total Part II Index Offenses*	50	47	↓ -6%	200	200	0%



Monthly Report of Operations

As of Mar 31, 2021

Administration	Mar '20	Mar '21	%	YTD 3-31-20	YTD 3-31-21	%
Human Resources						
Total FTE - Filled Positions	103.0	101.0	↓ -2%			
Vacancies - all funds	4	33	↑ 843%			
New Hires	1	8	↑ 700%	12	15	↑ 30%
Separations	2	6	↑ 200%	9	17	↑ 83%
Municipal Court						
Total Active Cases Pending (beg. of Month)	15,895	15,836	↓ 0%			
New Cases Filed (incl reactivation of inactive)	248	160	↓ -35%	1,960	547	↓ -72%
# of Magistrations	13	16	↑ 23%	179	143	↓ -20%
Total Cases Disposed of	205	100	↓ -51%	1,701	455	↓ -73%
Cases placed on Inactive Status	70	-	↓ -100%	495	4	↓ -99%
Total Active Cases Pending (end of Month)	15,859	15,857	↓ 0%			
Fines Collected	\$ 54,377	\$ 26,624	↓ -51%	\$ 261,898	\$ 104,980	↓ -60%
Retained by City	\$ 45,745	\$ 22,973	↓ -50%	\$ 194,187	\$ 94,636	↓ -51%
Development Services						
Construction Permits (all types)	58	354	↑ 510%	344	1,109	↑ 222%
Revenue from Bldg. Permits	\$ 14,667	\$ 163,275	↑ 1013%	\$ 83,019	\$ 481,944	↑ 481%
Inspections (all types)	248	772	↑ 211%	1,053	3,542	↑ 236%
Revenue from Inspections	\$ 23,577	\$ 230,790	↑ 879%	\$ 143,349	\$ 643,505	↑ 349%
Housing Plats approved (number of lots)	-	-	→ 0%	252	281	↑ 12%
Community Services						
Library-						
Materials circulated	5,348	2499	↓ -53%	35,053	21,851	↓ -38%
# Visitors (incl. Progs)	2,220	2722	↑ 23%	17,714	10,806	↓ -39%
Public Computer Use hrs.	15	5	↓ -67%	1,734	131	↓ -92%
Public Computer Use Persons	247	5	↓ -98%	2,954	224	↓ -92%
Civic Center - Rentals (all)	12	2	↓ -83%	165	29	↓ -82%
Recreation Program -						
Annual Memberships	2	-	↓ -100%	48	3	↓ -94%
Monthly Rec Memberships	112	35	↓ -69%	953	162	↓ -83%
Facility Rental Fleming Center	8	-	↓ -100%	251	-	↓ -100%
Facility Rental Recreation Center	1	-	↓ -100%	122	-	↓ -100%
Sponsored Events	\$ 25	\$ 53	↑ 110%	\$ 7,019	\$ 937	↓ -87%
Public Works						
Streets:						
Lane miles maintained	57.8	57.8	→ 0%	173	173	↑ 1%
Pot holes patched - Square Yards	88.4	-	↓ -100%	234	293	↑ 25%
Wide Area patching/renovation - SY	274.2	803.7	↑ 193%	379	809	↑ 114%
Crack Seal Lbs of Sealent	2,940.0	450.0	↓ -85%	5,610	7,092	↑ 26%
Drainage:						
Linear feet of drains cleaned	2,260.0	450.0	↓ -80%	8,450	7,352	↓ -13%
# Culverts Cleared	3.0	-	→ 0%	11	32	↑ 191%
Parks:						
Acres Mowed/maintained	Data not		→ 0%	-	416	→ 0%
Reserved Park Facilities	Data not		→ 0%	-	88	→ 0%
# Organized Sports Events	Data not		→ 0%	-	186	→ 0%



Monthly Report of Operations

As of Mar 31, 2021

Utilities	Mar '20	Mar '21	%	YTD 3-31-20	YTD 3-31-21	%
Water System:						
# Customers Total/Added by month *		2	➡	3,363	3,452	
Amount Billed	\$217,414	\$250,986	⬆ 15%	\$ 1,172,634	\$ 1,220,088	⬆ 4%
Meters Replaced	37	34	⬇ -8%	194	382	⬆ 97%
# Leaks Repaired	4	8	⬆ 100%	27	26	⬇ -4%
Vol. water produced (x1,000 gallons)	32,799	36,520	⬆ 11%	158,486	161,972	⬆ 2%
Main Line Breaks	1	1	➡ 0%	4	19	⬆ 375%
Service Line Breaks	1	2	⬆ 100%	16	20	⬆ 25%
Wastewater System:						
# Customers Total/Added by month *		-	➡	3,063	3,153	⬆ 2.9%
Amount Billed	\$ 156,121	\$ 164,437	⬆ 5%	\$ 786,568	\$ 803,488	⬆ 2.2%
Main Lines repaired	-	1	➡ 0%	1	4	⬆ 300%
Lines replaced (Linear Feet.)	-	85	➡ 0%	6	104	⬆ 1633%
Manholes Cleaned	6	6	➡ 0%	11	32	⬆ 191%
Average Daily Flow (MGD)	0.6270	0.5797	⬆ -8%	0.5453	0.5538	⬆ 2%
Total Monthly Flow (MGD)	19.1279	17.1793	⬆ -10%	16.9043	16.810	⬆ -1%
Trash Collection:						
# Customers Total/Added by month *		34	➡	3,168	3,455	⬆ 9.1%
Amount Billed	\$ 103,302	\$ 118,843	⬆ 15%	\$ 511,844	\$ 546,214	⬆ 6.7%

* # Customers Total /Added by month - the purpose here is to track the increase or decrease of customers over the course of the year. **Current month** shows the number of customers added in the month. The amount in the first YTD column shows the current number of customers. The final column shows year to date additions.

Police Department	Mar '20	Mar '21	%	YTD 3-31-20	YTD 3-31-21	%
Part I Index Offenses						
Murder (# Victims)	-	-	➡ 0%	-	-	➡ 0%
Rape(# Victims)	-	2	➡ 0%	3	4	⬆ 33%
Robbery (# Victims)	-	-	➡ 0%	5	1	⬆ -80%
Aggravated Assault (# Victims)	1	-	⬇ -100%	4	2	⬆ -50%
Total Violent Index Crimes*	1	2	⬆ 100%	12	7	⬆ -42%
Burglary (# premises entered)	1	1	➡ 0%	10	11	⬆ 10%
Theft (# offenses)	4	8	⬆ 100%	54	49	⬆ -9%
Auto Theft (#vehicles)	-	1	➡ 0%	2	7	⬆ 250%
Arson (# premises)	-	-	➡ 0%	1	-	⬆ -100%
Total Property Index Crimes*	5	10	⬆ 100%	67	67	➡ 0%
Total Part I Index Crimes*	6	12	⬆ 100%	79	74	⬆ -6%
Part II Index Offenses						
Other Assaults	13	8	⬆ -38%	50	39	⬆ -22%
Weapons	-	2	➡ 0%	-	6	➡ 0%
Narcotics	1	3	⬆ 200%	12	19	⬆ 58%
DUI	4	5	⬆ 25%	24	31	⬆ 29%
All Other Part II Offenses	36	27	⬆ -25%	239	265	⬆ 11%
Total Part II Index Crimes*	54	45	⬆ -17%	325	360	⬆ 11%
Total All Index Crimes*	60	57	⬆ -5%	404	434	⬆ 7%

NOTE: Data recorded for the Police Dept. is based on Fiscal Year-to- Date Totals and not Calendar Year.

City of Elgin

Monthly Report of Operations

Month Reported

	Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21		Fiscal YTD
	2019	2020	2019	2020	2019	2020	2020	2021	2020	2021	2020	2021	2021
	Oct	Oct	Nov	Nov	Dec	Dec	Jan	Jan	Feb	Feb	Mar	Mar	Total YTD
Police Department													
Part I Index Offenses													
Murder (# Victims)	-	-	-	-	-	-	-	-	-	-	-	-	-
Sexual Assault(# Victims)	-	1	-	-	2	-	1	-	-	1	-	2	4
Robbery (# Victims)	1	1	-	-	1	-	2	-	1	-	-	-	1
Aggravated Assault (# Victims)	-	-	2	2	-	1	-	-	1	-	1	-	3
Total Violent Index Crimes*	1	2	2	2	3	1	3	-	2	1	1	2	8
Burglary (# premises entered)	-	4	1	1	4	2	4	1	-	2	1	1	11
Theft (# offenses)	13	13	10	10	8	7	12	4	7	7	4	8	49
Auto Theft (#vehicles)	1	2	-	-	-	1	1	2	-	1	-	1	7
Arson (# premises)	-	-	-	-	-	-	-	-	1	-	-	-	-
Total Property Index Crimes*	14	19	11	11	12	10	17	7	8	10	5	10	67
Total Part I Index Crimes*	15	21	13	13	15	11	20	7	10	11	6	12	75
Part II Index Offenses													
Other Assaults	10	6	6	6	4	3	4	12	13	4	13	8	39
Weapons	-	3	-	1	-	-	-	-	-	-	-	2	6
Narcotics	5	5	-	3	2	6	2	-	2	2	1	3	19
DUI	3	8	3	1	5	5	1	6	8	6	4	5	31
All Other Part II Offenses	44	28	39	49	43	51	42	61	35	49	36	27	265
Total Part II Index Crimes*	62	50	48	60	54	65	49	43	58	61	54	45	360
Total All Index Crimes*	77	71	61	73	69	76	69	68	68	72	60	57	435

*Year to date
Thru March
2020*

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12
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239
325
404

2.
79
86

City of Elgin

Monthly Report of Operations

Month Reported

	Oct-20		Nov-20		Dec-20		Jan-21		Feb-21		Mar-21		Fiscal YTD
	2019	2020	2019	2020	2019	2020	2020	2021	2020	2021	2020	2021	2021
	Oct	Oct	Nov	Nov	Dec	Dec	Jan	Jan	Feb	Feb	Mar	Mar	Total YTD
Police Department													
Part I Index Offenses													
Murder (# Victims)	-	-	-	-	-	-	-	-	-	-	-	-	-
Sexual Assault(# Victims)	-	1	-	-	2	-	1	-	-	1	-	2	4
Robbery (# Victims)	1	1	-	-	1	-	2	-	1	-	-	-	1
Aggravated Assault (# Victims)	-	-	2	2	-	1	-	-	1	-	1	-	3
Total Violent Index Crimes*	1	2	2	2	3	1	3	-	2	1	1	2	8
Burglary (# premises entered)	-	4	1	1	4	2	4	1	-	2	1	1	11
Theft (# offenses)	13	13	10	10	8	7	12	4	7	7	4	8	49
Auto Theft (#vehicles)	1	2	-	-	-	1	1	2	-	1	-	1	7
Arson (# premises)	-	-	-	-	-	-	-	-	1	-	-	-	-
Total Property Index Crimes*	14	19	11	11	12	10	17	7	8	10	5	10	67
Total Part I Index Crimes*	15	21	13	13	15	11	20	7	10	11	6	12	75
Part II Index Offenses													
Other Assaults	10	6	6	6	4	3	4	12	13	4	13	8	39
Weapons	-	3	-	1	-	-	-	-	-	-	-	2	6
Narcotics	5	5	-	3	2	6	2	-	2	2	1	3	19
DUI	3	8	3	1	5	5	1	6	8	6	4	5	31
All Other Part II Offenses	44	28	39	49	43	51	42	61	35	49	36	27	265
Total Part II Index Crimes*	62	50	48	60	54	65	49	43	58	61	54	45	360
Total All Index Crimes*	77	71	61	73	69	76	69	68	68	72	60	57	435

*Year to date
Thru March
2020*

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404

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86



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: General Activity Report and/or Project Update

DEPARTMENT: City Manager/Staff

PROPOSED ACTION:

No Council action proposed or requested; This item is to allow for general update and/or activities report relating to various on-going city projects or issues.

BACKGROUND:

This item is to provide opportunities for miscellaneous updates and comments by the staff; and general Q&A with the City Council relative to on-going projects and/or issues.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X}
N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

None.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: City Council Regular Meeting Minutes –April 6, 2021

DEPARTMENT: Administration

PROPOSED ACTION:

Review and approve the City Council Regular Meeting Minutes - April 6, 2021

BACKGROUND:

N/A

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION:

Approval of the City Council Regular Meeting Minutes –April 6, 2021

ATTACHMENTS: City Council Regular Meeting Minutes –April 6, 2021

- { } Staff will be making a detailed presentation on this agenda item at the meeting.
- { } Staff will provide brief comments and answer questions on this item at the meeting.
- {X} This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

MINUTES
ELGIN CITY COUNCIL REGULAR MEETING
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
APRIL 6, 2021

CALL TO ORDER

Mayor Ramirez called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Ron Ramirez, Mayor
Sue Brashar, Mayor Pro Tem
Mary Penson, Council Member
Jessica Bega, Council Member
Juan Gonzalez, Council Member
Susie Arreaga, Council Member
Thomas Ibis, Council Member
Alvis Prince, Council Member
Forest Dennis, Council Member

Mayor Ramirez stated there was a quorum with all Council Members present.

Staff: Thomas L. Mattis, City Manager
Charles Cunningham, Finance Director
Michael Gonzalez, Parks Director
David Harrell, Planning Director
Pamela Sanders, HR Director
Amy Miller, Community Development Director
Beau Perry, City Engineer

INVOCATION

Mayor Ramirez gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Ramirez led the Pledge of Allegiance to the US Flag and Texas Flag.

PUBLIC COMMENT

Mayor Ramirez opened the Public Comment period.

CITY COUNCIL REGULAR MEETING

April 6, 2021 – Page 2

Elgin Public Library Annex Council Chambers

Mayor Ramirez spoke about how the process being used during public comments and that he checked several online meetings and noticed that a few things had not been done. He stated he would be holding public comments to three minutes which he had not been doing, and the reason for the three minutes was in the event there were several people signed up to speak. He stated that speakers must address their comments to the Mayor or presiding officer rather than to an individual Council Member or member of staff, and all speakers limit their comments to the specific subject matter noted on the public comment form and refrain from personal attacks or derogatory comments directed at any Council Member, staff, or other group.

Stephanie Lippke spoke first and stated that she had tried to post a comment on the Police Department Facebook page about a recent road rage incident and she had been blocked. She stated she had reached out to Mayor Ramirez and City Manager Thomas Mattis with no response, and that she had emailed the City Attorney as well, but that by the end of the day it had not been rectified. She stated early voting starts in 13 days and that the citizens of Elgin would have their say. She stated the Council should do the job they were elected to do and that they had complete oversight over Tom Mattis, who continued to expose the city's financial stability. Mayor Ramirez spoke and stated he was going to stop her at that point.

Gena Carter spoke and stated she was representing the Elgin Chamber of Commerce Board of Directors and they had recently voted to move forward with the Western Days festival. She stated this was their largest fund raiser and had received feedback from businesses, Chamber members and community members ready to continue with Western Days planning. She stated that they understood that they needed the support and vote from Council to proceed and that for the last 50 years the event would not have happened without the city support.

Mayor Ramirez asked the City Manager if he would like to do public comments first and he replied yes for comments on item #6.

Grant Hennig spoke and stated he wanted to reiterate what he stated at the last meeting about his concerns about the 25 million dollars the city is about to go into debt for and highly urged that it be only used for emergency purposes. He stated he agreed if it was needed for water, wastewater, Police Department issues or dangerous parks that actually need repair for those emergency funds be issued to fund those because those are a danger and safety issues for the citizens but did not agree without having a vote from the city to expand the park system.

CITY MANAGERS REPORT

1. Review and Discussion of the Proposed City of Elgin 2021 Certificates of Obligation and 2021 Refunding Bonds Program.

City Manager Thomas Mattis stated that this was another review of the proposed issuance of certificates of obligation and refunding bonds and was the item they had been discussing for a couple of months. He stated that as a reminder the amount of just under 26 million is the not to

CITY COUNCIL REGULAR MEETING

April 6, 2021 – Page 3

Elgin Public Library Annex Council Chambers

exceed amount and the Council established that amount cannot increase between now and when the final decision is made. Mr. Mattis provided a presentation reviewing the proposed funding projects, projected funds available, and an update on the wastewater treatment plant project beginning the first of next month, and a revised cost estimate for WW lines Harvest Ridge upsize project. He stated a final total amount for CO's must be determined before scheduled final adoption date of May 18. City Manager Thomas Mattis stated that City Engineer Beau Perry would go down the list of projects provided for discussion or questions from Mayor and Council. City Engineer Perry discussed Water Well 10, FM 1100 Water Main, WW Lines Harvest Ridge upsize, Taylor Lane drainage improvements, Brenham/Central drainage Phase 2 and Austin St. Parking & Sidewalks.

2. Discussion and Possible Direction to Staff Regarding Potential Neighborhood Traffic and Safety Upgrades at certain locations throughout the city.

City Manager Thomas Mattis stated this item was a follow-up on the ongoing discussion about certain neighborhood traffic and safety upgrades. He stated there were four projects identified as concerns by neighborhood residents that staff was asked to look into and make recommendations. He stated that that staff had done that with two of the projects and Council approved moving forward on the Hillside project and South Avenue A and that there were two more projects that staff would be giving a final report on tonight. Mr. Mattis discussed the Houston St/ Madison St. intersection and how staff initially thought stop signs might provide traffic calming there and authorized the City Engineer to study to see if traffic counts there supported placement of stop signs, but the conclusion was that the counts did not support the placement of stop signs. He stated that it was the Council's prerogative to make their own determination and staff needed a decision from Council whether to proceed with the placement of signs or not. Mr. Mattis discussed Ramirez Road and stated that it is in the state right of way and that it was built for access not as a road and that TXDOT does not and will not maintain it in the future. He stated TXDOT had not provided financial assistance to maintain this road had stated that as long as what is done there does not dramatically conflict with sound traffic engineering, they would support it.

Mayor Ramirez stated that he would direct staff to bring forward an ordinance for stop signs that have been discussed and vote on that when it is ready. He stated that they have been discussing this for some time now and needed to move on with it.

3. Review and Discussion of FY2021-22 Annual Budget and 2021 Five-Year Capital Plan Adoption Calendar.

City Manager Thomas Mattis discussed the FY-2021-22 Budget Adoption Calendar and stated it was being pushed back a bit to allow for the new council to participate in the entire budget process. He stated that this schedule he provided can change as Council dictates but that they had to try to stick to the same Tuesday meeting general format, with one budget work session set aside for the five-year plan and three for the budget.

CITY COUNCIL REGULAR MEETING

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Elgin Public Library Annex Council Chambers

4. General Activity Report and/or Project Update.

City Manager Thomas Mattis stated that before Covid all new employees were introduced at council meetings and staff was bringing it back. Amy Miller introduced the new Library Director Brittany Labinger and Kaley Frye the new Main Street Manager.

Amy Miller introduced Kimberly Garrett from the City of Georgetown, past president for Texas Recreation and Parks Society and Jeff White also a past president, and stated they were here to present some awards to the Elgin Parks and Rec. They presented the Arts and Humanities Achievement Award and the Lone Star Recreation Programming Achievement Award. Elizabeth Marzec, Elgin Rec Program Services Manager accepted the awards.

Amy Miller reminded everyone that April is Child Abuse Awareness month and that the Police Department and Community Services Division were working together with the Children's Advocacy Center.

CONSENT AGENDA

1. City Council Meeting Minutes – March 23, 2021.

2. CONSIDER REQUEST TO CLOSE STREETS FOR THE WESTERN DAYS FESTIVAL PARADE ON SATURDAY JUNE 26 FROM 8:00AM TO NOON.

3. CONSIDER REQUEST TO WAIVE THE OPEN CONTAINER ORDINANCE FOR THE WESTERN DAYS FESTIVAL JUNE 25, 2021 FROM 6:00PM TO 12:15AM AND SATURDAY JUNE 26 FROM 8:00AM TO 8:00PM IN ELGIN MEMORIAL PARK.

4. CONSIDER WAIVING OR REDUCING FEES FOR COSTS ASSOCIATED WITH WESTERN DAYS FESTIVAL AND PARADE.

Mayor Pro Tem Brashar moved to approve items 1-4 on the Consent Agenda. Council Member Dennis seconds the motion. Motion carried 9-0.

NEW BUSINESS

Mayor Ramirez stated that there were two speakers for item #1 under New Business.

John Kraft spoke and stated he also had property on Hickory Lane and was a woodworker and familiar with different woods and that he lived in that area of Hickory and Pecan and agreed with the name change. He stated his concern was the name of Hop Lane or Hop Tree, and the entire subdivision is tree related such as Hickory, Plum, Pecan and thought there were Oak and Post Oaks. He stated that he would like the name to be a tree such as Pecan or Hickory Trail and stated he wished the residents that lived there would have some kind of say.

Greg Hennig spoke and stated that he had walked the street and there were only six people that live on the street and he knocked on every door. He stated he met a gentleman that was not

CITY COUNCIL REGULAR MEETING
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Elgin Public Library Annex Council Chambers

approached or considered. He stated that they Council was just talking about stop signs because the resident wanted them, but the residents were not consulted, and he thought they should have input on these decisions. He asked that the ordinance be pulled because they were incorrect in saying there were five houses when there was six.

1. AN ORDINANCE CHANGING THE NAME OF “HICKORY LANE” TO “HOPTREE LANE” WITHIN THE WOODLAWN SUBDIVISION; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

Council Member Dennis moved to table the ordinance to the next meeting. Council Member Penson seconds the motion. Motion carried 9-0.

Mayor Ramirez moved to item # 5.

5. A Presentation from PHI Air Medical – Mayor Ramirez

Ms. Kennie Kerr, Membership sales, provided a presentation on PHI Air Medical.

2. A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT BETWEEN THE CITY OF ELGIN, TEXAS (CITY) AND WATKINS CONSULTING FOR FIRE CODE PLAN REVIEW AND FIRE INSPECTIONS.

Council Member Penson moved to approve the Resolution as presented. Mayor Pro Tem Brashar seconds the motion. Motion carried 9-0.

3. Appointment to vacancy on the Planning & Zoning Commission for a Partial Term.

Council Member Bega moved to appoint Scott Mackey to the Planning and Zoning Commission for a partial term. Council Member Penson seconds the motion. Motion carried 9-0.

4. Appointments to Vacancies on the Library Board.

Council Member Penson moved to appoint Angelica Huerta and Charlotte Herring to the Library Board. Council Member Arreaga seconds the motion. Motion carried 9-0.

EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code.

Mayor Ramirez convened into Executive Session at 9:19 p.m.

RECONVENE

Mayor Ramirez reconvened into Regular Session at 9:46 p.m.

ADJOURNMENT

Mayor Ramirez adjourned the City Council Meeting at 9:47 pm.

Ron M. Ramirez, Mayor

ATTEST:

Amelia Sanchez, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: CONSIDER WAIVING THE OPEN CONTAINER ORDINANCE ON MAIN STREET FROM LEXINGTON ROAD TO BRENHAM STREET; AND ON 2ND STREET, FIRST STREET, DEPOT STREET, CENTRAL AVENUE, AUSTIN STREET, BRENHAM STREET FROM MAIN STREET TO AVENUE C; AND ON AVENUE C FROM BRENHAM STREET TO 2ND STREET ON 2ND THURSDAYS, MAY13, JUNE 10, JULY 8, AUGUST 12, SEPTEMBER 9, OCTOBER 14, NOVEMBER 11, DECEMBER 9 FROM 5PM TO 8PM FOR SIP SHOP AND STROLL.

DEPARTMENT: Community Services

PROPOSED ACTION: Consider request to waive the Open Container ordinance for specific dates and times for the Sip Shop and Stroll event.

BACKGROUND:

Sip Shop and Stroll drives traffic to the community for shopping and dining. It was not held in 2020 due to COVID19. The downtown businesses, Main Street program and Chamber are excited to bring this event back to the community starting May 13. Sip Shop and Stroll is a promotional event organized by the Main Street Board and the Chamber of Commerce to encourage local shopping and dining through the Shop Elgin First and Dine Elgin First campaigns. Businesses are open for extended hours on 2nd Thursdays of each month and offer promotions such as in-store specials, live music, wine and beer tastings, prize drawings and refreshments. The Main Street Board and Chamber coordinate the event and marketing.

BUDGET/FINANCIAL IMPACT:

Funding for this item was {X} included { } not included in the current-year budget { } N/A

RECOMMENDATION: Waive the open container ordinance on Main Street From Lexington Road To Brenham Street; And On 2nd Street, First Street, Depot Street, Central Avenue, Austin Street, Brenham Street From Main Street To Avenue C; And On Avenue C From Brenham Street To 2nd Street On 2nd Thursdays, May13, June 10, July 8, August 12, September 9, October 14, November 11, December 9 from 5pm to 8pm for sip shop and stroll From 5pm to 8pm for Sip Shop And Stroll.

ATTACHMENTS:

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{ } Staff will provide brief comments and answer questions on this item at the meeting.

{X } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING ORDINANCE NO. 2019-02-05-01 FURTHER REGULATING THE CITY TRUCK TRAFFIC ROUTE AND PROHIBITING TRUCK TRAFFIC ON RAMIREZ ROAD; PROVIDING FINDINGS OF FACT; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

DEPARTMENT: City Manager

PROPOSED ACTION: This item has been placed on the agenda for consideration and possible adoption of an Ordinance extending the City Truck Route to include Ramirez Road, prohibiting large truck traffic to travel thereon.

BACKGROUND:

Discussed at previous meetings; Within four neighborhood areas, residents contacted Councilmembers expressing various concerns related to traffic and safety. As requested, staff then reviewed those situations and developed scenarios that could provide some of the relief requested.

Subsequent to the initial review with Council and a public hearing to receive comments from neighborhood residents and property owners, staff revised the initial improvement scenarios to coincide with the general consensus, while adhering to engineering best practices and the law.

Analysis relating to the potential upgrades and possible traffic calming measures have been discussed; resulting in a consensus amongst Council that, at the very least, trucks as defined by the City Truck route Ordinance should be prohibited from utilizing Ramirez Road.

The Ordinance as presented will amend the Truck Route Ordinance to expand its prohibitions to include Ramirez Road. If adopted, staff will subsequently erect proper signage in support of this action.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included {X} not included in the current-year budget { } N/A

RECOMMENDATION:

Consideration of an Ordinance directing amending the City Truck route to include Ramirez Road; and further direction to staff as appropriate.

ATTACHMENTS: (1) Amending Ordinance (2) Truck Route Ordinance No. 2019-02-05-01

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

ORDINANCE NO. _____

**AN ORDINANCE THE CITY OF ELGIN, TEXAS AMENDING
ORDINANCE NO. 2019-02-05-01 FURTHER REGULATING THE CITY
TRUCK TRAFFIC ROUTE AND PROHIBITING TRUCK TRAFFIC ON
RAMIREZ ROAD; PROVIDING FINDINGS OF FACT; REPEALING
ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN
CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS
CLAUSE**

WHEREAS, the City Council of the City of Elgin (“Council”) unanimously adopted Ordinance No. 2019-02-05-01 on February 5, 2019 formally establishing a Truck Route within the city limits; and,

WHEREAS, the Council finds that expanding its Truck Route is in the public interest of the residents of the City of Elgin; and,

WHEREAS, the Council further finds that it is in the best interest of the public health, safety, and general welfare to restrict travel of certain vehicles utilizing Ramirez Road; and,

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Elgin has general authority to adopt an ordinance or police regulation that is for the good government, health, safety, and order of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS:

I.

Section 1 - Findings.

The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

Section 2 - Purpose.

To protect the health, safety, and general welfare of the residents of the City and to preserve and protect functionality and integrity of Main Street and/or Loop 109, the City's Historic Central Business District, Ramirez Road, and neighboring residential properties.

Section 3 - Prohibition Against Travel on Non-Designated Truck Routes.

Except as expressly permitted Ordinance No. 2019-02-05-01, no person shall operate a truck or truck-tractor and semi-trailer or truck-tractor and trailer combination, or truck and trailer combination in the City on any road other than the designated truck route.

Section 4 - Truck Route.

Eastbound and Westbound U.S. Highway 290, to the exclusion of all other roads, is hereby designated as the Truck Route and classified for truck traffic.

Section 5 - Prohibition of Trucks on Ramirez Road.

All trucks or truck-tractors and semi-trailers or truck-tractors and trailer combinations or trucks as defined in Ordinance No. 2019-02-05-01 are hereby expressly prohibited from traveling on Ramirez Road.

II.

a) All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

b) The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

c) The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject matter hereof was discussed, considered, and formally acted upon, all as required by the Open Meeting Act, Chapter 551, Texas Government Code, as amended.

PASSED, and **ADOPTED** this 20th day of April, 2021.

RON M. RAMIREZ, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, City Secretary

ORDINANCE NO. 2019-_____

AN ORDINANCE ESTABLISHING AND REGULATING A TRUCK TRAFFIC ROUTE WITHIN THE CITY OF ELGIN, TEXAS; PROHIBITING TRUCK TRAFFIC ON LOOP 109/MAIN STREET; PROVIDING PENALTIES FOR THE VIOLATION THEREOF BY A FINE OF NOT MORE THAN \$500; AND PROVIDING FINDINGS OF FACT; REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE

WHEREAS, the City Council of the City of Elgin (“Council”) finds that it is in the best interest of the public health, safety and general welfare to restrict travel of certain vehicles utilizing Main Street and/or Loop 109; and,

WHEREAS, the Council finds that establishing a truck traffic route is in the public interest of the residents of the City of Elgin; and,

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Elgin has general authority to adopt an ordinance or police regulation that is for the good government, health, safety and order of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS:

I.

Section 1 - Findings.

The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

Section 2 - Purpose.

To protect the health, safety and general welfare of the residents of the City and to preserve and protect functionality and integrity of Main Street and/or Loop 109, the City's Historic Central Business District, and neighboring residential properties.

Section 3 - Definitions.

Any word or term not defined herein shall be considered to be defined in accordance with its common or standard definition.

a) *“Truck”* means every motor vehicle which is designed, used, or maintained primarily for the transportation of property having a weight of 30,000 (thirty thousand) pounds Gross Vehicle Weight Rating (GVWR) or more including the load carried.

b) *“Implement of Husbandry”* means every vehicle, which is designed for agricultural purpose and exclusively used by the owner thereof in the conduct of agricultural operations.

c) “*Semi-Trailer*” means every vehicle with or without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

d) “*Trailer*” means every vehicle with or without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

e) “*Truck Tractor*” means every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of vehicle and load so drawn.

f) “*Person*” includes an agency, company, organization, firm, association, partnership, joint venture, trust or equivalent entity or a combination of any of them as well as a natural person.

Section 4 - Prohibition Against Travel on Non-Designated Truck Routes.

Except as expressly permitted under this ordinance, no person shall operate a truck or truck-tractor and semi-trailer or truck-tractor and trailer combination, or truck and trailer combination in the City on any road other than the designated truck route.

Section 5 - Truck Route.

Eastbound and Westbound U.S. Highway 290, to the exclusion of all other roads, is hereby designated as the Truck Route and classified for truck traffic.

Section 6 - Exceptions.

The truck route limitations prescribed in this Ordinance shall not apply to:

- a) Delivery of goods and services; or
- b) A pick-up truck or a van designed so as to carry loads of no more than one ton; or
- c) Vehicles carrying or designated to carry passengers; or
- d) Fire trucks or other emergency vehicles or vehicles on emergency business involved in the saving of life or property; or
- e) Implements of husbandry incidentally moved upon a road; or
- f) Road repair, construction or maintenance vehicles while involved in the repair, construction, or maintenance of roads within the City; or
- g) Trash and/or Recycling Collection service vehicles while involved in the provision of services to residents of the City; or
- h) All governmentally owned or leased vehicles and public utility vehicles; or
- i) Motor homes, recreational vehicles or vehicles used exclusively to transport personal possessions or family members for non-business purposes.

Section 7 - Leaving or Returning to Home or Place of Business.

Nothing herein contained shall prevent a truck or truck-tractor and semi-trailer, or truck tractor and trailer combination, or truck and trailer combination from leaving or returning to its customary storage location at the owner or operator's personal residence, or a commercial or industrial location on or adjacent to Main Street and/or Loop 109.

Section 9 – Special Permits.

The City Manager or his designee shall have authority to grant a written permit in special cases which would otherwise be in violation of the provisions of this Ordinance. Said permit shall describe the vehicle, the time and dates of travel, and the route to be taken by the vehicle; and in no case shall a permit be valid for a longer period of ten (10) days from the date of issue.

Section 10 – Signs.

The City shall procure and have posted appropriate signage along the designated truck route as required by the laws of the State of Texas and authorized by the Texas Department of Transportation.

Section – Penalties.

Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, and upon conviction, shall be fined not more than five hundred (\$500.00) dollars. The City of Elgin Police Department is hereby authorized to issue tickets for violation of this Ordinance.

II.

a) All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

b) The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

c) The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject matter hereof was discussed, considered and formally acted upon, all as required by the Open Meeting Act, Chapter 551, Texas Government Code, as amended.

READ, PASSED, and ADOPTED on first reading this ____ day of _____, 2019.

CHRIS CANNON, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE TRAFFIC CODE BY DESIGNATING THE HOUSTON STREET AND MADISON STREET INTERSECTION AS ALL-WAY STOP INTERSECTIONS; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS

DEPARTMENT: City Manager

PROPOSED ACTION: This item has been placed on the agenda for consideration and possible adoption of an Ordinance directing the placement of Stop Signs on Madison St. at Jackson St., creating a three-way stop at that intersection.

BACKGROUND:

Discussed at previous meetings; Within four neighborhood areas, residents contacted Councilmembers expressing various concerns related to traffic and safety. As requested, staff then reviewed those situations and developed scenarios that could provide some of the relief requested.

Subsequent to the initial review with Council and a public hearing to receive comments from neighborhood residents and property owners, staff revised the initial improvement scenarios to coincide with the general consensus, while adhering to engineering best practices and the law.

Analysis relating to the possible placement of Stop Signs in the Houston St. area has now been completed by the City Engineer. A copy of said report is included with the meeting packet.

The Ordinance as presented will authorize and direct staff to (a) place one Stop Sign for west-bound traffic at the Madison St. intersection and (b) place one Stop Sign for east-bound traffic at the intersection of s on Madison St. intersection. Combined with the existing Stop sign on Jackson St., this action will result in the creation of a three-way stop at the Madison/Jackson intersection.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included {X} not included in the current-year budget { } N/A

RECOMMENDATION:

Consideration of an Ordinance directing the placement of Stop Signs on Madison St. at Jackson St., creating a three-way stop at that intersection; and further direction to staff as appropriate.

ATTACHMENTS: (1) Ordinance (2) TRC Report

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF ELGIN, TEXAS, AMENDING THE TRAFFIC CODE BY DESIGNATING THE HOUSTON STREET AND MADISON STREET INTERSECTION AS ALL-WAY STOP INTERSECTIONS; PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS:

ARTICLE I.

Section 1.01 - That pursuant to Chapter 40, Article I, Section 40-1 of the City of Elgin Code of Ordinances, the following locations are hereby designated as locations for new Stop Signs: (1) Westbound Houston Street at Madison Street and (2) Eastbound Houston Street at Madison Street.

ARTICLE II.

Section 1.01 - That pursuant to Chapter 40, Article I, Section 40-1 of the City of Elgin Code of Ordinances, that the intersection of Houston Street at Madison Street is hereby designated as all-way stop intersection.

ARTICLE III.

Section 1.01 - All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

Section 1.02 - The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

Section 1.03 - The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Emergency Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Emergency Ordinance and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

PASSED, and **ADOPTED** this 20th day of April, 2021.

RON M. RAMIREZ, Mayor
City of Elgin, Texas

ATTEST:

Amelia Sanchez, City Secretary



505 East Huntland Drive
Suite 250
Austin, Texas 78752

T 512.454.8716
TRCcompanies.com
T.B.P.E. #F-8632

March 30, 2021

Mr. Thomas Mattis, City Manager
City of Elgin
310 N. Main St.
Elgin, Texas 78621

RE: Stop Sign Intersection Investigation

Dear Mr. Mattis,

TRC Engineers, Inc. has conducted a traffic investigation in order to examine the current state of stop signs (stop control devices) and determine potential benefits, if any, of adding additional stop control devices at the following intersections:

1. Madison Street and Jackson Street. See **Figure 1** of this document for a location map.
2. Madison Street and Houston Street. See **Figure 1** of this document for a location map.

The City of Elgin obtained traffic counts for the North and South bound intersection of Madison and Jackson Street, as well as the West bound traffic at the Madison Houston intersection.

The existing conditions of the stop control devices are as follows:

- Madison and Jackson intersection;
 - One stop sign for west bound Jackson Street.
- Madison and Houston intersection;
 - Two stop signs, for north and south bound Madison Street.

The traffic and sign investigation was performed in accordance with the Elgin Comprehensive Plan (May 2016) and the procedures outlined in the Texas Manual of Uniform Traffic Control Devices (TMUTCD) (Revision 2, October 2014).

The Elgin Comprehensive Plan identifies Madison Street, Jackson Street and Houston Street as local residential.

According to the TMUTCD, Section 2B.07, multi-way stop control can be useful as a safety measure if certain traffic conditions exist. Multi-way stop control systems are recommended for use where the volume of traffic on the intersecting roads is approximately equal. The criteria specified in the TMUTCD, Section 2B.07 Multi-way Stop Applications give the following guidance:

- Five or more reported crashes in a 12-month period that are susceptible to correction by multi-way stop installation.

- Minimum Volumes:
 - The vehicular volume entering the intersection from the major street approaches (total of both) averages at least 300 vehicles per hour for any 8 hours of an average day; and
 - The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both) average at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
 - If the 85th percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values in Items 1 and 2.

Data on traffic counts were provided by the City of Elgin for both intersections of Madison at Jackson and Houston Street. Traffic data was taken on 03/11/2021 for north bound Madison Street for the Madison and Jackson Street intersection. Traffic data for the Madison and Houston Street intersection was taken on 3/5/2021. Data on accident and citation counts were provided by the City of Elgin Police Department (EPD). EPD confirmed that there have been no wrecks within the last 12 months at either intersection.

It is of note to the City of Elgin that the TMUTCD, Section 2B.04, provides guidance stating that stop signs should not be used for speed control.

Madison Street and Jackson Street Intersection Investigation

Existing Conditions:

This intersection is currently controlled by one stop sign on Jackson Street for west bound traffic. North and south bound traffic along Madison Street is unimpeded through the intersection.

Investigation Results:

For the Madison Street and Jackson Street intersection the highest observed day was 03/11/2021. The highest traffic count for that day was 31 vehicles between the hours of 4:00 and 5:00 p.m. The vehicular data for this intersection never exceeded 300 vehicles in one hour on any given day. EPD reported that there have been no reported wrecks in this intersection within the last 12 months. Lastly, the travel speed data shows the 85th percentile through this intersection does not exceed 30 mph.

Mr. Thomas Mattis, City Manager
City of Elgin
Page 3 of 3
March 30, 2021

Madison Street and Houston Street Intersection Investigation

Existing Conditions:

This intersection is currently controlled by two stop signs on Madison Street for north and south bound traffic. West bound traffic along Houston Street is unimpeded through the intersection.

Investigation Results:

For the Madison Street and Houston Street intersection the highest observed day was 03/05/2021. The highest traffic count for that day was 89 vehicles between the hours of 5:00 and 6:00 p.m. The vehicular data for this intersection never exceeded 300 vehicles in one hour on any given day. EPD reported that there have been no reported wrecks in this intersection within the last 12 months. Lastly, the travel speed data shows the 85th percentile through this intersection does not exceed 30 mph.

Based on the traffic count analysis, and per the TMUTCD, multi-way stop control is not anticipated to provide any additional benefit to either of these intersections. However, City Council may adopt resolutions to provide for additional stop signs to be installed per MUTCD standards at locations at its discretion based on non-empirical data that is not utilized as part of the review from an engineering design.

If you have any questions regarding this information, please do not hesitate to contact this office,

Sincerely,

K. Beau Perry, P.E.
Vice President



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: AN ORDINANCE AMENDING CHAPTER 36 SUBDIVISIONS, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS AND DELETING IN THEIR ENTIRTY SECTIONS 36.38 – 36.39. REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE.

DEPARTMENT: Development Services

PROPOSED ACTION: Discussion and consideration of an ordinance amending Chapter 36, subdivisions.

BACKGROUND: See attached staff report.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION: The Planning and Zoning Commission recommended approval with conditions of the proposed changes at their March 22, 2021 meeting. Their changes have been added into the proposed changes.

ATTACHMENTS: Ordinance with Exhibit “A”

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.



Memorandum

Date: April 15, 2021

To: City Council

Subject: Executive Summary of Subdivision Code (Code) Changes.

The proposed code changes within your packet are occurring due to several reasons as stated below:

1. Offer clarification and adds code standards to processes that are already occurring administratively and are not yet within the Code.
2. Adds verbatim code standards from the Code into other portions of the Code to fill in missing pieces.
3. Removes portions of Code no longer needed due to new administrative processes.
4. Moves portions of existing Code that Municode has misplaced in the Code.
5. Adds new code standards which include expansion of traffic impact analysis requirements, subdivision access and intersection standards, neighborhood mail kiosk, entrance signage for Municipal Utility Districts (MUD) and Public Improvement District (PID), illumination plan for streetlights, changes approval of accepting parkland to Parks and Rec. Director after recommendation by Parks and Recreation Advisory Board, and administrative approval for changes to approved tree preservation plans.

Respectfully,

David Harrell, AICP
Development Services Director.



Development Service Department

STAFF REPORT

Proposed modifications of Chapter 36 Subdivision Code.

Date: March 17, 2021

Hearing Dates: Planning & Zoning Commission – March 22, 2021
City Council – April 23, 2021

DEPARTMENT COMMENTS

In December 2019, the City Council approved a new Subdivision Code. In working through this new Code, some modifications need to occur to address underlying issues, move certain codes, provide clarification, and provide new protections. Attachment #1 shows the specific code changes and their basis to assist in your review. Be aware that changes that correct scrivener's errors or add/change a code header without changing the underlying codes have not been listed in attachment #1. While attachment #2 shows all the proposed code changes in relation to the entire Subdivision Code.

ATTACHMENTS

Additional information is provided through attached exhibit.

1. Proposed Changes.
2. Proposed Ordinance.

Attachment 1

Proposed Changes

Section	Shown Code Changes	Basis
37.3	Addition of “plan” to “pre-development conference”	Better defines that it covers Concept Plan.
36.11	Approval of the subdivision infrastructure occurs only when the as-built <u>or record drawings</u> have been approved by the city <u>and a concurrence letter has been provided by the project engineer of record. In addition, the developer must provide a Certificate of Completion.</u> Signature of the document <u>Certificate of Completion</u> by the city and any other applicable non-city entities constitutes completion and approval of the infrastructure.	Better clarifies this is required for approval of subdivision infrastructure.
36.12	<i>Infrastructure acceptance.</i> Acceptance of subdivision infrastructure can only be filed by the applicant; will occur once as-built <u>or record drawings</u> have been approved by the city <u>and a certificate of completion has been provided by the developer.</u> <u>Acceptance only occurs when infrastructure improvements are accepted by the City in writing.</u> <i>Conditions of city acceptance of infrastructure improvements.</i> The city shall not own, repair, or maintain infrastructure improvements in any subdivision unless the city accepts the specified infrastructure improvements in writing on City letterhead and the city must have maintenance fiscals are in place in accordance with the requirements of this chapter before acceptance.	Modifies codes to what is already being done by City staff. Better clarifies that maintenance fiscals must be in place and removes repeating language.
36.28	(a) Final action by city council. The commission shall hear and take final action on the following subdivision procedures: — (1) Consideration of acceptance for subdivision improvements. <i>Final action by planning and zoning commission.</i> The commission shall hear and take final action on the following subdivision procedures: (1) Concept plan; (2) Preliminary plat; (3) Final plat; (4) Re-plat; (5) Vacating plat; (6) Subdivision variance;	Acceptance of subdivision improvements are controlled by State law and judicial decision and from that are controlled administrative by Staff. Modifies codes to what is already being done by City staff. Also, provides an avenue to update administratively tree preservation plans as trees can grow and decline over time.

	(b) <i>Final action by the administrator.</i> The administrator shall hear and take final action on the following subdivision procedures: (1) Short form plat; (2) Amending plat; (3) Subdivision construction plans—Including modifications; (4) As-builts. <u>(5) Updating of a commission or council approved tree preservation plan regarding tree sizes only.</u>	
36.29	<u>Tree preservation standards. The protection of significant and heritage trees in general, shall be considered in the layout of streets, drainage improvements, utilities, and lots. The approval authority may call for the relocation of any improvement to save a significant or heritage tree as shown on a tree survey. Tree removal shown shall constitute the city's approval to remove a significant or heritage tree. Tree protection zones shall be shown on the plans for any preserved significant or heritage trees.</u>	Adds standards verbatim from the preliminary plat section of the Code. By code concept plans are where tree preservation plans are approved by Commission or Council when not part of the preliminary plat. This change is designed to clarify.
36.30	<i>Findings of fact.</i> The approval authority shall base their decision on whether the plan is in general conformance with the concept plan, <u>comprehensive plan, city code,</u> whether there is adequate water, sewer, and roadway capacity to serve the proposal, whether appropriate protections where made for significant and heritage trees, and whether it is compatible to any development patterns in relation to contiguous parcels.	This adds language for the concept plan findings of fact like already existing code in this chapter.
36.31	<i>Findings of fact.</i> The approval authority shall base their decision on whether it is in compliance with the preliminary plat <u>and city code.</u>	This adds language for the preliminary plat findings of fact like already existing codes in this chapter.
36.36	<u>As-built record drawings and certificate of completion. Once construction is complete in accordance with the approved subdivision construction plans the applicant shall provide a certificate of completion from the developer. They shall also submit as-builts or record drawings and a concurrence letter from the engineer of record. When ready these entities will sign the plans, which approves the as-builts. A digital plan set shall also be provided to the City to incorporate into their GIS system.</u>	Modifies codes to what is already being done by City staff. Clarifies what is needed through as-built drawings and certificate of completion. Replaces language in Sec. 36-39 which requires a separate application process for as-builts.

36.39	(a) Format, content, documentation, and certifications on plan. See as-built application packet. The applicant is responsible for full completion of the as-built application packet. (b) Completeness review, completeness review process. In accordance with section 36-36. (c) Submittal review process. In accordance with section 36-36. (d) DRC review requirements. The DRC shall review the plan for consistency with subdivision construction plans. (e) Noticing requirement and appeals. In accordance with section 36-36. (f) Approval expiration. None. (g) Approval of as-builts. Once the DRC has signed off all comments in accordance with subsection (d), the administrator, city engineer, and other applicable non-city utilities will sign the plans in accordance with standards in subsection (d). This shall constitute approved as-builts.	No longer needed as this is now a part of the subdivision construction process and through placing it there it has simplified the as-built process without compromising standards.
36.59	<i>Cost estimates and approval of cost estimates.</i> A professional engineer licensed to practice in the state shall furnish estimates of the costs of all required improvements to the city engineer who shall review the estimates in order to determine the adequacy of the guarantee instrument for insuring the construction of the required facilities. <u>The city engineer shall approve these cost estimates.</u> <i>Release of performance fiscal.</i> The performance fiscal security shall be released only upon the city's approval of the as-builts <u>and certificate of completion is provided by the project engineer.</u> <u>Capital improvement plan for roads.</u> A road improvement may be considered adequate if the required improvement is included, funded, and approved in the city's, county's, or state's capital improvement plan for roads, provided that the applicant agrees to phase development to conform to such scheduled improvement. This section shall not be construed to prevent the city from requiring dedication of rights-of-way for such roads, or from assigning trips to such roads in a traffic impact study to determine a development project's proportionate costs of improvements.	Clarifies that the City Engineer approves cost estimates from the project engineer regarding cost of improvements when seeking a performance fiscal or a reduction in performance fiscal. Modifies codes to what is already being done by City staff. Clarifies the project engineer must provide a certificate of completion before performance fiscal. Clarifies that any road improvements from a proposed development are considered adequate from any TIA if they have been included, funded, and approved in a capital improvement program. This is designed to clarify approval of any roadway improvement from a proposed development.
36.53		

	<i>Submission.</i> An initial traffic impact analysis shall be submitted with the concept plan or preliminary plat when a concept plan is not required. An updated traffic impact analysis shall be submitted with each final plat submitted for approval and shall be generally consistent with the initial traffic impact analysis. The initial traffic impact analysis shall be updated whenever the concept plan <u>or preliminary plat is</u> modified to authorize more intensive development. <u><i>Exceptions through a development agreement: approval of development agreement.</i></u> The city may allow a developer to negotiate payment of fees to offset roadway impacts through a development agreement instead of a TIA. <u>This negotiation may include a fixed fee based on the linear footage of development along a roadway, fixed fee based on the number of lots in a development, fixed fee based on each peak hour trip that the proposed development will generate, fixed fee based on vehicle miles traveled for each land use in the development, or any other means of measurement as agreed upon by the city and developer. This is a voluntary process initiated between the city and the developer. Any development agreement though this section must be approved by the council.</u> <u><i>Development agreement in place before plan or plat approval. Any development agreement through this section must be approved by the council before any concept plan, or preliminary plat in cases where no concept plan is required, can be considered by the commission.</i></u> <u><i>Criteria for decisions regarding TIA.</i></u> <u><i>City denial by overburden.</i></u> The city may deny a TIA if it demonstrates that a proposed development may overburden a private, city, county, or state arterial or collector system. <u><i>City denial by reducing desirable operation levels of service or endangers public safety.</i></u> The city may deny a TIA if it demonstrates the projected traffic generated by the project, combining with the existing traffic, reduces the existing operating level of service on a private, city, county, or state arterial or collector system within the study area or endangers the public safety.	Clarifies that when a preliminary plat is modified that the TIA must be modified as well. Codifies additional options that an applicant can address to deal with traffic impacts to roadways. Modifies codes to what is already being done by City staff regarding County Line Rd. improvements. Modifies codes to what is already being done by City staff regarding County Line Rd. improvements. Establishes by City Code criteria on how a TIA may be denied by the City and the applicable approval board since a TIA is either part of a concept plan, preliminary plat, or development agreement. See immediately above for basis.
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	<u>City approval by mitigating adverse traffic conditions. The applicant has satisfactorily mitigated any adverse traffic conditions on a private, city, county, or state arterial or collector system within the study area to the satisfaction of the city.</u> <u>City approval by proving insignificant effect on systems. The projected additional traffic from a project has an insignificant effect on a private, city, county, or state arterial or collector system within the study area to the satisfaction of the city.</u>	Establishes by City Code criteria on how a TIA may be approved by the City and the applicable approval board since a TIA is either part of a concept plan, preliminary plat, or development agreement. See immediately above for basis.	Establishes by City Code criteria for a developer to submit updated tree preservation plans since trees naturally grow and decline as part of the concept plan or preliminary plat if desired by the City. Establishes approval by the administrator of these updates versus Commission or Council who originally approved the plan.
36.56	<u>Update to a tree preservation plan due to age: approval authority. The city may require a developer to submit an update to an approved tree preservation plan if four (4) or more years has elapsed between approval of the original tree preservation and a proposed new application as required by this chapter. This may be approved by the administrator.</u>		Removes language associated with approval of non-City utilities on their letterhead. Instead, a company can approve active non-city utilities by other means such as email. Modifies codes to what is already being done by City staff.
36.57	All utilities that are non-city-owned and are necessary for the function of the subdivision, including but not limited to, electric, phone, internet, gas, propane and water, must provide a letter of certification signed by the applicable utility on their company letterhead indicating that all lines have been installed in accordance with their standards and are active. It shall be provided at the time of as-built submittal to the city. All utilities shall be placed underground, no overhead utilities shall allowed unless otherwise approved by the administrator.		
36.60	<u>(a) Requirement. A developer shall provide neighborhood delivery and collection box units for postal service to lots within a dwelling single family and dwelling two family subdivision. The neighborhood delivery and collection box units shall meet the minimum lot requirements and design standards for such facility as determined by the United States Postal Service ("postal service").</u> <u>(b) Neighborhood delivery and collection box units. The developer shall provide for neighborhood delivery and collection box unit locations</u>		Establishes standards for mailbox in new developments with the idea of centralizing these items and avoiding impacts to approved road systems by placing them on a lot for larger kiosk systems. Also establishes minimum parking standards for larger centralized kiosks and place location limits on larger road systems.

	<u>within the right-of-way or on lots as shown on the preliminary and final plats in accordance with this section. The preliminary and final plats shall show the neighborhood delivery and collection box unit locations as approved by the postal service. Approved neighborhood delivery and collection box unit locations shall also be shown on construction plans.</u> <u>(c) Location of neighborhood delivery and collection box units on streets.</u> Neighborhood delivery and collection box units shall be placed in a location that is convenient, accessible, safe, and efficient to all lots in the subdivision. The developer shall abide by the standards established by the postal service. In addition, the following city standards shall be followed: <u>(1) Is allowed in the local street right-of-way for developments consisting of twenty-four (24) lots or less as approved with the concept plan or preliminary plat when a concept plan is not required;</u> <u>(2) Is prohibited in the local street right-of-way for developments consisting of twenty-five (25) or more lots as approved with the concept plan or preliminary plat when a concept plan is not required;</u> <u>(3) Is prohibited in a collector or arterial street right-of-way of any subdivision.</u> <u>(4) Is allowed only on a lot for developments consisting of twenty-five (25) or more lots as approved with the concept plan or preliminary plat when a concept plan is not required.</u> <u>(d) Parking requirements for neighborhood delivery and collection box units.</u> <u>(1) A minimum of one (1) parking space shall be provided for each eight (8) individual postal boxes for the first thirty-two (32) postal boxes excluding package boxes. One (1) additional space shall be provided for each sixteen (16) individual postal boxes thereafter excluding package boxes. Parking lot standards shall be in accordance with the city zoning code and city construction standards.</u> <u>(2) Parking spaces for neighborhood delivery and collection box units may be in rights-of-way as allowed in subsection (c)(1). Parking spaces shall not reduce the pavement width below city standards.</u>
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36.77	(a) <u>Duplication or close duplication prohibited; disapproval on names.</u> Proposed street names shall not duplicate or closely duplicate (i.e. Main St. versus Seagrove Main Blvd.) with existing applicable county and city street names. <u>The disapproval of a proposed street name may be based on but is not limited to the following: close pronunciation to another street name, street name is too difficult to pronounce, street names with undesirable meanings or connotations, street names with language translation problems, or street names that may cause the theft of a street sign.</u> (b) <u>Extension of name into other subdivisions and developments.</u> Where an extension of a street occurs across an intersection or into another subdivision or development, the street extension shall retain the same name as the original street segment. (c) <u>Approved names shown on final plat.</u> Approved street names shall be shown on the final plat. (d) <u>Assignment of street addresses.</u> Street addresses shall be assigned by the department within the City limits. Within the extraterritorial jurisdiction it shall be the applicable government entity tasked with assigning addressing.	Adds modified standards regarding denial of road names. Also clarifies that road names are to be extended into neighboring developments, final plat is road name approval, and who assigns addresses.
36.78	(a) <u>Stub streets required; maintain stub sizes into other future developments.</u> All streets that are stubbed out into the subject subdivision boundary shall be extended into the subdivision. <u>The developer shall integrate the stubbed streets into the existing traffic system of streets in a logical manner. When the neighboring properties develop, the same street classification of the stub street in the present development shall extend into their proposed development.</u> (b) <u>Street placement in accordance with comprehensive plan.</u> The subdivision shall provide for the extension of streets and existence of proposed streets within the subject subdivision boundary as identified in the comprehensive plan. (c) <u>Residential subdivisions shall have at least one street stubbed out into every adjacent un-platted property unless determined otherwise by the administrator. Street classification and locations ultimately determined by City.</u> The classification and location of streets internal to the subdivision	Modifies code to clarify that developer shall connect stubbed streets into their subdivision in a logical manner and extend same classification into their development (i.e. local, collector, arterial). The code implies this standard but it is not codified. Codifies a practice that has been done in the past with new developers. Removes connectivity requirement for a new one in subsection (c). Allows administrator to determine and require classification of streets

	shall be determined and required by the administrator as necessary to provide adequate circulation. (d) <u>Local-arterial access prohibited, exceptions.</u> Local streets shall not intersect with arterial streets unless turning movements are physically constrained to a right in/right out condition, and only when approved by the city engineer. (e) <u>Required minimum connectivity.</u> At the time of concept plan, or preliminary plat when a concept plan is not required, all subdivisions shall have a minimum number of connections to existing streets and a minimum number of stub streets where necessary to connect to future subdivisions on adjacent tracts of land as follows: (1) <u>Thirty (30) lots or less: One (1) connection to an existing street.</u> (2) <u>For thirty-one (31) – sixty (60) lots: Two (2) connections to an existing street.</u> (3) <u>For sixty-one (61) lots - one hundred and fifty (150) lots: Two (2) connections to an existing street and one (1) stub street.</u> (4) <u>For one hundred and fifty-one (151) lots – three hundred lots (300) lots: Two (2) connections to an existing street and two (2) stub streets.</u> (5) <u>For three hundred and one (301) lots – five hundred and fifty (550) lots: Three (3) connections to an existing street and two (2) stub streets.</u> (6) <u>For five hundred and fifty-one (551) lots – seven hundred and fifty (750) lots: Four (4) connections to an existing street and three (3) stub streets.</u> (7) <u>For seven hundred and fifty-one (751) lots – nine hundred and ninety-nine (999) lots: Five (5) connections to an existing street and four (4) stub streets.</u> (8) <u>For one thousand (1,000) lots and more – one (1) additional connection to an existing street and one (1) additional stub street for each additional two hundred (200) lots.</u>	(local, collector, arterial) based on traffic circulation. New standard. Prohibits local streets accessing with arterial systems unless right in-out only as approved by City engineer. New standard. Requires a specific number of new connections to existing streets and stub out roads to neighboring parcels based below. Replaces subsection (c) which only required one (1) additional access for 30 lots and over. This allows for additional interconnectivity to neighboring developments and internalizes some traffic flows instead of placing on external street systems. New Standards.
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	<u>(f) Exceptions to required minimum connectivity. A subdivision may provide fewer connections to existing streets or provide fewer stub outs than required where specific features or constraints of the land being subdivided make strict compliance impossible or impractical. Such features, shall include but are not limited to, the following:</u> <u>(1) Important cultural or archeological features such as historic landmarks or burial grounds;</u> <u>(2) Incompatible land uses adjacent to the proposed subdivision;</u> <u>(3) Adjacent subdivisions which do not provide stub streets or other opportunities to connect to the proposed subdivision;</u> <u>(4) Situations where intersection and driveway separation requirements prevent the ability to provide additional connections to a street.</u> <u>(5) Situations where a governmental entity has already approved construction plans to modify an existing street.</u> <u>(6) Situations where the development is associated with a Municipal Utility District (MUD) or similar district where subdivision infrastructure is not owned by the city, county, state.</u> <u>(g) Authority to grant exceptions to subsections (e) and (f). Exceptions to subsections (e) and (f) must be granted by the administrator.</u>	Allows exceptions, as granted by the administrator, to subsection (e) in certain circumstances where meeting the minimum connectivity standards is not feasible. New standards.
36.82	<u>Access management of intersections; exceptions. The centerline of intersecting streets shall be a minimum of two hundred (200) feet from other street intersections. This offset shall not apply to streets intersecting a street if a raised median is provided and no median opening is aligned with either of the offset streets. Future median openings are prohibited where two (2) streets offset and intersect an arterial street less than two hundred (200) feet; provided, however, median openings may be allowed for one-way traffic circulation subject to the approval of the City Engineer.</u> <u>(a) Dead-end streets. Dead-end streets may be platted and where the land being subdivided adjoins property not being subdivided, in which case, the streets shall be carried to the boundaries thereof. Streets designed to be permanently dead-end, shall not be longer than six hundred (600) feet (as</u>	Adds standards for access management of certain street systems. New Standard.
		Clarifies how dead-end streets are measured in new developments. The code implies this standard but it is not codified.

	<u>measured from the centerline of the nearest intersecting outlet street to the center point of the cul-de-sac</u> and shall be provided at the closed end with a paved cul-de-sac at least eighty (80) feet in diameter on a street right-of-way of at least one hundred (100) feet in diameter. (b) <i>Temporary turnarounds.</i> Temporary turnarounds are to be used at the end of a street more than one-hundred and fifty (150) feet long that will be extended in the future. The following note should be placed on the plat: "Cross-hatched" area is temporary easement for turnaround until street is extended (direction) in a recorded plat. (c) <i>Partial or half-streets.</i> Partial or half-streets may be provided where the city feels that a street should be located on a property line. (d) <i>Prohibited at street stub out to an adjacent subdivision.</i> At no time shall a cul-de-sac be permitted where a street stub has been provided by an adjacent subdivision. (e) <u>Cul-de-sacs allowed on local streets only. Only local streets may terminate in a cul-de-sac. Collectors and arterial streets may not terminate in a cul-de-sac.</u> (f) <i>Private and gated streets.</i> Private and gated streets are prohibited.	Clarifies that only local street may terminate in a cul-de-sac. New Standards.
36.84	(a) <u>Signage and striping.</u> The developer shall design, install, and pay all costs for traffic control signs and pavement striping. Traffic control signs and pavement striping shall conform to the accepted construction plans and to the most recent edition of the Texas Manual on Uniform Traffic Control Devices (TMUTCD). (b) <u>Signalization.</u> The developer shall design, install, and pay all costs for providing any required traffic signalization system identified in an approved traffic impact analysis (TIA), including all related devices, conduits, wiring, and junction boxes. (c) <u>Information signage requirements for Municipal Utility Districts (MUD):</u>	This was moved from Sec. 36-368 and modified to include payment of all traffic control signs and pavement striping as a standard. Modifies codes to what is already being done by City staff. Adds standards that require a developer to address traffic signals if the TIA requires it. New standard. Adds standards regarding signage entering a MUD. New standard.

	<u>(1) Location of signs.</u> Signage identifying the subdivision as being within a MUD must be located in all streets entering the subdivision. <u>(2) Orientation of signs.</u> Signage shall be oriented to be visible to anyone entering the subdivision. <u>(3) Wording and colors.</u> In accordance with the most recent addition of the Standard Highway Design Standards for Texas, Small Guide. <u>(d) Information signage requirements for Public Improvement Districts (PID):</u> <u>(1) Location of signs</u> Signage identifying the subdivision as being within a PID must be located in all streets entering the subdivision. <u>(2) Orientation of signs.</u> Signage shall be oriented to be visible to anyone entering the subdivision. <u>(3) Wording, colors, city approval.</u> Signage shall state the following: “ _____ Public Improvement District. Lots owners are required to pay a special assessment” in black lettering on a white reflective sign background with sign, font, and style similar to subsection (c)(3). This sign will be as approved by the administrator.	Adds standards regarding signage entering a PID. New standard.
36.85	There will be adequate lighting to provide for safety to the satisfaction of the city engineer. They shall be installed in accordance with city or utility specifications at the time of street construction. <u>(a) Required locations.</u> Streetlights are required at the following locations: <u>(1). _____ Corner of any intersection with streets;</u> <u>(2). _____ Intersection of a street and alley;</u> <u>(3). _____ Intersection of alleys;</u> <u>(4). _____ At any designated crosswalks outside of an intersection;</u> <u>(5). _____ Designated crossing of any trail or golf path;</u> <u>(6). _____ At the "bubble" of any permanent cul-de-sac;</u> <u>(7). _____ Any curve greater than thirty (30) degrees.</u>	These standards were moved from Sec. 36.367 and changed where noted here.

	<u>(b) Maintenance.</u> Streetlights shall not be owned or maintained by the city. If the streetlights are to be maintained by and electrical bills paid by a property owner's association, mandatory fees shall be collected and made part of the property owner's association documents/covenants presented to the city with the construction plans. If the streetlights are to be owned by an electric utility, the utility's approval of the street lighting plan and electrical bill payment system shall be presented with the construction plans. An estimate approved by the electrical utility provider detailing the cost of energy for streetlights shall be included. <u>(c) Height.</u> Maximum height of a streetlight is twenty-five (25) feet, except on arterial streets where the maximum height may be thirty (30) feet. <u>(d) Shown on construction plans.</u> All streetlights shall be in right-of-way or easements shown on the construction plans. <u>(e) Conformance standards.</u> Street lighting shall conform to the Illuminating Engineering Society Handbook, most current edition. Lighting levels shall be as recommended for very light traffic in residential areas; medium traffic on feeder streets; and heavy traffic on thoroughfares. All lighting shall be approved by the city engineer. <u>(f) Illumination plan.</u> An illumination plan for all streets within the plat shall be filed with the subdivision construction plans. The plan shall show the proposed location of the streetlights and any electrical facilities within the street right-of-way or public utility easements. The street lighting facilities shall be complete and operational prior to approval of the public improvements.	Increases height from eighteen (18) feet to twenty-five (25) feet for street lights. Adds an illumination plan which is already implied due to the standards for streetlights. Its just not mentioned in Code. New standard.
36.368	Sec. 36-368. - Traffic control signs, street signs and water meter boxes. All traffic control signs shall be provided and installed by the developer and shall conform with the most recent edition of the Texas Chapter of the Manual on Uniform Traffic Control Devices for Streets and Highways, Volumes 1 and 2. All street signs and water meter boxes shall be provided and installed by the developer, and said street signs and water meter boxes must meet the specifications set forth by the city.	The removed portions have been placed as a standalone new Section standard earlier in this Chapter.

36.370	<i>Location.</i> The specification and codes adopted by the city shall be used as a guide for location of park sites, including but not limited to the comprehensive plan and any adopted parks plan. All land intended for park purposes shall be inspected both on the plat and in the field by the city. The decision on acceptance of parkland shall be made by the <u>director on recommendation by the parks and recreation advisory board</u>. This can be an on-site location or an off-site location. If this is to be an off-site location it shall follow park locations as denoted in the comprehensive plan or parks plan.	Modifies existing code to make the acceptance of parkland within a subdivision a decision of the parks and recreation director on recommendation from the parks and recreation advisory board versus a decision of the parks and recreation advisory board. Present code and adopted plans makes this more of a ministerial function than a decision.
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Attachment 2
Proposed Ordinance

ORDINANCE NO. 2021-04-23-??

AN ORDINANCE AMENDING CHAPTER 36 SUBDIVISIONS, REVISED CODE OF ORDINANCES, CITY OF ELGIN, TEXAS AND DELETING IN THEIR ENTIRTY SECTIONS 36.38 – 36.39. REPEALING ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR A SAVINGS CLAUSE.

WHEREAS, the City Council of Elgin, Texas (“City Council”) desires to update certain regulations regarding subdivisions regulations, water, sanitary sewer systems and flood regulations; and

WHEREAS, City staff has determined that the proposed amendments provide consistency with other sections of the Code; and

WHEREAS, City staff has posted proper notice and conducted public hearings in accordance with state law; and

WHEREAS, City Council finds that the proposed amendments are in the best interests of the City and its residents.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ELGIN, TEXAS:

I.

That Chapter 36, revised Code of Ordinances, City of Elgin, Texas, is hereby amended as shown in Exhibit “A”. As shown on Exhibit “A”, Sections 36.38-36.39 are deleted in their entirety.

II.

A. All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

B. The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

C. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

READ, PASSED, and ADOPTED on first (1st) reading this the _____ day of _____ 2021.

Ron M. Ramirez, Mayor

ATTEST:

Amelia Sanchez, City Secretary

EXHIBIT A

Amendments to Chapter 36 of the Elgin Code of Ordinances are shown in red, blue, and purple. Only the text in red, blue, and purple shall change.

Chapter 36 - SUBDIVISIONS¹¹

ARTICLE I. - IN GENERAL

Sec. 36-1. - Authority.

- (a) This chapter is adopted under the authority of the state Constitution and laws, particularly V.T.C.A., Local Government Code ch. 212, "Municipal Regulation of Subdivision and Property Development"; other applicable chapters of this Code; and any other authority provided by law, or as such statutes may be amended.
- (b) Regulation of the subdivision of land and the attachment of reasonable conditions to land subdivision is an exercise of valid police power delegated by the state to the city.

Sec. 36-2. - Purpose.

- (a) The purpose of this chapter is to provide for orderly, safe and healthful development to promote the health, safety and general welfare of the community. From and after the passage of this chapter, all plats and subdivisions of land within the corporate limits of the city, and all tracts within the city's extraterritorial jurisdiction, shall conform to the following rules and regulations.
- (b) The system of improvements for thoroughfares, water and wastewater services, other utilities, drainage, public facilities and community amenities determine in large measure the quality of life enjoyed by the residents of the community. Health, safety, economy, amenities, environmental sensitivity and convenience are all factors which influence and determine a community's quality of life and character. A community's quality of life is of public interest. Consequently, the development of land, as it affects a community's quality of life, is an activity whose regulation is a valid function of municipal government.
- (c) This chapter is designed and intended to achieve the following purposes, and shall be administered so as to:
 - (1) Assist orderly, efficient and coordinated development within the city's jurisdiction.
 - (2) Provide neighborhood conservation and prevent the development of slums and blight.
 - (3) Harmoniously relate the development of the various tracts of land to the existing community and facilitate the future development of adjoining tracts.
 - (4) Provide that the cost of improvements to minimum standards which primarily benefit the tract of land being developed be borne by the owner or developers of the tract, and that the cost of improvements to minimum standards which primarily benefit the whole community be borne by the whole community.
 - (5) Provide the best possible design for each tract being subdivided.
 - (6) Provide the most attractive relationship between the land as developed and the circulation of traffic throughout the municipality, having particular regard to the avoidance of congestion in the streets and highways, and the pedestrian traffic movements appropriate to the proposed development, and to provide for the proper location and width of streets and building lines.
 - (7) Prevent pollution of the air, streams, and ponds; to assure the adequacy of drainage facilities; to safeguard both surface and groundwater supplies; and to encourage the wise use and management of natural resources throughout the municipality in order to preserve the integrity, stability, and beauty of the community and the value of the land.
 - (8) Preserve the natural beauty and topography of the municipality and ensure appropriate development with regard to these natural features.
 - (9) Establish adequate and accurate records of land subdivision.
 - (10) Ensure that public or private facilities are available and will have a sufficient capacity to serve proposed subdivisions and developments within the city's jurisdiction.

- (11) Standardize the procedure and requirements for developing property and submitting plans for review and approval.
- (12) Protect and provide for the public health, safety and general welfare of the community.
- (13) Protect the character and the social and economic stability of all parts of the community and encourage the orderly and beneficial development of all parts of the community.
- (14) Protect and conserve the value of land throughout the community and the value of buildings and improvements upon the land.
- (15) Guide public and private policy and action in providing adequate and efficient transportation systems, public utilities, and other public amenities and facilities.
- (16) Encourage the development of a stable, prospering economic environment.
- (17) To provide for parkland, open spaces and park facilities within neighborhoods.
- (e) Subdivision design should be of a quality to carry out the purpose and spirit of the policies expressed in the comprehensive plan and in this chapter.
- (f) The tree preservation standards adopted herein are reasonable and necessary to preserve trees as an important public resource enhancing the quality of life and the general welfare of the city and enhancing its unique character and physical, historical and aesthetic environment.

Sec. 36-3. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words not defined in this chapter shall have the meaning prescribed in Merriam Webster's Collegiate Dictionary, Eleventh (11th) Edition. Words used in the present tense include the future tense. Words used in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory. The word "may" is optional. The word "herein" means in this chapter. The word "regulations" means the provisions of any applicable ordinance, rule, regulation or policy. The word "person" means any human being or legal entity and includes a corporation, a partnership, and an incorporated or unincorporated association. The words "used or occupied" as applied to any land or building shall be construed to include the words intended, arranged, or designed to be used or occupied.

Abutting means adjacent; joining at a boundary.

Access means a way of approaching or entering a property.

Administrator means the city manager or the person designated by the city manager to administer the regulations and provisions of this chapter.

Alley means a minor right-of-way, dedicated to public use, which gives a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes.

Allowable density means the number of residential building units allowed per acre of land that is or would be developed for residential purposes.

Applicant means a person applying for plan or plat approval under this chapter.

Approval authority means the entity that reviews an item in this chapter and makes a recommendation or consideration (action) as prescribed in this chapter.

As-built plans means a set of certified construction plans specifying how the public improvements required for the subdivision were actually constructed. These must be sealed by a professional engineer registered in this state.

Berm means a mound or wall of earth or sand created by manmade action.

Block means a unit of land bounded by streets or a combination of streets and public land, railroad rights-of-way, waterways, or any other barrier to the continuity to development.

Bluff means an abrupt vertical change in topography of more than 40 vertical feet with an average slope steeper than four feet of rise for one foot of horizontal travel.

Bond means any form of security including a cash deposit, surety bond, collateral, property, or instrument of credit in an amount and form satisfactory to the city.

Buffer zone means a vegetated area adjacent to a creek, river, or natural drainageway.

Building means any structure intended for shelter, housing or enclosure for persons, animals, property, or chattel.

Building permit means a permit issued by the city which is required prior to commencing construction, "finish-out," or reconstruction or modification of a structure.

Building setback line means a line beyond which a building must be set back from the property line in accordance with the zoning code.

Business days means the number of city working days specified, excluding Saturday, Sunday, a legal city holiday, and days where the city hall has been ordered closed by the city manager, mayor, or city council.

Calendar days means the number of days specified in a yearly calendar, unless the last day falls on Saturday, Sunday, legal city holiday, or days where the city hall has been ordered closed by the city manager, mayor, or city council.

Caliper means the diameter of a tree measured at diameter breast height (dbh).

Cemetery means a place where the remains of dead people or animals are buried or otherwise interred.

Central sanitary sewer system means a system owned by a municipality or other public entity.

Certificate of serviceability means a document issued at no charge by the city engineer, certifying that a proposed plat can be adequately served with water and sewer according to the urban services element of the general plan.

City means the City of Elgin, Texas.

City engineer means a duly qualified and licensed engineer under the provisions of the Texas Engineering Registration Act hired by the city to plan review and inspect items within the chapter. In the event the city does not have an engineer, his duties herein shall be performed by the administrator with recommendations of consulting engineers as needed.

City limits. See *Corporate Limits*.

Commission means the planning and zoning commission of the city.

Comprehensive plan means the overall development plan for the community which has been officially adopted by council and updated from time to time to provide long-range development policies including all specified individual elements thereof.

Concept plan means a generalized plan that meets the requirements of this chapter and that indicates the boundaries of a tract or tracts under common ownership, general lot or parcel layout, community use or public areas, and street alignments.

Construction standards means a library of city-approved drawings and technical data representing typical drainage, transportation, erosion and sedimentation control, utility appurtenances, and other items to be constructed for city approval within a subdivision.

Contiguous means adjacent property whose property lines are shared or are separated by only an access strip, street, alley, easement, or right-of-way.

Corporate limits means within the incorporated boundaries of the city.

Council means the city council of the City of Elgin, Texas.

County means, with respect to land located in Bastrop County, Bastrop County, Texas; and, with respect to land located within Travis County, Texas.

Cul-de-sac means a street having one end open to vehicular traffic and having one closed end terminated by a permanent turnaround. The turnaround constitutes an intersection for the purpose of roadway design.

Dead-end street means a street, other than a cul-de-sac, with only one end open to vehicular traffic and having one (1) closed end terminated by a cessation of improved surface and/or a barrier.

Dedication means the grant of an interest in property for public use.

Department means the city ~~planning and~~ development [services](#) department.

Design storm means a probable rainfall event the frequency of which is specified in periods of years and which is used to design drainage facilities and determine flood elevations.

Developer means an individual, partnership, corporation, or governmental entity undertaking the subdivision, platting, or improvement of land and other activities covered by this chapter, including the preparation of a plat showing the layout of the land and the public improvements involved therein. The term "developer" is intended to include the term "subdivider" even though personnel in successive stages of the project may vary.

Development means any manmade change in improved and unimproved real estate, including but not limited to buildings, utilities, access, roads or other structures, mining, dredging, filling, grading, clearing or removing vegetation, paving, deposit of refuse, deposit of waste, deposit of fill, or excavation for the purpose of constructing permanent structures on the real estate; development does not include lawn and yard care, including mowing of tall weeds and grass, gardening, tree care and maintenance, removal of trees or other vegetation damaged by natural forces, and ranching and farming shall not constitute development. Utility, drainage, and street repair, and any construction maintenance and installation which does not require land disturbance or result in additional impervious cover shall also not constitute development.

Development agreement means a voluntary contract between the city and a person who owns or controls property, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property.

Development density means the number of dwelling units per acre.

Development, mixed-use means a project that incorporates single-family dwellings, two-family dwellings, multifamily dwellings, and nonresidential into a single unified development on a lot.

Development review committee (DRC) is comprised of city staff members representing the various city divisions involved in the review and approval process for items in this chapter. It offers reports and recommendations to both commission and council pertaining to applications and proposals requiring actions by these bodies.

Diameter breast height (DBH) means the area where a tree is at four and one-half (4.5) feet above ground level; measurements shall be taken in inches. If the tree is a single trunk it is measured at DBH. If the tree splits into multiple trunks at DBH, each trunk is measured at the DBH for an amalgamated total. Any fractional numbers shall be dropped from the measurement.

Driveway means any vehicular driving surface connecting a drive approach.

Driveway approach means a paved surface connecting the street to a front lot line.

Dwelling, multiple family means attached dwelling units designed to be occupied by three (3) or more families living independently of each other on one (1) lot; this definition shall include apartments and condominiums.

Dwelling, single-family means a detached or attached dwelling unit designed to be occupied by one (1) family on one (1) lot; this definition shall include townhomes.

Dwelling, two-family means attached dwelling units designed to be occupied by two families living independently of each other on one lot.

Dwelling unit means a unit providing complete, independent living facilities for one (1) or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation.

Easement means a grant of one (1) or more of the property rights by the property owner to and/or for the use by the public, corporation, or another person or entity.

Environment means the aggregate of social and physical conditions that influence the life of the individual and/or community.

Extraterritorial jurisdiction means territory outside the corporate limits which is within the extraterritorial jurisdiction of the city as defined by state statute, or which is subject to the city's authority due to an agreement with another municipality or property owner.

Filing date means, with respect to plats and plans, the date that plans or plats are determined to be complete and are accepted for review by the city.

Fire chief means the fire chief for the city or his/her designated representative.

Flood means a general and temporary condition of partial or complete inundation of normally dry land areas from the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain means channel of a waterway and the adjacent land area subject to inundation during the design storm.

Frontage means the width of a lot or parcel abutting a public right-of-way measured at the property line.

Grade means the slope of a road, street, other public way or utility line specified in terms of percent; the topographic relief of a parcel of land; the average elevation at ground level of the buildable area of a lot or parcel of land.

Grading means any stripping, cutting, filling or stockpiling of earth or land, including the land in its cut or filled condition.

Home owners' (HOA) association means a community association, other than a condominium association, which is organized in a development in which individual owners share common interests in open space or facilities.

HUD code manufactured home means a structure constructed according to the rules of the United States Department of Housing and Urban Development and that was constructed after June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, is three hundred and twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems. This does not include a recreational vehicle.

HUD code manufactured home-park means a site with required improvements and utilities for the long-term parking of HUD code manufactured home for residential purposes.

Impervious cover means construction limiting the absorption of water by covering the natural land surface; this shall include, but not be limited to, all streets and pavement within the development.

Improvements means any street, alley, roadway, barricade, sidewalk, bikeway, pedestrian way, water line system, wastewater system, storm drainage network, public parkland, landscaping, or other facility or portion thereof for which the local government may ultimately assume responsibility for maintenance and operation or which may affect an improvement for which local government responsibility is established.

Irrigation specialist means a duly qualified and licensed irrigation specialist under the provisions of state law who designs and maintains irrigation systems for vegetative environments.

Landscape architect means a duly qualified and licensed landscape architect under the provisions of state law who designs and maintains outdoor vegetative environments.

Letter of credit means a letter from a bank or other reputable creditor acceptable to the city that guarantees to the city that upon failure of the sub-divider to fulfill any improvement requirements that at the city's request, funds will be provided to the city to complete the specified improvements.

Living unit equivalent (LUE) means the typical flow that would be produced by a single-family residence.

Lot means a parcel of real property shown as a distinct and separate parcel on a plat, record of survey, parcel map, or subdivision map recorded in the office of the county clerk; or a parcel of real property exempted from the requirement to plat under zoning or subdivision regulations.

Lot area means the total area within the lot lines of the lot excluding any street rights-of-way.

Lot, corner means a lot or parcel of land abutting upon two (2) or more streets at their intersection, or upon two parts of the same street forming an interior angle of less than one hundred and thirty-five (135) degrees.

Lot, corner through means a lot or parcel of land abutting upon three (3) or more streets at their intersections.

Lot depth means the distance measured from the front lot line to the rear lot line.

Lot, flag means a piece of land shaped like a flag with a narrow strip providing access to a street with the bulk of the property containing no frontage.

Lot, interior means a lot or parcel of land abutting only one (1) street.

Lot line means a line of record bounding a lot which divides one (1) lot from another lot or from a public or private street, right-of-way or any other public space.

Lot, through means a lot or parcel of land abutting upon two (2) or more streets on opposite ends of a lot line.

Master development plan means a graphic representation and narrative description of a large area of land intended for eventual development in phases involving a single parcel or a number of contiguous parcels associated with the planned development district (PDD) zoning category.

Multifamily means any use of lots or tracts on which are built three (3) or more dwelling units within one (1) building.

Official county records means, with respect to land located in Bastrop County, the Official Records of Bastrop County, Texas; and, with respect to land located within Travis County, the Official Records of Travis County, Texas.

Off-site improvements means any required improvement which lies outside of the property being developed.

One hundred (100) year floodplain means that flood which has a probability of occurring once in a one hundred (100)-year period or a one percent chance in any given year.

Parkland means greenspace that is required by this chapter and is to be used for passive and/or active recreation.

Performance fiscal means that a financial guarantee, as allowed by this chapter, which can be drawn down upon and ensures that physical improvements, as approved with the subdivision construction plan, are constructed to standards as shown in the subdivision construction plans.

Person means any individual, association, firm, corporation, governmental agency, political subdivision or other legal entity.

Planned development district (PDD) means a development provided for by the zoning ordinance of the city wherein certain yards, areas and related standards may be varied (or exceptions granted). This is

also accompanied by a graphic representation and narrative description of land intended for eventual development in phases involving a single parcel or a number of contiguous parcels.

Plat means a map representing a tract of land, showing the boundaries and location of individual properties and streets in accordance with V.T.C.A., Local Government Code ch. 212, as amended.

Plat, amending means as defined in V.T.C.A., Local Government Code § 212.016, as amended. This term shall not include the term *Plat, replat*.

Plat, final means a map of a formal land subdivision prepared in a form suitable for filing of record with necessary affidavits, dedications and acceptances, and with complete bearings and dimensions of all lines defining lots and blocks, streets, alleys, public areas and other dimensions of land.

Plat, preliminary means a map of a proposed land subdivision showing the character and proposed layout of the property in sufficient detail to indicate the suitability of the proposed subdivision of land.

Plat, re-plat means a map of a formal land subdivision prepared in a form suitable for filing of record showing the alteration of any part or all of any lot, block or tract of a previously platted subdivision, this term shall not include the term *Plat, amending*.

Plat, short-form means a proposed subdivision with four (4) or fewer lots, with said lot(s) fronting on an existing street, and not requiring the creation of any new street (or portion thereof), public improvement (i.e. drainage facility, etc.), or the extension of infrastructure facilities.

Plat, vacating as defined in V.T.C.A., Local Government Code § 212.013, as amended.

Pre-construction meeting means a meeting between a developer, a developer's representatives, and the city held after approval of the construction plans for the purposes of exchanging information and identifying potential problems with the schedule and process of a proposed development.

Pre-development conference means a conference between a developer and the city, held prior to application for a plat [or plan](#), for the purposes of exchanging information and identifying potential problems with a proposed development.

Reciprocal access means refers to connectivity between contiguous nonresidential or multifamily properties to allow for the connection of or access to drive lanes, fire lanes, driveways, or parking lots between such properties.

Resubdivision means the division of an existing subdivision, together with any change of lot size therein, or with relocation of any street lines.

Secretary means the secretary of the city planning and zoning commission, or the authorized representative of the secretary.

State means the State of Texas.

State health department means the Texas State Department of Health.

Street means any public or private right-of-way which affords the primary means of vehicular access to abutting property.

Street, arterial means a street which primarily provides circulation which continues, or is intended to continue, across the city and which serves to connect remote parts of the city and other municipalities. These may also be a principal connecting street with state or federal highways. These may be further sub-classified into major and minor.

Street, collector means a street which primarily provides circulation within neighborhoods, to carry traffic from local streets to arterial streets, or to carry traffic through or adjacent to commercial or industrial areas. These may be further sub-classified into major and minor.

Street, local means a street which primarily provides for access to abutting ~~residential~~ property. A local street does not include roadways that carry through traffic, but will generally be intersected frequently by street, collectors.

Street, width means that distance within street right-of-way (ROW).

Subdivision means the division of any lot, tract, or parcel of land into two (2) or more lots or sites for laying out an addition within the city limits or extraterritorial jurisdiction, purpose of sale, building development, or transfer of ownership, whether immediate or future. The term includes plat, resubdivision, and re-plat of land or lots.

Subdivision administrator see *Administrator*.

Subdivision construction plans means the maps, drawings, plans and specifications indicating the proposed location and design of improvements to be installed as subdivision improvements. They shall be sealed by a professional engineer, landscape architect, or other professional as necessary.

Subdivision variance (variance) means a grant of relief to a person from the requirements of the subdivision ordinance when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited or otherwise deviates from the subdivision ordinance.

Surveyor means a licensed state land surveyor or a registered public surveyor, as authorized by state statute to practice the profession of surveying.

Traffic impact analysis (TIA) means a study that provides information on the projected traffic generated by a proposed development, assesses the effect of the proposed development on a roadway(s) near the development, identifies a potential traffic operational problem(s) or concern(s) and recommends solutions/actions to address the problems/concerns and assesses the potential vehicular trips generated by other undeveloped sites in the established study boundary. These shall incorporate approvals from the necessary jurisdictions of connecting roadways (i.e. private roadway owner, city, neighboring city as applicable, county and state).

Tree means any self-supporting woody plant species.

Tree, drip line means a point on the ground where water will drip off the widest-reaching branches of a tree.

Tree, heritage means native tree(s), as defined by Texas A&M Forest Service, which are a minimum of twenty (20) caliper inches and greater. This shall not include any noxious or invasive species as defined by the state or any non-native species.

Tree, protection zone means a zone established around a tree whereby no construction, trimming, or fill activity can occur. This zone is a measurement from the diameter breast height of a tree trunk to the furthest drip line which forms a concentric circle around the tree based on this measurement (i.e. the furthest measurement from a trunk to drip line is twenty five (25) feet, therefore a twenty (25)-foot concentric circle from the trunk will be shown).

Tree, significant means native tree(s), as defined by Texas A&M Forest Service, which are a minimum of eight (8) caliper inches to nineteen (19) caliper inches. This shall not include any noxious or invasive species as defined by the state or any non-native species.

Tree, survey means a scaled drawing accurately showing the location, caliper, and tree protection zone of trees in relation to the property boundaries.

Urban services element means an element of the general plan for the city as adopted and amended by the city council.

Wireless communications facility means an unstaffed facility for the transmission and/or reception of wireless telecommunications services, usually consisting of an antenna array, connection cables, and equipment facility, and a tower structure or other structure used to achieve the necessary elevation.

Yard, back means an area at the rear of a principal residential building.

Sec. 36-4. - Jurisdiction.

Territorial limits of regulations. The territorial jurisdiction under this chapter shall include all land located within the corporate limits of the city and all land lying within the extraterritorial jurisdiction of the city as defined by statute and as from time to time extended. Also, any additional area outside these areas as permitted by law and which has been approved by the council.

Sec. 36-5. - Application of chapter.

- (a) *Conflict of code provisions within chapter.* If any provision of this chapter is in conflict with any other provision in this chapter or any other provision in the code of ordinances, the most strict or restrictive provision shall apply. If a provision in this chapter is not more restrictive but is different from any provision in this chapter or the code of ordinances, the administrator shall determine what provision should be followed.
- (b) *City improvements to be withheld.* The city will make no improvements nor will the city maintain any streets or furnish any public utility service in any addition or subdivision for which approved plats, traffic impact analysis (TIA), or drainage plans are not on file with the city and the county clerk concerning any plats.
- (c) *Building permits and postal addressing withheld unless chapter complied with.* No postal addressing and no building permit shall be issued for the construction of any building on any piece of property subdivided after the date hereof, unless said plat has been recorded with the county.
- (d) *Certificate of occupancy.* No certificate of occupancy for a building permit shall be issued unless as-buils are approved by the city and appropriate non-city entities.
- (e) *Sale or transfer of property prohibited without recording.* No owner or owner's agent of any parcel of land located in a proposed plat shall transfer or sell any part of the parcel before a plat is duly recorded with the county clerk.
- (f) *Construction before final plat and subdivision construction plan approval prohibited.* No construction shall take place before the final plat and subdivision construction plans have been approved by the approval authority.

Sec. 36-6. - Exemption.

- (a) The provisions of this chapter shall not apply to the following:
 - (1) The division of land into parcels of ten acres or more, unless any such subdivision of ten acres or more includes the planning or development of a new street(s), easement(s), or other improvement(s) as defined in the city construction standards.
 - (2) The acquisition of land by the city, county or state for public facilities.
 - (3) The acquisition of land by a public utility for the purpose of providing or housing needed infrastructure in order to provide utility service to an immediate area.
 - (4) Testamentary division of property.
 - (5) Partnership division of property upon dissolution.
 - (6) Division of property between two or more owners of an undivided interest by court order.
 - (7) Cemeteries.
 - (8) Wireless communication facility.

Sec. 36-7. - Fees.

- (a) *Fees mandatory.* Fees shall be collected by the city at the time of the filing of any application for a plat or plan as described in this chapter. No action by the administrator, the commission, or council shall be valid until such fees are paid.
- (b) *Refunding of fees.* No filing fees shall be refunded because any application is later withdrawn or disapproved. This shall not apply to any parkland fees, sidewalk-in-lieu fees, or other similar fees.
- (c) The fees to be charged shall be established in the city's fee schedule.

Sec. 36-8. - Enforcement of regulations.

- (a) *Code violation.* It is a violation of this code to construct, subdivide, or replat any land within the corporate limits of the city or its extraterritorial jurisdiction without complying with the requirements of this chapter, or to offer for sale, or to sell or lease, any property within a subdivision that has not

been subdivided in accordance with the provisions of this chapter and V.T.C.A., Local Government Code, ch. 212.

- (b) *Parties liable for violations.* If a corporation is found to be in violation of this chapter, each of its officers, agents, and/or employees who were in any way responsible for such violation shall be individually and severally liable for penalties herein prescribed.
- (c) *Criminal penalty by court.* Within the city's corporate limits or its extraterritorial jurisdiction, any individual who intentionally, knowingly, recklessly or criminally negligently violates any provision of this chapter, is guilty of a class C misdemeanor and upon conviction shall be subject to a fine of not less than \$1.00 and not more than \$2,000.00. Each day of such violation may constitute a separate offense. Such penalty is cumulative and not exclusive of any other rights or remedies the city may have.
- (d) *Civil penalty by court.* In addition to the criminal penalties set out above, the city may institute a civil action, in law and/or equity, in a court of competent jurisdiction against any individual who violates any provision of this chapter; and the city may seek such equitable relief or monetary relieve that may be available under the statutes, common law, and constitutions of the state and federal governments.
- (e) In addition to the remedies set forth above, the city may enforce compliance with the requirements of this chapter by:
 - (1) Refusing to approve or accept improvements;
 - (2) Withholding building permits or certificates of occupancy;
 - (3) Not allowing connection to or disconnection of utility service; or
 - (4) Issuing a stop work order.

Sec. 36-9. - Responsibility of applicant.

Notwithstanding the approval of any item in this chapter by the city, the developer and the professional that prepares and submits such items shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any item submitted in accordance with this chapter.

Sec. 36-10. - Applicant to retain certain professionals.

- (a) *Responsibilities of engineer.* The applicant shall retain the services of an engineer, registered in the state, whose seal shall be placed on each sheet of the drawings, or cover sheet of studies, unless denoted below in subsections (b) and (c), and who shall be responsible for the design and inspection of the drainage, roads and streets, and sewer and water facilities within the subdivision. The services performed by the engineer shall be as designated in the most recent addition of the "Manual of Professional Practice — General Engineering Service," published by the state society of professional engineers, and shall include both design and inspection as defined therein.
- (b) *Responsibilities of landscape architect.* If filing preliminary plats or subdivision construction plans, the applicant shall retain the services of a landscape architect, registered in the state, whose seal shall be placed on each sheet involving tree surveys, tree preservation, tree mitigation, tree planting, and any schematics of involving tree barriers, staking, root barriers, or any addition of fill within the drip lines of the trees and shall include both design and inspection as defined therein.
- (c) *Responsibilities of irrigation specialist.* If filing subdivision construction plans, the applicant shall retain the services of an irrigation specialist, registered in the state, whose seal shall be placed on each sheet involving irrigation of any preserved or installed trees and shall include both design and inspection as defined therein.

Sec. 36-11. - Approval of subdivision infrastructure.

Approval of the subdivision infrastructure occurs only when the as-builts or record drawings have been approved by the city and a concurrence letter has been provided by the project engineer of record. In addition, the developer must provide a certificate of completion. Signature of the document certificate

of completion by the city and any other applicable non-city entities constitutes completion and approval of the infrastructure.

Sec. 36-12. - Acceptance of subdivision infrastructure.

- (a) *Infrastructure acceptance.* Acceptance of subdivision infrastructure ~~can only be filed by the applicant will occur~~ once as-builts or record drawings have been approved by the city and a certificate of completion has been provided by the developer. Acceptance only occurs when infrastructure improvements are accepted by the City in writing.
- (b) *Conditions of city acceptance of infrastructure improvements.* The city shall not own, repair, or maintain infrastructure improvements in any subdivision unless ~~the city accepts the specified infrastructure improvements in writing on City letterhead and the city must have~~ maintenance fiscals are in place in accordance with the requirements of this chapter ~~before acceptance.~~
- (c) *Minimum timeframe for maintenance fiscals.* These must have a minimum timeframe of two (2) years from the appropriate authority sign offs in section 36-11.

Secs. 36-13—36-24. - Reserved.

ARTICLE II. - PROCESSING PROCEDURE

Sec. 36-25. - Pre-application meeting.

- (a) *Required meeting.* A pre-application meeting is required prior to the submittal of concept plans, preliminary plats only requiring subdivision construction plans, final plats only requiring subdivision construction plans, re-plats only requiring subdivision construction plans, subdivision construction plans, and variances. All other processes not listed in this subsection are not required to meet for a pre-application meeting.
- (b) *Recommended attendees.* Attendance should include the owner, the applicant, the applicant's designated engineer, other professionals as required by the applicant, the administrator and any other members of the city staff as may be appropriate.
- (c) *Required items to be brought to meeting.* Plans and documentation, depending on the application, must be fully completed and brought to the meeting. Failure to provide this information or fully complete documentation at the time of meeting is grounds for cancelation and rescheduling.

Sec. 36-26. - Application standards.

- (a) *Applications required and determination of official filing date.* Requests for approval of concept plans, plats, subdivision construction plans, variances, as-builts, and appeals must be filed with the city, in writing, on a form prescribed by the city. An application shall not be deemed to be officially filed until a complete application package has been filed with the city. A complete application package is as denoted below:
 - (1) Completion of a required pre-application meeting;
 - (2) Fully complete and signed application form;
 - (3) All other certificates, plans, documents and instruments required by this chapter to be submitted with subsection (2); and
 - (4) All associated fees in accordance with the fee schedule have been paid.

Sec. 36-27. - Establishment order for platting of land.

Generally, the subdivision process is comprised of several individual steps as denoted below:

- (1) *Lack of performance fiscal filed with the city:*
 - a. Concept plan filing and approval;
 - b. Preliminary plat filing and approval;
 - c. Final plat filing and approval;

- d. Subdivision construction plans filing and approval;
 - e. As-builts filing and approval;
 - f. Final plat recording;
 - g. Acceptance of subdivision improvements filing.
- (2) *Performance fiscal filed with the city:*
- a. Concept plan filing and approval;
 - b. Preliminary plat filing and approval;
 - c. Subdivision construction plans filing;
 - d. Final plat filing and approval;
 - e. Posting of performance fiscal;
 - f. Final plat recording;
 - g. Subdivision construction plans approval;
 - h. As-builts filing and approval;
 - i. Acceptance of subdivision improvements filing.
- (3) Each step of the development process has established deadlines and expirations that must be met in order for the application and any approval(s) granted to remain valid, in effect, and eligible to continue to the next step of, or to complete, the development process.

Sec. 36-28. - Processing procedures.

~~(a) Final action by city council. The council shall hear and take final action on the following subdivision process:~~

~~(1) Consideration of acceptance for subdivision improvements.~~

~~(ba) Final action by planning and zoning commission. The commission shall hear and take final action on the following subdivision procedures:~~

- (1) Concept plan;
- (2) Preliminary plat;
- (3) Final plat;
- (4) Re-plat;
- (5) Vacating plat;
- (6) Subdivision variance;

~~(eb) Final action by the administrator. The administrator shall hear and take final action on the following subdivision procedures:~~

- (1) Short form plat;
- (2) Amending plat;
- (3) Subdivision construction plans—Including modifications;
- (4) As-builts.

~~(5) Updating of a commission or council approved tree preservation plan regarding tree sizes only.~~

Sec. 36-29. - Concept plan.

(a) *Purpose.* The purpose of the concept plan is to demonstrate conformance with the comprehensive plan, compatibility of the proposed development with this and other applicable city ordinances, its interaction with neighboring parcels, and the coordination of improvements within and among

individually platted parcels, sections, or phases of a development, prior to the consideration of a preliminary plat.

- (b) *Applicability.* A concept plan shall be required for all subdivisions of land that are twenty (20) acres or more in size and require building of any improvements approvable through the subdivision construction plan process, except for any property zoned planned development district (PDD) within the city limits.
- (c) *Format, content, documentation, and certifications on plan.* See concept plan application packet. The applicant is responsible for full completion of the concept plan application packet.
- (d) *Completeness review.* The administrator shall initiate a completeness review of all information submitted within subsection (c) within ten (10) business days of the application submission. Submittal of the application for a completeness review is not regarded as an official filing of the application.
- (e) *Completeness review process.* If deemed compliant by the administrator, it will enter the first (1st) submittal review phase in subsection (f). If deemed noncompliant by the administrator, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information within six (6) calendar months of the date. Failure to meet the deadline date or address all administrator issues within the one opportunity shall expire the application.
- (f) *Submittal review process.* Submittal review is as outlined below:
 - (1) *First (1st) submittal.* The DRC shall review the first submittal within thirty (30) calendar days of the compliant sufficiency review and submit comments to the applicant in writing by the end of this timeframe.
 - (2) *Response of applicant.* The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comments have been addressed by the applicant.
 - (3) *Second (2nd) and third (3rd) submittals.* The second and third submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the city. For these submittals, response shall be required as stated in subsection (2).
 - (4) *Scheduling of public hearing.* Upon the closing of all DRC comments or reaching the third (3rd) submittal by the applicant, the plan will be scheduled for a public hearing.
- (g) *DRC review requirements.* The DRC shall review the plan for consistency with the comprehensive plan, construction standards manual, traffic impact analysis, other public plans, city codes, policies and plans during the submittal review process and then release comments and concerns to the applicant.
- (h) *Noticing requirements.* Noticing shall be as follows:
 - (1) *Written notice to property owners.* Written notice shall be given by the city to owners of real property located within two hundred (200) feet of the boundaries of the property under the plan. Such notice shall be mailed, certified, at least eleven (11) calendar days prior to the date set for the public hearings to all owners who appear on the last approved county tax rolls. The notice shall state that a concept plan request is pending and shall include the date, time, and place of the public hearings and a description of the matter under consideration. The city shall complete and certified mail the individual notices.
 - (2) *By publication.* The city shall publish at least one (1) notice of the proposed public hearings in a newspaper of general circulation in the city, at least sixteen (16) calendar days prior to the date on which the hearing is to occur. The notice shall include the date, time, and place of the public hearings and a description of the matter under consideration.
 - (3) *Signs on-premises.* At least fifteen (15) calendar days prior to the date on which the hearing is to occur, the city shall place signs on the property. At least one (1) sign shall be placed on the

property where there is an adjacent right-of-way. If the property has no adjacent right-of-way, a sign shall be placed off-premise at the closest opened right-of-way. All required signs shall remain on the property until final disposition of the action is determined.

- (i) *Findings of fact.* The approval authority shall base their decision on whether the plan is in general conformance with the comprehensive plan, whether it is in compliance with any applicable development agreements, city code, whether there is adequate water, sewer and roadway capacity to serve the proposal, and whether it is compatible to any development patterns in relation to contiguous parcels.
- (j) *Decision options.* The approval authority has the option to approve, approve with conditions, deny, or continue the item upon concurrence of the applicant. Upon denial, the application expires. Plan approval does not ensure approval of a preliminary plat failing to meet specific requirements of this chapter, and approval does not comprise any vesting of development rights or any assurance that permits of any kind will be issued.
- (k) *Appeals.* An appeals application must be filed with the department within ten (10) business days from the commission hearing date. The appeal will be heard by the city council in a public hearing format with public notice as stated in subsection (h). The council shall affirm or reverse the commission based on their interpretation of subsection (i). The appeal will be heard by the council within thirty (30) calendar days of filing.
- (l) *Approval expiration.* The plan shall expire two (2) years after approval by the approval authority, unless a preliminary plat on all, or a portion of, the land is approved prior to such expiration date and additional preliminary plats are approved in not greater than two (2) year intervals from approval of the previous preliminary plat until all of the land within the plan is included within approved preliminary plats. These plats must include a minimum ten (10) percent of land area in the concept plat.
- (m) *Modification to approved concept plans.* Any proposed changes to the approved concept plan shall require a modification to that approved plan which follows this section. Any applications relating to preliminary plats shall not be accepted until such time as the concept plan modification has been approved.
- (n) *Tree preservation standards.* The protection of significant and heritage trees in general, shall be considered in the layout of streets, drainage improvements, utilities, and lots. The approval authority may call for the relocation of any improvement to save a significant or heritage tree as shown on a tree survey. Tree removal shown shall constitute the city's approval to remove a significant or heritage tree. Tree protection zones shall be shown on the plans for any preserved significant or heritage trees.

Sec. 36-30. - Preliminary plat.

- (a) *Concept plan approval.* Concept plans must be approved before any preliminary plats can be filed with the city unless otherwise exempted by the section.
- (b) *Format, content, documentation, and certifications on plan.* See preliminary plat application packet. The applicant is responsible for full completion of the preliminary plat application packet.
- (c) *Completeness review.* The administrator shall initiate a completeness review of all information submitted within subsection (b) within ten (10) business days of the application submission. Submittal of the application for a completeness review is not regarded as an official filing of the application.
- (d) *Completeness review process.* If deemed compliant by the administrator, it will enter the first (1st) submittal review phase in subsection (e). If deemed noncompliant by the administrator, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information to address the noncompliance within six (6) calendar months of the date. Failure to meet the deadline date or address all administrator issues within the one (1) opportunity shall expire the application.
- (e) *Submittal review process.* Submittal review is as outlined below:

- (1) *First (1st) submittal.* The DRC shall review the first submittal within thirty (30) calendar days of the compliant sufficiency review and submit comments to the applicant in writing by the end of this timeframe.
 - (2) *Response of applicant.* The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comment has been addressed by the applicant.
 - (3) *Second (2nd) and third (3rd) submittals.* The second (2nd) and third (3rd) submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the city. For these submittals, response shall be required as stated in subsection (2).
 - (4) *Scheduling of public hearing.* Upon the closing of all DRC comments or reaching the third (3rd) submittal by the applicant, the plat will be scheduled for a public hearing.
- (f) *DRC review requirements.* The DRC shall review the plan for consistency with the comprehensive plan, concept plan, construction standards manual, zoning ordinance, traffic impact analysis, other public plans, city codes, policies and plans during the submittal review process and then release comments and concerns to the applicant. Within the city limits the zoning of the tract shall permit the uses proposed by the plat, or a zoning amendment necessary to permit the proposed uses shall be required prior to approval of the plat.
 - (g) *Noticing requirements.* There shall be no required notice.
 - (h) *Findings of fact.* The approval authority shall base their decision on whether the plan is in general conformance with the concept plan, [comprehensive plan, city code](#), whether there is adequate water, sewer, and roadway capacity to serve the proposal, whether appropriate protections where made for significant and heritage trees, and whether it is compatible to any development patterns in relation to contiguous parcels.
 - (i) *Decision options and vesting.* The approval authority has the option to approve, approve with conditions, deny, or continue the item with concurrence of the applicant. Upon denial, the application expires. Preliminary plat approval does not ensure approval of a final plat failing to meet specific requirements of this chapter, and approval does not comprise any vesting of development rights or any assurance that permits of any kind will be issued.
 - (j) *Appeals.* An appeals application must be filed with the department within ten (10) business days from the commission hearing date. The appeal will be heard by the city council in a format with public notice as stated in subsection (g). The council shall affirm or reverse the commission based on their interpretation of subsection (h). The appeal will be heard by the council within thirty (30) calendar days of filing.
 - (k) *Approval expiration.* The approval of a plat shall expire two (2) years after approval by the approval authority, unless a final plat on all, or a portion of, the land is approved prior to such expiration date and additional final plats are approved in not greater than two (2) year intervals from approval of the previous preliminary plat until all of the land is included within the approved preliminary plat. These additional final plats must include a minimum ten (10) percent of land area in the preliminary plat.
 - (l) *Modification to approved preliminary plat.* Any proposed changes to the approved preliminary plat shall require a modification to that approved plat which follows this section. Any applications relating to final plats shall not be accepted until such time as the preliminary plat modification has been approved.
 - (m) *Tree preservation standards.* The protection of significant and heritage trees, in general, shall be considered in the layout of streets, drainage improvements, utilities and lots. The approval authority may call for the relocation of any improvement to save a significant or heritage tree as shown on a tree survey. Tree removal shown shall constitute the city's approval to remove a significant or heritage tree. Tree protection zones shall be shown on the plans for any preserved significant or heritage trees.

- (n) *Potential mitigation for significant or heritage tree removal.* The removal of heritage and significant trees shall require mitigation using the calculations and procedures defined below. Mitigation may be achieved through replacement trees planted on-site or payment-in-lieu of replacement trees. A payment-in-lieu can only be utilized when replacement is not possible or practical.
- (1) Mitigation shall be required at a 1:1 caliper inch basis for significant trees between ten (10) and fourteen (14) caliper inches and a removal fee per caliper inch.
 - (2) Mitigation shall be required at a 2:1 caliper inch basis for significant trees that are between fifteen (15) caliper inches and nineteen (19) caliper inches and a removal fee per caliper inch.
 - (3) Mitigation shall be required at a 3:1 caliper inch basis for heritage trees and a removal fee per caliper inch.
 - (4) A payment-in-lieu of replacement trees in accordance with the fee schedule, the fee shall be per caliper inch of replacement tree.
 - (5) Replacement trees shall be a minimum of two (2) caliper inches and identified by Texas A&M Forest Service as a native tree.

Sec. 36-31. - Final plat.

- (a) *Preliminary plan approval.* Preliminary plat must be approved before any associated final plats can be filed with the city.
- (b) *Format, content, documentation, and certifications on plat.* See final plat application packet. The applicant is responsible for full completion of the final plat application packet.
- (c) *Completeness review process.* The administrator shall initiate a completeness review of all information submitted within subsection (b) within ten (10) business days of the application submission. Submittal of the application for a completeness review is not regarded as an official filing of the application. If deemed compliant by the administrator, it will enter the first (1st) submittal review phase in subsection (d). If deemed noncompliant by the administrator, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information within six (6) calendar months of the date. Failure to meet the deadline date or address all administrator issues within the one (1) opportunity shall expire the application.
- (d) *Submittal review process.* Submittal review is as outlined below:
 - (1) *First submittal.* The DRC shall review the first submittal within thirty (30) calendar days of the compliant sufficiency review and submit comments to the applicant in writing by the end of this timeframe.
 - (2) *Response of applicant.* The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comment has been addressed by the applicant.
 - (3) *Second (2nd) and third (3rd) submittals.* The second (2nd) and third (3rd) submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the city. For these submittals, response shall be required as stated in subsection (2).
 - (4) *Scheduling of public hearing.* Upon the closing of all DRC comments or reaching the third (3rd) submittal by the applicant, the plat will be scheduled for a public hearing.
- (e) *DRC review requirements.* The DRC shall review the plan for consistency with the comprehensive plan, concept plan, construction standards manual, traffic impact analysis, zoning ordinance, other public plans, city codes, policies and plans during the submittal review process and then release comments and concerns to the applicant.
- (f) *Noticing requirements.* There shall be no noticing requirements.
- (g) *Findings of fact.* The approval authority shall base their decision on whether it is in compliance with the preliminary plat and city code.

- (h) *Decision options.* The approval authority has the option to approve, approve with conditions, deny, or continue the item with concurrence of the applicant. Upon denial, the application expires.
- (i) *Appeals.* An appeals application must be filed with the department within ten (10) business days from the approval authority hearing date. The appeal will be heard by the council in accordance with subsection (f). The council shall affirm or reverse the commission based on their interpretation of subsection (g). The appeal will be heard by the council within thirty (30) calendar days of filing.
- (j) *Approval expiration.* The approval of a final plat shall expire two (2) years after approval by the approval authority, unless the final plat is recorded with the county.

Sec. 36-32. - Re-plat.

- (a) *Format, content, documentation, and certifications on plat.* See re-plat application packet. The applicant is responsible for full completion of the re-plat application packet.
- (b) *Completeness review, completeness review process, submittal review process, DRC review requirements.* In accordance with section 36-31.
- (c) *Noticing requirements.* Noticing shall be as indicated in section 36-29(h), except that noticing shall state that a re-plat request is pending and shall include the date, time, and place of the public hearings and a description of the matter under consideration. The city shall complete and certified mail the individual notices.
- (d) *Findings of fact, decision options, appeals, approval expiration, recording of the plat.* In accordance with section 36-31, except that noticing requirements in section 36-29(h) must be followed in cases of appeals.

Sec. 36-33. - Amending plat.

- (a) *Format, content, documentation, and certifications on plat.* See amending plat application packet available at the city. The applicant is responsible for full completion of the amending plat application packet.
- (b) *Completeness review.* The administrator shall initiate a completeness review of all information submitted within subsection (a) within ten (10) business days of the application submission. Submittal of the application for a completeness review is not regarded as an official filing of the application.
- (c) *Completeness review process.* If deemed compliant by the administrator, it will enter the first (1st) submittal review phase in subsection (d). If deemed noncompliant by the administrator, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information to address the noncompliance within six (6) calendar months of the date. Failure to meet the deadline date or address all administrator issues within the one (1) opportunity shall expire the application.
- (d) *Submittal review process.* Submittal review is as outlined below:
 - (1) *First (1st) submittal.* The DRC shall review the first (1st) submittal within thirty (30) calendar days of the compliant sufficiency review and submit comments to the applicant in writing by the end of this timeframe.
 - (2) *Response of applicant.* The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comment has been addressed by the applicant.
 - (3) *Second (2nd) and third (3rd) submittals.* The second and third submittals, if needed, shall be reviewed by the DRC within fifteen (15) calendar days of the applicant's submittal to the city. For these submittals, response shall be required as stated in subsection (2). The administrator shall approve if no outstanding comments remain and deny if there are outstanding comments after the applicant has submitted for the third submittal.
- (e) *DRC review requirements, noticing requirements, findings of fact.* In accordance with section 36-31.

- (f) *Decision options.* The approval authority has the option to approve, approve with conditions, or deny. Upon denial, the application expires.
- (g) *Appeal.* An appeals application must be filed with the department within ten (10) business days from the date of hearing by the council. The council shall affirm or reverse the approval authority based on their interpretation of section 36-31(g). The appeal will be heard by the council within thirty (30) calendar days of filing.
- (h) *Approval expiration.* The approval of a plat shall expire one (1) year after approval by the approval authority.
- (i) *Recording of the plat.* In accordance with section 36-31.

Sec. 36-34. - Short form plat.

- (a) *Format, content, documentation, and certifications on plat.* See short form application packet. The applicant is responsible for full completion of the short form application packet.
- (b) *Completeness review, completeness review process, submittal review.* In accordance with section 36-33.
- (c) *DRC review requirements, noticing requirements, decision options, and findings of fact.* In accordance with section 36-31.
- (d) *Appeal, approval expiration.* In accordance with section 36-33.
- (e) *Recording of the plat.* In accordance with section 36-31.

Sec. 36-35. - Plat vacation.

- (a) *Format, content, documentation, and certifications on plat.* See plat vacation application packet available at the city. The applicant is responsible for full completion of the plat vacation application packet.
- (b) *Completeness review and completeness review process.* In accordance with section 36-33.
- (c) *Submittal review, DRC review requirements, noticing requirements, findings of fact, decision options, and appeal.* In accordance with section 36-31.
- (d) *Approval expiration.* The approval of a vacation shall expire one year after approval by the approval authority, unless the vacation is recorded with the county.
- (e) *Recording of plat.* In accordance with 36-31.

Sec. 36-36. - Subdivision construction plans, certificate of completion, and as-builts/record drawings.

- (a) *Purpose.* Construction plans consisting of detailed specifications and diagrams illustrating the location, design, and composition of all improvements required by this chapter shall be submitted to the city. In addition, any project that necessitates the construction, reconstruction or modification of existing city infrastructure shall also require subdivision construction plan approval by the city. The plans shall be kept by the city as a permanent record of required improvements in order to:
 - (1) Provide better records that facilitate the operation and maintenance of, and any future modifications to existing city infrastructure.
 - (2) Provide data for evaluation of materials, methods of construction and design.
 - (3) Provide documentation of approved public improvements to ensure that all such improvements are built to the city construction standards for city improvements and the applicable construction manual for non-city related improvements.
- (b) *Content.* Plans shall include all on- and off-site improvements required to serve the proposed development as indicated on the approved preliminary plat and in compliance with applicable ordinances, codes, standards and policies of the city, and other applicable governmental entities.
- (c) *Preliminary plat approval required.* A construction plan cannot be filed with the city unless a preliminary plat for the area has been approved by the approval agency.

- (d) *Construction plan standards in place before recording a final plat or re-plat.* A final plat or re-plat cannot be recorded until construction plans are approved by the city, improvements are in place in accordance with plan to the satisfaction of the city, all necessary inspections have been passed by the city, and as-builts have been received and approved by the city. If allowed by the city, a performance fiscal, in accordance with section 36-51, can be provided by the applicant in order to allow for recording.
- (e) *Format, content, documentation, and certifications on plan.* See subdivision construction application packet available at the city. The applicant is responsible for full completion of the subdivision construction application packet.
- (f) *Completeness review.* The administrator shall initiate a completeness review of all information submitted within subsection (e) within ten (10) business days of the application submission. Submittal of the application for a completeness review is not regarded as an official filing of the application.
- (g) *Completeness review process.* If deemed compliant by the administrator, it will enter the first (1st) submittal review phase in subsection (h). If deemed noncompliant by the administrator, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information to address the noncompliance within six (6) calendar months of the date. Failure to meet the deadline date or address all administrator issues within the one (1) opportunity shall expire the application.
- (h) *Submittal review process.* Submittal review is as outlined below:
 - (1) *First (1st) submittal.* The DRC shall review the first submittal within thirty (30) calendar days of the compliant sufficiency review and submit comments to the applicant in writing by the end of this timeframe.
 - (2) *Response of applicant.* The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comment has been addressed by the applicant.
 - (3) *Second (2nd) and third (3rd) submittals.* The second (2nd) and third (3rd) submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the city. For these submittals, response shall be required as stated in subsection (2). The DRC shall approve if no other outstanding comments remain and deny if there are outstanding comments after the applicant has submitted for the third (3rd) submittal.
- (i) *DRC review requirements.* The DRC shall review the plan for consistency with the concept plan, preliminary plat, construction standards manual, traffic impact analysis, other public plans, city codes, policies and plans during the submittal review process and then release comments and concerns to the applicant.
- (j) *Texas Department of Licensing and Regulation (TDLR) review requirements.* All plans must comply with the Texas Accessibility Standards administered by TDLR and the Americans with Disabilities Act of 1990, as amended. The developer shall submit applicable portions of the subdivision improvement construction plans to the TDLR for review. The city will not approve public improvements until the applicant provides evidence that the plans have been reviewed and approved by the TDLR.
- (k) *Noticing requirement.* There shall be no required notice.
- (l) *Appeals.* There shall be no appeals standards.
- (m) *Approval expiration.* The approval of a plan shall expire two (2) years after approval by the approval authority.
- (n) *Modification to approved plan.* Any proposed changes to the approved plans shall require a modification to that approved plan which follows this section. Any modifications to plans may

necessitate filing of additional applications, in which they must be approved before a plan modification can be approved by the city.

- (o) *Approval of construction plans.* Once the DRC has signed off all comments in accordance with subsection (h), the administrator, city engineer, and other applicable non-city utilities will sign the plans in accordance with standards in subsection (e). This shall constitute approved construction plans.
- (p) *Pre-construction meeting required.* A pre-construction meeting is required after approval of construction plans, attendance should include the owner, the applicant, the applicant's designated engineer, other professionals as required by the applicant, the administrator and any other members of the city staff as may be appropriate. Required items to be brought to meeting is in accordance with the city's agenda for the meeting. Failure to provide this information at the time of meeting is grounds for cancelation and rescheduling.
- (q) *Inspections of improvements.* Inspections shall occur as below:
 - (1) *Inspections list and inspections required.* The city shall inspect all required improvements, including but not limited to, street, drainage, water, wastewater and re-vegetation improvements and erosion controls used during construction to insure compliance with city requirements and the approved plans. A list of applicable inspections shall be more fully covered during the pre-construction meeting and electronically on the city's permitting system.
 - (2) *Setting up inspections, payment, and timeframes.* An applicant shall contact the city to set up any required inspections and pay any required fees. Any fees must be paid before the city will set up the inspection. The city shall inspect the improvement within three business days of contact to the city.
 - (3) *Right of entry and inspection.* The city shall have the right to enter upon the construction site for the purpose of conducting inspections. The city shall conduct inspections of the public improvements during construction to ensure general conformity with plans and specifications as accepted. If the city finds upon inspection that any of the improvements have not been constructed in accordance with this chapter, then the applicant shall be responsible for making the necessary changes to insure compliance.
 - (4) *City response to inspection.* The city shall issue written approval or denial of an improvement. If denied a checklist will be created that lists all deficiencies to be corrected. The applicant will be responsible for rescheduling an inspection in accordance with subsection (2).
 - (5) *Disclaimer and responsibility of applicant.* Inspection by the city, or a failure of the city to inspect construction as required herein, shall not in any way impair or diminish the obligation of the applicant to install improvements in the subdivision in accordance with the city's construction standards manual or to the standards of the city engineer.
- (r) *As-built or record drawings and certificate of completion.* Once construction is complete in accordance with the approved subdivision construction plans the applicant shall provide a certificate of completion from the developer. They shall also submit as-builts or record drawings and a concurrence letter from the engineer of record. When ready these entities will sign the plans, which approves the as-builts. A digital plan set shall also be provided to the City to incorporate into their GIS system.

Sec. 36-37. - Subdivision variance.

- (a) *Format, content, documentation, and certifications.* Shall be as follows:
 - (1) See subdivision variance application packet. The applicant is responsible for full completion of the subdivision variance application packet.
 - (2) Approved variances shall be placed within the notes on any plat.
 - (3) A variance must be approved before any plat can be approved by the city.

- (b) *Completeness review.* The administrator shall initiate a completeness review of all information submitted within subsection (a) within ten (10) business days of the application submission. Submittal of the application for a completeness review is not regarded as an official filing of the application.
- (c) *Completeness review process.* If deemed compliant by the administrator, it will enter the first submittal review phase in subsection (d). If deemed noncompliant by the administrator, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information to address the noncompliance within six (6) calendar months of the date. Failure to meet the deadline date or address all administrator issues within the one (1) opportunity shall expire the application.
- (d) *Submittal review process.* Submittal review is as outlined below:
 - (1) *First (1st) submittal.* The DRC shall review the first (1st) submittal within thirty (30) calendar days of the compliant sufficiency review and submit comments to the applicant in writing by the end of this timeframe.
 - (2) *Response of applicant.* The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comment has been addressed by the applicant.
 - (3) *Second (2nd) and third (3rd) submittals.* The second (2nd) and third (3rd) submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the city. For these submittals, response shall be required as stated in subsection (2).
 - (4) *Scheduling of public hearing.* Upon the closing of all DRC comments or reaching the third submittal, the application will be scheduled for a public hearing.
- (e) *DRC review requirements.* The DRC shall review the plan for consistency with the comprehensive plan, other public plans, city codes, policies and plans during the submittal review process and then release comments and concerns to the applicant.
- (f) *Noticing requirements.* In accordance with section 36-29(h), except that noticing shall state that a subdivision variance request is pending and shall include the date, time, and place of the public hearings and a description of the matter under consideration. The city shall complete and certified mail the individual notices.
- (g) *Findings of fact.* In considering, the approval authority may prescribe such conditions that it deems necessary or desirable in the public interest. No variance shall be granted unless the approval authority finds:
 - (1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would have a substantial adverse impact on the applicant's reasonable use of his land;
 - (2) That the granting of the variance will not be detrimental to the public interest, health, safety or welfare, or injurious to other property in the area;
 - (3) That the granting of the variance is in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and substantial justice served; and
 - (4) That the proposed hardship is not caused by the owner and/or is not for economic reasons.
- (h) *Decision options.* The approval authority has the option to approve, approve with conditions, continue upon concurrence of the applicant, or deny. Upon denial, the application expires.
- (i) *Compliance with variance.* The applicable plat must comply with all conditions and requirements of the variance where these vary with this chapter.
- (j) *Appeals.* An appeals application must be filed with the department within ten business days from the approval authority hearing date. The appeal will be heard in a public hearing format with public notice

as stated in subsection (f). The council shall affirm or reverse the approval authority based on their interpretation of subsection (g). The appeal will be heard by the council within thirty (30) calendar days of filing.

(k) *Approval expiration.* The approval shall expire two (2) years after approval by the approval authority.

~~Sec. 36-38. - Reserved.~~

~~Sec. 36-39. - As-builts.~~

~~(a) - Format, content, documentation, and certifications on plan. See as-built application packet. The applicant is responsible for full completion of the as-built application packet.~~

~~(b) - Completeness review, completeness review process. In accordance with section 36-36.~~

~~(c) - Submittal review process. In accordance with section 36-36.~~

~~(d) - DRC review requirements. The DRC shall review the plan for consistency with subdivision construction plans.~~

~~(e) - Noticing requirement and appeals. In accordance with section 36-36.~~

~~(f) - Approval expiration. None.~~

~~(g) - Approval of as-builts. Once the DRC has signed off all comments in accordance with subsection (d), the administrator, city engineer, and other applicable non-city utilities will sign the plans in accordance with standards in subsection (d). This shall constitute approved as-builts.~~

Secs. 36-~~4038~~—36-50. - Reserved.

ARTICLE III. - GENERAL REQUIREMENTS AND STANDARDS

DIVISION 1. - GENERALLY

Sec. 36-51. - Standards and usage of performance fiscal.

(a) *Options for performance fiscal.* The city may waive the requirement that the applicant complete all improvements required by this chapter prior to the recording of the approved final plat, contingent upon securing from the developer a guarantee for completion of all required improvements, including the city's cost for collecting the guaranteed funds and administering the completion of improvements, in the event the developer defaults. Such guarantee shall take one of the following forms:

(1) *Performance bond.* The developer shall post a performance bond with the city in an amount equal to one hundred and twenty-five (125) percent of the estimated construction costs for all remaining required improvements, using the standard city form.

(2) *Escrow account.* The developer shall deposit cash, or other instrument readily convertible into cash at face value, either with the city, or in escrow with a financial institution. The use of any instrument other than cash shall be subject to the approval of the city. The amount of the deposit shall equal one hundred and twenty-five (125) percent of the estimated construction costs for all remaining required improvements. In the case of any escrow account, the developer shall file with the city an agreement between the financial institution and the developer guaranteeing the following:

- a. That the funds of said escrow account shall be held in trust until released by the city and may not be used or pledged by the developer as security in any other matter during that period.
- b. That in the case of a failure on the part of the developer to complete said improvements, the financial institution shall immediately make the funds in said account available to the city for use in the completion of those improvements.
- c. Such escrow account agreement shall be prepared using the standard city form.

(3) *Letter of credit.* The developer shall provide a letter of credit from a financial institution. This letter shall be submitted to the city and shall certify the following:

- a. That the creditor does guarantee funds equal to one hundred and twenty-five (125) percent of the estimated construction costs for all remaining required improvements.
 - b. That, in the case of failure on the part of the applicant to complete the specified improvements within the required time period, the creditor shall pay to the city immediately, and without further action, such funds as are necessary to finance the completion of those improvements, up to the limit of credit stated in the letter.
 - c. That this letter of credit may not be withdrawn, or reduced in amount, until approved by the city.
 - d. Such letter of credit shall be prepared using the standard city form.
- (4) *Cost estimates and approval of cost estimates*. A professional engineer licensed to practice in the state shall furnish estimates of the costs of all required improvements to the city engineer who shall review the estimates in order to determine the adequacy of the guarantee instrument for insuring the construction of the required facilities. The city engineer shall approve these cost estimates.
- (5) *Surety acceptance*. The bank, financial institution, insurer, person or entity providing any letter of credit, bond or holding any escrow account, pursuant to this chapter, shall meet or exceed the minimum requirements established by the city and shall be subject to approval by the city.
- (6) *Sufficiency*. Such surety shall comply with all statutory requirements and shall be satisfactory to the city attorney as to form, sufficiency, and manner of execution as set forth in this chapter. All such surety instruments shall be both a payment and performance guarantee.
- (b) *Failure to complete improvements*. In those cases where a performance fiscal has been required and improvements have not been completed, the city may declare the developer and/or performance surety to be in default and require that all the improvements be installed within a given timeframe. The applicant shall be liable for the cost that exceeds the amount of fiscal security, if any.
- (c) *Reduction of performance fiscal*. This is as denoted below.
- (1) A performance fiscal may be reduced, upon actual construction of required improvements by a ratio that the improvement bears to the total public improvements required for the subdivision, as determined and approved by the city engineer.
 - (2) Before the city shall reduce said performance fiscal, the developer shall provide a new surety instrument in an amount equal to one hundred and twenty-five (125) percent of the estimated cost of the remaining required improvements, and such new surety instrument shall comply with this chapter.
 - (3) The substitution of a new surety instrument shall in no way change or modify the terms and conditions of the performance surety instrument or the obligation of the developer as specified in the performance surety instrument.
 - (4) In no event shall a surety instrument be reduced below twenty-five (25) percent of the principal amount of the original estimated total costs of improvements for which surety was given, prior to completion of all required improvements.
- (d) *Release of performance fiscal*. The performance fiscal security shall be released only upon the city's approval of the as-builts and certificate of completion is provided by the developer.

Sec. 36-52. - Maintenance fiscal.

- (a) *Requirement*. A maintenance fiscal shall be required when facilities are requested for city acceptance.
- (b) *Minimum amount and statement of construction value*. Shall be in an amount equal to twenty (20) percent of the cost of improvements for the first two (2) calendar years. A statement of construction value as sealed by the applicant's engineer and approved by the city engineer shall be provided to the city to support fiscal amount.

- (c) *Use of fiscal.* In an instance where a fiscal has been posted and a defect or failure of any required improvement occurs within the period of coverage, the city may call said bond or surety instrument in accordance with its terms and complete or repair the improvements.
- (d) *Extension of fiscal time frame and new fiscal required when defect/failure occurs.* Whenever a defect or failure of any required improvement occurs within the period of coverage and less than one (1) full year of coverage remains, the city shall require that a new fiscal be posted for a period of one (1) full calendar year sufficient to cover the corrected defect or failure.

Sec. 36-53. - Roadway adequacy standards.

- (a) *Purpose and intent.* The purpose and intent of these regulations are as below:

- (1) An adequate network of collector and arterial streets must support new development within the urban area.
- (2) Collector and arterial streets are an essential component of the city's street network and are necessary to accommodate the continuing growth and development of the city.
- (3) It is necessary and desirable to obtain rights-of-way for off-site, abutting and internal collector and arterial streets to support new development at the time of planning and/or platting.
- (4) There must be a rough proportionality between the traffic impacts created by a new development and requirements placed on the property owner to dedicate and improve off-site, abutting and internal collector and arterial streets to city standards.
- (5) The city desires to assure both that development impacts are mitigated through contributions of collector and arterial street rights-of-ways and improvements and that a development project contribute not more than its fair share of collector and arterial street costs.
- (6) It is the city's intent to institute a procedure to assure that mandatory dedication of collector and arterial street rights-of-ways and construction requirements are proportional to the traffic demands created by a new subdivision.

- (b) *Minimum road standards.*

- (1) *Applicability and definition of "adjacent streets".* All development shall provide for adequate roads to support proposed development through compliance with the following minimum standards governing dedication and improvement of internal and adjacent streets. For purposes of this section, "adjacent streets" shall include streets abutting the proposed subdivision, whether located within the boundaries of the subdivision or within public rights-of-way.
- (2) *Standards and specifications.* The property owner shall dedicate and improve all required rights-of-way for internal and adjacent arterial and collector streets required by these regulations.
- (3) *Dedication and improvement of internal and adjacent thoroughfares.* For adjacent arterial and collector streets, the property owner shall dedicate and improve one-half (1/2) of the right-of-way necessary to meet the specifications in this chapter. The city may require additional land and improvements for rights-of-way for arterial and collector streets where necessary to achieve adequacy of the road network and where such additional land and improvements are proportional to the traffic impacts generated by the proposed development, depending on factors such as the impact of the development on the thoroughfare, the timing of development in relation to need for the thoroughfare, and the likelihood that adjoining property will develop in a timely manner. In the case of adjacent frontage or service roads for state and federally designated highways, the property owner shall dedicate sufficient right-of-way and make authorized improvements in order to provide an adequate road network to serve the subdivision.
- (4) *Substandard street improvements.* Where an existing arterial or collector street does not meet the city's right-of-way or design standards abuts a proposed new development, the city may require the property owner to dedicate the right-of-way for a standard thoroughfare width, and to improve the street according to the dimensions and specifications in these regulations, depending on factors such as the impact of the development on the collector or arterial street,

the timing of the development in relation to need for the thoroughfare, and the likelihood that adjoining property will develop in a timely manner.

- (5) —Capital improvement plan for roads. A road improvement may be considered adequate if the required improvement is included, funded, and approved in the city's, county's, or state's capital improvement plan for roads, provided that the applicant agrees to phase development to conform to such scheduled improvement. This section shall not be construed to prevent the city from requiring dedication of rights-of-way for such roads, or from assigning trips to such roads in a traffic impact study to determine a development project's proportionate costs of improvements.

- (6) City participation in costs of improvement. The city may participate in the costs of improvements required by this section in order to achieve proportionality between the traffic impacts created by the proposed development and the obligation to provide adequate roadways. In such cases, the property owner shall be responsible for the entire initial costs of road improvements, including design costs. Reimbursement of the city's agreed share of the costs shall be made as funds become available. The construction of improvements and the provisions for participation in costs by the city shall be included in a development agreement.

(c) *Traffic impact analysis.*

- (1) *Submittal standards.* Every development that will require subdivision construction plans and generates traffic in excess of fifty (50) average daily trips shall be accompanied by a traffic impact analysis based the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual, prepared in accordance with standard transportation engineering practices for purposes of determining the adequacy of the street network to serve the proposed development, and whether off-site road dedication and improvements should be made to mitigate the effects of the development proposed. In the event that land uses for the development are not specified at the time of application, the daily trip generation rate shall be computed based upon the maximum land use intensity allowed for the development.
- (2) *Submission.* An initial traffic impact analysis shall be submitted with the concept plan or preliminary plat when a concept plan is not required. An updated traffic impact analysis shall be submitted with each final plat submitted for approval and shall be generally consistent with the initial traffic impact analysis. The initial traffic impact analysis shall be updated whenever the concept plan or preliminary plat is modified to authorize more intensive development.
- (3) The traffic impact analysis shall determine:
 - a. Trips to be generated by the proposed development;
 - b. Assignment of such trips to the road network analyzed;
 - c. The capacity of affected arterial and collector streets before and after the proposed development;
 - d. Specific recommendations for arterial and collector street improvements (including but not limited to turn lanes, acceleration/deceleration lanes, additional lanes, controlled access) and traffic-control modifications needed to mitigate the traffic from the proposed development; and
 - e. The development project's proportionate share of the costs of such improvements and modifications.
- (4) *Standards.*
 - a. The city engineer shall determine the geographic area to be included in a TIA.
 - b. A TIA must be performed under the supervision of a state licensed registered professional engineer.
 - c. A TIA must describe the study methodology, the data used, and the study findings and provide recommendations based on the results.

- d. A TIA must be signed/sealed by a registered professional engineer (State of Texas) or other qualified individual responsible for the supervision of the study and preparation of the TIA.
- e. The TIA must meet the requirements of the city, county, and state for internal and adjoining arterials and collector streets. A scoping document shall be agreed upon by all parties prior to submitting the document. All parties, as applicable, must approve the document to consent approval by the city.

(5) Exceptions through a development agreement; approval of development agreement. The city may allow a developer to negotiate payment of fees to offset roadway impacts through a development agreement instead of a TIA. This negotiation may include a fixed fee based on the linear footage of development along a roadway, fixed fee based on the number of lots in a development, fixed fee based on each peak hour trip that the proposed development will generate, fixed fee based on vehicle miles traveled for each land use in the development, or any other means of measurement as agreed upon by the city and developer. This is a voluntary process initiated between the city and the developer. Any development agreement through this section must be approved by the council.

(6) Development agreement in place before plan or plat approval. Any development agreement through this section must be approved by the council before any concept plan, or preliminary plat in cases where no concept plan is required, can be considered by the commission.

(d) Criteria for decisions regarding TIA.

(1) City denial by overburden. The city may deny a TIA if it demonstrates that a proposed development may overburden a private, city, county, or state arterial or collector system.

(2) City denial by ~~reducing~~ desirable operation levels of service or endangers public safety. The city may deny a TIA if it demonstrates the projected traffic generated by the project, combining with the existing traffic, ~~reduces the existing~~ operating level of service on a private, city, county, or state arterial or collector system within the study area or endangers the public safety.

(3) City approval by mitigating adverse traffic conditions. The applicant has satisfactorily mitigated any adverse traffic conditions on a private, city, county, or state arterial or collector system within the study area to the satisfaction of the city.

(4) City approval by proving insignificant effect on systems. The projected additional traffic from a project has an insignificant effect on a private, city, county, or state arterial or collector system within the study area to the satisfaction of the city.

Sec. 36-54. - Other adequacy facility standards.

No subdivision construction plan shall be approved if there are inadequate facilities, as determined by the city engineer, to serve the proposed subdivision. These facilities include but are not limited to on- and off-site water, wastewater, drainage, street, power, and communication facilities. The plans for improvements to provide adequate facilities shall be part of the subdivision construction plans. Adequate facility improvements may include but are not limited to the extension of off-site water and wastewater lines; construction of off-site water storage, off-site lift stations, off-site drainage easements and improvements.

Sec. 36-55. - Naming of subdivisions.

A subdivision name shall be unique, shall not imply a type of development or land use, and shall not duplicate the name of any other subdivision in the city or county in which it is located.

Sec. 36-56. - Tree preservation.

(a) Approval of tree preservation plan required. No significant or heritage trees shall be removed until a tree preservation plan has been approved by the city through the preliminary plat.

(b) Removal in accordance with tree preservation plan. Significant and heritage trees may be removed only in accordance with the approved tree preservation plan, and trees must be protected during construction activities on the property in accordance with the approved tree preservation plan.

~~(a)~~(c) Update to a tree preservation plan due to age; approval authority. The city may require a developer to submit an update to an approved tree preservation plan if four (4) or more years has elapsed between approval of the original tree preservation and a proposed new application as required by this chapter. This may be approved by the administrator.

Sec. 36-57. - Verification of installation and active non-city utilities.

All utilities that are non-city-owned and are necessary for the function of the subdivision, including but not limited to, electric, phone, internet, gas, propane and water, must provide a letter of certification ~~signed by the applicable utility on their company letterhead~~ indicating that all lines have been installed in accordance with their standards and are active. It shall be provided at the time of as-built submittal to the city. All utilities shall be placed underground, no overhead utilities shall allowed unless otherwise approved by the administrator.

Sec. 36-58. - Subdivision walls.

(a) *Walls required.* Where subdivisions are platted so that the back yards of residential lots are adjacent to a collector street, arterial street, or railroad, the developer shall construct walls between said back yards and said street or railroad.

(b) *Standards.* All walls shall conform to the following minimum standards:

- (1) *Professional standards.* Where applicable, materials and installation of walls shall comply with the most recent edition of "Selected ASTM Standards for Fence Materials and Products." Such plans and specifications are to be submitted at the same time as other construction plans.
- (2) *Materials.* Walls shall be constructed of the following materials: Brick, natural stone, simulated stone, split-faced or architectural concrete masonry unit (CMU), decorative reinforced concrete.
- (3) *Height and design.* Walls shall be eight feet in height. The materials, color and design of walls shall be uniform within an approved preliminary plat. A finished side of all walls shall face the arterial or collector street.
- (4) *Distance from utilities.* All walls shall be placed at least five feet from any existing or proposed water line, reuse water line or wastewater line.
- (5) *Placement.* All walls required herein shall be placed along the property line between the right-of-way and the adjoining private property and outside any easements.

(c) *Miscellaneous provisions.* Shall be as stated below.

- (1) Detail plans for walls and associated landscaping including irrigation shall be submitted with the subdivision construction plans.
- (2) Prior to the city's acceptance of the public improvements the developer must complete all walls required herein.
- (3) Any wall and associated landscaping and irrigation approved with subdivision construction plans shall be maintained by an owner's association and will not be maintained by the city.
- (4) Proper spacing to allow for non-automobile and pedestrian access may be placed within the wall to the satisfaction of the city.

Sec. 36-59. - Driveways and accessways.

(a) *Single- and two-family development only.* Driveways are permitted on local streets and are prohibited on collector or arterial streets unless the city determines no other access is possible.

(b) *Multifamily and nonresidential development.* Driveways are permitted on all streets; however, the driveways must have a minimum of two hundred (200) feet spacing between driveways on arterial streets and from the street centerline at an intersection unless the city determines that existing lot condition or other governmental regulations makes this impossible.

- (c) *Reciprocal access for nonresidential or mixed use development.* In order to internalize traffic flows between developments it shall be required that developers interconnect with other lots to the determination of the city. The developer shall record any legal documents and provide documentation of existence before the city approves any final plat.

Sec. 36-60. – Postal delivery service.

- (a) *Requirement.* A developer shall provide neighborhood delivery and collection box units for postal service to lots within a dwelling single family and dwelling two family subdivision. The neighborhood delivery and collection box units shall meet the minimum lot requirements and design standards for such facility as determined by the United States Postal Service ("postal service").
- (b) *Neighborhood delivery and collection box units.* The developer shall provide for neighborhood delivery and collection box unit locations within the right-of-way or on lots as shown on the preliminary and final plats in accordance with this section. The preliminary and final plats shall show the neighborhood delivery and collection box unit locations as approved by the postal service. Approved neighborhood delivery and collection box unit locations shall also be shown on construction plans.
- (c) *Location of neighborhood delivery and collection box units on streets.* Neighborhood delivery and collection box units shall be placed in a location that is convenient, accessible, safe, and efficient to all lots in the subdivision. The developer shall abide by the standards established by the postal service. In addition, the following city standards shall be followed:
- (1) Is allowed in the local street right-of-way for developments consisting of twenty-four (24) lots or less as approved with the concept plan or preliminary plat when a concept plan is not required;
 - (2) Is prohibited in the local street right-of-way for developments consisting of twenty-five (25) or more lots as approved with the concept plan or preliminary plat when a concept plan is not required;
 - (3) Is prohibited in a collector or arterial street right-of-way of any subdivision.
 - (4) Is allowed only on a lot for developments consisting of twenty-five (25) or more lots as approved with the concept plan or preliminary plat when a concept plan is not required.
- (d) *Parking requirements for neighborhood delivery and collection box units.*
- (1) A minimum of one (1) parking space shall be provided for each eight (8) individual postal boxes for the first thirty-two (32) postal boxes excluding package boxes. One (1) additional space shall be provided for each sixteen (16) individual postal boxes thereafter excluding package boxes. Parking lot standards shall be in accordance with the city zoning code and city construction standards.
 - (2) Parking spaces for neighborhood delivery and collection box units may be in rights-of-way as allowed in subsection (c)(1). Parking spaces shall not reduce the pavement width below city standards.

Secs. 36-~~60~~61—36-76. - Reserved.

DIVISION 2. - STREETS AND LIGHTING

Sec. 36-77. - Naming.

- (a) —Duplication or close duplication prohibited; disapproval on names. Proposed street names shall not duplicate or closely duplicate (i.e. Main St. versus Seagrove Main Blvd.) with existing applicable county and city street names. The disapproval of a proposed street name may be based on but is not limited to the following: close pronunciation to another street name, street name is too difficult to pronounce, street names with undesirable meanings or connotations, street names with language translation problems, or street names that may cause the theft of a street sign.

- (b) ~~—~~Extension of name into other subdivisions and developments. Where an extension of a street occurs across an intersection or into another subdivision or development, the street extension shall retain the same name as the original street segment.

(c) Approved names shown on final plat. Approved street names shall be shown on the final plat.

(d) Assignment of street addresses. Street addresses shall be assigned by the department within the City limits. Within the extraterritorial jurisdiction it shall be the applicable government entity tasked with assigning addressing.

Sec. 36-78. — Arrangement and connectivity.

(a) Stub streets required; maintain stub sizes into other future developments. All streets that are stubbed out into the subject subdivision boundary shall be extended into the subdivision. The developer shall integrate the stubbed streets into the existing traffic system of streets in a logical manner. When the neighboring properties develops, the same street classification of the stub street in the present development shall extend into their proposed development.

(b) Street placement in accordance with comprehensive plan. The subdivision shall provide for the extension of streets and existence of proposed streets within the subject subdivision boundary as identified in the comprehensive plan.

~~(c) Residential subdivisions shall have at least one street stubbed out into every adjacent un-platted property unless determined otherwise by the administrator.~~

~~(d)~~ Street classification and locations ultimately determined by City. The classification and location of streets internal to the subdivision shall be determined and required by the administrator as necessary to provide adequate circulation.

~~(e)~~ Local-arterial access prohibited, exceptions. Local streets shall not intersect with arterial streets unless turning movements are physically constrained to a right in/right out condition, and only when approved by the city engineer.

~~(f)~~ Subdivision access. All subdivisions greater than 30 lots shall require a minimum secondary access. Required minimum connectivity. At the time of concept plan, or preliminary plat when a concept plan is not required, all subdivisions shall have a minimum number of connections to existing streets and a minimum number of stub streets where necessary to connect to future subdivisions on adjacent tracts of land as follows:

(1) Thirty (30) lots or less: One (1) connection to an existing street.

(2) For thirty-one (31) – sixty (60) lots: Two (2) connections to an existing street.

(3) For sixty-one (61) lots - one hundred and fifty (150) lots: Two (2) connections to an existing street and one (1) stub street.

(4) For one hundred and fifty-one (151) lots – three hundred lots (300) lots: Two (2) connections to an existing street and two (2) stub streets.

(5) For three hundred and one (301) lots – five hundred and fifty (550) lots: Three (3) connections to an existing street and two (2) stub streets.

(6) For five hundred and fifty-one (551) lots – seven hundred and fifty (750) lots: Four (4) connections to an existing street and three (3) stub streets.

(7) For seven hundred and fifty-one (751) lots – nine hundred and ninety-nine (999) lots: Five (5) connections to an existing street and four (4) stub streets.

(8) For one thousand (1,000) lots and more – one (1) additional connection to an existing street and one (1) additional stub street for each additional two hundred (200) lots.

(f) Exceptions to required minimum connectivity. A subdivision may provide fewer connections to existing streets or provide fewer stub outs than required where specific features or constraints of the land being subdivided make strict compliance impossible or impractical. Such features, shall include but are not limited to, the following:

- (1) Important cultural or archeological features such as historic landmarks or burial grounds;
- (2) Incompatible land uses adjacent to the proposed subdivision;
- (3) Adjacent subdivisions which do not provide stub streets or other opportunities to connect to the proposed subdivision;
- (4) Situations where intersection and driveway separation requirements prevent the ability to provide additional connections to a street.
- (5) Situations where a governmental entity has already approved construction plans to modify an existing street.
- (6) Situations where the development is associated with a Municipal Utility District (MUD) or similar district where subdivision infrastructure is not owned by the city, county, state.

(g) Authority to grant exceptions to subsections (e) and (f). Exceptions to subsections (e) and (f) must be granted by the administrator.

Sec. 36-79. - Street design criteria.

- (a) *Soils investigation.* The applicant shall, at his own expense, cause to be made a soils investigation by a qualified and independent geotechnical engineer licensed to practice in the state. The field investigation shall include test boring within the rights-of-way of all proposed streets. The number of locations of such boring shall be subject to the approval of the city engineer. Atterberg limits and moisture contents shall be determined for all significant boring samples. The method used for these determinations all be the same as those used by the state department of highways and public transportation using their latest Manual of Testing Procedures, 100-E series test methods. The results of the soil investigation shall be presented to the applicant and to the city engineer in written report form. Included as a part of the report shall be a graphical or tabular presentation of the boring data giving Atterberg limits and moisture contents, a soil description of the layers of different soils encountered in the profile of the hole, their limits in relation to a fixed surface datum, and such other information as needed to complete the soils investigation for payment design purposes. Minimum depth of soil profile boring extends eighteen (18) inches behind of the back of the curb. Minimum thickness of flexible base included in the pavement design shall be twelve (12) inches, for local streets or meeting a design criteria of 200,000 ESAL's, or whichever is greater, twelve (12) inches for collector streets or meeting a design criteria of 2,000,000 ESAL's, or whichever is greater and eighteen (18) inches or meeting a design criteria of 2,000,000 ESAL's, or whichever is greater for arterials unless otherwise specified by the city engineer. Minimum thicknesses of hot-mix, hot-lay asphalted concrete included in the pavement design shall be two (2) inches for local streets, two (2) inches for collector streets and three and one-half (3.5) inches for arterials. Street and alley pavements in commercial and industrial areas shall utilize the design criteria in the city construction standards and be constructed on concrete.
- (b) *Curb and gutter requirements.* All streets shall have concrete curbs per the city construction standards. All valley gutters shall be of reinforced concrete and shall be six (6) feet wide and required where water crosses and intersection along the gutter line. Where valley gutters are constructed, pavement at the curb radii shall be squared off with reinforced concrete.
- (c) *Utility locations in streets and mandatory undergrounding.* Insofar as practicable, as determined by the city engineer, utilities in the street rights-of-way shall be situated behind the curb. All utility lines and other lines required to service a subdivision and structures located within the subdivision (including but not limited to water, wastewater, gas, electric, cable, internet, and propane) are required to be underground, no overhead utilities shall allowed unless otherwise approved by the administrator.

Sec. 36-80. - Width.

The following are the width requirements on various streets:

- (1) Arterial streets shall have a minimum dedicated right-of-way of ninety (90) feet and a minimum paving width of sixty (60) feet.
- (2) Collector streets shall have a minimum dedicated right-of-way of sixty (60) feet and a minimum paving width of forty (40) feet.
- (3) Local streets shall have a minimum right-of-way of fifty (50) feet and a minimum pavement width of thirty (30) feet.

Sec. 36-81. - Curves.

Complete curve data (delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency) shown on the centerline or on each side of the street; length and bearings of all tangents and dimensions from all angle points of curve to an adjacent side lot line shall be provided.

- (1) *Arterial streets.* Curves are to have a centerline radius of two thousand (2,000) feet or more. Exceptions to this standard may be granted only by the city.
- (2) *Collector streets.* Curves are to have a centerline radius of four hundred (400) feet or more. Exceptions to this standard may be granted only by the city.
- (3) *Local streets.* Curves are to have a maximum centerline radius of one-hundred and fifty (150) feet and a minimum centerline radius of sixty (60) feet.
- (4) *Reverse curves.* Reverse curves are to be separated by a minimum tangent of one hundred (100) feet.
- (5) *Street intersections.* Street intersections shall be no closer than one hundred and fifty (150) feet.
- (6) *Street jogs.* Street jogs are prohibited.

Sec. 36-82. - Intersections.

The following are the requirements at intersections:

- (1) Intersection at right angles; exceptions. All streets shall intersect at a ninety (90) degree angle. Variations must be approved by the city engineer.
- (2) Radius at unique intersections. Curbs at acute angle intersections approved by the city engineer shall have twenty five (25) foot radii at acute corners.
- (3) Placement of street in relation to intersection. Each new street intersection with, or extending to meet, an existing street, shall be tied to the existing street on centerline.
- (4) Access management of intersections; exceptions. The centerline of intersecting streets shall be a minimum of two hundred (200) feet from other street intersections. This offset shall not apply to streets intersecting a street if a raised median is provided and no median opening is aligned with either of the offset streets. Future median openings are prohibited where two (2) streets offset and intersect an arterial street less than two hundred (200) feet; provided, however, median openings may be allowed for one-way traffic circulation subject to the approval of the City Engineer.

Sec. 36-83. - Cul-de-sacs.

- (a) *Dead-end streets.* Dead-end streets may be platted and where the land being subdivided adjoins property not being subdivided, in which case, the streets shall be carried to the boundaries thereof. Streets designed to be permanently dead-end, shall not be longer than six hundred (600) feet (as measured from the centerline of the nearest intersecting outlet street to the center point of the cul-de-sac) and shall be provided at the closed end with a paved cul-de-sac at least eighty (80) feet in diameter on a street right-of-way of at least one hundred (100) feet in diameter.
- (b) *Temporary turnarounds.* Temporary turnarounds are to be used at the end of a street more than one-hundred and fifty (150) feet long that will be extended in the future. The following note should be placed on the plat: "Cross-hatched" area is temporary easement for turnaround until street is extended (direction) in a recorded plat.

- (c) *Partial or half-streets.* Partial or half-streets may be provided where the city feels that a street should be located on a property line.
- (d) *Prohibited at street stub out to an adjacent subdivision.* At no time shall a cul-de-sac be permitted where a street stub has been provided by an adjacent subdivision.
- (e) *Cul-de-sacs allowed on local streets only. Only local streets may terminate in a cul-de-sac. Collectors and arterial streets may not terminate in a cul-de-sac.*
- (f) *Private and gated streets.* Private and gated streets are prohibited.

Sec. 36-84. – Signage, striping, and signalization.

- (a) *Signage and striping.* The developer shall design, install, and pay all costs for traffic control signs and pavement striping. Traffic control signs and pavement striping shall conform to the accepted construction plans and to the most recent edition of the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- (b) *Signalization.* The developer shall design, install, and pay all costs for providing any required traffic signalization system identified in an approved traffic impact analysis (TIA), including all related devices, conduits, wiring, and junction boxes.
- (c) *Information signage requirements for Municipal Utility Districts (MUD):*
 - (1) *Location of signs.* Signage identifying the subdivision as being within a MUD must be located in all streets entering the subdivision.
 - (2) *Orientation of signs.* Signage shall be oriented to be visible to anyone entering the subdivision.
 - (3) *Wording and colors.* In accordance with the most recent addition of the Standard Highway Design Standards for Texas, Small Guide.
- (d) *Information signage requirements for Public Improvement Districts (PID):*
 - (1) *Location of signs* Signage identifying the subdivision as being within a PID must be located in all streets entering the subdivision.
 - (2) *Orientation of signs.* Signage shall be oriented to be visible to anyone entering the subdivision.
 - (3) *Wording, colors, city approval.* Signage shall state the following: “_____ Public Improvement District. Lots owners are required to pay a special assessment” in black lettering on a white reflective sign background with sign, font, and style similar to subsection (c)(3). This sign will be as approved by the administrator.

Sec. 36-85. - Street lighting.

There will be adequate lighting to provide for safety to the satisfaction of the city engineer. They shall be installed in accordance with city or utility specifications at the time of street construction.

- (a) *Required locations.* Streetlights are required at the following locations:
 - (1). Corner of any intersection with streets;
 - (2). Intersection of a street and alley;
 - (3). Intersection of alleys;
 - (4). At any designated crosswalks outside of an intersection;
 - (5). Designated crossing of any trail or golf path;
 - (6). At the "bubble" of any permanent cul-de-sac;
 - (7). Any curve greater than thirty (30) degrees.

- (b) *Maintenance.* Streetlights shall not be owned or maintained by the city. If the streetlights are to be maintained by and electrical bills paid by a property owner's association, mandatory fees shall be collected and made part of the property owner's association documents/covenants presented to the city with the construction plans. If the streetlights are to be owned by an electric utility, the utility's approval of the street lighting plan and electrical bill payment system shall be presented with the construction plans. An estimate approved by the electrical utility provider detailing the cost of energy for streetlights shall be included.
- (c) *Height.* Maximum height of a streetlight is twenty-five (25) feet, except on arterial streets where the maximum height may be thirty (30) feet.
- (d) *Shown on construction plans.* All streetlights shall be in right-of-way or easements shown on the construction plans.
- (e) *Conformance standards.* Street lighting shall conform to the Illuminating Engineering Society Handbook, most current edition. Lighting levels shall be as recommended for very light traffic in residential areas; medium traffic on feeder streets; and heavy traffic on thoroughfares. All lighting shall be approved by the city engineer.
- (f) *Illumination plan.* An illumination plan for all streets within the plat shall be filed with the subdivision construction plans. The plan shall show the proposed location of the streetlights and any electrical facilities within the street right-of-way or public utility easements. The street lighting facilities shall be complete and operational prior to approval of the public improvements.

Sec. 36-86. - Medians and islands.

Medians and islands shall be landscaped with drought resistant grass or constructed of stamped pattern concrete, brick, stone or concrete pavers, or other engraved concrete surfaces as approved by the City. Drought resistant grass areas shall not be less than six (6) feet in width. Any landscaping shall meet standards within Section 44, City Code. All medians and islands shall be bordered by standard curb and gutter, unless otherwise approved by the City Engineer.

Sec. 36-87. – Acceleration/deceleration lanes.

- (a) *Required when indicated by traffic impact analysis (TIA).* Acceleration/deceleration lanes shall be provided along existing and proposed arterial or collector streets when required by a TIA to the satisfaction of the city engineer.
- (b) *Reservation of additional right-of-way (ROW) when required.* Additional ROW shall be dedicated by plat if required to accommodate acceleration/deceleration lanes or turning lanes.

Secs. 36-~~84~~⁸⁸—36-109. - Reserved.

DIVISION 3. - ALLEYS

Sec. 36-110. - Pavement type.

All alleys shall be paved with concrete per the city construction standards.

Sec. 36-111. - Width.

A minimum paved width of fourteen (14) feet and a minimum right-of-way of twenty (20) feet shall be required for all alleys.

Sec. 36-112. - Drainage.

Adequate drainage shall be provided within the concrete section or by swales to drain all lots to streets without drainage easements through lots where possible. The depth of swale shall be as required for drainage with a minimum longitudinal slope of one-half (1/2) of one (1) percent toward a street or drainage easement.

Sec. 36-113. - Connectivity.

- (a) Alleys shall connect to and/or be aligned with alleys in adjacent subdivisions.
- (b) Alleys shall be designed that both ends terminate only at a local street.

Sec. 36-114. - Ownership and easement.

- (a) Alleys shall be platted as independent lots with shared access easements to be privately owned and maintained by an HOA or similar governing body.
- (b) Alleys shall have a minimum shared access easement width of twenty (20) feet.

Secs. 36-115—36-137. - Reserved.

DIVISION 4. - SIDEWALKS

Sec. 36-138. - Generally.

Sidewalks shall be provided on both sides of all streets adjacent to property zoned for residential or commercial uses. Sidewalks shall be required along streets adjacent to property zoned for industrial uses. ~~Sidewalks shall be 60 inches wide or larger as directed by section 36-141.~~ Sidewalks shall be located in the street right-of-way, the exact location to be at the discretion of the city. Pedestrian ramps shall be required where sidewalks meet curbs.

Sec. 36-139. - ADA requirement.

All sidewalks must comply with the state accessibility standards administered by the state department of licensing and regulation and the Americans with Disabilities Act of 1990, (ADA) as amended, whichever is more restrictive. The developer shall submit its sidewalk plans to the state department of licensing and regulation, or its successor, for review and upon completion, for inspection. The city will not accept sidewalks until the developer provides documentation that the sidewalk plans have been reviewed and approved by the state department of licensing and regulation or its successor.

Sec. 36-140. - Sidewalk location.

Sidewalks for all street classifications shall be installed on both sides of the street right-of-way or within a sidewalk easement. Sidewalks shall be installed on the rear and front of all through lots and on the side of all corner and corner through lots. Sidewalks are also required along the street frontage of all parks. The exact location of all sidewalks shall be at the discretion of the city. This shall include all ADA ramps. The city may allow trails in lieu of sidewalks in special cases if they are in the best interest of the city. Types, sizes and locations of trails shall be at the discretion of the city.

Sec. 36-141. - Design.

All sidewalks shall be a minimum of five (5) feet in width when separated by a distance of at least three (3) feet from the roadway curb. Sidewalks closer than three (3) feet from the roadway curb shall be a minimum of five (5) feet in width.

Sec. 36-142. - Time of installation.

All sidewalks required by these regulations shall be completely installed and constructed by the developer, or his successors in title, before the city's approval of the as-builts.

Sec. 36-143. - Payment in lieu of sidewalk installation.

The city may require a cash payment by the developer in lieu of construction of a sidewalk if the city determines that the sidewalk should not be built. An engineer shall determine the cost of the sidewalk that meets minimum standards under this Code. This determination of cost must be approved by the city engineer. The cash payment shall equal the cost of installing and construction the sidewalk. The developer shall make the cash payment prior to the approval of any subdivision improvements.

Secs. 36-144—36-169. - Reserved.

DIVISION 5. - LOTS

Sec. 36-170. - Area.

The area of all lots platted within the city shall conform with chapter 46, zoning, on the basis of the district in which such lots lie and the use to which they are to be put and they shall conform to the regulations of said chapter 46, including any minimum area, width, and depth requirements. All lots platted in subdivisions located outside the city limits, but within the city's extraterritorial jurisdiction shall be a minimum of 7,500 square feet unless larger is required for lots requiring septic tanks and/or water wells, and shall otherwise conform to the requirements of district R-2, contained in chapter 46. If approval by the planning and zoning commission for smaller lots in sought the development density shall be limited to the lesser of the following:

- (1a) A minimum lot size of 6,000 square feet; or
- (2b) Twice the density, expressed in dwelling units per acre, of any recorded residential subdivision lying within two hundred (200) feet of the proposed development.

Sec. 36-171. - Width.

The minimum width of a lot at the front building line of all lots platted within the city shall conform to chapter 46, on the basis of the zoning district in which they lie. All lots platted in subdivision located outside the city limits, but within the city's extraterritorial jurisdiction shall conform to the requirements of district R-2, contained in chapter 46.

Sec. 36-172. - Lot facing.

- (a) *Street frontage.* Each lot shall be provided with the minimum frontage on an existing or proposed public street required by chapter 46, zoning.
- (b) *Double front.* Double front lots are prohibited except when backing on arterial streets.
- (c) *Front facing.* Wherever feasible, each lot should face the front of a similar lot across the street. In general, an arrangement placing adjacent lots at right angles to each other should be avoided.

Sec. 36-173. - Lot numbering.

All lots shall be numbered consecutively within each block. Lot numbering may be cumulative throughout the subdivision if the numbering continues from block to block in a uniform manner that has been approved of an overall preliminary plat.

Sec. 36-174. - Driveway restrictions.

Rear and side driveway access to an arterial street shall be prohibited.

Sec. 36-175. - Flag lots.

Flag lots shall be prohibited.

Sec. 36-176. - Shape.

Corner lots shall be a minimum ten (10) feet wider than the average interior lot on the same block.

Sec. 36-177. - Lots crossing jurisdictional lines.

Lots which cross any jurisdictional lines which include but are not limited to special districts such as municipal service districts, planned improvement districts, utility districts, emergency service district, and political boundaries such as extraterritorial jurisdiction, city or county limits shall be prohibited.

Secs. 36-178—36-201. - Reserved.

DIVISION 6. - BLOCKS

Sec. 36-202. - Block length.

- (a) *Single-family residential standard or large lot development.*
 - (1) Residential blocks for collector streets shall be no longer than one thousand three hundred and fifty (1,350) feet measured along the center of the block, nor shorter than six hundred (600) feet.
 - (2) Maximum block length along an arterial street shall be fifteen hundred (1,500) feet.

(b) *Two-family residential or small lot development.*

- (1) Residential blocks for duplex or small lot development (lots less than nine thousand 9,000 square feet) shall be designed to provide for a designed street pattern.
 - (2) The maximum length for a cul-de-sac designed to accommodate duplex or small lot development shall be four hundred and fifty (450) feet.
 - (3) The maximum length of any leg of a loop road shall be six hundred (600) feet provided the total length of the loop does not exceed twelve hundred (1,200) feet.
- (c) *On major street.* Maximum block length along a major street shall be fifteen hundred (1,500) feet except under special conditions and upon approval of the planning and zoning commission.
- (d) *Length.* Block length shall be measured along the centerline of the street from the street's intersection with the right-of-way of any intersecting street or in the case of a cul-de-sac from the said intersecting right-of-way to the end of the cul-de-sac "bulb" right-of-way.
- (e) *Non-vehicular pass thru.* All commercial and residential subdivisions shall have a minimum fifteen (15)-foot wide pass-through lot at mid-block or approximate to the mid-point on any block that is one thousand (1,000) feet or greater in length. The pass-through lot shall extend the depth of the block. Any pass-through lot improvements shall be owned and maintained by the HOA. For commercial subdivisions, sidewalks located along internal drives that traverse the site may be considered as a way to meet this requirement.

Sec. 36-203. - Block width.

Blocks shall be wide enough to allow two (2) tiers of lots of at least minimum depth, except when prevented by the size of the property or the need to back up to a major thoroughfare.

Sec. 36-204. - Block numbering.

Blocks shall be numbered consecutively within the subdivision and/or sections of an overall plat as recorded.

Secs. 36-205—36-231. - Reserved.

DIVISION 7. - BUILDING LINES

Sec. 36-232. - Setback requirements based on zoning district.

The building lines of all lots platted within the city shall conform to the setback requirements of chapter 46, on the basis of the zoning district in which such lots lie. All lots platted in subdivisions located outside the city limits, but within the extraterritorial jurisdiction shall conform to the requirements of district R-2, contained in chapter 46.

Secs. 36-233—36-257. - Reserved.

DIVISION 8. - EASEMENTS

Sec. 36-258. - Subdivider to dedicate and grant.

The subdivider shall dedicate or grant easements as follows:

- (1) Where necessary to adequately serve the subdivision with public utilities, easements shall be retained for poles, wires, conduits, storm sewers, sanitary sewers, water lines, open drains, gas lines or other utilities, sidewalks, trails or open space as the city may require. Including easements along the outside boundaries of any subdivision where the city deem said easements necessary.
- (2) Such easements may be required across part of lots (including side lines) other than along boundary lines, if in the opinion of the city the same is needed.

- (3) A minimum ten-(10) foot public utility easement shall be provided adjacent to all public street frontages.
- (4) The one hundred (100)-year flood plain shall be entirely contained within a drainage easement dedicated to the public.
- (5) Any public drainage easement shall have a minimum width of fifteen (15) feet depicted on the plat.
- (6) Shared access easements may be required at the discretion of the city in order to ensure adequate street access and minimum driveway spacing is maintained.

Secs. 36-259—36-279. - Reserved.

DIVISION 9. - DRAINAGE AND STORM SEWERS

Sec. 36-280. - Purpose.

The policies and standards contained herein are to ensure adequate stormwater drainage and flood control within the city and its extraterritorial jurisdiction. Any development or improvement of property which affects stormwater runoff or flood control is subject to the provisions of this article. These minimum requirements are intended to protect public health and safety, to prevent property damage and to minimize the cost of maintaining drainage facilities.

Sec. 36-281. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Storm drainage facilities means being all parts of a drainage system, consisting of streets, alleys, storm sewers, channels, culverts, bridges, swales, detention or retention facilities, and any other feature which stormwater flows over or through. The city has the right to regulate, review and approve construction plans as well as to inspect and/or enter upon any such drainage facilities by use of dedicated rights-of-way, easements or floodway easements.

- (1) Design of all drainage facilities, including inlets, storm sewers, outfalls, culverts and ditches, shall conform with the specifications, codes and the stormwater drainage policy, as adopted.
- (2) Design and construction of all drainage facilities shall conform to the city specifications and follow the general guidelines set forth in section 36-282.

Sec. 36-282. - Hydraulic manual specifications adopted.

Definitions, formula, criteria and data as set out in the Hydraulic Manual, most recent edition of the state highway department bridge division, are hereby adopted. When site development detail plans are not available, the values to be used for the runoff coefficient: C, being as follows:

Description of Area	Runoff Coefficient: C
Public use areas (parks and open space)	0.03
Low density (up to six (6) units per acre)	0.40
Medium density (six (6) to twelve (12) units per acre)	0.45
High density (residential over twelve (12) units per acre)	0.50
Manufactured homes	0.45
Industrial use areas	0.70
Commercial, retail or office	0.75

Note: The area of individual streets shall be considered a part of the adjacent properties.

Sec. 36-283. - Drainage calculation and design.

Drainage calculation and design shall be based on the city comprehensive land use plan or the official zoning map, whichever produces the greater calculated runoff.

Sec. 36-284. - Stormwater runoff design specifications (detention).

Engineering design using a design frequency of two (2), ten (10), twenty five (25), and one hundred (100) years shall provide that the development or improvements to the property will not create or allow for any increase in the stormwater runoff greater than the volume which exists from such property prior to the development or improvements.

Sec. 36-285. - Drainage design requirements.

Drainage design requirements shall provide for protection during a storm recurrence interval where the projected storm flow is carried in the streets and drainage system in accordance with the following:

- (1) Local streets, in conjunction with other drainage facilities, shall be designed to contain the runoff from a storm with a design frequency often years such that the maximum depth of water does not exceed the top of curb elevation. The runoff from a storm with a design frequency of one hundred (100) years shall be contained within the right-of-way.
- (2) Collector streets, in conjunction with other drainage facilities, shall be designed to contain the runoff from a storm with a design frequency of twenty-five (25) years such that the maximum depth of water does not exceed the top of curb elevation. The runoff from a storm with a design frequency of one hundred (100) years shall be contained within the right-of-way.
- (3) Arterial streets, in conjunction with other drainage facilities, shall be designed to contain the runoff from a storm with a design frequency of fifty (50) years such that at least one lane of traffic in each direction remains open. The runoff from a storm with a design frequency of a one hundred (100) years shall be contained within the right-of-way.
- (4) Where low points (sags) occur in streets, storm drainage facilities shall be designed to divert the runoff from a storm with a design frequency of one hundred (100) years.
- (5) The developer shall be responsible for the cost of design and construction of any enlargement or reconstruction of existing drainage facilities required to serve the proposed development as directed by the city engineer.
- (6) Open channels shall be designed to contain the runoff from a storm with a design frequency of one hundred (100) years and shall have a minimum of two feet of freeboard to top of bank.
- (7) The highest water level of natural watercourses shall be determined from whichever of the following is highest:
 - a. A storm with a design frequency of one hundred (100) years.
 - b. The highest flood recorded plus one (1) foot.
 - c. The U.S. Army Corps of Engineers standard project flood.

Sec. 36-286. - High-water levels.

All areas below an elevation of two (2) feet above the high-water level shall be included in the floodway easements. The high-water level shall be the highest elevation of the following:

- (1) A storm with a design frequency of one hundred (100) years.
- (2) The highest flood recorded.
- (3) The U.S. Army Corps of Engineers standard project flood.
- (4) The high bank.

Sec. 36-287. - Minimum design elevation for bridges.

The minimum design elevation for bridges (bottom side or girders or stringers) shall be two (2) feet above the high-water level. The high-water level shall be the highest elevation of the following:

- (1) A storm with a design frequency of one hundred (100) years.

- (2) The highest flood recorded.
- (3) The U.S. Army Corps of Engineers standard project flood.

Sec. 36-288. - Drainage plat review.

The following are the minimum items required for drainage plan review:

- (1) Site plan showing existing and proposed contours; existing and proposed previous and impervious cover areas.
- (2) Predevelopment and post-development runoff calculations using the rational, state department of transportation (TxDOT) or other widely accepted methods.
- (3) Detention pond required volume calculations using widely used methods. The proposed pond shall have a volume greater than or equal to the required volume with one-foot (1) of freeboard.
- (4) Design analysis and details of outlet structure. Outlet structures shall be designed to restrict the two (2)-, ten (10)-, twenty (25)- and one hundred (100)-year storm rate of discharge to predevelopment rate of runoff. For small facilities it is recommended that a concrete outlet structure with a vertical slot be used instead of small pipes for maintenance reasons. Outlet structure to include a spillway for storms greater than the one hundred (100)-year storm.
- (5) Depth/storage/discharge table. Discharge leaving the pond and discharge leaving the entire site (in the event there is off-site drainage that does not flow into the pond, but must be accounted for in the pond calculations).
- (6) Seal of a state registered professional engineer on all drawings and calculations.
- (7) Finish floor slab is one (1) foot above top of curb (TOC) or the CL (centerline) of the street.
- (8) Approved TxDOT permit if required.
- (9) Two (2) copies of construction drawings.
- (10) Show right-of-way line on all streets.
- (11) Manholes. Manholes (inlets or junction boxes) shall be provided at all changes in grade or alignment, storm and sewer intersections, and at a maximum of one-thousand (1,000) feet.
- (12) Inlets. Design of inlets shall conform to the city standard specifications.
- (13) Pipe. Pipe for storm drains shall be concrete pipe in sizes as shown on the approved plans. Pipe eighteen (18) inches or larger in diameter shall be reinforced concrete pipe (RCP), ASTM C76, class 3. Where, in the opinion of the city engineer, added strength of pipe is needed for traffic loads over minimum cover or for excessive height of backfill, concrete pipe. Monolithic, reinforced concrete sewers may be used for storm sewers thirty-six (36) inches and larger.
- (14) Major drainage ways. Design of major drainage ways through a subdivision and major structures, such as box culverts or bridges, across a major drainage channel, shall be coordinated with the floodplain coordinator.
- (15) Drainage collection facilities (all on site).
 - a. Drainage collection facilities (all on site) shall be constructed with underground storm sewers. If it can be established by certified engineering data to the satisfaction of the city engineer that storm sewers are not physically feasible, open ditches may be used, provided that such on-site channels are lined with concrete. These structures shall be of sufficient cross section and slope as to fully contain design flows and facilitate self-cleaning. Outfalls shall enter major collector drainage ways and major streams at grade or be designed and constructed with adequate concrete aprons, energy dissipaters or similar features to prevent erosion;
 - b. Detention ponds and related structures may utilize either existing natural open sections which may be modified, or newly constructed facilities. If modified or newly constructed facilities are utilized, they shall be lined with permanent materials including, but not limited

to: Concrete or vegetation (see subsection (15)c of this section for special conditions and exceptions for vegetation);

- c. Vegetated channels be allowed only to convey off-site water through a subdivision shall have sufficient grade to provide velocities that will allow self-cleaning but will not be so great as to create erosion. Side slopes shall not be a steeper ratio than three to one (3:1) to allow for future growth and to promote slope stability. All slopes shall be hydromulched, sodded or seeded with approved grass, grass mixtures or ground cover suitable to the area and season in which they are applied;
- d. Sodding shall be St. Augustine or Bermuda or as approved by the city with sufficient soil attached to sustain growth and must be alive at the time of application;
- e. Hydromulch shall be applied as required by the city engineer;
- f. Major streams shall not be modified without consent of applicable state and federal agencies and authorization for the director of public works and city engineer;
- g. If, in the opinion of the city engineer, either conditions such as drought, excess precipitation or extreme heat or cold are unsuitable for hydromulching or sodding, such applications shall be deferred by the developer. Under these circumstances, subdivision improvements may be accepted upon the provision of a letter or credit in a form acceptable to the city attorney, in an amount of twice the city engineer's estimated cost of the sod or hydromulch application and where appropriate, surface reshaping, maintenance requirements and reapplication. If the developer is unable to meet the requirements of subsection (15)e of this section within nine months of subdivision acceptance, the letter of credit will be drawn on and the proceeds used to obtain the required vegetation cover;
- h. The developer shall be required to use concrete or similar permanent cover in lieu of vegetation if the city engineer determines that future maintenance is materially impaired or where channel bends and intersections, flow dissipation or similar circumstances so warrant.

Sec. 36-289. – Storm drainage inlet spacing between future driveways or street.

All storm drainage inlets shall be designed and placed to maintain a minimum of ten (10) feet between the closest flair of the storm drainage inlet and the closest flair of a future driveway or street.

Secs. 36-~~289~~290—36-309. - Reserved.

DIVISION 10. - STORMWATER QUALITY, RIPARIAN CORRIDORS AND ENVIRONMENT

Sec. 36-310. - Geographic scope.

In addition to the other requirements of this chapter, this section applies to any residential development of a tract exceeding five acres on the date of the ordinance adopting this section, and all multifamily, commercial, and industrial developments.

Sec. 36-311. - Water quality measures for construction activities.

- (a) Temporary and permanent best management practices shall be employed to prevent polluted stormwater runoff from all construction and development activities from entering surface waterways or groundwater during the construction process until vegetation is permanently established on the site.
- (b) If the owner is issued an individual TPDES stormwater permit, or if the owner's stormwater pollution prevention plan and notice of intent comply with TPDES requirements, no additional best management practices shall be required to comply with subsection (a) of this section, except as provided in subsection (c) of this section.
- (c) Construction best management practices may be required in addition to those three (3) in the owner's stormwater pollution prevention plan permit if:

- (1) More than five (5) acres will be disturbed at any one (1) time;
 - (2) Development will take place on slopes greater than ten (10) percent; or
 - (3) After construction or development activities commence, the measures in the stormwater pollution prevention plan are inadequate to ensure that pollution of surface water and groundwater is prevented.
- (d) Additional best management practices under subsection (c) of this section include a preconstruction site meeting, construction disturbance phasing or sequencing, revegetation, mulching, matting, additional locations and quantities of controls, accelerated maintenance or other measures specified in the applicable technical manual under section 36-365.

Sec. 36-312. - Buffer zones.

(a) *Buffer zones for environmentally valuable features.*

- (1) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Wetland means a transitional land between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water, and conforms to the U.S. Army Corps of Engineers' definition.

- (2) Drainage patterns for development must be designed to protect environmentally valuable features from the effects of runoff from developed areas. Special controls must be used where necessary to avoid the effects of erosion, or sedimentation, or high rates of flow.
- (3) Buffer zones for environmentally valuable features shall be included within protective easements.
- (4) A buffer zone is established around each environmentally valuable feature or group of valuable features.
- (5) Except as provided in section article 3, division 6, of this chapter, within an environmentally valuable feature buffer zone:
 - a. The natural vegetative cover must be retained to the maximum extent practicable;
 - b. Construction is prohibited; and
 - c. Wastewater disposal or irrigation is prohibited.

(b) *Buffer zones for waterways.*

- (1) Waterways are classified as follows:
 - a. A minor waterway has a drainage area of at least sixty-four (64) acres and not more than six hundred and forty (640) acres;
 - b. A major waterway has a drainage area of more than six hundred and forty (640) acres.
- (2) A buffer zone is established along each classified waterway. The boundaries of the buffer coincide with the boundaries of the fully developed one hundred (100)-year floodplain for the waterway, except where greater distance is as follows. Buffer zones for waterways shall be included within protective easements:
 - a. For a minor waterway, the boundaries of the buffer zone are one hundred (100) feet from the centerline of the waterway.
 - b. For an intermediate waterway, the boundaries of the buffer zone are two hundred (200) feet from the centerline of the waterway.
 - c. For a major waterway, the boundaries of the buffer are four hundred (400) feet from the centerline of the waterway.

(3) Development within a waterway zone buffer is prohibited except as follows:

- a. Reserved.
- b. A golf course or part of a golf course is permitted only if no fertilizers, pesticides or herbicides are used within the buffer zone.
- c. A park or similar open space use, other than a parking lot, is permitted only if a program of fertilizer, pesticide and herbicide use is approved. Park development within the buffer zone is limited to hiking, jogging or walking trails and outdoor facilities, and excludes stables and corrals for animals.
- d. A utility line may cross a waterway buffer zone if there is no other place outside the buffer to cross.
- e. Detention basins and floodplain alterations are permitted.
- f. A minor waterway buffer zone may be crossed by a residential or commercial street or driveway if necessary to provide access to property that cannot otherwise be safely accessed.
- g. An arterial street identified in the transportation plan or comprehensive plan may cross a major waterway buffer zone.
- h. An arterial or collector street may cross an intermediate waterway buffer zone only if it is at least one mile from any other collector or arterial street crossing on the same waterway.
- i. An arterial or collector street may cross a minor waterway buffer zone, provided that a collector street crossing or arterial street crossing on the same waterway.
- j. Street and utility crossings shall be aligned to be perpendicular to the waterway buffer zone.
- k. The director of planning and development (DPD) may grant exceptions to the requirements of subsection (b)(3)h—j of this section where strict compliance is impracticable.
- l. All street and utility crossings shall be designed and constructed to minimize pollution of the waterway to the greatest extent practicable.

Sec. 36-313. - Cut and fill.

- (a) *Detention and water quality ponds.* There are no cut or fill limitations for the construction of water quality basins, stormwater detention ponds, streets or driveways.
- (b) *Spoils disposal.*
 - (1) No fill shall be placed on any lot unless authorized in approved subdivision construction plans or a site development permit.
 - (2) Temporary spoils shall be removed prior to acceptance of streets and drainage in a subdivision.
 - (3) Prior to removal of spoils from a site, the owner shall notify the director of planning and development (DPD) of the destination of the spoils.

Sec. 36-314. - Post-construction water quality controls.

- (a) Water quality controls are required for commercial and industrial development with impervious cover exceeding eighty (80) percent of total area.
- (b) The control or combination of controls must reduce the increase in total suspended solids (TSS) load associated with development by at least eighty (80) percent.

Sec. 36-315. - Maintenance.

- (a) The property owners' association (POA) shall be responsible for maintaining and shall maintain all permanent water quality controls in a proper manner and consistent with city standards. The owner shall remain responsible for maintenance until either the maintenance obligation is either assumed in writing by another entity having ownership or control of the property, including an owners'

association, a district or ownership of the property is transferred to another entity. A copy of the assumption or transfer or responsibility shall be filed with the city within thirty (30) days of the transfer.

(b) Site assessment and stormwater management plan.

- (1) An owner subject to the requirements of this section shall submit a site assessment that identifies all environmentally valuable features, waterways and their classifications, buffer zones, contours and all other information necessary to determine compliance with this section.
- (2) An owner subject to the requirements of this section must submit a stormwater management plan that demonstrates permanent water quality controls comply with this section and shows their locations. The stormwater management plan may be included as part of a drainage plan or the material submitted under this section.

Sec. 36-316. - Technical criteria.

- (a) For purposes of complying with this article the technical criteria manual set forth in subsection (b) of this section shall apply, provided that any changes to the manuals subsequent to the effective date of the ordinance from which this section is derived shall not take effect until approved by the city council.
- (b) Technical criteria for best management practices and water quality controls in eastern watersheds, environmentally valuable features, waterways, and buffer zones are those contained in the most recent addition of the City of Austin Environmental Criteria Manual. Impervious cover shall be calculated as it is calculated in the City of Austin's ETJ under Travis County Code, ch. 30.

Sec. 36-317. - Controls for water quality.

Water quality controls are subject to same requirements as drainage structures under this chapter regarding construction plans, engineering standards, fiscal security and inspections.

Secs. 36-318—36-337. - Reserved.

DIVISION 11. - CONSERVATION DEVELOPMENT

Sec. 36-338. - Requirements for waiver.

The following requirements must be met to obtain a waiver under this article. The owner must:

- (1) Hold a preapplication conference and site inspection of the original tract with city staff;
- (2) Perform and submit a comprehensive environmental assessment and ranking of all environmentally and culturally valuable features within and adjacent to the original tract;
- (3) Submit plans and meet engineering, fiscal security, and inspection requirements for water quality measures for construction activities, post-construction water quality controls and their maintenance;
- (4) Set aside fifty (50) percent of the original tract located so as to conserve the highest ranking conservation areas and to maximize connectivity to high ranking environmentally and culturally valuable features on adjacent tract; provided, however, the owner need not provide for any public access to conservation areas;
- (5) Provide for a layout that maximizes clustering of development and minimizes the scope and impacts of infrastructure while adequately providing for health and safety;
- (6) Submit a plan for perpetual management and maintenance of conservation areas, including identification of an entity obligated to perform management and maintenance and the means of financing it; and
- (7) Must provide for low impact design, including:
 - a. Minimization of light pollution;
 - b. Use of native vegetation;

- c. A program of fertilizer, pesticide and herbicide use;
- d. Rainwater harvesting or other water conservation measures;
- e. Stormwater quality management;
- f. Protection of riparian corridors, habitat, groundwater recharge; and
- g. Other environmentally valuable features.

Secs. 36-339—36-364. - Reserved.

DIVISION 12. — WATER, SANITARY SEWER SYSTEMS, AND FLOOD REGULATIONS

Sec. 36-365. - Procedure for water system installation and maintenance.

- (a) *Subdivider to provide necessary water lines.* The subdivider shall provide all water lines necessary to properly serve each lot of the subdivision and ensure that existing and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The subdivider shall install all mains and shall extend the service to all lots terminating thereon with a curbstop and meter box. The subdivider shall submit a certificate to the city certifying that the system has been designed in accordance with the requirements of the state health department, the city and rules of the state insurance commission.
- (b) *Water mains.*
 - (1) Shall be as described in the construction standards.
 - (2) Water mains smaller than eight (8) inches shall not be permitted.
- (c) *Threading.* Threading on fire hydrant outlets shall be suitable for use with city fire protection equipment.
- (d) *Valves.* At intersections of water distribution lines, the number of valves shall be one (1) less than the number of radiating lines (two (2) valves for tee connection and three (3) for cross connection).
- (e) *Oversize mains.*
 - (1) *Size of mains.* All water mains shall be installed in accordance with the master water and sewer plan as adopted and amended from time to time by the city. All mains shall be sized to provide adequate service to the tract to be developed. The cost of water mains up to eight (8) inches, or of a size required to serve a tract being developed, whichever is larger, shall be paid in full by the developer.
 - (2) *Oversize on-site mains.* Where it is determined that an on-site main need to be of a larger size than that required to serve the tract to be developed, the city may require the developer to install such oversized main. For mains up to sixteen (16) inches the developer shall be reimbursed the incremental cost difference required for oversizing from the oversize account approved for capital improvement projects, or through reimbursement contracts. All reimbursement contracts shall contain a provision terminating the city's obligation to reimburse costs after five (5) years from the effective date of the contract.
 - (3) *Oversize approach mains.* Where it is determined that an approach main needs to be of a larger size than that required to serve the tract being developed, the city may require the developer to install such oversized main. Subject to approval by the city council, the city may reimburse the developer for the incremental cost difference required for the oversizing of approach mains. Upon council approval, the reimbursement for approach mains will be paid out of the oversize account described in subsection (e)(4) of this section, from funds approved for capital improvement projects, through reimbursement contracts or any combination thereof. The manner of reimbursement shall be solely at the council's discretion. All reimbursement contracts shall contain a provision terminating the city's obligation to reimburse costs after five years from the effective date of the contract.

- (4) *Oversize account.* A special oversize account is hereby established for the purpose of reimbursing developers for the cost of oversizing water mains. The account shall be funded by a fee based on the number of living unit equivalents (LUE fee) to be added to the water system. The LUE fee will be assessed to all developers regardless of whether or not they are required to install an oversized line. In the event a developer is required to install oversized lines, the LUE fee is due prior to acceptance by the council of the utilities for maintenance. In the event a developer is not required to install oversize lines, the LUE fee for that particular plat shall be due prior to official recordation of the plat in the county clerk's office. In the event a plat is not required, the LUE fee is due when application is made for a building permit. Interest income earned from this account shall be added to the account.
- (5) *Reimbursement.* To be reimbursed, a developer shall present in writing to the city, a statement of oversize credit proposed. This statement shall be presented no later than the end of the normal working day, eight (8) days prior to the regular city council meeting, at which time acceptance of the respective oversize line is considered. The reimbursement for the cost of oversizing will be paid from available funds within ten days after the utilities are accepted by the city for maintenance and developers shall be reimbursed according to the order in which the utility lines are so accepted. In the event that sufficient funds are not available, interest will accrue at a rate established by the council. In the event two (2) or more utility systems are accepted at the same council meeting, the respective developers shall share proportionally in the available funds. Provided, however, that no reimbursement shall be paid to any developer who is delinquent in the payment to the city of any fees or taxes.
- (6) *Oversize credit.* In the event that there are sufficient funds in the oversize account to meet all previous commitments, a developer may be entitled to a credit against the living unit equivalent (LUE) fee. Provided, however, no credit will be granted to any developer who is delinquent in the payment to the city of any fees or taxes. Subject to the foregoing, a developer may reduce the amount of the LUE fee by an amount equal to the reimbursement to which he will be entitled upon utility acceptance. In the event that the utility system has not been completed and accepted by the city within three (3) years from the date of plat approval, the LUE fee shall be immediately due and payable.
- (7) *Determining LUE fee, reimbursement rate and interest rate.* Each February, or more frequently if necessary, the city council shall review and approve the LUE fee, a fixed rate of reimbursement per inch of diameter per linear foot of oversized mains installed, and the rate of interest to be paid. The fees, reimbursement rate and interest rates are on file in the city secretary's office.
- (8) *Agreements by city to construct water mains.* Subject to direct authorization and approval of the city council, the city may enter into an agreement whereby the city will construct water mains required for proposed development if the council determines that the following conditions have been met:
- a. The water main as proposed is in accordance with the master water and sewer plan;
 - b. One or more of the landowners who will benefit from the water main agree to share the cost of the construction by paying in advance their projected LUE fees as estimated by the city engineer; and
 - c. The city has adequate funds available either from funds approved for capital improvement projects or from other sources.

Any such advanced payments shall not be deposited in the oversize account, but shall be deposited in a special fund set aside for the construction of the specific main in question. The advanced payments shall be based on the projected number tract as determined by the city engineer from information supplied by the landowner. At the time a plat is approved for a tract for which advance payments have been made, the developer shall be entitled to a credit for each LUE fee previously paid. If at plat approval time the number of actual LUE fee's exceeds the number as previously estimated, the landowners will either be denied a certificate of serviceability or be required to pay additional LUE fees at the then current

rate. In the event that the number of LUEs is less than the number previously estimated, the landowner shall not be entitled to a refund.

- (f) Fire hydrants spacing. Minimum spacing along streets in single-family or duplex areas shall be five hundred (500) feet and in predominantly multifamily or nonresidential areas spacing shall be three hundred (300) feet.
- (g) *Extension of city water infrastructure to adjacent land.* The city engineer shall require water infrastructure to be extended to adjacent land when they determine it is necessary for the efficient delivery of service.

Sec. 36-366. - Sanitary sewer system.

All subdivision shall be provided with a sewage disposal system approved by the state department of health.

- (1) *Connection with sanitary sewer system required; exception.* Connection with the sanitary sewer system shall be required except where the city determines that such connection would require unreasonable expenditure of funds when compared with other methods of sewage disposal. Where septic tanks are installed, the subdivider shall conduct percolation tests under the supervision of the building official:
 - a. In order to determine the adequacy of proposed lot sizes;
 - b. The plans for such system must be approved by the state health department prior to approval of the final plat by the planning and zoning commission.
- (2) *Subdivider to provide sewer service to each lot.* The subdivider shall install all sanitary sewer mains and lines to each lot. If the public system is not within twelve hundred (1,200) feet of the subdivision, those portions of the system which lie under paved areas shall be installed and capped off and temporary waste treatment will be provided in accordance with the requirement of state and county health officials.
- (3) *Subdivider to submit certificate.* The subdivider shall submit a certificate to the city, certifying that the sewer system has been approved by the state health department, the county health officer and the city.
- (4) *Sewer location.* Where the location of the sewer is not clearly defined by dimensions on the drawings, the sewer shall not be closer horizontally than ten (10) feet, or vertically six (6) feet to a water supply main or service line. Gravity sewer lines passing over water lines shall be constructed for a distance of ten (10) feet each side of crossing with cast iron pipe with no joints within three (3) feet of crossing or encased in concrete in accordance with regulations of the state department of health.
- (5) *Materials.* Sewer lines may be of the following materials in accordance with the city standards specifications.
- (6) *Construction.* Sewers shall be constructed according to the city standard specifications as to trenching, bedding, backfill and compaction.
- (7) *Piping size.* Eight-(8) inch diameter pipe shall be the minimum acceptable for sewer mains and lines.
- (8) *Manholes.* Manholes shall be spaced and shall be constructed in accordance with the city standard specifications.
- (9) *Force mains.* Force mains shall be constructed in accordance with the city standards specifications.
- (10) *Oversize mains.*
 - a. *Size of mains.* All wastewater mains shall be installed in accordance with the master water and sewer plan as adopted and amended from time to time by the city. All mains shall be sized to provide adequate service to the tract to be developed. The cost of sewer mains up

to eight (8) inches, or of a size required to serve a tract being developed, whichever is larger, shall be paid in full by the developer.

- b. *Oversize on-site mains.* Where it is determined that an on-site main need to be of a larger size than that required to serve the tract to be developed, the city may require the developer to install such oversized main. For mains up to eighteen (18) inches the developer shall be reimbursed the incremental cost difference from oversizing from the oversize account described in subsection (10)d of this section. For oversized mains in excess of eighteen (18) inches, the developer will be reimbursed for the incremental cost difference required for oversizing from the oversize account approved for capital improvement projects, or through reimbursement contracts. All reimbursement contracts shall contain a provision terminating the city's obligation to reimburse costs after five (5) years from the effective date of the contract.
- c. *Oversize approach mains.* Where it is determined that an approach main needs to be of a larger size than that required to serve the tract being developed, the city may require the developer to install such oversized main. Subject to approval by the city council, the city may reimburse the developer for the incremental cost difference required for the oversizing of approach mains. Upon council approval, the reimbursement for approach mains will be paid out of the oversize account described in subsection (10)d of this section, from funds approved for capital improvement projects, through reimbursement contracts or any combination thereof. The manner of reimbursement shall be solely at the council's discretion. All reimbursement contracts shall contain a provision terminating the city's obligation to reimburse costs after five years from the effective date of the contract.
- d. *Oversize account.* A special oversize account is hereby established for the purpose of reimbursing developers for the cost of oversizing wastewater mains. The account shall be funded by a fee based on the number of living unit equivalents (LUE) fee to be added to the wastewater system. The LUE fee will be assessed to all developers regardless of whether or not they are required to install an oversized line. In the event a developer is required to install oversized lines, the LUE fee for that particular plat shall be due prior to acceptance by the council of the utilities for maintenance. In the event a developer is not required to install oversized lines, the LUE fee for that particular plat shall be due prior to official recordation of the plat in the county clerk's office. In the event a plat is not required, the LUE fee is due when an application is made for a building permit. Interest income earned from this account shall be added to the account.
- e. *Reimbursement.* To be reimbursed, a developer shall present in writing to the director of public works, a statement of oversize credit proposed. This statement shall be presented no later than the end of the normal working day, eight (8) days prior to the regular city council meeting, at which time acceptance of the respective oversize line is considered. The reimbursement for the cost of oversizing will be paid from available funds within ten (10) business days after the utilities are accepted by the city for maintenance and developers shall be reimbursed according to the order in which the utility lines are so accepted. In the event that sufficient funds are not available, interest will accrue at a rate established by the council. In the event at the same council meeting, the respective developers shall share proportionally in the available funds. Provided, however, that no reimbursement shall be paid to any developer who is delinquent in the payment to the city of any fees or taxes.
- f. *Oversize credit.* In the event that there are sufficient funds in the oversize account to meet all previous commitments, a developer may be entitled to a credit against the LUE fee. Provided, however, no credit will be granted to any developer who is delinquent in the payment to the city of any fees or taxes. Subject to the foregoing, a developer may reduce the amount of the LUE fee by an amount equal to the reimbursement to which he will be entitled upon utility acceptance. In the event that the utility system has not been completed and accepted by the city within three (3) years from the date of plat approval, the LUE fee shall be immediately due and payable.

- g. *Determining LUE fee, reimbursement rate and interest rate.* Each February, or more frequently if necessary, the city council shall review and approve the LUE fee, a fixed rate of reimbursement per inch of diameter per linear foot of oversized mains installed, and the rate of interest to be paid. The fees, reimbursement rate and interest rate which are on file in the city secretary's office.
- h. *Agreement by city to construct wastewater mains.*
1. Subject to direct authorization and approval of the city council, the city may enter into an agreement whereby the city will construct wastewater mains required for proposed development if the council determines that the following conditions have been met:
 - (i) The wastewater main as proposed is in accordance with the master water and sewer plan;
 - (ii) One or more of the landowners who will benefit from the wastewater main agree to share the cost of the construction by paying in advance their project LUE fees as estimated by the city engineer; and
 - (iii) The city has adequate funds available either from funds approved for capital improvement projects or from other sources.
 2. Any such advanced payments shall not be deposited in the oversize account, but shall be deposited in a special fund set aside for the construction of the specific main in question. The advanced payments shall be based on the projected number of LUEs to be placed on the particular tract as determined by the city engineer from information supplied by the landowner. At the time a plat is approved for a tract for which advance payments have been made, the developer shall be entitled to a credit for each LUE fee previously paid. If at plat approval time, the number of actual LUEs exceed the number as previously estimated, the landowners will either be denied a certificate of serviceability or be required to pay additional LUE fees at the then current rate. In the event that the number of LUEs is less than the number previously estimated, the landowner shall not be entitled to a refund.
- (11) *Extension of city sewer infrastructure to adjacent land.* The city engineer shall require sewer infrastructure to be extended to adjacent land when they determine it is necessary for the efficient delivery of service.

Sec. 36-367. - ~~Street lighting.~~ Reserved.

~~There will be adequate lighting to provide for safety to the satisfaction of the city engineer. They shall be installed in accordance with city or utility specifications at the time of street construction.~~

~~(1) — Required locations. Streetlights are required at the following locations:~~

- ~~a. — Corner of any intersection with streets;~~
- ~~b. — Intersection of a street and alley;~~
- ~~c. — Intersection of alleys;~~
- ~~d. — At any designated crosswalks outside of an intersection;~~
- ~~e. — Designated crossing of any trail or golf path;~~
- ~~f. — At the "bubble" of any permanent cul-de-sac;~~
- ~~g. — Any curve greater than 30 degrees.~~

~~(2) — Maintenance. Streetlights shall not be owned or maintained by the city. If the streetlights are to be maintained by and electrical bills paid by a property owner's association, mandatory fees shall be collected and made part of the property owner's association documents/covenants presented to the city with the construction plans. If the streetlights are to be owned by an electric utility, the utility's approval of the street lighting plan and electrical bill payment system~~

~~shall be presented with the construction plans. An estimate approved by the electrical utility provider detailing the cost of energy for streetlights shall be included.~~

~~(3) *Height.* Maximum height of a streetlight is eighteen (18) feet, except on arterial streets where the maximum height may be thirty (30) feet.~~

~~(4) *Shown on construction plans.* All streetlights shall be in right-of-way or easements shown on the construction plans.~~

~~(5) *Street lighting shall conform to the Illuminating Engineering Society Handbook, most current edition. Lighting levels shall be as recommended for very light traffic in residential areas; medium traffic on feeder streets; and heavy traffic on thoroughfares. All lighting shall be approved by the city engineer.*~~

Sec. 36-368. - ~~Traffic control signs, street signs and w~~Water meter boxes.

~~All traffic control signs shall be provided and installed by the developer and shall conform with the most recent edition of the Texas Chapter of the Manual on Uniform Traffic Control Devices for Streets and Highways, Volumes 1 and 2. All street signs and water meter boxes shall be provided and installed by the developer, and said street signs and water meter boxes must meet the specifications set forth by the city.~~

Sec. 36-369. - Flood regulation.

The city shall review each proposed subdivision to ensure the following:

- (1) *Proposals to minimize flood damage.* All such proposals are consistent with the need to minimize flood damage.
- (2) *Public facilities to minimize flood damage.* All public utilities and facilities, such as sewage, gas, electrical and water systems are located, elevated and constructed to minimize or eliminate flood damage.
- (3) *Adequate drainage to be provided.* Adequate drainage is provided so as to reduce exposure to flood hazards.

DIVISION 13. – PARKLAND STANDARDS.

Sec. 36-370. - Parkland standards.

- (a) *Prior to approval of planned development.* Prior to approval of subdivision construction plans or final plat recording, whichever is earliest, each subdivider or developer shall dedicate park land, or contribute cash or park improvements in lieu of land dedication, or any combination thereof as determined by the city.
- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Director, means the parks and recreation director.

- (1) The parkland dedication requirements of this chapter apply to all residential subdivisions, except as provided in subsection (2) of this definition.
- (2) The following are exempt from the requirements of this section:
 - a. A plat with not more than four (4) single-family lots;
 - b. A resubdivision of land that does not increase the number of dwelling units.

Holding costs means any and all costs incidental to the respective tract of land borne by the respective landowner.

For the purpose of this subsection, certain words and terms are hereby defined; terms not defined herein shall be construed in accordance with this subsection and chapter 46, zoning, as amended; other codes and ordinances, or their customary usage and meaning.

(c) *Dedication of parkland required.*

- (1) An applicant of a residential subdivision shall provide for the parkland needs of the residents by the dedication of suitable land for park and recreational purposes.
- (2) The area to be dedicated must be shown on the concept plan and preliminary plat and the plat included in the dedication statement. Prior to recording of the plat, the applicant shall provide by deed to the city all land required by this section. The land itself must be free and clear of all mortgages and liens at the time of such conveyance. It shall not be encumbered with existing or proposed public utility easements or drainage channels that would unduly restrict the development of the site for recreational purposes, unless otherwise approved by the parks and recreation board.
- (3) The amount of parkland required to be dedicated by the applicant to the city is six (6) acres for every 1,000 residents, as determined by the following formula:

$$6 \times (\text{number of units}) \times (\text{residents per unit}) / 1,000 = \text{acres of parkland}$$

- (4) In calculating the amount of parkland to be dedicated under this section, the number of residents in each dwelling unit is based on density as follows:

Dwelling Units Per Acre	Residents in Each Dwelling Unit
Not more than 6	2.8
More than 6 and not more than 12	2.2
More than 12	1.7

- (5) In calculating the amount of parkland to be dedicated under this section, density for a multifamily subdivision is assumed to be the highest permitted in the zoning district, or if the property is not zoned or the zoning does not have a density, twenty-four (24) dwelling units per acre.
 - (6) In calculating the total any fraction must be rounded to the nearest whole number.
 - (7) Land located in a floodplain shall not constitute more than fifty (50) percent of the dedication.
 - (8) *Location.* The specification and codes adopted by the city shall be used as a guide for location of park sites, including but not limited to the comprehensive plan and any adopted parks plan. All land intended for park purposes shall be inspected both on the plat and in the field by the city. The decision on acceptance of parkland shall be made by the director on recommendation by the parks and recreation advisory board. This can be an on-site location or an off-site location. If this is to be an off-site location it shall follow park locations as denoted in the comprehensive plan or parks plan.
 - (9) *Credit for private park land and facilities.* There shall be no credits given under this section for any private parks or facilities created independently of public parks and facilities.
 - (10) *Title insurance required.* Prior to recording the final plat, the developer shall deliver to the city a title insurance policy with the city as the holder and covering the parkland being conveyed.
- (d) *Dual park and storm drainage facility.* Use of park land within the area of a storm drainage facility is prohibited, unless otherwise approved by the parks and recreation board.
- (e) *Criteria for contributions in lieu of park land.*
- (1) *Cash contribution in lieu of park land.*
 - a. If the parkland dedication is to be less than three (3) acres within the city limits, or

- b. If future parks are not indicated on the comprehensive plan, city park plans, or applicable county parks plan in the area of the subdivision and the applicant cannot purchase off-site land in accordance with subsection (c)(8), then the city may allow as an option a fee-in-lieu of the dedication.
 - c. The in-lieu-of-fee shall be paid prior to recording of the final plat.
- (2) *Deposit of cash contributions.* All cash contributions are to be received by the city. The city shall deposit said funds into the park fund, as established by council prior to recording of plat.
- (f) *Reservation of additional park land.* In the event that the park plan, specification or codes for the city specifies a larger amount of park land in a subdivision or planned development than the applicant or may be required to dedicate, the land needed beyond the respective contribution shall be reserved for subsequent acquisition by the city.
 - (1) City may elect to hold such land by:
 - a. Purchasing an option to buy the property for a period and at a price as agreed upon by the city and applicant.
 - b. Indemnifying the owner of the land for all holding costs for a period of time, said costs and time period to be agreed upon by the city and applicant.
 - c. If the city and applicant cannot agree then the city may elect to prohibit any development or improvement to the proposed park land for a period not to exceed twelve (12) months, during which time the city shall use reasonable and diligent efforts to acquire the necessary funds or financing to purchase the subject tract.
 - (2) No provision herein shall in any way be construed as a limitation of the city's authority to acquire park land by eminent domain.
- (g) *Park improvements.*
 - (1) In addition to the required dedication of park land or fees in-lieu as set forth above, the developer shall also pay a park improvements fee to the city prior to recording of a final plat or re-plat or approval of the subdivision construction plans, whichever occurs later. Such park improvements fee shall be sufficient to provide for the development of amenities and improvements on the dedicated land to meet the standards for a neighborhood park to serve the area in which the subdivision is located.
 - (2) In lieu of payment of the park improvements fee, the city may approve a plan from the developer to construct park improvements. If the park or any portion of the park is within areas shown in the comprehensive plan or parks plan as land to meet strategic needs for future parks and/or trails, the developer may be required to construct trails or other park amenities in lieu of payment of the park improvements fee. This plan shall meet the following standards:
 - a. Amenities and improvements shall include one or more children's play areas, picnic areas, game court areas, turf play fields, swimming pools, recreational buildings, trails (sidewalks, walkways or bike trails), and landscaped sitting areas.
 - b. The value of amenities and improvements shall be greater than or equal to parkland improvement fee.
 - c. All park areas and playground equipment shall be in accordance with the U.S. Consumer Products Safety Commission — Publication 325, as currently amended and in accordance with current provisions of the Americans with Disabilities Act.
- (h) *Land treatment.*
 - (1) Upon preliminary platting of the park land from the applicant to the city, the applicant or developer shall not cause or allow any fill material or construction debris to be dumped on the land, or otherwise alter, damage or impair the land, water or vegetation on the park site, without written permission from the director of parks, recreation and special services. The city may allow the applicant to dump fill material and take other respective actions specified in this

subsection when such action would be beneficial to the park land. In such cases, the director of parks, recreation and special services shall provide a letter to the applicant.

- (2) The city will have the option to place the park land in a trust for use and leverage in funding as the park is developed. The city attorney shall be involved with the transfer of property to ensure the city has ownership but through the trust process does not lose the ownership of such property.

Secs. 36-371—36-398. - Reserved.

ARTICLE IV. - SURVEY REQUIREMENTS

Sec. 36-399. - Placement of monuments.

Monuments, consisting of one-half-(1/2) inch iron pipe or one-half-inch reinforced steel or larger, twenty four (24) inches in length, shall be placed at all corners of the block lines, and at the point of intersection of curves and tangents of the subdivision.

Sec. 36-400. - Benchmark.

At least one (1) benchmark for each subdivision shall be permanently installed in an approved manner, with the location and the elevation as shown on the plat. Permanent benchmarks shall be five feet long concrete posts six (6) inches in diameter with the top to be at least twelve (12) inches below finished grade.

Sec. 36-401. - Lot marker.

Lot markers shall be metal, at least twenty-four (24) inches in length, placed at each corner of all lots, flush with the average ground elevation, or they may be countersunk, if necessary, to avoid being disturbed.

Secs. 36-402—36-430. - Reserved.

ARTICLE V. - RESERVATIONS

Sec. 36-431. - Permitted purposes.

No land contained in the proposed subdivision shall be reserved for any use other than a use permitted by chapter 46, zoning, for the district in which the land to be reserved is located.

Sec. 36-432. - Designation on plat.

The specific use for which each piece of land is to be reserved must be shown by appropriate label or description on the subdivision plat. Provision for future abandonment of a reservation as may be appropriate must likewise be shown on said plat.

Sec. 36-433. - Schools.

The location and size of schools shall be in accordance with the school plan and with the requirements of the Elgin Independent School District.

Secs. 36-434—36-483. - Reserved.

ARTICLE VI. - ADMINISTRATION^[2]

Sec. 36-484. - Compliance with construction standards.

In addition to the specifications written in this chapter all infrastructure shall be constructed in accordance with the city's construction standards. Where or if there are conflicts between this chapter and the construction standards, the city's engineer shall make a determination as to which standard will apply.

Secs. 36-485—36-512. - Reserved.

ARTICLE VII. - ACCESS REGULATIONS

Sec. 36-513. - Design of ingress or egress for public streets.

All entrance and exit driveways to public streets shall be located with due consideration for traffic flow and so as to afford maximum safety to traffic on the public streets. Whenever practicable, the city requires a single driveway on the property line between adjacent lots. All such entrances and exits shall be so located, designed, and restricted in number as to:

- (1) Achieve maximum feasible distance from street intersections and from exiting and proposed access connections from adjacent properties;
- (2) Minimize left-hand turns and other turning movements;
- (3) Discourage the routing of vehicular traffic to and from nonresidential uses through local residential streets; and
- (4) Minimize conflict with vehicular traffic.

Sec. 36-514. - Design of ingress or egress for driveways.

In designing and locating entrance and exit driveways, the following regulations shall be observed:

- (1) Entrance and exit driveways to all state highway routes within the city limits shall be not less than thirty (30) feet in width, i.e., one entrance and exit lane at fifteen (15) feet each nor in excess of forty-five (45) feet (one (1) entrance and two (2) exit lanes at twelve (12) feet each and a maximum nine (9) -foot-wide landscaped median or island) in width for lots used for nonresidential purposes. For residential driveway widths shall not be less than twelve (12) feet nor more than twenty (24) feet. Shared driveways are permitted for nonresidential development, i.e., one common driveway serving two (2) contiguous lots to all state highway routes within the city limits and located at/about the common property corner, not exceeding forty-five (45) feet in width, including any proposed median up to nine (9) feet wide. For all driveways other than to all state highway routes within the city limits, entrance and exit driveways shall not exceed twenty four (24) feet and maximum thirty (30) feet (for emergency vehicles). All access driveways to nonresidential lots shall be at ninety (90) degrees, or within a limit of plus or minus ten (10) degrees off ninety (90) degrees, to the intersecting public street. Landscaped islands or medians beyond the property line are prohibited in the right-of-way without prior written approval of the state department of transportation.
- (2) Access to all other public streets shall be by no more than two (2) points of access for each four hundred (400) feet of lot frontage, or fraction thereof. Lots less than one hundred (100) feet in width shall have no more than one (1) point of access to any one public street. In all cases, owners and developer shall provide adequate access to each proposed lot for subdivisions, so that internal traffic management is provided.
- (3) The minimum separation between driveways along all state highway routes within the city limits is one hundred (100) feet. To the greatest extent possible, proposed access to all state highway routes within the city limits should align with existing driveways or public streets on the opposite side of the road. If this is not possible, then there shall be a minimum one hundred and twenty (120)-foot offset, as measured from driveway edge to edge between such driveways. For all other roads or streets, the minimum distance between any two (2) driveway entrances, whether on the same or different lots, shall be thirty five (35) feet, measured along the curb line, except for driveways on a cul-de-sac.
- (4) Driveway entrances shall be set back at least thirty five (35) feet from the point of tangency of the curb at any intersecting street.
- (5) Adequate culverts shall be provided under driveway entrances to prevent obstruction of drainage ways. The minimum size shall be eighteen (18) inches or equivalent approved by the city engineer.
- (6) All driveways shall be designed so as to provide safe vehicular entrance and exit without the necessity of backing out into a public street.
- (7) Every driveway entrance and exit shall be at roadway grade level where the driveway intersects the city's right-of-way. For access driveways to all state highway routes within the city

limits, a negative slope of two (2) percent shall be required where there is no curb and gutter for a minimum of eight (8) feet or to the top of the culvert, and areas with curb and gutter, a positive grade will be allowed.

- (8) All direct ingress and egress shall be designed so as to minimize increases in traffic flow on other streets within the city. Mutual access agreements on parking lots, driveways and adjoining properties shall be encouraged. The specific number, width and location of ingress and egress points shall be established by a professional traffic engineer, subject to city council approval.
- (9) All state highway routes within the city as described by the municipal maintenance agreement between the state department of transportation and the city are:
 - a. U.S. 290: From the east city limits to the west city limits.
 - b. Loop 109: From the north and east city limits to the intersection of U.S. Highway 290.
 - c. SH 95: From the north city limits to the south city limits.
 - d. FM 1704: From the intersection of Loop 109 to the south city limits.
 - e. FM 3000: From the intersection of Loop 109 to the east city limits.
 - f. FM 1100: From 9th Street to the west city limits.

Sec. 36-515. - Access for fire apparatus.

Access roadways for fire apparatus shall be designed and adhere to the following regulations:

- (1) Means of access for fire department apparatus shall consist of fire lanes, private or public streets, commercial driveways, alleys, parking lot lanes, or a combination thereof.
- (2) Means of access for fire department apparatus shall be constructed of a hard, all-weather surface, concrete or asphalt, adequately designed to support the heaviest piece of fire apparatus likely to be operated on the roadway.
- (3) Every cul-de-sac more than one hundred and fifty (150) feet in length shall be provided at the closed end with a turnaround, having a curb radius of not less than fifty (50) feet.
- (4) Turns or bends in streets shall maintain the minimum surface width for the designated category of street.
- (5) Turns in publicly owned arterial or collector streets shall be constructed with a minimum turn radius of one hundred (100) feet to the centerline. Turns in other public or privately owned local streets shall be constructed with a minimum radius of twenty five (25) feet at the inside curb line and a radius of fifty (50) feet at the outside curb line.
- (6) Street surfaces shall not be less than eighteen (18) feet wide, provided no parking is allowed; not less than twenty (26) feet wide if parallel parking is allowed on one side; and not less than thirty (30) feet wide if parallel parking is allowed on both sides.
- (7) Fire lanes in commercial or governmental development shall not be less than twenty (20) feet wide, with eighteen (18) feet surface minimum.
- (8) Commercial and governmental driveways and alleys shall not be less than fifteen (15) feet in surface width. Residential driveways shall not be less than twelve (12) feet in surface width, except in areas of twenty five (25) percent grade where ten (10) feet surface width may be used.
- (9) Finished grades of all driveways shall be in accordance with the adopted International Fire Code (IFC).
- (10) Fire lanes, driveways and alleys connecting to public or private streets shall be provided with flare curb cuts extending at least two feet beyond each edge of street surface.
- (11) At least thirteen (13) feet six (6) inches of nominal height clearance must be provided over the full width of public streets, private streets, fire lanes, commercial and governmental driveways.

- (12) Bridges, when used for access, shall be the same surface width as for fire lanes, public or private streets, driveways, alleys or parking lot lanes, and shall be maintained in accordance with the applicable sections of the building code, using design loading sufficient to carry the imposed loads of the fire apparatus.
- (13) Barriers defined as chains, gates, etc., may be provided at the entrance to residential driveways, provided they are installed according to the requirements of the city and fire district.
- (14) The method of security for residential development is to be as agreed upon by the contractor and the city and shall be commensurate with the item or area needing security.



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER AGREEMENT WITH TRC ENGINEERS INC. FOR PROFESSIONAL INSPECTION SERVICES AND ADDITIONAL ENGINEERING SERVICES RELATED TO THE WASTEWATER TREATMENT PLANT EXPANSION PROJECT AND MAKING CERTAIN FINDINGS OF FACT.

DEPARTMENT: City Manager

PROPOSED ACTION: Discussion and acceptance of additional services and costs associated with the Construction Inspection services for the Wastewater Treatment Plant Expansion Project.

BACKGROUND: TRC Engineering, Inc. currently is contracted for engineering services for the Wastewater Treatment Plant Expansion Project. Historically, after the project is bid for construction and awarded, TRC Engineering, Inc. assumes responsibility for construction inspection and supervision of the project. The purpose of the Resolution is to authorize the City Manager to execute an Agreement with TRC for services and under the terms and conditions described in the proposal for such services by TRC. The proposal is attached to the Resolution as EXHIBIT A.

BUDGET/FINANCIAL IMPACT: The cost to provide the construction inspection services is \$355,392.00. Funding will come from the 2021 Certificates of Obligations to be issued this year.

Funding for this item was {} included {} not included in the current-year budget {x} N/A

RECOMMENDATION:

Staff recommends acceptance of additional services and costs associated with the Construction Inspection services for the Wastewater Treatment Plant Expansion.

ATTACHMENTS: TRC Engineers, Inc. Wastewater Treatment Plant Expansion Project Construction Inspection Services and Additional Engineering Services as proposed.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS
AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER
AGREEMENT WITH TRC ENGINEERS INC. FOR
PROFESSIONAL ENGINEERING SERVICES RELATED TO
INSPECTION AND CONSTRUCTION SUPERVISION OF THE
WASTEWATER TREATMENT PLANT EXPANSION PROJECT
AND MAKING CERTAIN FINDINGS RELATED THERETO.**

WHEREAS, the City of Elgin, Texas has contracted previously with TRC Engineers to provide engineering services for the City's Wastewater system and other critical infrastructure; and

WHEREAS, The City of Elgin has recently awarded a construction contract to CSA Construction Inc. of Houston, Texas for expansion of the City's Wastewater Treatment Plant and as part of that project requires inspection services and supervision of the contract; and

WHEREAS, TRC is prepared to provide inspection services as well as construction permits and associated fees; and

WHEREAS, the City has requested and received a proposal from TRC Companies to provide said services in the amount of \$355,392.00.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS THAT:

Section 1. The above recitals are true and correct; and the City Manager is authorized to execute a Letter of Agreement with TRC Engineers Inc. for professional engineering services in performance of inspection and related services as described in a proposed Letter Agreement, a copy of which is attached hereto as EXHIBIT A and made part of this Resolution as if copied verbatim therein.

Section 2. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 6th day of April, 2021.

RON M. RAMIREZ, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



505 East Huntland Drive
Suite 250
Austin, Texas 78752

T 512.454.8716
TRCcompanies.com
T.B.P.E. #F-8632

March 8, 2021

Mr. Thomas Mattis, City Manager
City of Elgin
310 North Main
Elgin, Texas 78621

**RE: Wastewater Treatment Plant Expansion Project
Construction Inspection Services
Additional Engineering Services Proposal**

Dear Mr. Mattis:

TRC Engineers, Inc. (TRC) has prepared this Proposed Engineering Letter for professional engineering services for the construction inspection services on the above-referenced project, described as follows:

SCOPE OF WORK

TRC will perform the following Scope of Work:

1. TRC will provide inspection services for the construction project based on providing inspection services for five (5) days per week.
2. For those days that the TRC inspector is present, daily, weekly, and monthly reports including photo logs will be provided to City staff for review.

ASSUMPTIONS

As the basis for the preparation of this proposal and the associated cost of services, the following assumptions were made, which if found to be incorrect, may result in additional compensation to TRC:

- Preparation of construction permits or associated fees.
- Inspection services costs are based on 8-hour working days.
- Inspection services will be invoiced monthly based on construction time (in 1/24th increments).
- TRC's effort and costs for construction services are based on a construction project duration of twenty-four (24) consecutive months extending from the date of notice to proceed to the contractor. If the construction period exceeds this time limit, TRC will provide an additional task order based on then-existing time-and-materials rates.

EXCLUSIONS

TRC will not control or have charge of, and shall not be responsible for:

- Construction means, methods, techniques, and sequences;
- Procedures of construction;
- Construction topographical surveying and staking, or post construction survey (as-built conditions);
- Quality assurance testing;
- Conflict resolution with private property owners;
- Investigations, analyses, studies or design for substitutions or materials, corrections of defective or deficient work of the contractor or other deviations from the construction contract documents;
- Health or safety programs or precautions connected with the work;
- Managing, supervising, or have charge of construction; and
- Services related to contractor compliance with wage rate and DBE requirements of construction contract provisions, including field interviews of contractor employees.

COMPENSATION FOR SERVICES

The cost to provide the construction inspection services is \$355,392.00.

TRC's time and materials fee above is based on a continuous flow of work. Any delays or restrictions, caused by customer or customer's sub consultants, which result in idle-time or inefficiencies, could be cause for additional compensation.

The payment schedule will be via progress billing (percent complete for each task).

Changes in scope, including additional scenarios or modification to the scenarios identified above will be evaluated for additional services and/or material cost through a formal change order process, which results in approval of the additional cost prior to excluding the additional work.

The services will be provided in Bastrop County.

Mr. Thomas Mattis, City Manager
City of Elgin
March 8, 2021
Page 3 of 3

Fees for service quoted in this Letter of Agreement are valid for a period of time not to exceed 60 days from the date of this letter.

TRC's proposal accounts for the currently known effects of the COVID-19 pandemic, but TRC cannot predict any different effects or requirements, such as impacts due to future governmental orders, CDC guidelines, or extended duration of the COVID-19 pandemic. TRC reserves the right to obtain relief from schedule or deliverable requirements due to a force majeure event in the event of further impacts to the work due to COVID-19 and reserves the right to receive compensation for increased PPE, social distancing, or other requirements that impact TRC's costs.

We appreciate the opportunity to assist with this project and are available to proceed immediately with your written approval. Please review this Letter of Agreement and, upon acceptance, sign in the space provided below.

Sincerely,



K. Beau Perry, P.E.
Vice President

Thomas Mattis, City Manager
City of Elgin

March 8, 2021

Date

Date

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS
AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER
AGREEMENT WITH TRC ENGINEERS INC. FOR
PROFESSIONAL ENGINEERING SERVICES RELATED TO
INSPECTION AND CONSTRUCTION SUPERVISION OF THE
WASTEWATER TREATMENT PLANT EXPANSION PROJECT
AND MAKING CERTAIN FINDINGS RELATED THERETO.**

WHEREAS, the City of Elgin, Texas has contracted previously with TRC Engineers to provide engineering services for the City's Wastewater system and other critical infrastructure; and

WHEREAS, The City of Elgin has recently awarded a construction contract to CSA Construction Inc. of Houston, Texas for expansion of the City's Wastewater Treatment Plant and as part of that project requires inspection services and supervision of the contract; and

WHEREAS, TRC is prepared to provide inspection services as well as construction permits and associated fees; and

WHEREAS, the City has requested and received a proposal from TRC Companies to provide said services in the amount of \$355,392.00.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS THAT:

Section 1. The above recitals are true and correct; and the City Manager is authorized to execute a Letter of Agreement with TRC Engineers Inc. for professional engineering services in performance of inspection and related services as described in a proposed Letter Agreement, a copy of which is attached hereto as EXHIBIT A and made part of this Resolution as if copied verbatim therein.

Section 2. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 6th day of April, 2021.

RON M. RAMIREZ, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING THE ISSUANCE OF REQUEST FOR PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES AND REQUEST FOR QUALIFICATIONS (RFQS) FOR PROFESSIONAL SERVICES FOR THE 2021 SEVERE STORM GRANTS COVERING ALL FEMA/TDEM PUBLIC ASSISTANCE, HAZARD MITIGATION, AND BRIC GRANT PROGRAMS; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: City Manager

PROPOSED ACTION: Discussion and acceptance authorizing the issuance of Request for Proposals and Qualifications for Grant Management Services and Engineering Services for the 2021 Severe Storm Grants covering all FEMA/TDEM Public Assistance, Hazard Mitigation, and BRIC grant programs.

BACKGROUND: During the month of February 2021, the State of Texas experienced the one of the worst storm events on record in Texas; Governor Abbott declared a State of Emergency. FEMA is to issue a series of Grant opportunities in the coming months for the effected cities and counties to repair, replace, and recover from the storm in the issuance of Public Assistance Grants (PA), Hazardous Mitigation Grants (HMG), and Building Resilient Infrastructure and Communities (BRIC) Grants. In order to be eligible to apply for such funds, the local government needs to engage both grant management as well as engineering services from qualified firms. Adoption of the proposed Resolution simply authorizes staff to proceed with the process of securing these services in compliance with guidelines issued by the granting agency.

BUDGET/FINANCIAL IMPACT: If Elgin were to be awarded any one of these grants it would carry a 25% local match of the total grant award.

Funding for this item was {} included {} not included in the current-year budget {x} N/A

RECOMMENDATION:

Staff recommends the authorization of issuance of RFP/RFQ for Grant Management and Engineering Services for the upcoming FEMA/TDEM Grant opportunities.

ATTACHMENTS: None

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS
AUTHORIZING THE ISSUANCE OF REQUEST FOR
PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES AND
REQUEST FOR QUALIFICATIONS (RFQS) FOR
PROFESSIONAL SERVICES FOR THE 2021 SEVERE STORM
GRANTS COVERING ALL FEMA/TDEM PUBLIC
ASSISTANCE, HAZARD MITIGATION, AND BRIC GRANT
PROGRAMS; AND MAKING CERTAIN FINDINGS RELATED
THERETO.**

WHEREAS, During the month of February 11-21, 2021, the State of Texas experienced the one of the worst storm events on record in Texas and Governor Abbott declared a State of Emergency which in effect economically shut the state down for a week; and,

WHEREAS, the City of Elgin, Texas, experienced said occurrence and imminent threat of widespread and severe property damage, injury, and the potential loss of life due to prolonged freezing temperatures, heavy snow, and freezing rain; and

WHEREAS, FEMA is to issue a series of Grant opportunities in the coming months for the effected cities and counties to repair, replace, and recover from the storm in the issuance of Public Assistance Grants (PA), Hazardous Mitigation Grants (HMG), and Building Resilient Infrastructure and Communities (BRIC) Grants; and

WHEREAS, The City of Elgin wishes to engage a Grant Management and Engineering Firm to help navigate the many aspects of these Grant opportunities, write the grant application and upon acceptance of grant award provide all Grant Management and Engineering Services throughout the lifetime of the grant (s).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS THAT:

Section 1 Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City Manager is hereby authorized to issue a request for proposals (RFP) for administrative services and a request for qualifications (RFQs) for professional services for the FEMA/TDEM Grant Programs for the Severe Storm Disaster of 2021.

Section 3. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 20 day of April, 2021.

RON M. RAMIREZ, Mayor
City of Egin, Texas

ATTEST:

AMELIA SANCHEZ, City Secretary



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY OF ELGIN, TEXAS AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES AND REQUEST FOR QUALIFICATIONS (RFQS) FOR PROFESSIONAL SERVICES FOR THE AMERICAN RESCUE PLAN ACT OF 2021; AND MAKING CERTAIN FINDINGS RELATED THERETO.

DEPARTMENT: City Manager

PROPOSED ACTION: Discussion and acceptance authorizing the issuance of Request for Proposals and Qualifications for Grant Management Services and Engineering Services for the American Rescue Plan Act 2021.

BACKGROUND: The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession.

In order to be eligible to apply for such funds, the local government needs to engage both grant management as well as engineering services from qualified firms. Adoption of the proposed Resolution simply authorizes staff to proceed with the process of securing these services in compliance with guidelines issued by the granting agency.

BUDGET/FINANCIAL IMPACT: Unknown at this time. *The City of Elgin wishes to take advantage of the availability of such funds in a manner consistent with services currently provided by the City and within current staffing that may properly plan, implement, and exercise control over the disbursement of such funds.*

Funding for this item was {} included {} not included in the current-year budget {x} N/A

RECOMMENDATION:

Staff recommends the authorization of issuance of RFP/RFQ for Grant Management and Engineering Services for the American Rescue Plan Act 2021.

ATTACHMENTS: None

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF ELGIN, TEXAS
AUTHORIZING THE ISSUANCE OF REQUEST FOR
PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES AND
REQUEST FOR QUALIFICATIONS (RFQS) FOR
PROFESSIONAL SERVICES FOR THE AMERICAN RESCUE
PLAN ACT OF 2021; AND MAKING CERTAIN FINDINGS
RELATED THERETO.**

WHEREAS, The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession; and,

WHEREAS, the City of Elgin has been allocated up to \$2.2M from the American Rescue Plan Act of 2021 which may be utilized to: Provide aid to local businesses, households, or non-profits; Provide increased “premium” pay to essential workers; Provide government services that may have been reduced due to a reduction in revenue; Make investments in water, sewer, or broadband infrastructure and other opportunities; and

WHEREAS, The City of Elgin wishes to take advantage of the availability of such funds in a manner consistent with services currently provided by the City and within current staffing that may properly plan, implement and exercise control over the disbursement of such funds; and

WHEREAS, The City of Elgin intends to engage a Grant Management and Engineering Firm to help navigate the many aspects of the Act, write the grant application and upon acceptance of grant award provide all Grant Management and Engineering Services throughout the lifetime of the grant.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS THAT:

Section 1. Findings. The following recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. The City Manager is hereby authorized to issue a request for proposals (RFP) for administrative services and request for qualifications (RFQs) for professional services for the American Rescue Plan Act of 2021

Section 3. Effective Date. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 20 day of April, 2021.

ATTEST:

RON M. RAMIREZ, Mayor
City of Egin, Texas

AMELIA SANCHEZ, City Secretary