



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, September 13, 2023 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 13th day of September 2023 at 7:00 p.m., in the Council Chambers, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS:

Join Zoom Meeting

<https://us02web.zoom.us/j/3499549035>

Meeting ID: 349 954 9035

If you wish to listen to the meeting via telephone: Dial (346) 248-7799, Meeting ID 349 954 9035.

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on September 13, 2023.

1. Call to Order
2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Proclamation Mayor to proclaim October 5, 2023 as World Teachers' Day in the City of West Lake Hills.
4. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

- a. Approval of the August 23, 2023 Regular Meeting Minutes.
 - b. Approval of the September 6, 2023 Special Meeting Minutes.
 - c. Approval of the FY 2023-24 Holiday Schedule for City employees.
 - d. Reappoint Mayor Linda Anthony as the General Assembly Representative to the Capital Area Council of Governments (CAPCOG).
 - e. Approval to change the following regular City Council and Board of Adjustment Meetings:
 1. Reschedule the September 27, 2023 City Council meeting to Monday, September 25, 2023;
 2. Cancel the October 11, 2023 City Council meeting; and
 3. Postpone the October 11, 2023 Board of Adjustment meeting to Wednesday, October 25, 2023.
 - f. Approval of resolutions regarding:
 1. General Fund Balance Policy;
 2. Investment Policy & Strategy; and
 3. Financial Procedures & Controls.
5. Finance Discuss and consider an ordinance adopting the proposed budget for Fiscal Year 2023-24.
 6. Finance Discuss and consider an ordinance ratifying the property tax revenue increase reflected in the Fiscal Year 2023-24 budget.
 7. Finance Discuss and consider an ordinance adopting the proposed tax rate for Fiscal Year 2023-24.
 8. Land Use **900 Live Oak Circle** - Discuss and consider action on a variance to replace an existing fence approximately 20 feet from the street edge (30 feet is required) and an 8-foot-tall side yard fence along the western side property line (6-foot height maximum) (Section 22.03.173 of the West Lake Hills Code). Applicant Leah Romero, Word + Carr Design Group.
 9. Ordinance Discuss and consider an ordinance amending Chapter 22 Building Regulations by adding Section 22.03.303(j) requiring a working fire extinguisher to be located within the permitted work site and easily accessible for activities that require the use of heavy equipment or chainsaws in conjunction with a permit issued under Section 22.03.303 and by adding Section 22.03.303(k) providing for revocation of permit for violations of Article 22.03.
 10. Resolution Discuss and consider action on a resolution authorizing an agreement with the Texas Department of Transportation (TxDOT) for a Local On-System Improvement Project (LOSA) on RM 2244 (Bee Cave Road) at Camp Craft Road.
 11. Administration Receive an update and discuss authorizing Travis County ESD #9 to enforce certain provisions of the city code related to health, safety, and fire prevention.

12. Administration Discuss and consider action to accept the design development phase pricing and estimate for the new municipal complex and to authorize progression of the construction documents.
13. Administration Discuss and consider action to award a bid to DigDug Construction LLC for dead vegetative debris removal in the city-maintained drainage easements and city-owned lots and authorize the City Administrator to execute all required documents.
14. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess in Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow;
 3. Lambert - 1600 Westlake Drive; and
 4. 1836 Real Estate, LLC - 707 Butler Cove.
 - b. Section 551.072 - Deliberations about Real Property.
15. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberations about real property.
16. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the September 13, 2023 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, September 8, 2023 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS

Proclamation

WORLD TEACHERS' DAY 2023

Whereas, the City of West Lake Hills' future strength depends on providing a high-quality education to all students; and

Whereas, teacher quality matters more to student achievement than any other school-related factor; and

Whereas, our local teachers have demonstrated great resilience, adaptability, and creativity during the COVID-19 crisis; and

Whereas, our community recognizes and supports its teachers in educating the children of this community; and

Whereas, #TeachersCan is a statewide movement supported by more than 150 partnering businesses and organizations committed to elevating the teaching profession and honoring the critical role teachers play in the success of Texas; and

Now, Therefore, Be It Resolved that the City of West Lake Hills City Council joins #TeachersCan and its partnering entities across Texas in celebrating World Teachers' Day and proclaims the 5th day of October 2023 as

World Teachers' Day

and encourages members of our community to personally express appreciation to our teachers and display a light blue ribbon outside your homes or businesses the week of October 5th as a symbol of support for our educators.

In witness thereof, I have hereto set my hand and cause the seal of the City of West Lake Hills to be affixed on this the 13th day of September 2023.

Linda Anthony, Mayor

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, August 23, 2023 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:00 p.m.

CITY COUNCIL PRESENT:

Mayor Linda Anthony
James Vaughan
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Lieutenant Robert Mills
City Attorney Patty Akers

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Mayor Anthony opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

- a. Approval of the August 9, 2023 Regular Meeting Minutes.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Vaughan, the Council voted three (3) for and none (0) opposed with one (1) abstention to approve the consent agenda as presented. Councilmember Walker abstained. Motion carried.

4. Proclamation Proclamation declaring September 2023 as National Preparedness Month in the City of West Lake Hills.

Mayor proclaimed September 2023 as National Preparedness Month in the City of West Lake Hills.

5. Land Use 3736 Bee Cave Road Suite #3 - Discuss and consider action on variances to allow a 15.28 square foot commercial wall sign that exceeds the 12 square foot maximum and allow corporate colors for the sign (Section 32.01.013 and Section 32.03.009 of the West Lake Hills Code). Applicant Michael Haran (i Fratelli Pizza Westlake).

Director Bills gave a brief summary.

MOTION: Upon a motion made by Councilmember Vaughan and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve the request as presented. Motion carried.

6. Ordinance Discuss and consider action on an ordinance amending Chapter 30 Property Maintenance, Article 30.02 Nuisances, Section 30.02.001 Declaration and Article 30.03 Conditions of Lots and Sidewalks, Section 30.03.001 Duty of Property Owner, Section 30.03.003 Enforcement by declaring the harboring of dead flammable vegetation and brush a public nuisance, amending the duty of property owner, amending the authorization of the City to abate and cause a lien upon said property.

Mayor Anthony introduced the topic. Failure of property owners to maintain properties despite violations, notices, and citations has created a public safety issue. The proposed ordinance would enable the city to perform the work and place a lien on the property for repayment for work completed. Potentially, the city may hold future permits until the balance is paid.

MOTION: Upon a motion made by Councilmember Vaughan and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented. Motion carried.

7. Administration Discuss and consider action on an ordinance amending Chapter 8 Fire Prevention and Protection, Article 8.03 Burn Ban, Section 8.03.004 Prohibiting Smoking in Public Right of Way or a Construction Site, and Section 8.03.006 Enforcement.

Mayor Anthony gave a brief summary. A revised copy of the ordinance was provided to the Council.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to approve the revised ordinance as presented. Motion carried.

8. Resolution Discuss and consider action on a resolution authorizing the city administrator to execute an agreement with the Texas Department of Transportation for the construction and maintenance of gateway monuments.

City Administrator Fletcher gave a brief summary.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to

approve the resolution as presented. Motion carried.

9. Administration Discuss and update on bond items regarding Proposition A (new municipal complex) and Proposition B (streets and drainage projects).

PROPOSITION B - City Administrator Fletcher provided updates. He stated that TCEQ process is advancing and that current acquisitions are continuing.

PROPOSITION A - Bart Kleiman distributed Project Status Reports to the Council and reviewed the updated schedule.

10. Finance Discuss and consider action on the FY 2023-24 Proposed Budget.

City Administrator Fletcher gave a brief summary. The next steps will include a special meeting on September 6th at 5:00 p.m. for the public hearings and then the regular meeting on September 13th at 7:00 p.m. to adopt the budget and tax rate.

11. Administration Discuss and consider action to authorize the mayor and/or city administrator to execute documents related to insurance and benefits as included in the fiscal year 2023-24 proposed budget.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to authorize the mayor and/or city administrator to execute documents related to insurance and benefits as included in the FY 2023-24 proposed budget. Motion carried.

12. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess in Executive Session (closed meeting) to discuss the following:

- a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 - 1. Jaffe - 1405 Wildcat Hollow;
 - 2. Alvarez - 1505 Wildcat Hollow;
 - 3. Lambert - 1600 Westlake Drive; and
 - 4. 1836 Real Estate, LLC - 707 Butler Cove.
- b. Section 551.072 - Deliberations about Real Property.

Council convened into Executive Session at 7:55 p.m.

13. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberations about real property.

Council reconvened in Open Session at 8:32 p.m.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Vaughan, the Council voted four (4) for and none (0) opposed to authorize the mayor to engage the firm of Richards, Rodriguez & Skeith, LLP to handle the Jaffe matter. Motion carried.

14. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Vaughan, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 8:33 p.m. Motion carried.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 13, 2023.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL SPECIAL MEETING
Wednesday, September 6, 2023 at 5:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 5:02 p.m.

CITY COUNCIL PRESENT:

Mayor Linda Anthony
Mayor Pro Tem Gordon Bowman
James Vaughan
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
Court Administrator Robert Martinez

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Mayor Anthony opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Public Hearing Conduct a Public Hearing to receive comments regarding the Proposed Budget and Tax Rate for Fiscal Year 2023-24.

Mayor Anthony opened the public hearing at 5:03 p.m. No comments were received. The public hearing was closed at 5:04 p.m.

4. Finance Discuss and consider action on the FY 2023-24 Proposed Budget.

No action taken.

5. Administration Discuss and consider action to postpone the final vote on the FY 2023-24 Proposed Budget until the regular meeting of the City Council scheduled for Wednesday, September 13, 2023 at 7:00 PM.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Vaughan, the Council voted five (5) for and none (0) opposed to postpone the final vote on the FY 2023-24 Proposed Budget until the regular meeting

of the City Council scheduled for Wednesday, September 13, 2023 at 7:00 p.m. in the West Lake Hills City Hall Council Chambers. Motion carried.

6. Adjournment

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember South, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 5:07 p.m. Motion carried.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 13, 2023.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date: September 13, 2023
Department: Administration
Prepared By: Terry Blanchard
Exhibits: Memo

Item Number: 4c
Cost / Budget: _____
Source of Funds: _____

Subject

Approval of the FY 24 Holiday Schedule for city employees.

Recommendation

Approve the holiday schedule as presented.

Discussion

The City of West Lake Hills Personnel Manual states that the City Council shall designate ten (10) paid holidays to coincide with the City's fiscal year, with the employees voting to select three (3) of the dates. The FY 24 holiday schedule receiving the most votes is presented on the attached page for consideration.

Historically, Council designates Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, and Labor Day as City holiday. This year, City staff voted to include the day after Thanksgiving, the day after Christmas, and Good Friday as their three (3) selections.

The current Personnel Manual Holiday Policy also states, "In addition, each October each full-time regular employee shall also be granted eight additional hours of paid time off to be used within twelve months." Due to an oversight, the floating holiday was omitted from some previous holiday schedules but has been added back to the holiday schedule for FY 24.

City of West Lake Hills, Texas
MEMORANDUM

DATE: September 7, 2023
TO: City Council
FROM: Terry Blanchard, City Secretary
RE: Selection of FY 24 Holidays

The City of West Lake Hills Personnel Manual states that the City Council shall designate ten (10) paid holidays to coincide with the City's fiscal year, with the employees voting to select three (3) of the dates. The FY 24 holiday schedule receiving the most votes is presented here for consideration. Highlighted in yellow are the dates selected by the employees, with the remainder being Federal holidays historically designated by the City Council. Also, the "floating holiday" has been added back to the holiday schedule.

1. **THURSDAY** **NOVEMBER 23, 2023** **THANKSGIVING DAY**
2. **Friday** **November 24, 2023** **Day after Thanksgiving**
3. **MONDAY** **DECEMBER 25, 2023** **CHRISTMAS DAY**
4. **Tuesday** **December 26, 2023** **Day after Christmas**
5. **MONDAY** **JANUARY 1, 2024** **NEW YEAR'S DAY**
6. **MONDAY** **JANUARY 15, 2024** **MARTIN LUTHER KING, JR DAY**
7. **Friday** **March 29, 2024** **Spring Holiday (Good Friday)**
8. **MONDAY** **MAY 27, 2024** **MEMORIAL DAY**
9. **THURSDAY** **JULY 4, 2024** **INDEPENDENCE DAY**
10. **MONDAY** **SEPTEMBER 2, 2024** **LABOR DAY**
11. **FLOATING HOLIDAY** – to be used between October 1, 2023 and September 30, 2024



Capital Area Council of Governments

6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

City of West Lake Hills

Received

AUG 24 2023

August 21, 2023

The Honorable Linda Anthony
Mayor of the City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Dear Mayor Anthony,

The participation of the cities and counties in this region is an important part of CAPCOG's role – we need your input when you have an idea, recommendation or concern. We are also typically seeking candidates to serve on the many committees that guide decisions on criminal justice grants, new training topics for our law enforcement academy, homeland security training to support emergency response, or goals in the comprehensive economic development strategies. We are often looking for interested elected officials and citizens to serve on our advisory committees, so please let me know if you are interested or have a candidate.

Just a reminder on the schedule for some of our program activities this coming year – the Criminal Justice policies will be updated in November leading to grant applications for several funding categories, and the regional plans that support the Homeland Security goals will be updated by October for the 2024 funding cycle. We spent last year selecting the new 9-1-1 call taking equipment with input from our regional stakeholders; the installation will begin in October or sooner in the 31 public safety answering points (PSAPs). The requirements and timeline for solid waste funding this year should be posted by the end of August. And the Aging Services Division continues pilot the CAPABLE and its Care Partner program, offering older adults in Bastrop, Caldwell, Hays and Williamson counties greater assistance with aging in place.

Your membership dues have a direct impact on many of these programs because they are used as match for the grants funding aging services, economic development, law enforcement training, broadband planning, and requests from local governments for data and mapping.

Finally, this is a good opportunity to review your representation on our General Assembly, the governing body of CAPCOG, so we are including a summary of your organization's representation.

As always, please contact me at 512-916-6008 or bvoights@capcog.org if any of my staff or I can assist you.

Best regards,

Betty Voights

Enc. Membership Invoice
 General Assembly Representation Summary
 General Assembly Appointment Form



Capital Area Council of Governments
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744
Phone: 512-916-6000 Fax: 512-916-6001
Federal Tax ID: 74-1689381
State of Texas Vendor #17416893810

Invoice

To: City Of West Lake Hills
Attn: Accounts Payable
911 Westlake Dr
West Lake Hills, TX 78746

Date: August 18, 2023
Invoice No.: 2024M 163
Due Before: December 1, 2023

Description	Amount
2024 CAPCOG Annual Membership Dues	\$ 325.20
Total Due	\$ 325.20

For assistance, please contact Mason W. Canales at 512-916-6163 or mcanales@capcog.org, or Silvia Alvarado at 512-916-6170 or salvarado@capcog.org.

Thank you.

Serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties. Visit our website at www.capcog.org

Remittance Stub

Please detach and return with payment

Invoice Date: August 18, 2023
2024 Annual Membership Dues

Customer ID: WESTLAKE H CITY
City Of West Lake Hills
Attn: Accounts Payable
911 Westlake Dr
West Lake Hills, TX 78746

Invoice No.: 2024M 163

Total Amount Due: \$ 325.20

Amount Enclosed: _____

PLEASE MAKE CHECKS PAYABLE TO:

Capital Area Council of Governments
6800 Burleson Road, Building 310, Suite 165
Austin TX 78744



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

General Assembly Representation Summary for the City of West Lake Hills

CAPCOG's General Assembly is the organization's governing body for the purposes of selecting the Executive Committee, amending the council's bylaws, adopting budgets, determining membership dues, and guiding the organization's mission. Each CAPCOG member appoints representatives to serve as their voice on the General Assembly, and every year CAPCOG provides a list to ensure member's representative are current. According to the CAPCOG bylaws, full members — counties and municipalities — are entitled at least one representative on the General Assembly; however, they can have additional representatives based on their population as shown below:

Counties	Municipalities	No. of Representatives
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
-----	100,000+	4

Associate members — special government districts, school districts, nonprofits, utilities, chambers of commerce, and other governmental agencies — can appoint one representative to the General Assembly. Sustaining members, any person or organization with a positive interest in the welfare of the region, can participate as a non-voting General Assembly representative. At least two-thirds of the General Assembly's voting representatives must be elected officials.

Based on the US Census' most recent population estimates and CAPCOG's bylaws, the **City of West Lake Hills** qualifies for **1 representative(s)** on the General Assembly. Its current representatives are:

- **Mayor Linda Anthony**

Please provide any updates to **City of West Lake Hills's** representative(s) by completing the attached form. More information about CAPCOG's General Assembly representation is at <https://www.capcog.org/who-we-are/general-assembly/>.

As a reminder, General Assembly Representatives are invited to the September 13th General Assembly Meeting at the Austin SouthPark Hotel, 4140 Governors Row in Austin. Representatives can RSVP at <https://training.capcog.org/classes/general-assembly/>.



APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)

-OR-

West Lake Hills City Council (e.g., Austin City Council)

-OR-

_____ Other (Board or other governing body)

City of West Lake Hills

City, County, or Organization being represented

Linda Anthony Mayor
Name of Representative **Position**

911 Westlake Drive
Address

West Lake Hills, TX 78746
City, Zip Code

512-327-3628 512-327-1863
Telephone Number **Fax Number**

mayor@westlakehills.gov
Email address (General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)

Check One:

☒ X Reappointment

☐ Filling Vacancy

☐ Changing Representative Linda Anthony

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on September 13, 2023.
Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board 09/13/2023
Date

Email this form to mcanales@capcog.org or fax it to 512-916-6001. For questions about completing this form, call Mason W. Canales at 512-916-6163.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>4f</u>
Department:	<u>Admin/Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>General Fund Balance</u>		
	<u>Policy; Investment Policy &</u>		
	<u>Strategy; Financial</u>		
Exhibits:	<u>Procedures & Controls</u>	Source of Funds:	<u>n/a</u>

Subject

Approval of Resolutions regarding:

1. General Fund Balance Policy
2. Investment Policy & Strategy; and
3. Financial Procedures & Controls

Recommendation

Approval of Resolutions.

Discussion

Annually the policies for the Finance Department are reviewed and changes are made that are necessary for compliance and/or to reflect the changes in the operation of the department. This year the Financial Procedures & Controls Policy needed an update for purchasing procedures regarding emergency purchases, sole source purchases, cooperative purchases and grant compliance.

The General Fund Balance Policy has no changes.
The Investment Policy & Strategy Policy has no changes.

RESOLUTION NO. 2023-09-01

GENERAL FUND BALANCE POLICY FOR THE CITY OF WEST LAKE HILLS

INTRODUCTION

To maintain a high quality fund balance program, the City of West Lake Hills (the "City") has adopted the guidelines and policies set forth in this document titled "General Fund Balance Policy" (the "Fund Balance Policy"). The purpose of creating the Fund Balance Policy is to establish and codify the objectives and best practices for the fund balance for the City and to assist all concerned parties in understanding the City's approach to fund balance maintenance.

The Fund Balance Policy is intended to serve as a benchmark, or frame of reference against which, current and future decisions related to funding and use of unrestricted cash balances by the City can be compared.

Per Governmental Accounting Standards Board (GASB) Statement No. 54, the terms associated with the use of unrestricted cash balances are classified as restricted, committed, assigned or unassigned. The definitions are:

- **Restricted** fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation (currently, the Court Special Revenue Fund is the only restricted balance at the City).
- **Committed** fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the City (the Cash Reserve Fund, in the following Policy Statement, are all committed funds).
- **Assigned** fund balance amounts are intended to be used by the City for specific purposes (currently, Bee Cave Road Fund, PD Special Revenue Fund and the Tree Fund, are all assigned funds).
- **Unassigned (Unrestricted)** fund balance is the classification for the City's general fund of all spendable amounts not contained in the other classifications.

POLICY STATEMENT

In managing its unrestricted General Fund Balance the City will set limits for a Committed Fund Balance (the "Cash Reserve Funds"). It is the City's policy to set limits to:

- Maintain a Stabilization Cash Reserve Fund balance (Approximately 6 months operating expenses) in the amount of \$2,500,000.
- Establish a Legal Counsel Cash Reserve Fund balance in the amount of \$300,000.
- Establish a Contingency Cash Reserve in the amount of \$500,000.
- Establish a Brush Pickup Reserve in the amount of \$200,000 for the city-wide brush pickup every three years.
- Establish a City Hall Construction Cash Reserve Fund in the amount of \$3,000,000.

Total Committed Fund Balance Amount: \$6,500,000.

GOALS & OBJECTIVES

Maintaining a Cash Reserve Fund by adhering to a fund balance policy is not only a prudent fiscal management tool, but also an important factor in the analysis of financial stability. The City should maintain a prudent level of financial resources to protect against service reductions or tax increases because of temporary revenue shortfalls or unanticipated one-time expenditures. The Cash Reserve Funds may be used to address unanticipated revenue shortfalls or unforeseen expenditures, providing a first defense against deficit spending and helping to maintain liquidity when budgeted overages become inevitable.

Maintaining a Cash Reserve Fund is among the most effective practices a government can apply to maintain a favorable credit rating. The accumulation of prudent reserves in more favorable economic times could be a resource to sustain the City in inevitable economic downturns or unforeseen and/or emergency expenditures.

USE OF STABILIZATION CASH RESERVE FUNDS

The Stabilization Cash Reserve Fund balance should be used for one-time capital projects or emergency operational expenditures only if all of the following conditions exist:

1. A rare and extraordinary event (e.g. natural disaster, man-made disaster, or large and unanticipated reduction or elimination of State/City revenue), or the one-time funding of a capital project or an operating initiative that will result in material, recurring reductions in future operating expenditures or material, recurring increases in operating revenues.
2. The City has made a complete and rational analysis, with justifying evidence that the Stabilization Cash Reserve Fund can be maintained in the future.
3. At such time that these reserve funds are expended, the City Council shall adopt a repayment schedule for replenishment of these reserves.

USE OF LEGAL COUNSEL CASH RESERVE FUNDS

The Legal Counsel Cash Reserve Fund balance should be used for unexpected or unanticipated legal expenses, as named by the City.

USE OF CONTINGENCY CASH RESERVE FUNDS

The Contingency Cash Reserve Fund is to set aside funds for specific projects, unexpected or unanticipated expenses, as named by the City.

USE OF BRUSH PICKUP RESERVE FUNDS

The Brush Pickup Reserve Fund is to set aside funds for the City to use in the city wide brush pickup as named/scheduled by the City.

USE OF CITY HALL CONSTRUCTION CASH RESERVE FUNDS

The City Hall Construction Cash Reserve Fund is to set aside funds for the payment of construction costs for the new City Hall building.

FUND BALANCE POLICY REVIEW

The Fund Balance Policy guidelines, outlined herein, are only intended to provide general direction regarding the future use and maintenance of the Cash Reserve Funds.

Since the guidelines contained in the Fund Balance Policy requires regular updating in order to maintain relevance and to respond to the changes inherent in the capital markets, the City plans to revisit the Fund Balance Policy from time to time.

This policy will be reviewed as needed. At that time, the Mayor/City Council will consider any recommendations for any amendments, deletions, additions, improvements or clarification.

PASSED, ADOPTED AND APPROVED by the City Council of the City of West Lake Hills this the 13th day of September, 2023.

CITY OF WEST LAKE HILLS, TEXAS:

by: _____

LINDA ANTHONY, MAYOR

ATTEST:

TERRY BLANCHARD, CITY SECRETARY

RESOLUTION NO. 2023-09-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF WEST LAKE HILLS AMENDING BOTH THE (1)
INVESTMENT POLICY AND STRATEGY, AND (2)
FINANCIAL PROCEDURES AND CONTROLS.**

WHEREAS, the City Council of the City of West Lake Hills (“City Council”) seeks to promote the timely, effective, and efficient administration of City business; and

WHEREAS, the City Council finds that it is necessary and proper for good government, peace, and order of the City of West Lake Hills to adopt the following.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Lake Hills:

- 1. Findings of Fact:** The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.
 - 2. Effective Date:** This Resolution shall be effective immediately upon passage.
 - 3. Policy Amendment:** The Council hereby amends the City’s Investment Policy and Strategy, and Financial Procedures and Control Policy as follows:
 1. Investment Policy and Strategy Changes: (Exhibit A)
 - a. No Changes – readoption of current policy
 2. Financial Procedures and Control Additions: (Exhibit B)
 - a. Emergency Purchases
 - b. Sole Source Purchases
 - c. Cooperative Purchasing
 - d. Grants Compliance
- (See Exhibit “A” & “B”)**
- 4. Repealer:** Any conflicting policy or rule of the City’s is hereby repealed to the extent necessary to give effect to this Resolution.
 - 5. Filing:** The Council directs the City Secretary to include this Resolution in and among the City’s official records, and to transmit an executed copy to the City’s depository.
 - 6. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & ADOPTED this, the 13th day of September, 2023

ATTEST:

Linda Anthony, Mayor

Terry Blanchard, City Secretary

(ATTACH EXHIBIT “A” – INVESTMENT POLICY AND STRATEGY)



CITY OF WEST LAKE HILLS, TEXAS

**INVESTMENT POLICY AND STRATEGY
September 13, 2023**

I. INTRODUCTION

It is the policy of the City of West Lake Hills (the “City”) that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the City and conforming to the Texas Government Code Chapter 2256, the Public Funds Investment Act (the “Act”). The purpose of this Policy is to set specific investment policy and strategy guidelines. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public Texas funds deposits.

The receipt of a market return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the City.

II. SCOPE

This Policy applies to the investment of all City funds under the City's control and any new funds created unless specifically exempted by the City Council and this Policy.

III. OBJECTIVES

The policy of the City is to invest public funds in a manner which will provide a reasonable market yield with the maximum security of principal while meeting the daily cash fund demands of the City and conforming to all bond covenants. Investments are to be chosen in a manner which promotes diversification. To match anticipated cash flow requirements the maximum dollar-weighted average maturity (WAM) of the overall portfolio may not exceed one year. All purchases of securities will be made on a competitive basis. The primary objectives of City investments are, in priority order:

Safety. Safety of principal is the foremost objective of City investments. Investments shall be made so as to ensure the preservation of principal. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity. The City investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated on a timely basis. This shall be achieved by matching

investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities. Securities with active and efficient secondary markets will be used to assure liquidity.

Diversification. The portfolio shall be diversified by institution, market sector and maturity as much as possible according to market conditions. Diversification will minimize market, liquidity and credit risk and limit potential losses on individual securities.

Yield. The City investment portfolio will be designed to attain a market yield commensurate with City investment risk constraints and cash flow needs for operating expenses. The benchmark for the commingled portfolio shall be the comparable period six month U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and the City's prudent investment strategy.

IV. STRATEGY

The City may maintain one commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue a pro-active and conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. The maximum maturity of any security will be two years and the maximum dollar weighted average maturity of one year or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made for debt service.

General Fund. Investments will be diversified in suitable, high credit quality, short-term investments to maintain liquidity and assure adequate cash flow. Anticipated liabilities will be matched with a laddered portfolio structure. Diversification requirements may be met through use of an investment pool.

Capital Project Funds. To meet construction needs investments will be diversified in suitable, high credit quality, short-term investments. Anticipated construction liabilities will be matched with a laddered portfolio structure and not exceed the planned expenditure schedule of the projects.

V. DELEGATION OF AUTHORITY

No unauthorized person may engage in an investment transaction and all transactions shall be executed as provided under the terms of this Policy and its supporting procedures.

Investment Officers. Authority to manage the City's investment program is derived from state statutes and City resolutions. Council will designate the City Administrator, Finance Director, Assistant City Administrator and WW/Accounting Manager as Investment Officers by resolution. These officers have authority to invest funds in accordance with the City's Investment Policy. The officers shall be responsible for all transactions made and records maintained. The Investment Officer(s) are responsible for creating and maintaining the portfolio in accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures.

All investment officers shall attend at least ten (10) hours of training within twelve months of designation as investment officer and shall attend eight (8) hours of training every two successive fiscal years. Such training shall include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act. The City will pay for the training of investment officers as required by the Public Funds Investment Act.

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. An Investment Officer who has a personal business relationship within two levels of affinity or consanguinity with an organization seeking to sell an investment to the City, shall file a statement disclosing that relationship to the City Council and the Texas Ethics Commission.

City Council. By law, the City Council holds ultimate fiduciary responsibility for the portfolio. It will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy as needed.

VI. PRUDENCE AND CONTROLS

Standard of Care. The standard of care to be applied to all City investments shall be the “prudent person rule”, which states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City’s control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Internal Controls. The Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Written confirmation for all transactions, and
- Review, maintenance and monitoring of security procedures both manual and automated.

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City Investment Policy. If City funds are invested in other than CDs or local government investment pools; the auditor shall also review the quarterly reports as part of the annual audit.

Cash Flow Forecasting. Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze cash flows to monitor and forecast cash positions for investment purposes.

Competitive Bidding. All security transactions will be made on a documented competitive bid basis to assure the City is receiving good market rates.

Monitoring Credit Ratings. The Investment Officer shall monitor, on no less than a quarterly basis, the credit rating on all authorized investments in the portfolio which require credit ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, and liquidate the investment within two days.

Monitoring FDIC Status for Mergers and Acquisitions. The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the City based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the City, the Investment Officer shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

VII. AUTHORIZED INVESTMENTS

Assets of the City may be invested only in the following investments, as further defined by the Act. . If changes are made to the Act they will not be authorized until this Policy is modified and adopted by the City Council.

1. Obligations of the United States, its agencies and instrumentalities with a maximum stated maturity of two (2) years and excluding mortgage-backed securities. (Gov't Code 2256.009)
2. Fully FDIC insured or collateralized depository certificates of deposit from banks or savings bank doing business in Texas with a maximum maturity of two (2) years. Certificates will be collateralized in accordance with this policy. (Gov't Code 2256.010)
3. Fully insured share certificates from credit unions doing business in Texas, with a maximum maturity of two (2) years and insured by the National Credit Union Insurance Fund.
4. AAA rated, Texas local government investment pools which strive to maintain a \$1 net asset value and are continuously rated no lower than AAA or an equivalent by at least one nationally recognized rating service. (Gov't Code 2256.016 and 2256.019)
5. AAA-rated money market mutual funds which comply with SEC Rule 2a-7 and which strive to maintain a \$1 net asset value. (Gov't Code 2256.014(a)).
6. FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
7. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

8. General debt obligations of any US state or political subdivision rated AA or better with a stated maturity not to exceed one year.
9. Bonds issued, assumed, or guaranteed by the State of Israel.

VIII. COLLATERALIZATION

Time and Demand Deposits Pledged Collateral. All bank time and demand deposits shall be collateralized above the FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 102% of market value of principal and accrued interest on the deposits. The bank shall monitor and maintain the margin on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian shall provide a monthly report of collateral directly to the City. All collateral shall be subject to inspection and audit by the City or its independent auditors.

Authorized Collateral. Only the following securities are authorized as collateral for time and demand deposits:

- A. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
- B. Obligations of any US state or of a county, City or other political subdivision of any state having been rated A or equivalent by two nationally recognized rating agencies.
- C. Letters of Credit from the FHLB.

IX. SAFEKEEPING

All securities owned by the City will be cleared on a delivery versus payment (DVP) basis and held by an independent third party safekeeping agent approved by the City. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information.

X. FINANCIAL COUNTER-PARTIES

Depository

At least every five years, a banking services depository shall be selected through a competitive request for proposal process. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

Other banking institutions, from which the City may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers. All broker/dealers who desire to transact business with the City must supply the following documents to the Investments Officer(s).

- Financial Industry Regulatory Authority (FINRA) certification and CRD #
- proof of Texas State Securities registration

Each broker/dealer will be sent a copy of the City's investment policy. If material changes are made to the policy, the new policy will also be sent.

A list of qualified broker/dealers will be reviewed and adopted at least annually by the City Council.

Investment Pools. Each pool must be provided a copy of the City's current Investment Policy and certify to a review of the Policy. An authorized representative shall execute a written instrument substantially to the effect that the pool has received and thoroughly reviewed the City's Investment Policy and acknowledges that the firm has implemented reasonable procedures and controls to preclude investment transactions conducted between the City and the pool that are not authorized by the Policy.

XI. QUARTERLY INVESTMENT REPORTING

Not less than quarterly, the Investment Officers shall prepare and submit to the City Council a quarterly written investment report in compliance with the Public Funds Investment Act (Gov't Code 2256.023). The report must:

- describe in detail the investment position of the City on the date of the report,
- state the book value and fair market value of each separately invested asset at the beginning and the end of the quarter by the type of asset and fund type invested,
- state the change in market value during the quarter,
- state the accrued interest received in the period,
- state the final maturity date of each separately invested asset that has a maturity date,
- state the fund for which each individual investment was acquired, and state the compliance of the investment portfolio of the City as it relates to the Investment Policy and the Public Funds Investment Act, and
- be prepared jointly and signed by any two of the City Investment Officers.

Market prices will be obtained from an independent source.

XII. INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be reviewed and adopted by resolution of the City Council no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

(ATTACH EXHIBIT “B” – FINANCIAL PROCEDURES AND CONTROLS)



CITY OF WEST LAKE HILLS

FINANCIAL PROCEDURES AND CONTROLS
September 13, 2023

I. FINANCIAL POLICIES

The City should focus on prudent long-term financial policies which address key areas such as:

- long-term financial stability and accountability
- avoidance of deficit financing
- budgets based on realistic revenues and expenditures
- establishment of a fund balance policy
- competitive and value-based procurement

II. BUDGETING

Long-term financial plans and strategic planning should be linked to the budget process.

- the annual budget should be developed in terms of long-term solvency and sustainability
- the Mayor shall prepare and present the budget annually
- the Council should focus on policies, funding priorities at a macro level
- public involvement and transparent decision making is critical in the budget development
- modifications to the budget must be approved by Council and require timely updates

III. CASH MANAGEMENT

Collections and Receivables.

The City will invoice and collect all funds due on a timely basis.

- each department billing for services will create at a minimum a monthly invoice within five days of service provision (with the exception of the utility scheduled cycles)
- all invoices will be dated and numbered
- a copy of the invoice will be sent to the Finance Director and or the WW/Accounting Manager for entry and reconciliation
- the Finance Director will monitor the outstanding receivables and a second notice will be sent by Finance or the department that is responsible for the amount outstanding in 30 days
- aged receivables (over 60 days) will be reviewed with the City Administrator quarterly for further collection action
- if specific overdue fees are established for the City, those fees will be applied
- there will be a \$35 fee placed on all NSF checks received, in addition to any other fees

Cash Handling.

All funds collected by departments throughout the City's operations will be given to the Finance Director and or WW/Accounting Manager and deposited in the City depository bank on a weekly basis, at a minimum.

Any department which receives funds must assign an administrator to that receivables function and the name of the fund administrator reported to the Finance Director. All funds collected by each department will require a receipt attached or saved in the Finance folder for the deposit copy given to the Finance Director and/or the WW/Accounting Manager.

Change funds, the change fund administrator and the stipulated size of the change fund are established within departments and approved by the City Administrator. If a change fund is used in a department for making change to citizens, then the amount of that change fund must be reconciled monthly and reported to the Finance Director. The amount in change funds will be established based on historical activity for that department.

- change accounts must be reconciled at least on a monthly basis - responsibility and liability for the change fund rests with the administrator of that fund
- excess funds in any change fund is deposited with the Finance Director with full details/reconciliation
- numbered receipts shall be given for all City funds received
- all funds shall be maintained in a locked receptacle at all times
- if a deposit to City Hall cannot be made weekly, funds must be safely kept in a locked cabinet/safe and made as soon as possible
- access to the cabinet/safe used for deposits must be restricted and the names of all having access must be recorded by the administrator of that fund location with a copy to the Finance Director

Purchase Approval

Department heads shall ensure that expenditures are allocated to and paid from the correct budget accounts. It is the responsibility of department heads to assure that sufficient funds remain in the budget accounts to cover the expenditures. Over expenditures in any budgeted category are prohibited without prior consent by the City Administrator or Finance Director.

- the department head or their assignee must sign each request for payment
- the department head or their assignee will verify that funds are available for the purchase request
- request for payment should be forwarded to Finance in a timely manner and such that any discount terms can be utilized
- if requested by the vendor, purchase orders are issued by the Finance Director or Accounting Manager and the department head or their assignee are responsible to verify that funds are available for the purchase

Emergency Purchases

Emergency Purchases are those procurements necessary due to a public calamity, a need to preserve or protect the public health or safety of the City's residents, unforeseen damage to public machinery, etc. When emergency purchases are made, the user department will make the purchase at the best possible price.

Emergency purchases in excess of \$50,000 will be accompanied by the appropriate contract documents, authorized by the City Administrator and ratified by the City Council. When City Council approval is necessary, a detailed explanation of the emergency will be included by the user department on the agenda request form.

The necessity for an emergency construction procurement does not waive insurance, bond, wage rate compliance or any grant related conditions, etc. where those requirements would otherwise apply.

Sole Source Purchases

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source. This applies to purchases where competition is precluded such as:

- items that are available from one source because of patents, copyrights, secret processes or natural monopolies
- films, manuscripts or books published and available from only one source
- gas, electricity, water and other utility services
- captive replacement parts or components for equipment

Sole Source purchases are exempt from competitive solicitation. Departments should use their best professional judgement when selecting a vendor. Contracts or purchases over \$50,000 require City Council approval. When City Council approval is necessary, a detailed explanation of the sole source basis for the purchase will be included by the user department on the agenda request form.

Cooperative Purchasing

A Cooperative purchase is a procurement based on a contract that has been competitively bid and issued by another government or purchasing alliance with the intention of sharing it with other government entities. The use of Purchasing Cooperatives provides for volume discount pricing and expedited placement or orders.

Individual purchase orders may be processed using a Vendor's cooperative contract up to \$50,000 per year without City Council approval provided that the Vendor has presented to the City a valid quote referencing the cooperative contract number. Either a single or multiple purchase orders issued to a vendor for the same goods or services, using a cooperative contract in a amount that exceeds \$50,000 per year for the same goods or services will require City Council approval. The cooperative contract number must appear on the vendor's quote.

Grants Compliance

Once a Grant has been approved, expending approved grant funds requires the City to follow Section 8: Uniform Grant Guidance-Federal Procurement Rules; 2 CFR 200.320. In most cases the City's purchasing thresholds are more conservative than the Federal purchasing thresholds, however purchasing guidelines for each grant are unique and must be reviewed in advance of collecting bids, proposals or quotes.

For Purchasing, please refer to the Governing Policies:

- Texas Local Government Code, Chapter 252.022
- Texas Municipal Procurement Laws Made Easy – TML 2021

Checking Account Controls

The City's checking account(s) shall be managed/reconciled by the Finance Director and/or the WW/Accounting Manager.

- all checking accounts will have positive pay service to protect the City from fraudulent checks
- vendors may require to receive City payments by ACH
- balances necessary to fund routine/recurring expenses shall be determined by the Finance Director based on operating expenses and encumbrances
- to avoid overdraft situations sufficient liquid cash shall be maintained as a liquidity buffer to pay for unforeseen expenses

Disbursement of Funds

The production of checks or ACH transfers is solely the responsibility of the Finance Director and/ or WW/Accounting Manager and no other checking accounts shall be established or used by any department.

- bank checking account shall be established for payment of all disbursements
- accounts which will not have more than six disbursements a month, should be styled as money market accounts to increase potential earnings
- debt service payments must be made (by wire or ACH), unless a check is required
- checks will be written at least weekly with a review of the check register by the Finance Director, WW/Accounting Manager or the City Administrator before printing
- available discounts in the payment of invoices shall be taken
- the City will move to increasing the use of ACH payments to all vendors to reduce costs and provide the best audit trail possible
- the check register (and listing of ACH debits) to be written from the general ledger system (InCode), will be reviewed against signed documents by the Finance Director, WW/Accounting Manager or the City Administrator
- release of checks will be made only after a balancing of the register and the actual checks
- Disbursement reports (check registers) are posted quarterly on the City's website
- checks shall require two electronic signatures or two manual signatures:
Any two of the following – Mayor, City Administrator, Finance Director, or Assistant City Administrator

Depository Bank

In accordance with state law (Local Government Code Chapter 105), the City will request 'bank applications', in the form of a Request for Proposal (RFP) for primary depository services (banks handling the primary accounts, collections and disbursements of the City) at least every five years. The proposals shall be competitively bid.

- approval by the Council shall allow the City to receive RFP's from banks within ten miles of City Hall to assure adequate banking alternatives
- a notice of the RFP shall be published no later than 21 days prior to the deadline for proposals in a local newspaper of general circulation
- the contract for banking services must be executed under the terms of FIRREA which requires approval by the Bank Board or Bank Loan Committee
- the contract must be approved by the City Council
- the bank shall provide pledged collateral as defined by the Investment Policy and in accordance with the Public Funds Collateral Act (Government Code 2257) and collateral must be in place before City funds are moved to the bank

- in a bank transition all funds should be transferred on a timely basis and no longer than 90 days
- transaction access to the bank must be limited and access reviewed at least annually
- bank fraud protection services (such as positive pay and ACH filters) will be used to protect City assets
- the Finance Director should meet with the depository bank, at least annually, to assure that the most cost efficient services are being used

Financial Statement Reporting

The Finance Director shall prepare a comparative financial statement quarterly for timely presentation to Council. The written quarterly statement shall include, at a minimum:

- statements of budgeted and actual revenues
- expenditures in the general fund, debt service fund, and capital projects fund, and
- an investment report
- the quarterly statements will be distributed to the City Council as soon as available, but not later than the end of the succeeding month
- the Finance Director will brief the City Council each quarter on the financial condition of the City as reported in the statements
- if necessary, the Finance Director shall make quarterly adjustments to the financial statements and complete all required adjustments within ninety days after the close of the fiscal year
- adjustments to prior reports shall be presented to the Council at the following regular Council meeting
- monthly Revenue and Expense Reports are posted on the City's website

IV. FIXED ASSETS

General. Positive control over general fixed assets is needed to determine adequacy of insurance coverage, to safeguard assets, and to provide accurate disclosure in the City's financial statements. General fixed asset categories are:

- Land
- Buildings and improvements
- Furniture, Fixtures and Equipment
- Construction in progress

Fixed Asset Acquisition. A complete City fixed asset inventory shall be maintained by Finance with verification by each department at least annually.

- an asset acquired by the City having a useful life of more than one year and costing more than \$1,000.00 and all computers regardless of cost, shall be capitalized at cost
- cost shall include ancillary charges for freight, installation, set-up and other fees necessary to acquire or construct the asset
- a fixed asset expenditure shall be charged to the Capital Outlay account of the department incurring the expense and shall also be recorded in the General Fixed Assets Account Group
- if an expenditure does not materially add to the value of the asset or appreciably prolong its life, the expenditure should not be capitalized
- if an existing asset is replaced, the existing asset must be removed from the General Fixed Asset Account group and replaced by the new asset

Fixed Asset Retirement. All fixed asset retirement requests should be in writing, signed by the department head and be approved by the City Administrator or Finance Director.

- the approved request for the retirement of a fixed asset must include the reason for retirement and the method and date of disposition
- the request shall be forwarded to the Finance Director for removal of the asset from the Fixed Asset listing and Account



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>5</u>
Department:	<u>Admin/Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>FY2023-24 Adopting</u>		
Exhibits:	<u>Proposed Budget</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider an ordinance adopting the proposed budget for Fiscal Year 2023-2024.

Recommendation

Adoption of Fiscal Year 2023-2024

Discussion

This is to adopt the FY 2023-2024 Proposed Budget. The Proposed Budget does include a Property Tax Rate increase up to the De Minimis Rate allowed by cities to raise up to \$500,000 more revenue than the previous year (See page I in the Proposed Budget for details). The Proposed Property Tax Rate does include the tax rate for the new 2023 Certificate of Obligations of \$0.0165.

The Proposed Budget does include the salary increases, the fuel stipend and the extra certification pay for officers that was discussed at the August 9, 2023, City Council Meeting.

ORDINANCE NO. 2023-008

**AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS,
ENACTING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2023-2024;
FUNDING MUNICIPAL PURPOSES; AUTHORIZING EXPENDITURES;
PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT;
ENACTMENT; FILING OF BUDGET; REPEALER; SEVERABILITY;
EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

WHEREAS, the City Council of the City of West Lake Hills (“City Council”) seeks to enact and otherwise approve the City’s budget for Fiscal Year 2023-2024; and

WHEREAS, the new fiscal year commences for the City of West Lake Hills (“City”) on October 1, 2023; and

WHEREAS, the City Council finds that the proposed Budget is for legitimate municipal purposes, and is in compliance with Texas Local Government Code Chapter 102; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Section 101.002, the City Council may manage and control the finances of the municipality; and

WHEREAS, the City Council finds that is necessary and proper for the good government, peace or order of the City of West Lake Hills to adopt an ordinance establishing a budget for the upcoming fiscal year; and

WHEREAS, the City has satisfied all statutory requirements for public notices and public hearings regarding the attached budget.

NOW, THEREFORE, BE IT ORDAINED by the City of West Lake Hills City Council:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

The City's budget for Fiscal Year 2023-2024 shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all purposes.

3. REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. FILING THE BUDGET

The City Secretary is hereby directed to file the budget on the website of the City and in the City's official records.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication as provided for by law.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code Chapter 551. Notice was also proved as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the 13th day of September 2023 by the following City Council of West Lake Hills roll call vote:

Mayor Pro Tem Bowman	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Vaughan	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Plunkett	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember South	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Walker	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>Absent</i>

CITY OF WEST LAKE HILLS:

Linda Anthony, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

Attachment “A”

Fiscal Year 2023-2024 Municipal Budget



City of West Lake Hills

Fiscal Year 2023-2024

Linda Anthony, Mayor

PROPOSED BUDGET - SEPTEMBER 13, 2023

PROPOSED TAX RATE

FY 2023-2024 PROPOSED PROPERTY TAX RATE FOR CITY OF WEST LAKE HILLS

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,079,343* which is a 23.3% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$69,568.

Property Tax Rate Comparison	FY 2022-23	FY 2023-24
Proposed Tax Rate	\$0.1504/100	\$0.1786/100
No New Revenue Tax Rate	\$0.0668/100	\$0.1447/100
Maintenance and Operations Rate	\$0.1061/100	\$0.1178/100
Debt Rate	\$0.0443/100	\$0.0608/100
Voter Approval Rate	\$0.1504/100	\$0.1667/100
De Minimis Rate	\$0.1273/100	\$0.1786/100

* This increase includes \$599,206.25 for new debt payment and \$480,136.75 for M&O

City of West Lake Hills City Council Recorded Roll Call Vote:

Vote

(Mayor does not vote unless required to break a tie.)

Mayor Linda Anthony

Council Members:

Place 1 James Vaughan

Place 2 Brian Plunkett

Place 3 Beth South

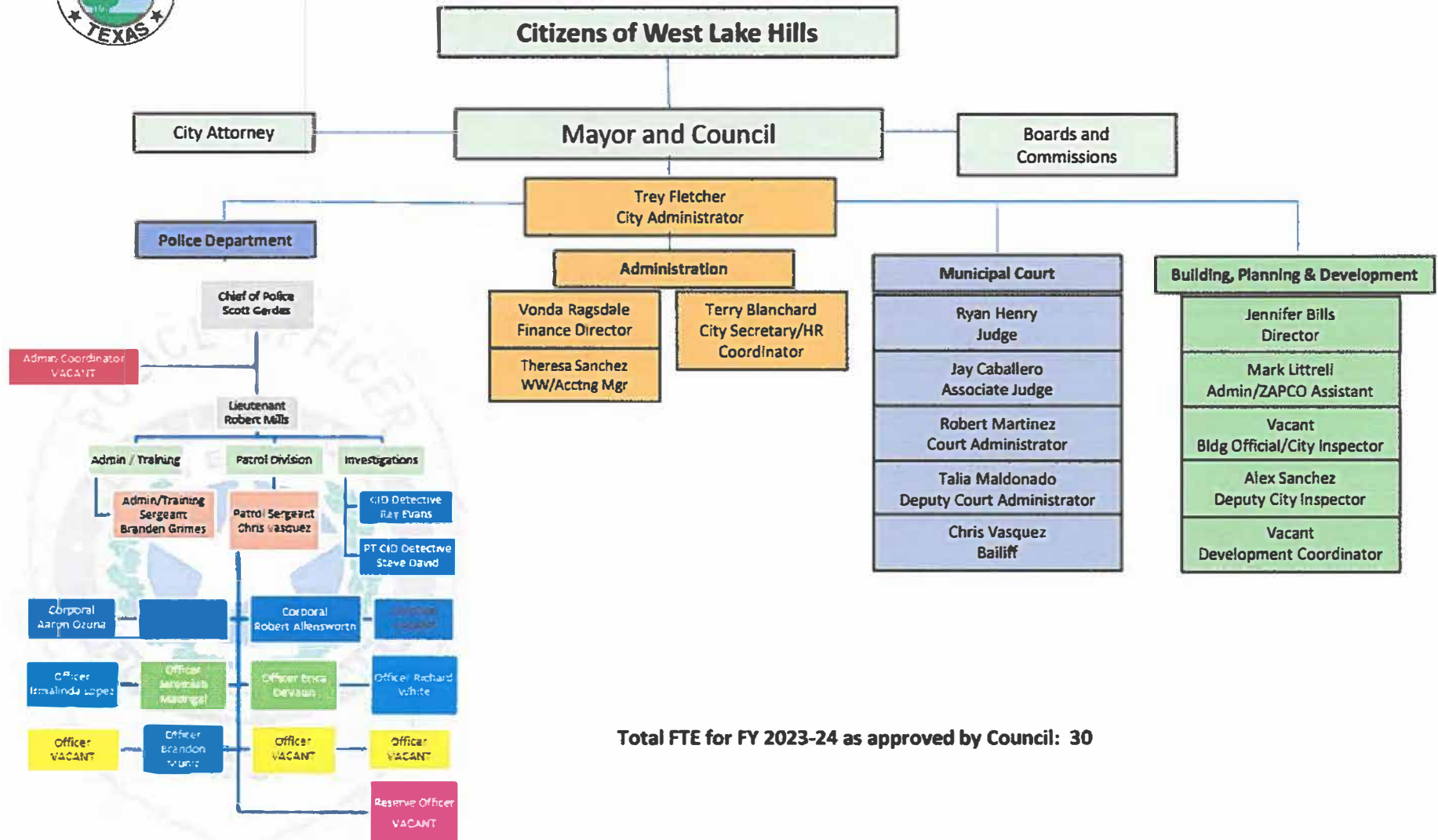
Place 4 Darin Walker

Place 5 Gordon Bowman, Mayor Pro Tem

FOR	AGAINST	ABSENT
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City of West Lake Hills Organization Chart, Fiscal Year 2023-2024



Total FTE for FY 2023-24 as approved by Council: 30

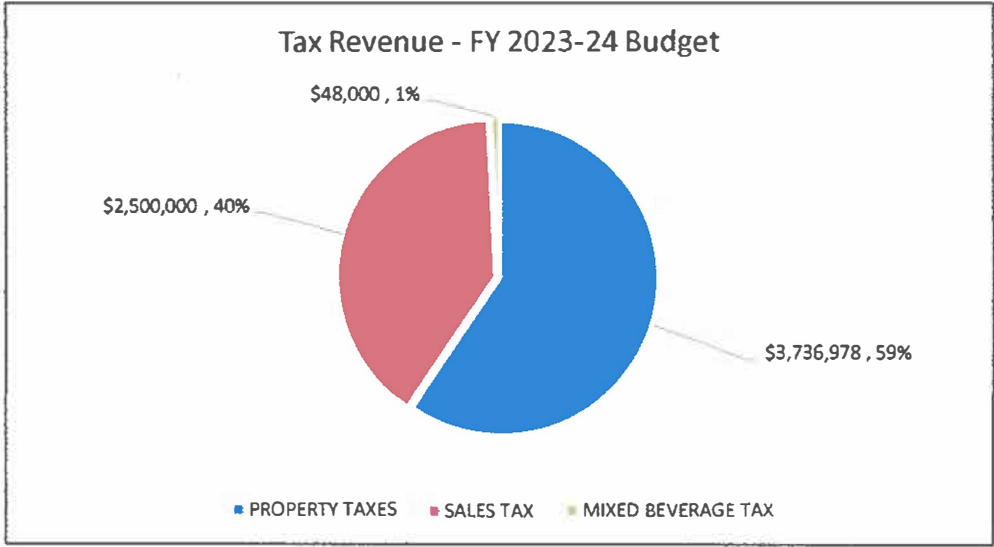
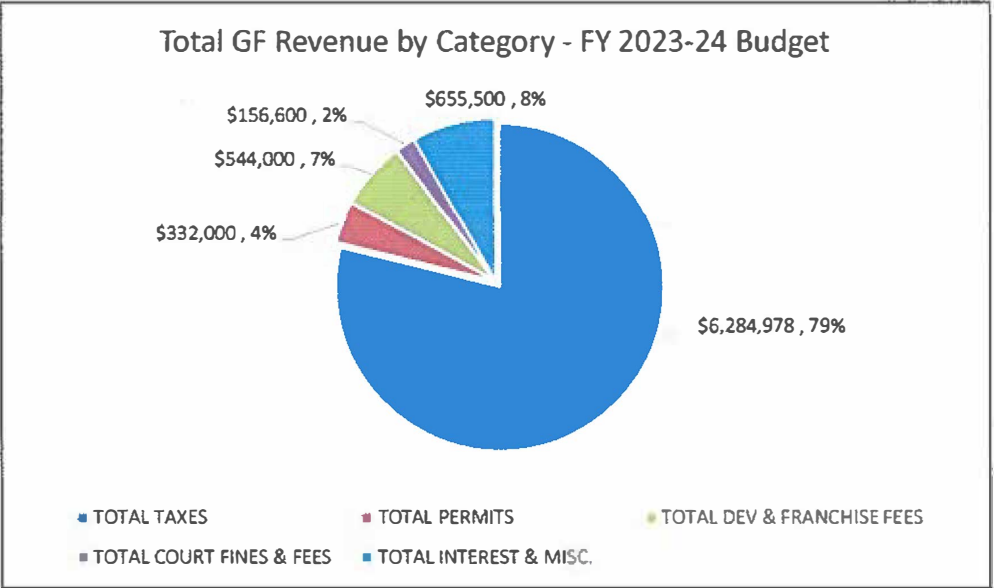
CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS - ALL GENERAL FUNDS
FY 2023-2024

AS OF 9/13/23

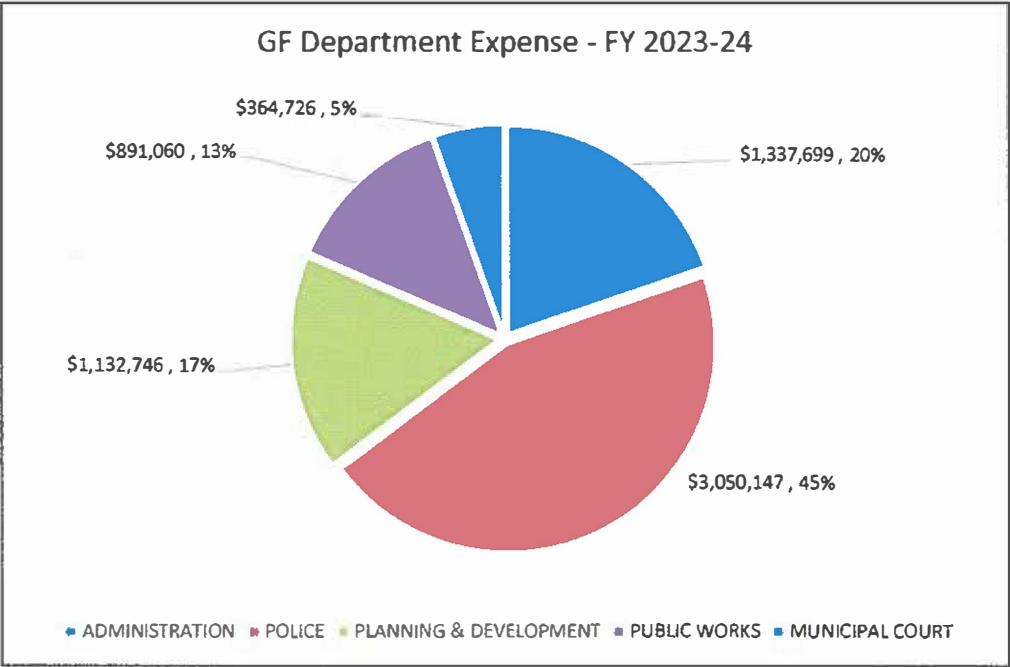
	GENERAL FUNDS					
	01 GENERAL FUND	04 2021 STREET MAINT. FUND	06 COURT SPECIAL REVENUE FUND	07 PD SPECIAL REVENUE FUND	08 STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
REVENUE SOURCE						
TAXES	\$ 6,284,978	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 7,584,978
PERMITS	332,000		-	-	-	332,000
FEES	544,000		-	-	-	544,000
FINES & WARRANTS	156,600		-	-	-	156,600
INTEREST & MISC REVENUE	655,500		28,600	1,500	5,000	690,600
TRANSFER IN FROM FUND BALANCE	-		-	-	-	-
TOTAL REVENUE	\$ 7,973,078	\$ 1,300,000	\$ 28,600	\$ 1,500	\$ 5,000	\$ 9,308,178
DEPARTMENTAL EXPENSE						
ADMINISTRATION	\$ 1,264,699		\$ -	\$ -	\$ -	\$ 1,264,699
POLICE	2,870,197		-	6,500	-	2,876,697
PLANNING & DEVELOPMENT	1,130,746		-	-	-	1,130,746
PUBLIC WORKS	806,060	50,000				856,060
MUNICIPAL COURT	364,726		25,272	-	-	389,998
CAPITAL OUTLAY - GF	339,950	1,933,842	-	-		2,273,792
TREE FUND	-		-	-	19,250	19,250
TOTAL EXPENSE	\$ 6,776,378	\$ 1,983,842	\$ 25,272	\$ 6,500	\$ 19,250	\$ 8,811,242
BUDGET SURPLUS/ (SHORTFALL)	\$ 1,196,700	\$ (683,842)	\$ 3,328	\$ (5,000)	\$ (14,250)	\$ 496,936

	GENERAL FUND	2021 STREET MAINT. FUND	COURT SPECIAL REVENUE FUND	PD SPECIAL REVENUE FUND	STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
Audited Ending Balances - 9/30/20	\$ 6,560,845	\$ -	\$ 132,019	\$ 44,706	\$ 138,786	\$ 6,876,356
Audited Ending Balances - 9/30/21	\$ 8,319,860	\$ -	\$ 137,276	\$ 41,975	\$ 193,025	\$ 8,692,136
Audited Ending Balances - 9/30/22	\$ 10,125,776	\$ -	\$ 162,105	\$ 43,172	\$ 217,262	\$ 10,548,315
Est YE Budget Balances - FY22-23	\$ 9,423,113	\$ 1,300,000	\$ 182,123	\$ 37,869	\$ 269,437	\$ 11,212,542
Est YE PROPOSED Budget - FY23-24	\$ 10,619,813	\$ 616,158	\$ 185,451	\$ 32,869	\$ 255,187	\$ 11,709,478
Less: Stabilization Cash Reserve	\$ (2,500,000)					
Less: Legal Counsel Cash Reserve	\$ (300,000)					
Less: Contingency Cash Reserve	\$ (500,000)					
Less: Brush Pickup Reserve	\$ (200,000)					
Less: City Hall Cash Reserve Fund	\$ (3,000,000)					
Unrestricted General Fund Balance	\$ 4,119,813					

GENERAL FUND M&O REVENUE FY2023-2024



GENERAL FUND M&O EXPENSES FY2023-24



CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

01 -GENERAL FUND

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
TAXES								
01-40100 PROPERTY TAXES	1,600,706	1,873,782	2,027,107	3,263,628	3,228,942	3,263,628	3,736,978	
01-40200 SALES TAX	3,006,414	3,438,498	3,814,133	2,166,667	2,497,151	2,700,000	2,500,000	
01-40250 MIXED BEVERAGE TAX	29,448	34,041	40,815	48,000	42,396	48,000	48,000	
TOTAL TAXES	4,636,568	5,346,321	5,882,055	5,478,295	5,768,489	6,011,628	6,284,978	
PERMITS								
01-41000 BUILDING PERMITS	192,961	255,317	393,337	330,000	283,444	330,000	330,000	
01-41010 TECHNOLOGY FEE - PLANNING	0	0	1,395	2,000	2,293	2,000	2,000	
TOTAL PERMITS	192,961	255,317	394,732	332,000	285,737	332,000	332,000	
FEES								
01-42000 SUBDIVISION PLATS	2,800	1,900	468	1,000	0	1,000	1,000	
01-42010 STREET MAINT FEES	28,195	18,191	31,461	18,000	7,263	8,000	8,000	
01-42020 ZONING FEES	45,109	77,900	96,373	73,000	36,650	40,000	40,000	
01-42025 INSPECTION FEES	31,880	28,620	41,285	45,000	46,005	52,000	52,000	
01-42030 ADMINISTRATIVE FEES	11,377	12,371	10,767	11,000	10,269	11,000	13,000	
01-42040 TELECOM FRANCHISE/ROW FEES	104,565	54,575	61,817	55,000	51,255	55,000	55,000	
01-42043 NATURAL GAS FRANCHISE FEES	28,924	34,933	48,783	40,000	52,262	52,262	50,000	
01-42045 ELECTRIC FRANCHISE FEES	335,162	243,981	245,517	250,000	275,005	275,005	275,000	
01-42050 CABLE FRANCHISE FEES	51,363	48,970	48,724	50,000	48,447	50,000	50,000	
TOTAL FEES	639,375	521,440	585,194	543,000	527,158	544,267	544,000	
FINES & WARRANTS								
01-44000 FINES	126,986	94,452	141,280	130,000	134,672	140,000	140,000	
01-44100 WARRANT FEES	1,600	1,800	1,600	1,600	650	1,600	1,600	
01-44150 ADMINISTRATIVE FEES	13,561	9,963	16,956	15,000	15,498	16,000	15,000	
TOTAL FINES & WARRANTS	142,147	106,215	159,836	146,600	150,820	157,600	156,600	
INTEREST & MISC.								
01-45000 INTEREST INCOME	74,105	7,879	81,257	450,000	457,983	550,000	550,000	
01-45005 PROPERTY TAX P & I	6,457	7,506	10,005	20,000	24,418	25,000	16,000	
01-45007 LEASES	220,896	72,926	76,177	76,185	76,186	77,900	79,500	
01-45008 LEASE-PARKING LOT	0	0	0	5,000	3,286	5,000	0	
01-45010 MISCELLANEOUS INCOME	11,683	111,585	146,523	10,000	10,540	11,000	10,000	
01-45012 POLICE GRANT REVENUE	0	0	0	50,598	50,598	50,598	0	
01-45013 CORONAVIRUS RELIEF FUND-COUNTY	0	155,648	0	0	0	0	0	
01-45017 TKDOT REIMBURSEMENT	0	11,285	0	0	0	0	0	
01-45018 CLRF GRANT (ARPA)	0	124,433	56,811	82,730	82,730	82,730	0	
01-45019 OPIOID SETTLEMENT	0	0	0	5,354	5,354	5,354	0	
01-45040 SALE OF ASSETS	53,164	326	8,500	2,637	3,049	27,900	0	
01-45045 TRANSFER FROM FUND BALANCE	0	0	0	1,700,000	1,700,000	1,700,000	0	
TOTAL INTEREST & MISC.	366,306	491,589	379,274	2,402,504	2,414,144	2,535,482	655,500	
TOTAL REVENUES	5,977,356	6,720,882	7,401,091	8,902,399	9,146,347	9,580,977	7,973,078	

01 -GENERAL FUND
ADMINISTRATION

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
MAINTENANCE								
01-60050 BUILDING MAINTENANCE	7,973	2,819	3,243	13,000	20,976	21,000	5,000	
01-60055 COMPUTER MAINT & SOFTWARE	44,688	31,426	27,354	40,000	30,030	39,000	70,000	
TOTAL MAINTENANCE	52,661	34,245	30,596	53,000	51,005	60,000	75,000	
REPAIRS								
01-60140 EQUIPMENT CONTRACTS	645	645	645	3,500	1,140	3,500	3,500	
01-60190 JANITORIAL	4,497	5,379	6,141	7,500	5,427	7,500	7,500	
TOTAL REPAIRS	5,142	6,024	6,785	11,000	6,566	11,000	11,000	
CONTRACT SERVICES								
01-60200 OUTSIDE LEGAL COUNSEL	4,147	18,493	94,964	75,000	21,841	45,000	75,000	
01-60205 CONSULTANT FEES	60,272	11,033	28,069	60,000	53,388	60,000	70,500	
01-60206 CITY HALL/911 PROJECT MANAGER	0	0	0	26,136	26,136	26,136	0	
01-60210 CITY ATTORNEY FEES	63,841	40,150	62,925	75,000	66,651	75,000	75,000	
01-60210 CITY ATTORNEY - LITIGATION	91,415	20,548	4,128	5,000	34,816	35,000	5,000	
01-60212 CODIFICATION	6,520	4,637	4,421	5,000	2,225	5,000	19,000	
01-60214 TAX COLLECTION EXPENSE	4,957	4,991	4,911	5,620	5,612	5,620	6,200	
01-60215 APPRAISAL DISTRICT EXPENSE	6,983	7,472	8,295	9,938	14,907	20,000	25,000	
01-60216 AUDITING SERVICES	23,970	20,140	23,160	24,500	16,800	24,500	26,400	
01-60219 CITY COUNCIL EXPENSES	0	0	0	0	0	0	3,000	
01-60220 TRAINING	7,877	1,930	4,159	13,000	15,085	16,000	16,000	
01-60221 MEMBERSHIPS/SUBSCRIPTIONS	4,156	2,831	4,649	8,000	3,283	8,000	9,750	
01-60230 OFFICE SUPPLIES	3,470	3,299	2,231	3,000	1,180	3,000	3,000	
01-60235 ELECTION EXPENSES	0	150	16,817	10,500	9,424	9,500	10,500	
01-60250 POSTAGE	2,439	604	562	1,000	962	1,000	1,000	
01-60260 EMPLOYMENT ADS/RECRUITMENT	0	0	41,856	250	0	250	250	
01-60266 CREDIT CARD FEES	2,346	1,578	24	0	0	0	0	
01-60270 PRINTING/PUBLICATIONS	1,226	2,163	2,422	26,000	9,060	13,000	26,000	
01-60280 PUBLIC NOTICES	9,537	3,968	15,153	10,000	949	10,000	10,000	
01-60290 RECORDS STORAGE & MAINTENANCE	1,596	857	832	1,700	1,051	1,700	1,700	
TOTAL CONTRACT SERVICES	294,752	144,844	319,578	359,644	283,369	358,706	383,300	
PAYROLL								
01-60330 SALARIES	490,710	434,585	397,471	477,520	426,466	480,000	524,019	
01-60331 ANNUAL MERIT INCREASES	0	0	0	50,000	0	0	0	
01-60340 PAYROLL TAX	34,456	34,979	28,983	37,402	31,405	37,402	41,734	
01-60341 RETIREMENT	70,401	75,026	67,402	82,169	71,964	82,169	100,842	
01-60342 LONGEVITY	2,013	552	715	920	745	920	1,370	
01-60343 VEHICLE/PHONE ALLOWANCE	64	9,536	6,700	10,840	9,520	10,840	19,440	
01-60344 MEDICAL/DENTAL INSURANCE	53,828	47,366	52,441	69,922	71,151	80,000	69,513	
01-60346 WORKERS COMP INSURANCE	1,287	782	713	630	670	670	680	
01-60350 CONTRACT/TEMPORARY SUPPORT	43,247	520	0	0	0	0	0	
TOTAL PAYROLL	696,005	603,345	554,424	729,403	611,921	692,001	757,598	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

01 -GENERAL FUND
ADMINISTRATION

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----) (----- 2023-2024 -----)				
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
UTILITIES & SUNDRY								
01-60430 PUBLIC INFORMATION SERVICES	4,725	4,961	4,169	10,000	2,604	5,000	10,000	
01-60440 SUNDRY	4,264	1,446	2,732	2,000	1,312	2,000	2,000	
01-60450 TELECOM	10,366	4,710	4,692	5,000	3,749	5,000	5,000	
01-60465 GENERAL INSURANCE	2,723	2,233	2,677	3,500	3,064	3,500	3,801	
01-60469 UNEMPLOYMENT CLAIMS (TWC)	14,831	3,296	0	0	0	0	0	
01-60475 COMMUNITY RELATIONS	387	0	0	0	0	0	0	
01-60477 TEAM DEVELOPMENT	2,302	1,563	3,213	5,000	4,584	5,000	5,000	
01-60480 RECORDING FEES	500	0	0	0	0	0	0	
01-60485 UNIFORMS	0	0	0	500	606	500	500	
01-60490 UTILITIES	9,458	7,750	9,343	9,000	10,740	11,500	11,500	
TOTAL UTILITIES & SUNDRY	49,557	25,958	26,826	35,000	26,659	32,500	37,801	
CAPITAL OUTLAY								
01-60550 COMPUTERS/FURNITURE/EQUIP	4,789	2,613	9,243	40,000	42,885	42,885	73,000	
TOTAL CAPITAL OUTLAY	4,789	2,613	9,243	40,000	42,885	42,885	73,000	
TRANSFERS								
TOTAL ADMINISTRATION	1,102,906	817,030	947,453	1,228,047	1,022,407	1,197,092	1,337,699	

01 -GENERAL FUND
POLICE DEPARTMENT

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
MAINTENANCE								
01-61050 BUILDING MAINTENANCE	18,057	7,196	6,219	10,000	5,661	10,000	10,000	
01-61055 COMPUTER MAINT & SOFTWARE	57,015	66,704	57,249	70,000	70,046	70,000	75,000	
01-61060 VEHICLE M & O	16,974	22,353	13,638	20,000	28,867	30,000	22,000	
01-61061 FUEL	29,210	24,378	33,243	48,000	24,626	38,000	48,000	
01-61080 RADAR REP/CALIBRATION	984	60	440	1,000	400	1,000	1,000	
TOTAL MAINTENANCE	122,241	120,691	110,789	149,000	129,600	149,000	156,000	
REPAIRS								
01-61150 EQUIPMENT CONTRACTS/REPAIRS	22,383	22,524	25,959	25,000	28,944	30,000	30,000	
01-61190 JANITORIAL	6,019	7,182	6,709	7,500	7,741	7,500	8,000	
TOTAL REPAIRS	28,402	29,705	32,667	32,500	36,685	37,500	38,000	
CONTRACT SERVICES								
01-61200 CITY ATTORNEY FEES	1,049	2,221	4,459	2,500	660	1,000	2,500	
01-61210 MEDICAL EXAMINATIONS	1,901	408	1,040	3,000	403	1,000	3,000	
01-61211 PSYCHOLOGICAL EXAMINATIONS	3,500	3,050	3,850	4,000	3,550	4,000	4,000	
01-61213 PSYCHOLOGICAL COUNSELING	0	2,100	650	2,000	200	1,000	2,000	
01-61215 OPIOID SETTLEMENT EXPENSES	0	0	1,620	0	0	0	0	
01-61221 MEMBERSHIPS/SUBSCRIPTIONS	5,272	5,316	6,990	4,800	3,083	4,800	4,800	
01-61225 BODY CAMERA STORAGE GRANT EXP	0	0	3,520	0	0	0	0	
01-61230 OFFICE SUPPLIES	5,659	5,206	5,032	5,000	4,293	5,000	5,000	
01-61240 POLICE SUPPLIES	26,329	18,546	20,489	22,000	17,883	22,000	22,000	
01-61250 POSTAGE	381	264	349	500	259	500	500	
01-61256 DISPATCH/CTECC	92,577	106,464	122,434	140,800	140,799	140,800	161,919	
01-61260 EMPLOYMENT ADS/RECRUITING	538	327	3,074	2,000	2,735	2,735	2,000	
01-61290 RECORDS STORAGE & MAINTENANCE	1,281	771	693	1,500	616	700	1,500	
TOTAL CONTRACT SERVICES	138,486	144,672	174,200	188,100	174,480	183,535	209,219	
PAYROLL								
01-61330 SALARIES	1,163,548	1,158,115	1,204,416	1,380,152	1,146,359	1,300,000	1,514,620	
01-61335 CERTIFICATION PAY	16,492	16,537	18,158	18,304	13,466	15,100	19,553	
01-61336 BI-LINGUAL INCENTIVE	0	0	0	2,400	0	0	2,400	
01-61340 PAYROLL TAXES	89,932	94,312	94,397	106,513	87,479	100,000	123,095	
01-61341 RETIREMENT	197,919	195,481	199,471	233,245	188,955	215,000	296,627	
01-61342 LONGEVITY	6,543	6,158	7,660	8,135	6,790	7,650	7,890	
01-61343 VEHICLE/PHONE ALLOWANCE	0	7,920	7,920	8,420	7,260	8,420	62,520	
01-61344 MEDICAL/DENTAL INSURANCE	179,838	170,877	178,772	208,313	165,849	190,000	260,068	
01-61346 WORKERS COMP INSURANCE	22,583	32,337	29,405	33,500	33,115	33,500	34,955	
01-61350 CONTRACT/TEMPORARY SUPPORT	389	1,360	0	0	0	0	0	
TOTAL PAYROLL	1,677,243	1,683,097	1,740,199	1,998,982	1,649,273	1,869,670	2,321,728	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET

AS OF: AUGUST 31ST, 2023

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

01 -GENERAL FUND
POLICE DEPARTMENT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>UTILITIES & SUNDRY</u>								
01-61450 TELECOM	19,200	25,582	24,311	26,000	22,005	26,000	26,000	
01-61465 GENERAL INSURANCE	23,204	21,416	23,553	26,000	25,508	26,000	28,250	
01-61470 TRAINING	15,909	15,782	15,652	17,500	19,181	22,500	37,500	
01-61475 COMMUNITY RELATIONS/NNO	4,982	3,440	5,713	6,000	3,657	6,000	6,000	
01-61477 TEAM DEVELOPMENT	1,978	1,822	2,929	2,000	2,568	3,000	6,000	
01-61480 UNIFORM ALLOWANCE	9,964	15,276	18,528	16,400	16,178	16,400	18,000	
01-61485 FIRING RANGE/AMMUNITION/GUNS	5,336	8,653	10,573	8,500	9,993	10,000	8,500	
01-61490 UTILITIES	13,763	11,506	13,841	13,000	14,584	14,000	15,000	
TOTAL UTILITIES & SUNDRY	94,335	103,478	115,101	115,400	113,675	123,900	145,250	
<u>CAPITAL OUTLAY</u>								
01-61550 COMPUTERS/FURNITURE/EQUIP	15,314	6,855	20,618	27,500	25,623	27,500	33,500	
01-61551 DIGITAL VIDEO SYST FOR CARS	12,075	0	5,935	14,000	3,583	14,000	8,000	
01-61553 PATROL VEHICLES	115,324	0	68,047	133,000	91,728	148,180	77,850	
01-61554 RADIOS	15,219	0	0	0	0	0	40,000	
01-61555 VESTS	5,845	1,530	3,960	5,500	4,664	5,500	4,000	
01-61556 RADAR EQUIPMENT	6,255	0	3,579	6,770	6,769	6,770	3,200	
01-61558 CAPITAL OUTLAY-TASERS	4,608	5,836	6,080	7,000	0	7,000	7,000	
01-61559 CO - PD GRANT EXPENSE	0	0	0	47,958	47,958	47,958	0	
01-61560 CAPITAL OUTLAY-BODY CAMERAS	5,911	5,601	4,025	6,400	0	6,400	6,400	
TOTAL CAPITAL OUTLAY	180,551	19,822	112,242	248,128	180,325	263,308	179,950	
<u>TRANSFERS</u>								
TOTAL POLICE DEPARTMENT	2,241,258	2,101,465	2,285,198	2,732,110	2,284,038	2,626,913	3,050,147	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

01 -GENERAL FUND
PLANNING & DEVELOPMENT

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

EXPENDITURES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	{----- 2022-2023 -----}		{----- 2023-2024 -----}		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
MAINTENANCE								
01-63055 COMPUTER MAINT & SOFTWARE	11,970	30,316	33,789	37,500	31,043	37,000	48,600	
01-63060 VEHICLE M & O	139	117	502	1,000	354	1,000	2,200	
01-63061 FUEL	542	332	650	1,000	1,194	1,500	1,500	
TOTAL MAINTENANCE	12,651	30,765	34,941	39,500	32,591	39,500	52,300	
REPAIRS								
01-63140 EQUIPMENT CONTRACTS	0	0	0	1,250	782	1,250	1,250	
01-63157 CODE COMPLIANCE EXPENSE	722	0	400	500	96	500	500	
TOTAL REPAIRS	722	0	400	1,750	878	1,750	1,750	
CONTRACT SERVICES								
01-63200 OUTSIDE LEGAL COUNSEL	0	0	1,950	0	0	0	0	
01-63205 CONSULTANT FEES	45,116	92,303	151,634	200,000	190,403	240,000	105,000	
01-63207 CITY ENGINEER	0	0	0	0	0	0	150,000	
01-63210 CITY ATTORNEY FEES	0	24,318	26,721	30,000	22,348	30,000	30,000	
01-63220 TRAINING	4,083	3,229	2,502	7,500	1,177	7,500	7,500	
01-63230 OFFICE SUPPLIES	2,114	1,178	1,626	1,500	1,083	1,500	1,500	
01-63240 MEMBERSHIPS/PROFESSIONAL FEES	370	2,012	1,307	3,500	1,194	3,500	5,000	
01-63245 INSPECTIONS/PLAN REVIEWS-ATS	31,123	54,045	68,683	65,000	57,614	65,000	75,000	
01-63250 POSTAGE	391	1,800	2,353	2,000	2,034	2,000	2,000	
01-63266 CREDIT CARD FEES	0	3,692	9,731	10,000	12,557	14,000	15,000	
01-63270 PRINTING	0	1,387	2,271	1,000	1,517	2,000	1,000	
01-63280 PUBLIC NOTICES/ADVERTISING	0	278	100	1,000	0	1,000	1,000	
01-63290 RECORDS STORAGE & MAINTENANCE	0	1,302	1,155	1,200	770	1,200	1,000	
TOTAL CONTRACT SERVICES	83,197	185,544	270,032	322,700	290,697	367,700	394,000	
PAYROLL								
01-63330 SALARIES	135,527	309,696	368,315	360,000	318,560	350,000	448,805	
01-63336 BI-LINGUAL INCENTIVE	0	0	0	1,200	1,050	1,200	1,200	
01-63340 PAYROLL TAX	10,570	22,334	28,612	27,600	24,727	27,600	36,198	
01-63341 RETIREMENT	23,330	48,944	61,040	60,000	53,623	59,000	87,464	
01-63342 LONGEVITY	0	1,840	1,900	1,960	1,725	1,960	2,150	
01-63343 VEHICLE/PHONE ALLOWANCE	0	3,200	4,280	5,090	3,890	5,090	20,400	
01-63344 MEDICAL/DENTAL INSURANCE	19,764	24,943	39,196	49,580	47,688	49,580	72,531	
01-63346 WORKERS COMP INSURANCE	951	1,396	1,206	1,100	1,135	1,135	1,188	
01-63350 CONTRACT/TEMPORARY SUPPORT	0	3,251	2,127	70,000	75,100	80,000	3,500	
TOTAL PAYROLL	190,142	415,606	506,675	576,530	527,498	575,565	673,436	
UTILITIES & SUNDRY								
01-63440 SUNDRY	0	0	0	500	186	500	500	
01-63450 TELECOM	1,795	3,222	3,876	4,000	3,449	4,000	4,000	
01-63465 GENERAL INSURANCE	1,912	2,020	2,213	3,000	2,231	3,000	3,260	
01-63469 UNEMPLOYMENT CLAIMS (TWC)	0	4,129	0	0	0	0	0	
01-63480 RECORDING FEES	0	0	698	500	500	500	500	
01-63485 UNIFORMS	0	0	944	1,000	444	1,000	1,000	
TOTAL UTILITIES & SUNDRY	3,707	9,371	7,731	9,000	6,809	9,000	9,260	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

01 -GENERAL FUND
PLANNING & DEVELOPMENT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>CAPITAL OUTLAY</u>								
01-63540 COMPUTERS/FURNITURE/EQUIP	27,106	2,560	0	13,150	13,149	13,150	2,000	
TOTAL CAPITAL OUTLAY	27,106	2,560	0	13,150	13,149	13,150	2,000	
<u>TRANSFERS</u>								
TOTAL PLANNING & DEVELOPMENT	317,524	643,846	819,779	962,630	871,623	1,006,665	1,132,746	

PROPOSED BUDGET WORKSHEET

AS OF: AUGUST 31ST, 2023

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

01 -GENERAL FUND
PUBLIC WORKS

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET FB	PROPOSED BUDGET SELECTED
REPAIRS								
01-64151 DRAINAGE REPAIRS & MAINT	126,945	117,284	78,741	120,000	27,815	35,000	120,000	
01-64155 ROW MAINTENANCE	74,759	158,121	212,801	130,000	218,195	215,000	130,000	
01-64160 FIRE SAFETY/BRUSH PICKUP	0	243,282	0	1,820,000	1,828,366	1,900,000	0	
01-64165 SIGN MAINTENANCE	14,661	2,745	414	2,500	235	2,500	2,500	
01-64170 STREET LIGHTING	65	208	163	250	166	250	250	
01-64175 STREET REPAIRS	18,313	4,956	7,924	5,000	6,778	7,000	10,000	
TOTAL REPAIRS	234,743	526,596	300,044	2,077,750	2,081,554	2,159,750	262,750	
CONTRACT SERVICES								
01-64205 CONSULTANT FEES	0	0	0	21,500	0	0	0	
01-64217 SOLID WASTE SERVICES	447,866	467,246	482,364	511,300	385,510	511,300	543,165	
TOTAL CONTRACT SERVICES	447,866	467,246	482,364	532,800	385,510	511,300	543,165	
UTILITIES & SUNDRY								
01-64465 GENERAL INSURANCE	0	0	0	130	130	130	145	
TOTAL UTILITIES & SUNDRY	0	0	0	130	130	130	145	
CAPITAL OUTLAY								
01-64550 STREET IMPRV/TRAFFIC CALMING	0	0	8,430	4,807	4,807	4,807	0	
01-64552 CITY ENTRANCE SIGNAGE	0	0	0	85,000	4,988	85,000	85,000	
01-64553 CITY HALL REMODEL/REBUILD	1,835	0	0	0	0	0	0	
01-64555 DRAINAGE IMPROVEMENTS	0	12,000	0	0	0	0	0	
01-64565 STREET REPAVING/MAINT - WD10	110,989	141,624	0	0	0	0	0	
01-64566 ANNUAL MAINT-CEDAR OAK-YR 3	0	0	37,882	636,087	636,087	636,087	0	
01-64567 ANNUAL MAINT-HRRRVW & WLDCT HL	120,729	53,971	322,988	2,500	3,266	3,420	0	
01-64568 ANNUAL MAINTENANCE-YEAR 4	0	0	40,517	5,000	4,792	5,000	0	
01-64569 ANNUAL MAINTENANCE-YEAR 5	0	0	73,631	5,000	4,792	5,000	0	
01-64570 ANNUAL MAINTENANCE-YEAR 6	0	0	0	1,000	942	1,000	0	
TOTAL CAPITAL OUTLAY	233,553	207,595	483,448	739,394	659,674	740,314	85,000	
TRANSFERS								
TOTAL PUBLIC WORKS	916,161	1,201,437	1,265,856	3,350,074	3,126,868	3,411,494	891,060	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 202301 -GENERAL FUND
MUNICIPAL COURT

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

	2019-2020	2020-2021	2021-2022	(-----) 2022-2023 (-----) 2023-2024 (-----)				
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
REPAIRS								
01-67140 EQUIPMENT CONTRACTS	0	0	0	500	783	1,000	1,000	
01-67150 COMPUTER MAINT & SOFTWARE	18,792	28,047	24,457	29,500	26,211	29,500	29,500	
TOTAL REPAIRS	18,792	28,047	24,457	30,000	26,993	30,500	30,500	
CONTRACT SERVICES								
01-67220 TRAINING	2,230	1,037	2,520	4,500	4,405	4,500	3,000	
01-67221 MEMBERSHIPS/SUBSCRIPTIONS	181	150	195	400	0	400	300	
01-67230 COURT SUPPLIES	871	1,850	1,077	1,250	597	1,250	1,250	
01-67250 POSTAGE	471	849	816	1,000	571	1,000	1,000	
01-67260 PROSECUTOR FEES	24,858	32,423	28,177	35,000	39,520	45,000	50,000	
01-67266 CREDIT CARD FEES	5,514	4,674	8,400	8,500	7,774	8,500	6,500	
01-67290 RECORDS STORAGE & MAINTENANCE	719	718	582	1,000	295	1,000	1,000	
TOTAL CONTRACT SERVICES	34,844	41,700	41,767	51,650	53,162	61,650	63,050	
PAYROLL								
01-67330 SALARIES	130,695	130,159	145,913	166,305	141,013	166,305	181,028	
01-67336 BI-LINGUAL INCENTIVE	0	0	0	2,400	1,050	1,200	1,200	
01-67340 PAYROLL TAXES	9,763	10,232	11,313	13,019	10,944	13,019	14,722	
01-67341 RETIREMENT	19,552	18,900	21,142	28,602	21,576	28,602	30,278	
01-67342 LONGEVITY	1,031	1,118	1,330	1,740	1,595	1,740	2,040	
01-67343 VEHICLE/PHONE ALLOWANCE	0	0	0	2,420	1,930	2,420	7,920	
01-67344 MEDICAL/DENTAL INSURANCE	23,545	21,829	24,752	24,483	24,045	24,483	28,773	
01-67346 WORKERS COMP INSURANCE	501	782	661	575	622	622	510	
TOTAL PAYROLL	185,088	183,019	205,110	239,545	202,775	238,391	266,471	
UTILITIES & SUNDRY								
01-67430 PUBLIC INFORMATION SERVICES	0	0	2,480	2,500	2,604	2,604	2,500	
01-67450 TELECOM	0	0	2,331	2,400	2,041	2,400	1,100	
01-67465 GENERAL INSURANCE	359	434	588	600	761	761	655	
01-67475 PUBLIC EDUCATION/COMM RELATION	0	250	155	250	0	250	250	
01-67485 UNIFORMS	0	0	0	200	637	200	200	
TOTAL UTILITIES & SUNDRY	359	683	5,554	5,950	6,043	6,215	4,705	
CAPITAL OUTLAY								
01-67550 COMPUTERS/FURNITURE/EQUIP	0	0	0	7,500	4,493	7,500	0	
TOTAL CAPITAL OUTLAY	0	0	0	7,500	4,493	7,500	0	
TRANSFERS								
TOTAL MUNICIPAL COURT	239,083	253,450	276,889	334,645	293,467	344,256	364,726	
TOTAL EXPENDITURES	4,816,932	5,017,228	5,595,174	8,607,506	7,598,402	8,586,420	6,776,377	
REVENUE OVER/ (UNDER) EXPENDITURES	1,160,424	1,703,654	1,805,917	294,893	1,547,945	994,557	1,196,701	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

04 -2021 STREET MAINT FUND

REVENUES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
TAXES								
04-40200 SALES TAX	0	0	0	1,083,333	1,248,425	1,350,000	1,300,000	
TOTAL TAXES	0	0	0	1,083,333	1,248,425	1,350,000	1,300,000	
TOTAL REVENUES	0	0	0	1,083,333	1,248,425	1,350,000	1,300,000	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 202304 -2021 STREET MAINT FUND
PUBLIC WORKS

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
04-64205 CONSULTANT FEES	0	0	0	50,000	48,555	50,000	50,000	
TOTAL CONTRACT SERVICES	0	0	0	50,000	48,555	50,000	50,000	
<u>CAPITAL OUTLAY</u>								
04-64570 ANNUAL MAINTENANCE-FY22-23	0	0	0	365,325	0	0	1,105,249	
04-64571 ANNUAL MAINTENANCE-FY23-24	0	0	0	0	0	0	828,593	
TOTAL CAPITAL OUTLAY	0	0	0	365,325	0	0	1,933,842	
 TOTAL PUBLIC WORKS	 0	 0	 0	 415,325	 48,555	 50,000	 1,983,842	
 TOTAL EXPENDITURES	 0	 0	 0	 415,325	 48,555	 50,000	 1,983,842	
 REVENUE OVER/ (UNDER) EXPENDITURES	 0	 0	 0	 668,008	 1,199,870	 1,300,000	 (683,842)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

06 -COURT SPECIAL REVENUE

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
FINES & WARRANTS								
06-44170 LTPDF-LOCAL TRUANCY PREVENTION	1,475	3,445	6,420	6,000	6,830	7,000	6,000	
06-44180 LMJF-LOCAL MUNICIPAL JURY FUND	30	69	128	120	137	140	100	
06-44200 SECURITY FEES	4,317	3,912	6,663	6,000	6,824	7,000	6,000	
06-44300 TECHNOLOGY FEES	4,610	3,430	5,628	5,500	5,644	6,000	5,500	
TOTAL FINES & WARRANTS	10,431	10,856	18,839	17,620	19,435	20,140	17,600	
CHILD SAFETY REVENUE								
06-45015 CHILD SAFETY & HEALTH REVENUE	10,139	7,843	10,704	11,000	11,129	11,250	11,000	
TOTAL CHILD SAFETY REVENUE	10,139	7,843	10,704	11,000	11,129	11,250	11,000	
TOTAL REVENUES	20,570	18,699	29,543	28,620	30,564	31,390	28,600	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

06 -COURT SPECIAL REVENUE
MUNICIPAL COURT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
06-67290 SECURITY EXPENSE	1,235	359	2,803	7,872	5,226	7,872	7,872	
06-67291 TECHNOLOGY EXPENSE	1,542	5,409	1,571	2,500	3,587	3,600	5,000	
06-67292 TRANSLATION SERVICES	0	0	340	1,000	798	1,000	1,000	
TOTAL CONTRACT SERVICES	2,777	5,768	4,714	11,372	9,612	12,472	13,872	
<u>PAYROLL</u>								
<u>CAPITAL OUTLAY</u>								
06-67560 CO - TECHNOLOGY EXPENSE	8,939	7,675	0	0	0	0	11,400	
TOTAL CAPITAL OUTLAY	8,939	7,675	0	0	0	0	11,400	
 TOTAL MUNICIPAL COURT	 11,716	 13,443	 4,714	 11,372	 9,612	 12,472	 25,272	
 TOTAL EXPENDITURES	 11,716	 13,443	 4,714	 11,372	 9,612	 12,472	 25,272	
 REVENUE OVER/ (UNDER) EXPENDITURES	 8,854	 5,256	 24,829	 17,248	 20,953	 18,918	 3,328	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

07 -PD SPECIAL REVENUE

REVENUES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
PD SPECIAL REVENUE								
07-45010 MISCELLANEOUS INCOME	5	0	0	0	0	0	0	
07-45014 POLICE TRAINING REV (LEOSE)	1,518	1,382	1,197	1,197	1,197	1,197	1,500	
07-45040 SALE OF ASSETS	3,200	0	0	0	0	0	0	
TOTAL PD SPECIAL REVENUE	4,723	1,382	1,197	1,197	1,197	1,197	1,500	
TOTAL REVENUES	4,723	1,382	1,197	1,197	1,197	1,197	1,500	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

07 -PD SPECIAL REVENUE
POLICE DEPARTMENT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
UTILITIES & SUNDRY								
07-61470 LEOSE TRAINING	528	1,121	0	1,500	1,313	1,500	1,500	
07-61471 SPECIAL REVENUE TRAINING	0	2,993	0	5,000	1,722	5,000	5,000	
TOTAL UTILITIES & SUNDRY	528	4,113	0	6,500	3,034	6,500	6,500	
TOTAL POLICE DEPARTMENT	528	4,113	0	6,500	3,034	6,500	6,500	
TOTAL EXPENDITURES	528	4,113	0	6,500	3,034	6,500	6,500	
REVENUE OVER/ (UNDER) EXPENDITURES	4,195	(2,732)	1,197	(5,303)	(1,837)	(5,303)	(5,000)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

08 -STAN GRAHAM MEM TREE FUND

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REVENUE</u>								
08-40200 OAK WILT FEE	9,000	13,050	17,250	14,000	10,350	14,000	5,000	
08-40260 TREE REPLACEMENT REVENUE	<u>12,450</u>	<u>46,943</u>	<u>31,100</u>	<u>71,100</u>	<u>71,100</u>	<u>71,100</u>	<u>0</u>	
TOTAL REVENUE	<u>21,450</u>	<u>59,993</u>	<u>48,350</u>	<u>85,100</u>	<u>81,450</u>	<u>85,100</u>	<u>5,000</u>	
<u>DONATIONS</u>								
08-45020 DONATIONS-STAN GRAHAM	<u>250</u>	<u>1,375</u>	<u>0</u>	<u>75</u>	<u>75</u>	<u>75</u>	<u>0</u>	
TOTAL DONATIONS	<u>250</u>	<u>1,375</u>	<u>0</u>	<u>75</u>	<u>75</u>	<u>75</u>	<u>0</u>	
<u>TOTAL REVENUES</u>	<u>21,700</u>	<u>61,368</u>	<u>48,350</u>	<u>85,175</u>	<u>81,525</u>	<u>85,175</u>	<u>5,000</u>	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

08 -STAN GRAHAM MEM TREE FUND
TREE FUND

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>MAINTENANCE</u>								
08-60050 BEAUTIFICATION	5,720	5,820	22,973	15,000	25,363	25,500	15,000	
TOTAL MAINTENANCE	5,720	5,820	22,973	15,000	25,363	25,500	15,000	
<u>REPAIRS</u>								
08-60156 CITY SIGN MAINT & LANDSCAPING	1,655	1,309	1,140	4,250	7,125	7,500	4,250	
TOTAL REPAIRS	1,655	1,309	1,140	4,250	7,125	7,500	4,250	
<u>UTILITIES & SUNDRY</u>								
TOTAL TREE FUND	7,376	7,129	24,113	19,250	32,489	33,000	19,250	
TOTAL EXPENDITURES	7,376	7,129	24,113	19,250	32,489	33,000	19,250	
REVENUE OVER/ (UNDER) EXPENDITURES	14,324	54,239	24,237	65,925	49,036	52,175	(14,250)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS -WASTEWATER
FY 2023-2024

AS OF 9/13/23

WASTEWATER (WW) FUNDS			
02	10	11	
WW FUND	WW DEBT SERVICE FUND	WW CONSTR. FUND	TOTAL WW FUNDS
REVENUES			
\$ -	\$ -	\$ -	\$ -
2,516,100	1,500	20,000	2,537,600
\$ 2,516,100	\$ 1,500	\$ 20,000	\$ 2,537,600
EXPENSES			
\$ -	\$ -	\$ -	\$ -
2,291,730	-	-	2,291,730
\$ 2,291,730	\$ -	\$ -	\$ 2,291,730
BUDGET SURPLUS/ (SHORTFALL)			
\$ 224,370	\$ 1,500	\$ 20,000	\$ 245,870

WW FUND	Audited 9/30/20	Audited 9/30/21	Audited 9/30/22	Estimated YE Budget FY22-23	PROPOSED Budget FY23-24
WW Fund Balance	\$ 2,405,620	\$ 3,263,244	\$ 4,087,338	\$ 4,538,042	\$ 4,783,912

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET

AS OF: AUGUST 31ST, 2023

02 -WASTE WATER FUND

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

REVENUES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
REVENUE								
02-50100 WASTEWATER REVENUE	1,986,364	2,202,658	2,331,124	2,200,000	1,986,093	2,400,000	2,475,000	
02-50200 WASTEWATER PENALTIES	3,683	2,640	14,087	10,000	9,441	10,000	5,000	
02-50250 INDUSTRIAL SURCHARGE REVENUE	91,993	81,072	31,707	30,500	25,551	30,500	30,500	
02-50300 REIMBURSEMENT REVENUE	6,983	5,549	7,580	3,880	6,520	7,000	0	
02-50400 ENGINEERING ASSESSMENT FEE	2,435	822	1,503	1,065	4,740	4,740	0	
02-50500 ADMINISTRATIVE FEES	5,554	8,429	4,489	4,000	3,380	4,000	4,000	
02-50505 CREDIT CARD FEES	3,645	3,339	0	0	0	0	0	
02-50700 IMPACT FEES	133,952	7,661	7,661	22,983	30,644	30,644	0	
02-50750 INTEREST INCOME	419	35	298	1,600	1,432	1,600	1,600	
TOTAL REVENUE	2,235,026	2,312,204	2,398,449	2,274,028	2,067,801	2,488,484	2,516,100	
TOTAL REVENUES	2,235,026	2,312,204	2,398,449	2,274,028	2,067,801	2,488,484	2,516,100	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

EXPENDITURES	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----) (----- 2023-2024 -----)				
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
02-60005 SYSTEM MAINTENANCE	11,708	0	0	0	0	0	0	
02-60055 COMPUTER MAINTENANCE	14,668	0	0	0	0	0	0	
TOTAL MAINTENANCE	26,376	0	0	0	0	0	0	
CONTRACT SERVICES								
02-60205 WASTEWATER PROJECT CONSULTANT	6,651	0	0	10,000	0	0	10,000	
02-60210 RATE ANALYSIS	0	0	1,375	0	0	0	0	
02-60220 TREATMENT CHARGES (COA)	381,001	426,497	412,631	410,000	400,733	440,000	410,000	
02-60225 TRAINING	580	0	0	0	0	0	1,000	
02-60230 BILLING FEES/AWR	5,694	36,793	54,385	55,000	48,052	55,000	63,600	
02-60235 OFFICE SUPPLIES	597	0	0	0	0	0	0	
02-60240 LEGAL SERVICES	0	0	0	0	1,620	2,000	1,500	
02-60250 WW CHEMICALS	31,052	45,447	19,292	10,000	8,776	10,000	10,000	
02-60260 WW UTILITIES	7,214	7,047	7,457	9,000	6,624	9,000	9,000	
02-60266 CREDIT CARD/BANK FEES	5,223	5,152	1,660	250	75	250	250	
02-60270 WW M & O - FIXED/CROSSROADS	27,105	27,105	27,105	70,800	45,818	65,000	75,000	
02-60275 WW M & O - VARIABLE/CROSSROADS	187,324	168,701	177,370	165,000	196,058	235,000	250,000	
02-60290 RECORDS STORAGE & MAINTENANCE	0	18	0	250	167	250	250	
TOTAL CONTRACT SERVICES	652,440	716,760	701,276	730,300	707,922	816,500	830,600	
PAYROLL								
02-60330 WW SALARIES	44,766	11	0	0	0	0	0	
02-60340 PAYROLL TAXES	3,559	4	0	0	0	0	0	
02-60341 RETIREMENT	6,223	0	0	0	0	0	0	
02-60344 MEDICAL/DENTAL INSURANCE	7,618	0	0	0	0	0	0	
02-60346 WORKERS COMP INSURANCE	267	0	0	0	0	0	0	
TOTAL PAYROLL	62,434	15	0	0	0	0	0	
UTILITIES & SUNDRY								
02-60410 ENGINEERING	8,932	17,645	21,087	25,000	23,148	25,000	20,000	
02-60450 TELECOM	922	0	0	0	0	0	0	
02-60465 GENERAL INSURANCE	6,156	6,162	6,676	6,195	7,549	7,549	7,150	
TOTAL UTILITIES & SUNDRY	16,010	23,808	27,762	31,195	30,698	32,549	27,150	
CAPITAL OUTLAY								
02-60510 DEBT PAYMENTS	215,793	243,429	228,251	1,191,914	1,190,231	1,190,231	1,263,980	
02-60515 DEBT PMT TO GENERAL FUND	0	0	0	150,000	0	0	150,000	
02-60565 CAPITAL OUTLAY - WW SYSTEM	0	0	0	20,000	14,228	20,000	20,000	
TOTAL CAPITAL OUTLAY	215,793	243,429	228,251	1,361,914	1,204,459	1,210,231	1,433,980	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>TRANSFERS</u>								
02-60998 DEPRECIATION	620,084	621,152	621,201	0	0	0	0	
TOTAL TRANSFERS	620,084	621,152	621,201	0	0	0	0	
 TOTAL WASTEWATER DEPARTMENT	 1,593,138	 1,605,163	 1,578,490	 2,123,409	 1,943,078	 2,059,280	 2,291,730	
 TOTAL EXPENDITURES	 1,593,138	 1,605,163	 1,578,490	 2,123,409	 1,943,078	 2,059,280	 2,291,730	
 REVENUE OVER/ (UNDER) EXPENDITURES	 641,888	 707,042	 819,959	 150,619	 124,724	 429,204	 224,370	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

10 -WASTEWATER DEBT SERVICE

REVENUES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)			(----- 2023-2024 -----)	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
INCOME								
10-40100 INTEREST INCOME	5,247	112	112	1,500	1,119	1,500	1,500	
TOTAL INCOME	5,247	112	112	1,500	1,119	1,500	1,500	
TOTAL REVENUES	5,247	112	112	1,500	1,119	1,500	1,500	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

10 -WASTEWATER DEBT SERVICE
WW DEBT SERVICE

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CAPITAL OUTLAY								
REVENUE OVER/ (UNDER) EXPENDITURES	5,247	112	112	1,500	1,119	1,500	1,500	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023

11 -WASTEWATER CONSTRUCTION

FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>INCOME</u>								
11-40100 INTEREST INCOME	5,646	471	4,023	20,000	19,295	20,000	20,000	
TOTAL INCOME	5,646	471	4,023	20,000	19,295	20,000	20,000	
TOTAL REVENUES	5,646	471	4,023	20,000	19,295	20,000	20,000	

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: AUGUST 31ST, 2023
 FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

11 -WASTEWATER CONSTRUCTION
 EXPENSE

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REPAIRS</u>								
<u>CONTRACT SERVICES</u>								
<u>CAPITAL OUTLAY</u>								
<u>TRANSFERS</u>								
REVENUE OVER/ (UNDER) EXPENDITURES	5,646	471	4,023	20,000	19,295	20,000	20,000	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS
2022 GO & 2023 CO BOND FUNDS
FY 2023-2024

AS OF 9/13/23

2022 GO & 2023 CO BOND FUNDS			
21	22	23	
2022 GO BOND I&S FUND	2022 GO BOND CAPITAL PROJ FUND	2023 CO BOND FUND	TOTAL 2022 & 2023 BOND FUNDS
REVENUES			
\$ -	\$ -		\$ -
1,366,844	700,000	599,206	2,666,050
\$ 1,366,844	\$ 700,000	\$ 599,206	\$ 2,666,050
EXPENSES			
1,366,344	1,810,000	599,206	3,775,550
\$ 1,366,344	\$ 1,810,000	\$ 599,206	\$ 3,775,550
BUDGET SURPLUS/ (SHORTFALL)			
\$ 500	\$ (1,110,000)	\$ -	\$ (1,109,500)

2022 GO & 2023 CO BOND FUNDS	Audited FY21-22	EST YE Budget FY22-23	PROPOSED BUDGET FY23-24
FUND BALANCE	\$ 17,963,484	\$ 26,774,275	\$ 25,664,775

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

21 -2022 GO BOND I & S FUND

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
REVENUE								
21-40100 PROPERTY TAXES I&S	0	0	0	1,364,139	1,350,205	1,364,139	1,366,344	
TOTAL REVENUE	0	0	0	1,364,139	1,350,205	1,364,139	1,366,344	
INTEREST & MISC								
21-45000 INTEREST INCOME	0	0	7	500	414	500	500	
21-45105 ISSUED BONDS PREMIUM	0	0	10,575	0	0	0	0	
TOTAL INTEREST & MISC	0	0	10,582	500	414	500	500	
TOTAL REVENUES	0	0	10,582	1,364,639	1,350,619	1,364,639	1,366,844	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

21 -2022 GO BOND I & S FUND
2022 GO BOND FUND I&S

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CAPITAL OUTLAY								
21-60510 DEBT PAYMENT-PRINCIPAL	0	0	0	240,000	240,000	240,000	605,000	
21-60515 DEBT PAYMENTS-INTEREST	0	0	0	1,124,139	1,124,139	1,124,139	761,344	
TOTAL CAPITAL OUTLAY	0	0	0	1,364,139	1,364,139	1,364,139	1,366,344	
TOTAL 2022 GO BOND FUND I&S	0	0	0	1,364,139	1,364,139	1,364,139	1,366,344	
TOTAL EXPENDITURES	0	0	0	1,364,139	1,364,139	1,364,139	1,366,344	
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	10,582	500	(13,520)	500	500	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

22 -2022 GO BOND CAPITAL PROJ

	(----- 2022-2023 -----)				(----- 2023-2024 -----)			
REVENUES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>INTEREST & ISSUANCE COSTS</u>								
22-45000 INTEREST INCOME	0	0	146,736	700,000	742,151	900,000	700,000	
22-45100 ISSUED BONDS PAR VALUE	0	0	23,825,000	0	0	0	0	
22-45105 ISSUED BONDS PREMIUM	0	0	1,459,079	0	0	0	0	
TOTAL INTEREST & ISSUANCE COSTS	<u>0</u>	<u>0</u>	<u>25,430,815</u>	<u>700,000</u>	<u>742,151</u>	<u>900,000</u>	<u>700,000</u>	
TOTAL REVENUES	0	0	25,430,815	700,000	742,151	900,000	700,000	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

22 -2022 GO BOND CAPITAL PROJ
2022 GO BOND FUND CAP PRJ

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)	(----- 2023-2024 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CAPITAL OUTLAY								
22-64500 CITY HALL - LAND PURCHASE	0	0	6,323,664	0	0	0	0	
22-64501 CITY HALL CONSTRUCTION	0	0	0	1,000	1,150	1,150	300,000	
22-64502 CITY HALL PROJECT MANAGER	0	0	0	300,000	117,049	150,000	0	
22-64503 CITY HALL-GEO & MATERIAL TEST	0	0	0	0	21,066	27,500	0	
22-64504 CITY HALL-ARCHITECTURE EXPENSE	0	0	0	1,000,000	635,127	750,000	750,000	
22-64505 CAMP CRAFT/EANES CREEK	0	0	204,649	150,000	101,580	120,000	150,000	
22-64510 LAUREL VALLEY RD	0	0	185,390	150,000	124,651	150,000	150,000	
22-64515 REDBUD TRAIL	0	0	136,822	100,000	82,797	100,000	100,000	
22-64520 TERRACE MOUNTAIN	0	0	60,868	40,000	76,554	80,000	40,000	
22-64525 WESTLAKE DRIVE	0	0	161,995	130,000	143,832	145,000	130,000	
22-64530 YAUPON VALLEY RD	0	0	120,446	90,000	100,240	100,250	90,000	
22-64535 ROADS-PROJECT MANAGEMENT	0	0	0	100,000	58,793	60,000	100,000	
TOTAL CAPITAL OUTLAY	0	0	7,193,834	2,061,000	1,462,839	1,683,900	1,810,000	
TRANSFERS								
22-64999 DEBT ISSUANCE COSTS	0	0	284,079	0	0	0	0	
TOTAL TRANSFERS	0	0	284,079	0	0	0	0	
TOTAL 2022 GO BOND FUND CAP PRJ	0	0	7,477,912	2,061,000	1,462,839	1,683,900	1,810,000	
TOTAL EXPENDITURES	0	0	7,477,912	2,061,000	1,462,839	1,683,900	1,810,000	
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	17,952,902	(1,361,000)	(720,688)	(783,900)	(1,110,000)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

23 -2023 CO Bond Fund

REVENUES	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
REVENUE								
23-40100 PROPERTY TAXES I&S	0	0	0	0	0	0	599,206	
TOTAL REVENUE	0	0	0	0	0	0	599,206	
INTEREST & MISC								
23-45000 INTEREST INCOME	0	0	0	0	0	0	200,000	
23-45100 ISSUED BONDS PAR VALUE	0	0	0	0	9,210,000	9,210,000	0	
23-45105 ISSUED BONDS PREMIUM	0	0	0	0	384,191	384,191	0	
TOTAL INTEREST & MISC	0	0	0	0	9,594,191	9,594,191	200,000	
TOTAL REVENUES	0	0	0	0	9,594,191	9,594,191	799,206	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: AUGUST 31ST, 2023
FY2023-2024 PROPOSED BUDGET AS OF 9/6/2023

23 -2023 CO Bond Fund
2023 CO BOND FUND

	2019-2020	2020-2021	2021-2022	(----- 2022-2023 -----)			(----- 2023-2024 -----)	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CAPITAL OUTLAY								
23-60510 DEBT PAYMENT - PRINCIPAL	0	0	0	0	0	0	205,000	
23-60515 DEBT PAYMENT-INTEREST	0	0	0	0	0	0	394,206	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	599,206	
TRANSFERS								
23-60999 DEBT ISSUANCE COSTS	0	0	0	0	86,185	86,185	0	
TOTAL TRANSFERS	0	0	0	0	86,185	86,185	0	
TOTAL 2023 CO BOND FUND	0	0	0	0	86,185	86,185	599,206	
TOTAL EXPENDITURES	0	0	0	0	86,185	86,185	599,206	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	9,508,007	9,508,007	200,000	

*** END OF REPORT ***

POLICE DEPARTMENT

BUDGET PLAN ITEMS FY 2023/24

			FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Item	Average useful life	# needed per year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Vehicles	5 years	2 per year	\$80,000	\$80,000	\$94,000	\$108,000	\$110,500	\$110,500	\$133,000	\$77,850	\$160,000	\$160,000
	# needed per year					2	2	2	2	1	2	2
	cost per unit					\$54,000	\$55,250	\$55,250	\$66,500	\$77,850	\$80,000	\$80,000
	total cost (est.)					\$108,000	\$110,500	\$110,500	\$133,000	\$77,850	\$160,000	\$160,000
	Requested FY 2022/2023	2							\$133,000			
	Authorized	2							\$133,000			
	Requested FY 2023/2024	1								\$77,850		
	Authorized											
Radios - in car	5-7 years	7 year rep. cycle	\$19,653	\$19,653	\$19,653	\$11,000	\$0	\$0	\$0	\$14,000	\$14,000	\$14,000
APX6500	# needed per year					2	0	0	0	1	2	2
	cost per unit					\$5,500	\$5,500	\$5,500	\$5,500	\$7,000	\$7,000	\$7,000
	total cost (est.)					\$11,000	\$0	\$0	\$0	\$7,000	\$14,000	\$14,000
	Radio replacement	0							\$0	\$7,000		
	Reprogramming fees	0							\$0	\$7,000		
	Total FY 2023/2024	1								\$14,000		
	Authorized	0										
Radios - handheld	5-7 years	7 year rep. cycle	\$30,375	\$30,375	\$30,375	\$5,300	\$0	\$0	\$0	\$26,000	\$21,000	\$21,000
APX6000	# needed per year					1	0	0	0	0	3	3
	cost per unit					\$5,300	\$5,300	\$5,300	\$5,300	\$0	\$7,000	\$7,000
	total cost (est.)					\$5,300	\$0	\$0	\$0	\$0	\$21,000	\$21,000
	Radio replacement	0							\$0			
	Reprogramming fees	0							\$0	\$26,000		
	Total FY 2023/2024	2								\$26,000		
	Authorized											
Tasers	5 years, per Taser Int.	5 year rep. cycle	\$0	\$7,755	\$4,653	\$5,250	\$8,750	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000
	# needed per year					3	5	4	4	4	4	4
	cost per unit					\$1,750	\$1,750	\$1,750	\$1,750	\$2,000	\$2,000	\$2,000
	total cost (est.)					\$5,250	\$8,750	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000
	Requested FY 2022/2023	4							\$7,000			
	Authorized	4							\$7,000			
	Requested FY 2023/2024	4								\$8,000		
	Authorized											
	PAGE 1 OF 2											

POLICE DEPARTMENT

			FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Item	Average useful life	# needed per year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Body Cameras	3-4 years	4 year rep. cycle	\$0	\$3,072	\$4,608	\$8,100	\$8,000	\$6,400	\$6,400	\$7,200	\$7,200	\$7,200
	# needed per year					4	5	4	4	4	4	4
	cost per unit (need dock 2019)					\$1,600	\$1,600	\$1,600	\$1,600	\$1,800	\$1,800	\$1,800
	total cost (est.)					\$6,400	\$8,000	\$6,400	\$6,400	\$7,200	\$7,200	\$7,200
	Requested FY 2022/2023	4							\$6,400			
	Authorized	4							\$6,400			
	Requested FY 2023/2024	4								\$7,200		
	Authorized											
Arbitrator (AXON) in car camera system	4-5 years	5 year rep. cycle	\$16,443	\$16,443	\$10,962	\$14,000	\$14,000	\$14,000	\$14,000	\$8,000	\$16,000	\$16,000
	# needed per year					2	2	2	2	1	2	2
	cost per unit					\$7,000	\$7,000	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000
	total cost (est.)					\$14,000	\$14,000	\$14,000	\$14,000	\$8,000	\$16,000	\$16,000
	Requested FY 2022/2023	2							\$14,000			
	Authorized	2							\$14,000			
AXON	Requested FY 2023/2024	1								\$8,000		
	Authorized											
Stalker in car radar	5 years	5 year rep. cycle	\$9,150	\$9,150	\$6,100	\$6,400	\$6,400	\$6,400	\$6,400	\$3,200	\$6,400	\$6,400
	# needed per year					2	2	2	2	1	2	2
	cost per unit					\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200
	total cost (est.)					\$6,400	\$6,400	\$6,400	\$6,400	\$3,200	\$6,400	\$6,400
	Requested FY 2022/2023	2							\$6,400			
	Authorized	2							\$6,400			
	Requested FY 2023/2024	1								\$3,200		
	Authorized											
Toughbook laptops	3-4 years	4 year rep. cycle	\$53,449	\$0	\$13,362	\$11,000	\$11,000	\$11,000	\$22,000	\$12,000	\$12,000	\$12,000
	# needed per year					2	2	2	4	2	2	2
	cost per unit					\$5,500	\$5,500	\$5,500	\$5,500	\$6,000	\$6,000	\$6,000
	total cost (est.)					\$11,000	\$11,000	\$11,000	\$22,000	\$12,000	\$12,000	\$12,000
	Requested FY 2022/2023	4							\$22,000			
	Authorized	2							\$11,000			
	Requested FY 2023/2024	4								\$12,000		
	Authorized											
	PAGE 2 OF 2											
2023-2024 requested items										\$156,250		

CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost *	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
1	ROAD RUNNER ROAD	Culvert Replacement and Paving	\$ 100,000	\$ 200,000	\$ 300,000		
2	ROCKY RIVER ROAD	Mill & Overlay	\$ -	\$ 254,400	\$ 254,400		
3	WREN VALLEY CV	Full Depth Repair	\$ -	\$ 138,000	\$ 138,000		
4	SPURLOCK VALLEY RD	Drainage and Pavement	\$ 229,000	\$ 34,000	\$ 263,000		
5	LIVE OAK RIDGE RD	Surface Preservation + Patching x1		\$ 19,961	\$ 19,961		
6	LAS LOMAS	Surface Preservation + Patching x1	\$ 45,000	\$ 31,830	\$ 76,830		
7	PARKWOOD CT	Surface Preservation + Patching x1	\$ -	\$ 3,715	\$ 3,715		
8	HARBOR VIEW DR	Surface Preservation + Patching x1	\$ -	\$ 2,525	\$ 2,525		
9	OLD STONEHEDGE	Surface Preservation	\$ -	\$ 2,423	\$ 2,423		
10	BUTLER CV	Surface Preservation	\$ -	\$ 4,119	\$ 4,119		
11	WESTLAKE DR	Crack Seal	\$ -	\$ 4,309	\$ 4,309		
12	YAUPON VALLEY RD	Crack Seal	\$ -	\$ 9,663	\$ 9,663		
13	SPRAGUE LN	Crack Seal	\$ -	\$ 1,295	\$ 1,295		
14	CORTONA DR	Crack Seal	\$ -	\$ 2,145	\$ 2,145	2023	\$ 1,105,249
15	MC CONNELL DR	Crack Seal	\$ -	\$ 1,737	\$ 1,737		
16	WILD CAT HOLW	Crack Seal	\$ -	\$ 4,162	\$ 4,162		
17	CORTONA DR	Crack Seal	\$ -	\$ 622	\$ 622		
18	WEST SPRING DR	Crack Seal	\$ -	\$ 1,236	\$ 1,236		
19	MC CONNELL DR	Crack Seal	\$ -	\$ 3,297	\$ 3,297		
20	BLACKACRE TRL	Crack Seal	\$ -	\$ 990	\$ 990		
21	CORTONA DR	Crack Seal	\$ -	\$ 1,014	\$ 1,014		
22	LITTLE BEND RD	Crack Seal	\$ -	\$ 1,903	\$ 1,903		
23	CIRCLE RIDGE DR	Crack Seal	\$ -	\$ 3,220	\$ 3,220		
24	CORTONA CV	Crack Seal	\$ -	\$ 450	\$ 450		
25	SKYLINE DR	Crack Seal	\$ -	\$ 2,240	\$ 2,240		
26	CARRARA	Crack Seal	\$ -	\$ 992	\$ 992		
27	CANYON CREEK	Crack Seal	\$ -	\$ 1,000	\$ 1,000		

CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost *	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
28	N PEAK RD	Drainage and Pavement	\$ 56,388	\$ 249,825	\$ 306,213		
29	CEDAR PARK DR	Drainage and Pavement	\$ 40,000	\$ 95,425	\$ 135,425		
30	WESTLAKE DR	Surface Preservation + Patching x1	\$ -	\$ 12,666	\$ 12,666		
31	HULL CIR	Surface Preservation + Patching x1	\$ -	\$ 25,844	\$ 25,844		
32	HIDDEN CV	Surface Preservation + Patching x1	\$ -	\$ 5,478	\$ 5,478		
33	MADRONE RD	Surface Preservation	\$ -	\$ 12,629	\$ 12,629		
34	OLD STONEHEDGE	Full Depth Reconstruction	\$ -	\$ 44,296	\$ 44,296	2024	\$ 828,593
35	WILD CAT HOLW	Crack Seal	\$ -	\$ 6,108	\$ 6,108		
36	BLACKACRE TRL	Mill & Overlay + Patching x1	\$ -	\$ 61,578	\$ 61,578		
37	ROCKY LEDGE RD	Mill & Overlay + Patching x1	\$ -	\$ 73,599	\$ 73,599		
38	ALLEGRO LN	Mill & Overlay + Patching x1	\$ -	\$ 31,670	\$ 31,670		
39	BENT TREE CT	Mill & Overlay + Patching x1	\$ 10,000	\$ 46,907	\$ 56,907		
40	CANYON VW	Mill & Overlay + Patching x1	\$ -	\$ 44,044	\$ 44,044		
41	BASIN LEDGE EAST	Mill & Overlay + Patching x1	\$ -	\$ 12,137	\$ 12,137		

CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost *	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
42	BUCKEYE TRL	Crack Sealing	\$ 73,575	\$ 177,450	\$ 251,025		
43	SKYLINE DR	Patch Repairs	\$ 75,000	\$ 128,750	\$ 203,750		
44	WESTBROOK DR	Surface Preservation + Patching x2	\$ -	\$ 14,743	\$ 14,743		
45	LOMA LINDA	Full Depth Reconstruction	\$ -	\$ 122,782	\$ 122,782		
46	YAUPON VALLEY RD	Crack Seal	\$ -	\$ 8,858	\$ 8,858		
47	SUGAR CREEK DR	Mill & Overlay + Patching x1	\$ -	\$ 121,558	\$ 121,558		
48	BUENA VISTA CIR	Mill & Overlay	\$ -	\$ 16,594	\$ 16,594		
49	WESTBANK DR	Surface Preservation + Patching x1	\$ -	\$ 55,929	\$ 55,929		
50	YAUPON VALLEY RD	Surface Preservation	\$ -	\$ 27,668	\$ 27,668		
51	CAMP CRAFT RD	Surface Preservation	\$ -	\$ 30,805	\$ 30,805		
52	WOODVIEW CT	Surface Preservation + Patching x1	\$ -	\$ 3,837	\$ 3,837		
53	OAK RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ 7,422	\$ 7,422		
54	FOREST VIEW DR	Surface Preservation + Patching x1	\$ -	\$ 3,105	\$ 3,105		
55	MANOR RIDGE CT	Surface Preservation + Patching x1	\$ -	\$ 2,859	\$ 2,859		
56	REVEILLE RD	Surface Preservation + Patching x1	\$ -	\$ 29,865	\$ 29,865		
57	OAK RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ 7,449	\$ 7,449		
58	LAS LOMAS DR	Surface Preservation + Patching x1	\$ -	\$ 9,815	\$ 9,815		
59	CARAVAN CIR	Surface Preservation + Patching x1	\$ -	\$ 15,322	\$ 15,322		
60	LAS BRISAS DR	Surface Preservation + Patching x1	\$ -	\$ 7,033	\$ 7,033	2025	\$ 1,083,270
61	HILLCREST CT	Surface Preservation + Patching x1	\$ -	\$ 5,436	\$ 5,436		
62	OAK RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ 7,799	\$ 7,799		
63	HILLCREST CT	Surface Preservation + Patching x1	\$ -	\$ 5,747	\$ 5,747		
64	LAS BRISAS DR	Surface Preservation + Patching x1	\$ -	\$ 18,484	\$ 18,484		
65	OAK VALLEY DR	Surface Preservation + Patching x1	\$ -	\$ 4,499	\$ 4,499		
66	LIMERICK LN	Surface Preservation + Patching x1	\$ -	\$ 2,978	\$ 2,978		
67	OLD STONEHEDGE	Surface Preservation + Patching x1	\$ -	\$ 8,593	\$ 8,593		
68	ROCKY RIVER CV	Surface Preservation	\$ -	\$ 9,115	\$ 9,115		
69	WESTHAVEN DR	Surface Preservation	\$ -	\$ 8,924	\$ 8,924		
70	WEST SPRING DR	Surface Preservation	\$ -	\$ 12,265	\$ 12,265		
71	WESTHAVEN DR	Surface Preservation	\$ -	\$ 17,329	\$ 17,329		
72	OX EYE TRL	Surface Preservation	\$ -	\$ 5,071	\$ 5,071		
73	WOOD TRL	Surface Preservation	\$ -	\$ 7,546	\$ 7,546		
74	DOWNIE PL	Surface Preservation	\$ -	\$ 2,355	\$ 2,355		
75	SUNDOWN PKWY	Surface Preservation	\$ -	\$ 5,277	\$ 5,277		
76	DOUBLE BEND BACK RD	Surface Preservation	\$ -	\$ 3,050	\$ 3,050		
77	WESTBROOK DR	Surface Preservation	\$ -	\$ 13,716	\$ 13,716		
78	BLUE RIDGE TRL	Surface Preservation	\$ -	\$ 1,775	\$ 1,775		
79	ENAS SCHOOL RD	Crack Seal	\$ -	\$ 2,893	\$ 2,893		

CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
80	WASHINGTON CUTOFF	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
81	REDBUD CV	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
82	OAK RIDGE DR	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
83	LAS LOMAS CT	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
84	ROCK CREEK DR	Mill & Overlay + Patching x2	\$ -	\$ -	\$ -		
85	CALITHEA RD	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
86	SWIFTCURRENT TRL	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
87	TERRACE MOUNTAIN CV	Mill & Overlay	\$ -	\$ -	\$ -		
88	SPILLER LN	Surface Preservation + Patching x1	\$ -	\$ -	\$ -		
89	CIRCLE RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ -	\$ -		
90	CRESTWOOD CT	Surface Preservation	\$ -	\$ -	\$ -		
91	SPLIT RAIL TRL	Surface Preservation	\$ -	\$ -	\$ -		
92	WESTWOOD TER	Surface Preservation	\$ -	\$ -	\$ -		
93	OLD WAGON RD	Surface Preservation	\$ -	\$ 18,134	\$ 18,134		
94	LOST CANYON	Surface Preservation	\$ -	\$ 18,650	\$ 18,650		
95	FOREST VIEW DR	Crack Seal	\$ -	\$ 3,096	\$ 3,096		
96	BULIAN LN	Surface Preservation	\$ -	\$ 6,966	\$ 6,966		
97	JEFFERY PL	Surface Preservation	\$ -	\$ 6,620	\$ 6,620		
98	BUCKEYE TRL	Surface Preservation	\$ -	\$ 32,145	\$ 32,145		
99	SUGAR SHACK DR	Surface Preservation	\$ -	\$ 14,236	\$ 14,236		
100	FLINTRIDGE RD	Surface Preservation	\$ -	\$ 23,611	\$ 23,611		
101	LAS LOMAS DR	Surface Preservation	\$ -	\$ 27,815	\$ 27,815		
102	OLD BEE CAVES RD	Surface Preservation	\$ -	\$ 8,703	\$ 8,703		
103	COQUINA LN	Surface Preservation	\$ -	\$ 11,948	\$ 11,948		
104	BULIAN LN	Surface Preservation	\$ -	\$ 4,221	\$ 4,221		
105	WESTBROOK DR	Surface Preservation	\$ -	\$ 13,289	\$ 13,289		
106	WESTBROOK DR	Surface Preservation	\$ -	\$ 9,088	\$ 9,088		
107	LIVE OAK RIDGE RD	Surface Preservation	\$ -	\$ 8,189	\$ 8,189		
108	OLD STABLE LN	Surface Preservation	\$ -	\$ 9,547	\$ 9,547		
109	RIDGEWOOD RD	Surface Preservation	\$ -	\$ 13,220	\$ 13,220		
110	SPLIT RAIL TRL	Surface Preservation	\$ -	\$ 3,531	\$ 3,531		
111	BULIAN LN	Surface Preservation	\$ -	\$ 9,646	\$ 9,646	2026	\$ 607,189
112	BLUFF PARK CIR	Surface Preservation	\$ -	\$ 17,733	\$ 17,733		
113	LIVE OAK CIR	Surface Preservation	\$ 65,000	\$ 24,080	\$ 89,080		
114	RIDGEMONT CT	Surface Preservation	\$ -	\$ 2,552	\$ 2,552		
115	CEDAR OAK DR	Surface Preservation	\$ -	\$ 18,034	\$ 18,034		
116	GREGORY PL	Surface Preservation	\$ -	\$ 4,879	\$ 4,879		
117	RAINBOW CV	Surface Preservation	\$ -	\$ 4,478	\$ 4,478		
118	BASIN LEDGE	Surface Preservation	\$ -	\$ 4,689	\$ 4,689		
119	E LEDGEWAY	Surface Preservation	\$ -	\$ 2,721	\$ 2,721		
120	BASIN LEDGE	Surface Preservation	\$ -	\$ 2,083	\$ 2,083		
121	CANYON CREEK	Surface Preservation	\$ -	\$ 1,755	\$ 1,755		
122	BASIN LEDGE	Surface Preservation	\$ -	\$ 4,118	\$ 4,118		

CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
123	W LEDGEWAY	Surface Preservation	\$ -	\$ 17,890	\$ 17,890	2026 (CONT.)	
124	S WILD BASIN	Surface Preservation	\$ -	\$ 5,692	\$ 5,692		
125	STRATFORD RESERVE PL	Surface Preservation	\$ -	\$ 5,255	\$ 5,255		
126	VALBELLA LN	Surface Preservation	\$ -	\$ 6,040	\$ 6,040		
127	SWEET SKY RD	Surface Preservation	\$ -	\$ 4,863	\$ 4,863		
128	DOE TRL	Full Depth Reconstruction	\$ -	\$ 98,330	\$ 98,330		
129	LEDGEWAY E	Full Depth Reconstruction	\$ -	\$ 36,296	\$ 36,296		
130	OLD STONEHEDGE	Crack Seal	\$ -	\$ 557	\$ 557		
131	KONSTANTY CIR	Crack Seal	\$ -	\$ 3,574	\$ 3,574		
132	BLACKACRE TRL	Crack Seal	\$ -	\$ 2,251	\$ 2,251		
133	ROCKY LEDGE RD	Crack Seal	\$ -	\$ 2,691	\$ 2,691		
134	ALLEGRO LN	Crack Seal	\$ -	\$ 1,158	\$ 1,158		
135	BENT TREE CT	Crack Seal	\$ -	\$ 1,715	\$ 1,715		
136	CANYON VW	Crack Seal	\$ -	\$ 1,610	\$ 1,610		
137	BASIN LEDGE EAST	Crack Seal	\$ -	\$ 444	\$ 444		
138	BRADY LN	Crack Seal	\$ -	\$ 4,533	\$ 4,533		
139	RIDGEWOOD RD	Crack Seal	\$ -	\$ 5,747	\$ 5,747		
140	GENTRY DR	Crack Seal	\$ -	\$ 327	\$ 327		
141	LAUREL VALLEY CV	PCC Slight Pnl Rplcmnt (<10%)	\$ -	\$ 13,440	\$ 13,440		

CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost *	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
142	Nob Hill Cir Pavement	Patch Reapirs	\$ 75,000	\$ 146,300	\$ 221,300		
143	Windsong Trl Pavement	Patch Repairs	\$ 70,000	\$ 159,900	\$ 229,900		
144	WINDSONG TRL	Surface Preservation + Patching x1	\$ -	\$ -	\$ -		
145	NOB HILL CIR	Surface Preservation	\$ -	\$ -	\$ -		
146	ROCKY RIVER RD	Full Depth Reconstruction	\$ -	\$ 176,662	\$ 176,662	2027	\$ 738,799
147	BEAVER TRL	Full Depth Reconstruction	\$ -	\$ 104,094	\$ 104,094		
148	SUGAR CREEK DR	Crack Seal	\$ -	\$ 4,458	\$ 4,458		
149	LOMA LINDA	Crack Seal	\$ -	\$ 1,548	\$ 1,548		
150	BUENA VISTA CIR	Crack Seal	\$ -	\$ 837	\$ 837		

Property Tax Calculations

2018 Total Taxable	2019 Total Taxable	2020 Total Taxable	2021 Total Taxable	2022 Total Taxable	2023 Total Taxable		Change 2022 to 2023	
\$2,159,747,675	\$2,306,765,290	\$2,392,071,929	\$2,595,827,009	\$3,071,777,486	\$3,233,993,578		5.28%	
2018 Appraised Value	2019 Appraised Value	2020 Appraised Value	2021 Appraised Value	2022 Appraised Value	2023 Appraised Value			
\$2,472,920,507	\$2,601,569,449	\$2,663,870,394	\$ 2,993,334,812	\$ 4,244,779,564	\$ 4,270,060,491		0.60%	
2018 Total Taxable w/o New Property	2019 Total Taxable w/o New Property	2020 Total Taxable w/o New Property	2021 Total Taxable w/o New Property	2022 Total Taxable w/o New Property	2023 Total Taxable w/o New Property			
\$2,121,704,553	\$2,287,786,240	\$2,378,704,779	\$2,568,195,185	\$3,064,117,141	\$3,192,905,012		4.20%	
2018 Voter-Approval Rate	2019 Voter-Approval Rate	2020 Tax Rate	2021 Tax Rate	2022 Tax Rate-Voter Approval Rate	2023 Tax Rate-Voter Approval Rate			
0.7000	0.0714	0.0786	0.0786	0.1504	0.1474		-1.99%	
Average Appraised Value of Residence with a homestead exemption:								
2018 Average Appraised Residence	2019 Average Appraised Residence	2020 Average Appraised Residence	2021 Average Appraised Residence	2022 Average Appraised Residence	2023 Average Appraised Residence			
\$1,281,233	\$1,380,826	\$1,362,306	\$1,639,087	\$2,584,484	\$2,623,098		1.49%	
Average Taxable Value of Residence with a homestead exemption:								
2018 Average Taxable Residence	2019 Average Taxable Residence	2020 Average Taxable Residence	2021 Average Taxable Residence	2022 Average Taxable Residence	2023 Average Taxable Residence			
\$1,163,975	\$1,275,855	\$1,329,391	\$1,449,652	\$1,698,274	\$1,858,511		9.44%	
2018 Collection Rate	2019 Collection Rate	2020 Collection Rate	2021 Collection Rate	2022 Collection Rate	2023 Collection Rate			
99%	99%	99%	99%	99%	99%			
Rate	Maintenance & Operations Rate	Debt Rate	Average \$ Increase/Decrease (actual rate)	Average \$ Increase (No New Revenue Rate)	Tax on Average Residence	Estimated Tax Levy		Increase over Last Years Tax Levy
0.1447	0.1024	0.0423	-\$105.94	\$1,228.48	\$2,689.27	\$4,623,186	No New Revenue Rate	\$0
0.1667	0.1059	0.0608	\$302.94	\$408.87	\$3,098.14	\$5,322,573	Voter-Approval Rate	\$699,387
0.1504	0.1061	0.0443	\$0.00	\$105.94	\$2,795.20	\$4,863,926	Current Rate	\$240,740
0.1786	0.1178	0.0608	\$524.10	\$630.04	\$3,319.30	\$5,702,528	De Minimis Rate	\$1,079,343
as of 8/23/23								



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>6</u>
Department:	<u>Admin/Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>FY2023-24 Adopting</u>		
Exhibits:	<u>Proposed Budget</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider an ordinance ratifying the property tax revenue increase reflected in the Fiscal Year 2023-2024 budget.

Recommendation

Ratify the property tax revenue increase as reflected in the Fiscal Year 2023-2024 budget.

Discussion

This is to ratify the property tax revenue increase reflected in the Fiscal Year 2023-2024 Budget. The Budget does include a Property Tax Rate increase up to the De Minimis Rate allowed by cities to raise up to \$500,000 more revenue than the previous year (See page I in the Proposed Budget for details). The Proposed Property Tax Rate does include the tax rate for the new 2023 Certificate of Obligations of \$0.0165.

ORDINANCE NO. 2023-009

AN ORDINANCE RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE OPERATING BUDGET FOR THE CITY OF WEST LAKE HILLS, TEXAS FOR FISCAL YEAR 2023-24, BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH TEXAS LOCAL GOVERNMENT CODE CHAPTER 102.

WHEREAS, Section 102.007 requires a separate vote of the governing body to “ratify the property tax increase reflected in the budget” when the governing body adopts a budget that will require raising more revenue from property taxes than in the previous year;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, STATE OF TEXAS:

Section 1. That the City Council does hereby “ratify the property tax increase” reflected in the operating budget for the City of West Lake Hills, Texas for Fiscal Year 2023-24, beginning October 1, 2023, and ending September 30, 2024, (Attachment “A”) in accordance with Section 102.007 of the Tex. Loc. Gov’t Code.

Section 2. This ordinance shall become effective from and after its passage, as provided by law.

PASSED & APPROVED this, the 13th day of September 2023 by the following City Council of West Lake Hills roll call vote:

Mayor Pro Tem Bowman	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Vaughan	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Plunkett	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember South	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Walker	_____ <i>for</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>Absent</i>

CITY OF WEST LAKE HILLS:

Linda Anthony, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

Attachment “A”

Fiscal Year 2023-2024 Municipal Budget



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>7</u>
Department:	<u>Admin/Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>FY2023-24 Adopting</u>		
Exhibits:	<u>Property Tax Rate</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider an ordinance adopting the proposed property tax rate for Fiscal Year 2023-2024.

Recommendation

Adoption of the proposed property tax rate as reflected in the Fiscal Year 2023-2024 budget.

Discussion

This is to adopt the property tax rate of \$0.1786 for the Fiscal Year 2023-2024. The Property Tax Rate is an increase up to the De Minimis Rate allowed by cities to raise up to \$500,000 more revenue than the previous year (See page I in the Proposed Budget for details).

The Proposed Property Tax Rate of \$0.1786 includes:

Maintenance & Operations Rate - \$0.1178

Debt Rate - \$0.0608

ORDINANCE NO. 2023-010

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS, APPROVING THE 2023 AD VALOREM TAX RATE AND LEVY OF SEVENTEEN & EIGHTY-SIX HUNDREDTHS CENTS (\$0.1786) PER ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE CITY LIMITS OF THE CITY; PROVIDING FOR PENALTIES AND INTEREST; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; SEVERABILITY; SAVINGS CLAUSE; PUBLICATION AND EFFECTIVE DATE

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the latter of September 30th or the 60th day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, such section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures for the next year), each of such two components must be approved separately; and

WHEREAS, by separate motions heretofore adopted by the City Council of the City of West Lake Hills, Texas, at a regular meeting of City Council held on the 13th day of September, 2023, said City Council has approved separately the tax rate heretofore specified for each of said components: and

WHEREAS, all notices and hearing required by law as prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, STATE OF TEXAS:

Section 1. Adoption of Findings of Fact. The findings and recitations set out in the preamble of this Ordinance are 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. Levy of Ad Valorem Tax. There is hereby levied, for the tax year 2023, to fund the City's fiscal year 2023-24 municipal budget, and ad valorem tax at the total rate of \$0.1786 on each One Hundred Dollars (\$100) of assessed value of taxable property, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of West Lake Hills, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

Section 3. Maintenance and Operations Tax. Of the total tax levied in Section 2 hereof, \$0.1178 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2023-24. This tax rate will raise more revenue for maintenance and operations than last year's tax rate due

to increased property values. The tax rate will effectively raise 11% more revenue for maintenance and operations while a \$100,000 home's taxes will increase by approximately \$11.70 per year.

Section 4. Debt Service Tax. Of the total tax levied in Section 2 hereof, \$0.0608 is levied for the purpose of paying the interest, general obligation bonds, certificate of obligation bonds, warrants, or other lawfully authorized evidence of indebtedness issued by the City of West Lake Hills, Texas, including the various installment of principal due on the general obligation bonds, certificate of obligation bonds, warrants, or other lawfully authorized evidence of indebtedness issued by the City, as such installments shall respectively mature in the fiscal year 2023-24.

Section 5. Due date for paying taxes. All ad valorem taxes levied hereby, in the total amount of \$0.1786 on each One Hundred Dollars (\$100) of assessed valuation, as reflected by Sections 2, 3, and 4 hereof, shall be due and payable on or before January 31, 2024. All ad valorem taxes due the City of West Lake Hills, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest as prescribed in the Texas Tax Code.

Section 6. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of the Ordinance should be declared invalid by a final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to the end the provisions of this Ordinance are declared to be severable.

Section 7. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code.

Section 8. Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Tex. Gov't. Code.

PASSED & APPROVED this, the 13th day of September 2023, by the following City Council of the City of West Lake Hills roll call vote:

Mayor Pro Tem Bowman	_____ <i>For</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Vaughan	_____ <i>For</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Plunkett	_____ <i>For</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember South	_____ <i>For</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>
Councilmember Walker	_____ <i>For</i>	_____ <i>against</i>	_____ <i>abstain</i>	_____ <i>absent</i>

CITY OF WEST LAKE HILLS:

Linda Anthony, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	September 13, 2023	Item Number:	8
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

900 Live Oak Circle: Discuss and consider action on a variance to replace an existing fence approximately 20 feet from the street edge (30 feet is required) and an 8-foot-tall side yard fence along the western side property line (6-foot height maximum) (Section 22.03.173 of the West Lake Hills Code).

Applicant: Leah Romero, Word + Carr Design Group

Recommendation

Staff recommend approval of the variance requests.

This was reviewed and recommended for approval by the Zoning and Planning Commission at the August 16, 2023 regular meeting by a vote of 4-0 (Bartoletti absent).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Jason and Jessica Karp

Legal Description: Mayo Addition, Lot 20A, Amended Plat of Lots 20 and 34

Lot Size: 4.06 acres

Zoning: R-1 One Family

The properties surrounding the subject property are zoned R-1 and developed with single-family residences.

Background & Analysis:

The applicant is requesting to install a new fence in the nonconforming location of the existing fence (Attachment 1). The Code requires a fence to be set back 30 feet from the edge of pavement for a lot that is greater than 0.75 acres. The existing fence is set back approximately 20 feet from the edge of pavement along Live Oak Circle, which borders the property on three sides. They wish to replace the fence due to disrepair and to change the style of the fence because the current black picket fence has open pickets at the top that pose a hazard to deer. The new fence would go in the same location and would be a mix of welded wire mesh fence and capped black picket fence that meets code requirements (Attachment 2). The second request is to exceed the 6-foot height limit on the west side of the property that borders 904 Live Oak Ridge with a new fence that is 8 feet in height over the natural grade.

The applicant has provided letters of no-objection from three neighbors across the street from the property (Attachment 3), and from the neighbor bordering the west property line (Attachment 4). Staff agrees that

installing the fence in the same location would minimize the disruption to the natural vegetation and that the existing fence has not had an adverse impact on the neighboring properties.

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence:

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*

900 Live Oak Circle has excessive street frontage. 80% of the property line has street frontage. The existing fence is in disrepair (photos attached) and is a danger to the deer in the neighborhood. Many deer have been injured or killed trying to jump the existing fence. The property is heavily populated with protected live oak trees. To build a fence on the 30' setback would be a disruption to countless root zones. The neighbor at 904 Live Oak Ridge Road would prefer to maintain the height of the existing privacy fence between the two properties, 8' tall. The house and pool are close to the property line.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*

Building the new fence (both fences requested in this variance application) in the location of the existing fence will minimize the amount of disruption to the existing live oak trees and natural terrain.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*

The existing fence cannot remain due to its poor condition and danger to the wildlife in the area. Moving the fencing at the street frontage to the 30' setback will be disruptive to the protected trees. Moving the fence to the 30' setback along 80% of the property line will put an excessive amount of the land at 900 Live Oak Circle on the outside of the fence. A new 8' fence in the existing location between 900 Live Oak Circle and 904 Live Oak Ridge Road will maintain the existing privacy levels.

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*

The request to match the existing location of the fencing (average 20' from the road) will allow the least amount of impact to the live oak canopy on the property.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*

The type of fencing proposed is within the design vernacular of the surrounding properties (photos attached). Due to the heavily landscaped right of way and the existing topography, the fencing will not be a visible presence from the street. It does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan. The existing fencing (average 20' from the road) was permitted and approved by the City of WLH when the house was built.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*

The variance will not have an adverse effect on the neighboring properties. It will be built well within the 900 Live Oak Circle property line. We have attached several letters of support from owners of neighboring properties.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

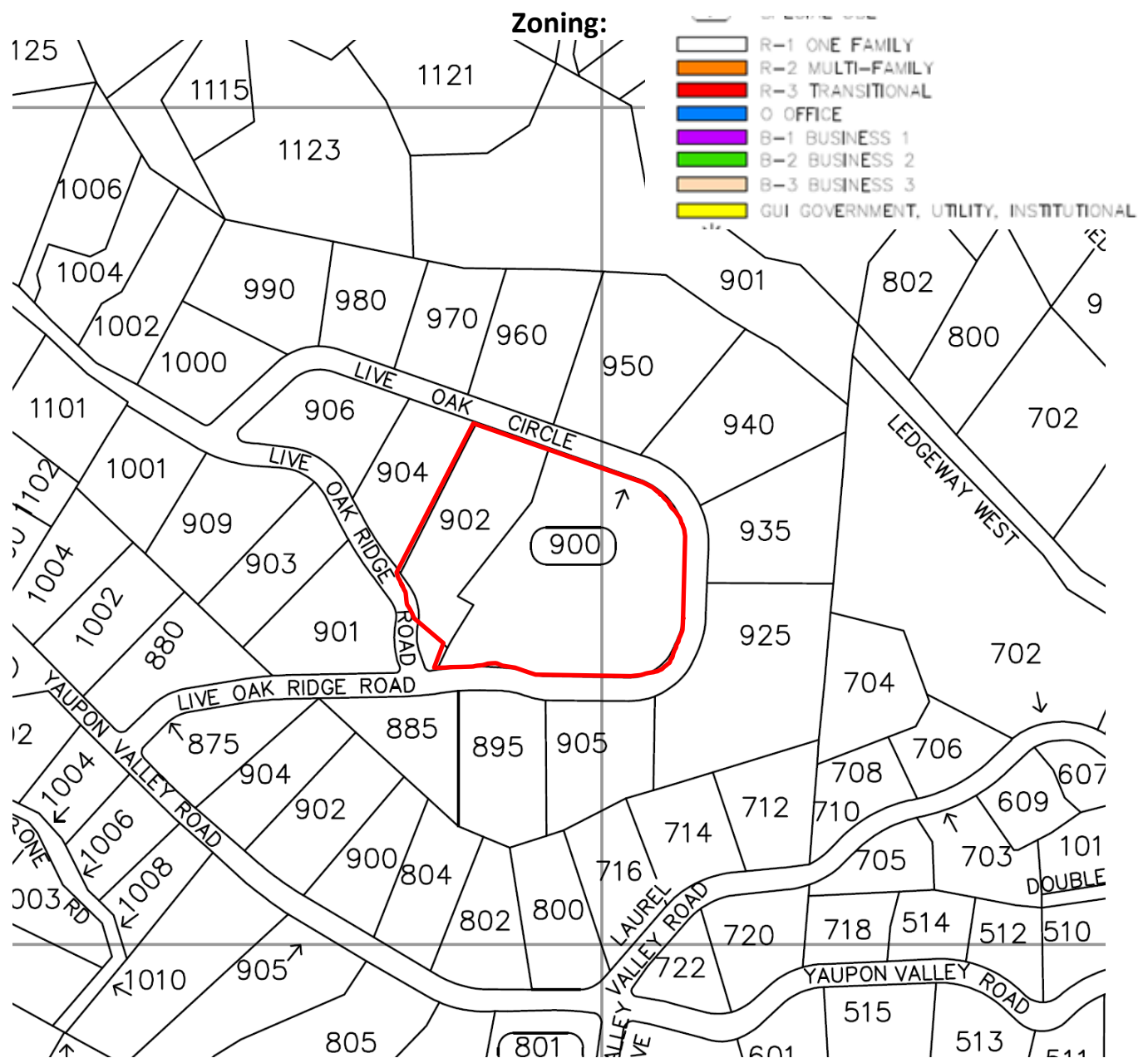
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

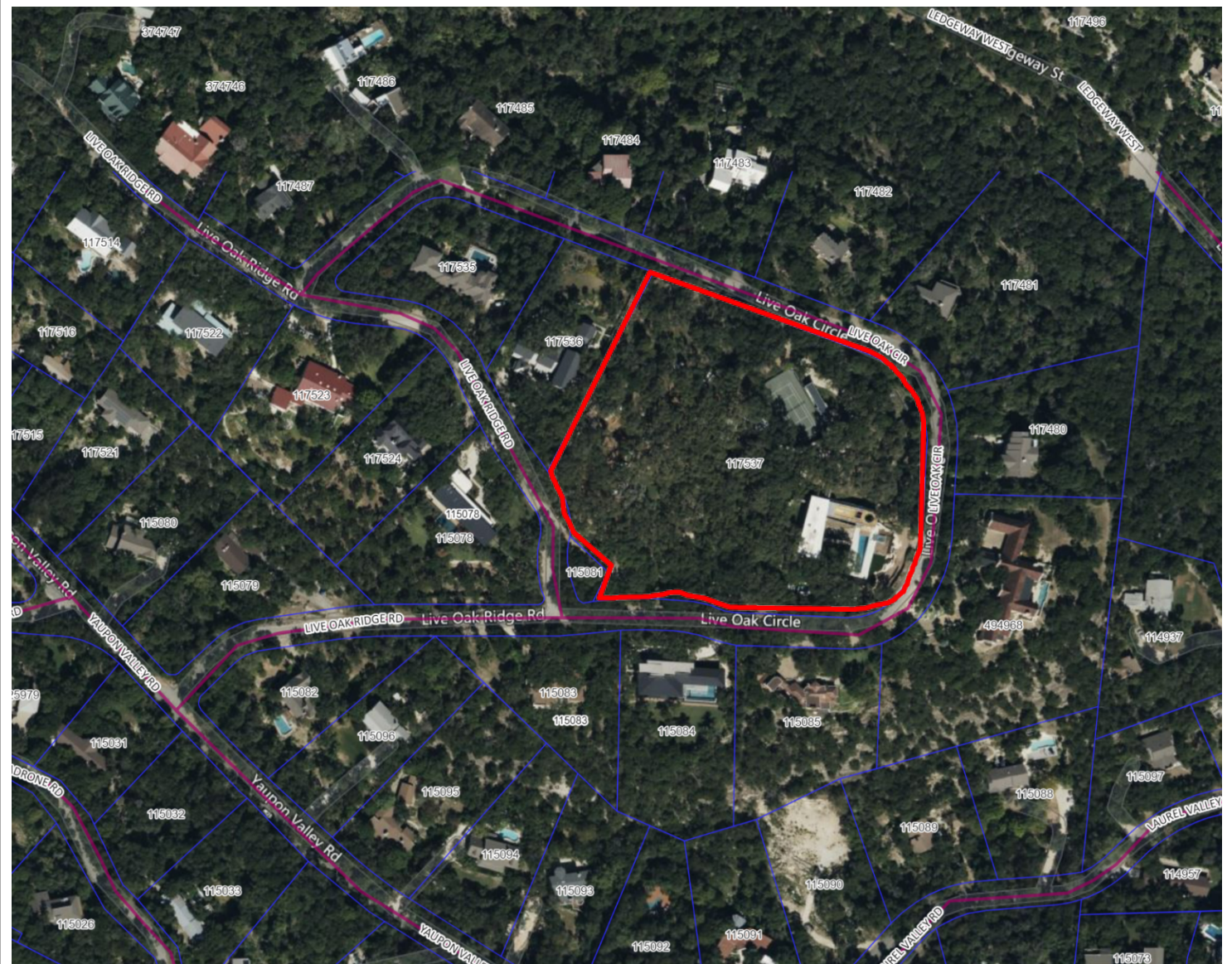
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.173: Fences \(Residential\)](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:



June 12, 2023

Chairman Robert Meisel
West Lake Hills Zoning and Planning Commission
911 Westlake Drive
West Lake Hills, TX 78746

Dear Mr. Chairman,

We are seeking a variance to build a fence along the street front of the property at 900 Live Oak Circle that is in the same location as the existing fence (average 20' from street). We are also seeking a variance to build an 8' tall fence between 900 Live Oak Circle and the adjacent neighbor at 904 Live Oak Ridge Road.

The fencing at 900 Live Oak Circle needs to be replaced as it is in disrepair from age and it is a danger to the deer in the neighborhood. This lot has excessive street frontage due to its location on a bend in the road. The existing fence, which was permitted and installed when the house was built in 2005, is well within the property line but does not meet the required 30' setback. To move the new fencing to a different location would cause an immense amount of the lot to be on the outside of the fencing. Moving the fence to comply with the ordinance would also cause a major disruption to the vast network of tree roots on site.

The section of fencing between 900 Live Oak Circle and 904 Live Oak Ridge Road is currently an 8' wood privacy fence. The two owners would propose to replace it with a more aesthetically pleasing transparent steel fence (to be planted with vines) at the same height. The house and pool at 904 Live Oak Ridge Road are very near to the property line and it would be ideal to maintain the existing privacy levels.

Two fence types are proposed for the fencing along the street. The first is a steel mesh fence identical to other neighbors on the street. The second fence type is a safer version of the existing black picket with an added top rail. Neither fence will interfere with the neighbors' view, nor will it change their experience of the neighborhood from the street.

By maintaining the existing location, installing the proposed fencing will have the least possible impact on the existing vegetation. The fence has been designed to blend in with the surrounding vegetation and match the surrounding neighbors.

Sincerely,

Leah Romero

TREE DATA		
NO.	SPECIES	DIAMETER (IN INCHES)
1	Live Oak	8
2	Live Oak	17
3	Live Oak	12
4	Live Oak	8
5	Live Oak	13
6	Live Oak	10
7	Live Oak	3
8	Live Oak	8
9	Live Oak	3
10	Live Oak	13
11	Live Oak	20
496	Live Oak	26
497	American Elm	4
498	American Elm	4
499	American Elm	5
500	American Elm	3

TREE DATA		
NO.	SPECIES	DIAMETER (IN INCHES)
501	Oak	18
502	Eastern Redcedar	6
503	Eastern Redcedar	5
504	Eastern Redcedar	6
505	Eastern Redcedar	10
506	Oak	6
507	Eastern Redcedar	5
508	Eastern Redcedar	13
509	Eastern Redcedar	6
510	Eastern Redcedar	7
511	Live Oak	10
512	Eastern Redcedar	12
513	Eastern Redcedar	6
514	Live Oak	20
515	Eastern Redcedar	3
516	Eastern Redcedar	7
517	Eastern Redcedar	10
518	Yaupon	3
519	Oak	3
520	Oak	3
521	Eastern Redcedar	4
522	Eastern Redcedar	8
523	Oak	20
524	Eastern Redcedar	9
525	Eastern Redcedar	7
526	Live Oak	25
527	Eastern Redcedar	6
528	Live Oak	10
529	Eastern Redcedar	6
530	Eastern Redcedar	13
531	Eastern Redcedar	4
532	Eastern Redcedar	3
533	Eastern Redcedar	16
534	Eastern Redcedar	6
535	Live Oak	8
536	Oak	3
537	Eastern Redcedar	10
538	Eastern Redcedar	18
539	Oak	36
540	Eastern Redcedar	10
541	Live Oak	5
542	Eastern Redcedar	11
543	Eastern Redcedar	10
544	Oak	33
545	Eastern Redcedar	3
546	Eastern Redcedar	9
547	Eastern Redcedar	3
548	Japanese Privet	5
549	Eastern Redcedar	6
550	Oak	18
551	Oak	18
552	Yaupon	3
553	Oak	12
554	Yaupon	6
555	Eastern Redcedar	5
556	Eastern Redcedar	4
557	Eastern Redcedar	18
558	Eastern Redcedar	24
559	Eastern Redcedar	5
560	Eastern Redcedar	3
561	Eastern Redcedar	6
562	Eastern Redcedar	12
563	Eastern Redcedar	8
564	Yaupon	6
565	Eastern Redcedar	12
566	Eastern Redcedar	6
567	Oak	8
568	Eastern Redcedar	32
569	Oak	21
570	Japanese Privet	4
571	Eastern Redcedar	8
572	Japanese Privet	4
573	Japanese Privet	5
574	Japanese Privet	3
575	Eastern Redcedar	10
576	Oak	15
577	Oak	6
578	Oak	22
579	Eastern Redcedar	8
580	Eastern Redcedar	4
581	Oak	10
582	Oak	14
583	Eastern Redcedar	18
584	Oak	10
585*	Eastern Redcedar	18
586	Live Oak	3
587	Live Oak	10
588	Live Oak	19
589	Live Oak	22
590	Eastern Redcedar	4
591	Eastern Redcedar	3
592	Japanese Privet	6
593	Eastern Redcedar	8
594*	Eastern Redcedar	4
595	Hackberry	9
596	Oak	6
597	Hackberry	6
598	Hackberry	4
599	Eastern Redcedar	8
600	Oak	8

TREE DATA		
NO.	SPECIES	DIAMETER (IN INCHES)
601	Oak	4
602	Live Oak	6
603	Texas Mountain Laurel	3
604	Eastern Redcedar	6
605	Yaupon	3
606	Eastern Redcedar	6
607	Live Oak	10
608	Eastern Redcedar	8
609	Live Oak	6
610	Eastern Redcedar	12
611	Live Oak	38
612	Yaupon	3
613	Eastern Redcedar	4
614	Yaupon	5
615	Eastern Redcedar	5
616	---	---
617	Eastern Redcedar	5
618	Live Oak	14
619	Live Oak	21
620	Eastern Redcedar	3
621	Eastern Redcedar	5
622	Eastern Redcedar	4
623	Eastern Redcedar	6
624	Eastern Redcedar	5
625	Eastern Redcedar	8
626	Texas Mountain Laurel	4
627	Live Oak	20
628	Live Oak	23
629	Live Oak	12
630	Eastern Redcedar	12
631	Eastern Redcedar	8
632	Live Oak	12
633	Live Oak	10
634	Yaupon	3
635	Live Oak	19
636	Ash	4
637	Eastern Redcedar	12
638	Live Oak	9
639	Eastern Redcedar	7
640	Eastern Redcedar	12
641	Texas Mountain Laurel	3
642	Texas Mountain Laurel	3
643	Texas Mountain Laurel	3
644	Eastern Redcedar	4
645	Eastern Redcedar	5
646	Live Oak	8
647	Eastern Redcedar	6
648	Eastern Redcedar	10
649	Eastern Redcedar	10
650	Eastern Redcedar	6
651	Live Oak	14
652	Eastern Redcedar	8
653	Texas Mountain Laurel	3
654	Eastern Redcedar	7
655	Eastern Redcedar	4
656	Eastern Redcedar	6
657	Eastern Redcedar	10
658	Live Oak	22
659	Eastern Redcedar	12
660	Eastern Redcedar	12
661	Live Oak	28
662	Texas Mountain Laurel	4
663	Eastern Redcedar	7
664	Yaupon	3
665	Texas Mountain Laurel	6
666	Live Oak	15
667	Eastern Redcedar	10
668	Live Oak	13
669	Eastern Redcedar	10
670	Live Oak	6
671	Eastern Redcedar	14
672	Yaupon	5
673	Texas Mountain Laurel	3
674	Live Oak	28
675	Eastern Redcedar	8
676	Eastern Redcedar	8
677	Hackberry	5
678	Live Oak	34
679	Eastern Redcedar	12
680	Eastern Redcedar	10
681	Eastern Redcedar	8
682	Eastern Redcedar	8
693	Eastern Redcedar	5
684	Live Oak	10
685	Eastern Redcedar	11
686	American Elm	5
687	Yaupon	3
688	Texas Mountain Laurel	4
689	Live Oak	14
690	Eastern Redcedar	7
691	Eastern Redcedar	3
692	Eastern Redcedar	3
693	Eastern Redcedar	5
694	Eastern Redcedar	5
695	Yaupon	5
696	Eastern Redcedar	6
697	Eastern Redcedar	5
698	Live Oak	17
699	Eastern Redcedar	4
700	Eastern Redcedar	6

TREE DATA		
NO.	SPECIES	DIAMETER (IN INCHES)
701	Eastern Redcedar	4
702	Eastern Redcedar	3
703	Live Oak	18
704	Eastern Redcedar	5
705	Eastern Redcedar	6
706	Eastern Redcedar	9
707	Eastern Redcedar	6
708	Eastern Redcedar	6
709	Live Oak	8
710	Crape Myrtle	5
711	Live Oak	18
712	Live Oak	20
713	Live Oak	20
714	Live Oak	16
715	Live Oak	12
716	Live Oak	19
717	Crape Myrtle	5
718	Crape Myrtle	5
719	Live Oak	11
720	Live Oak	18
721	Live Oak	21
722	Live Oak	8
723	Live Oak	17
724	Texas Mountain Laurel	6
725	Maple	4
726	Live Oak	8
727	Live Oak	10
728	Live Oak	8
729	Live Oak	12
730	Live Oak	18
731	Live Oak	16
732	Texas Mountain Laurel	3
733	Texas Mountain Laurel	3
734	Live Oak	18
735	Yaupon	5
736	Eastern Redcedar	9
737	Yaupon	4
738	Eastern Redcedar	9
739	Live Oak	7
740	Live Oak	10
741	Sugarberry	3
742	Live Oak	6
743	Eastern Redcedar	8
744	Yaupon	4
745	Eastern Redcedar	13
746	Live Oak	25
747	Live Oak	15
748	Live Oak	21
749	Live Oak	10
750	Crape Myrtle	12
751	Live Oak	25
752	Live Oak	12
753	Crape Myrtle	4
754	Yaupon	3
755	Live Oak	12
756	Texas Mountain Laurel	5
757	Crape Myrtle	5
758	Crape Myrtle	6
759	Eastern Redcedar	12
760	Eastern Redcedar	9
761	Crape Myrtle	5
762	Eastern Redcedar	9
763	Eastern Redbud	3
764	Live Oak	9
765	Live Oak	13
766	Eastern Redcedar	12
767	Live Oak	19
768	Eastern Redcedar	6
769	Live Oak	12
770	Eastern Redcedar	16
771	Live Oak	19
772	Eastern Redcedar	6
773	Live Oak	7
774	Live Oak	10
775	Eastern Redcedar	8
776	Eastern Redcedar	8
777	Eastern Redcedar	7
778	Live Oak	16
779	Eastern Redcedar	7
780	Eastern Redcedar	10
781	Eastern Redcedar	8
782	Eastern Redcedar	6
783	Live Oak	10
784	Live Oak	19
785	Live Oak	36
786	Live Oak	12
787	Live Oak	10
788	Live Oak	20
789	Live Oak	19
790	Live Oak	18
791	Live Oak	14
792*	Live Oak	14
793*	Live Oak	18
794	Eastern Redcedar	13
795	Live Oak	27
796	Live Oak	13
797	Live Oak	18
798	Live Oak	12
799	Live Oak	12
800	Yaupon	12

NOTE: * = NO TAG

TREE DATA		
NO.	SPECIES	DIAMETER (IN INCHES)
801	Live Oak	9
802	Live Oak	8
803	Live Oak	18
804	Live Oak	20
805	Live Oak	12
806	Live Oak	28
807	Live Oak	18
808	Live Oak	16
809	Live Oak	8
810	Live Oak	24
811	Live Oak	19
812	Live Oak	15
813	Live Oak	19
814	Live Oak	14
815	Live Oak	22
816	Live Oak	24
817	Live Oak	22
818	Live Oak	16
819	Live Oak	18
820	Live Oak	18
821	Live Oak	22
822	Live Oak	17
823	Live Oak	11
824	Live Oak	20
825	Live Oak	12
826	Live Oak	8
827	Live Oak	16
828	Live Oak	17
829	Live Oak	11
830	Live Oak	20
831	Live Oak	56
832	Crape Myrtle	35
833	Crape Myrtle	29
834	Eastern Redbud	3
835	Yaupon	5
836	Yaupon	4
837	Live Oak	44
838	Live Oak	8
839	Live Oak	10
840	Sugarberry	3
841	Texas Mountain Laurel	8
842	Live Oak	9
843	Live Oak	17
844	Live Oak	4
845	Live Oak	13
846	Live Oak	26
847	Live Oak	18
848	Texas Mountain Laurel	9
849	Live Oak	24
850	Live Oak	15
851	Live Oak	10
852	Live Oak	13
853	Texas Mountain Laurel	6
854	Southern Magnolia	5
855	Eastern Redcedar	10
856	Live Oak	18
857	Live Oak	10
858	Live Oak	10
859	Texas Mountain Laurel	6
860	Live Oak	13
861	Eastern Redcedar	5
862	Texas Mountain Laurel	6
863	Yaupon	8
864	Live Oak	12
865	Live Oak	18
866	Texas Mountain Laurel	5
867	Live Oak	19
868	Live Oak	43
869	Live Oak	16
870	Live Oak	10
871	Live Oak	19
872	Live Oak	20
873	Live Oak	9
874	Live Oak	11
875	Live Oak	12
876	Live Oak	9
877	Live Oak	14
878	Live Oak	8
879	Live Oak	10
880	Live Oak	10
881	Live Oak	12
882	Live Oak	21
883	Live Oak	27
884	Live Oak	15
885	Live Oak	30
886	Live Oak	22
887	Live Oak	11
888	Live Oak	19
889	Live Oak	11
890	Live Oak	64
891	Live Oak	15
892	Live Oak	17
893	Live Oak	34
894	Live Oak	20
895	Live Oak	30
896	Live Oak	8
897	Live Oak	13
898	Live Oak	8
899	Live Oak	16
900	Live Oak	10

TREE DATA		
NO.	SPECIES	DIAMETER (IN INCHES)
901	Live Oak	10
902	Live Oak	13
903	Live Oak	17
904	Live Oak	8
905	Live Oak	9
906	Live Oak	11
907	Live Oak	17
908	Live Oak	13
909	Live Oak	18
910	Crape Myrtle	8
911	Live Oak	8
912	Live Oak	7
913	Live Oak	11
914	Live Oak	9
915	Live Oak	9
916	Live Oak	6
917	Live Oak	8
918	Live Oak	10
919	Live Oak	21
920	Live Oak	18
921	Live Oak	14
922	Live Oak	8
923	Live Oak	40
924	Live Oak	10
925	American Elm	6
926	Live Oak	9
927	Live Oak	8
928	Live Oak	12
929	Live Oak	11
930	Live Oak	5
931	American Elm	3
932	Crape Myrtle	8
933	Crape Myrtle	9
934	Live Oak	8
935	Live Oak	6
936	Live Oak	8
937	Live Oak	13
938	Eastern Redcedar	3
939	Live Oak	60
940	Yaupon	6
941	Live oak	9
942	Crape Myrtle	8
943	Texas Mountain Laurel	5
944	Live Oak	9
945	Live Oak	14
946	Live Oak	8
947	Live Oak	20
948	Texas Mountain Laurel	8
949	Maple	3
950	Live Oak	17
951	Yaupon	3
952	Live Oak	34
953	Live Oak	13
954	Live Oak	16
955	Live Oak	10
956	Live Oak	9
957	Maple	4
958	Eastern Redcedar	20
959	Eastern Redcedar	7
960	Oak	9
961	American Elm	3
962	Yaupon	5
963	Eastern Redcedar	5
964	Eastern Redcedar	63
965	Eastern Redbud	3
966	Live Oak	9
967	Eastern Redcedar	14
968	Yaupon	6
969	Eastern Redcedar	6
970	Yaupon	6
971	Yaupon	6
972	Live Oak	30
973	Eastern Redcedar	15
974	Eastern Redcedar	6
975	Texas Mountain Laurel	3
976	Eastern Redcedar	6
977	Crape Myrtle	9
978	Eastern Redcedar	22
979	Texas Mountain Laurel	8
980	Texas Mountain Laurel	4
981	American Elm	8
982	Live Oak	20
983	Crape Myrtle	5
984	-	-
985	-	-
986	-	-
987	-	-
988	American Elm	3
989	-	-
990	-	-
991	-	-
992	-	-
993	-	-
994	Eastern Redcedar	14
995	Eastern Redcedar	10
996	Live Oak	10
997	Live Oak	132
998	Live Oak	16
999	Live Oak	15
1000	Eastern Redcedar	8



BOUNDARY, TOPOGRAPHIC AND TREE LOCATION SURVEY

Reference: Warriner Construction Address: 902 Live Oak Ridge, Austin, Texas
Lot 20, MAYO ADDITION, a subdivision in Travis County, Texas according to the map or
plot as recorded in Vol. 70, Pg. 95, Plat Records, Travis County, Texas.

BENCHMARK:

Found 100d spike nail with washer marked "RPLS 4341 K McMillan" at North edge of asphalt
near the Northwest corner of the subject property.

Elevation: 862.17 (NAVD83 datum per Trimble RTK Network).

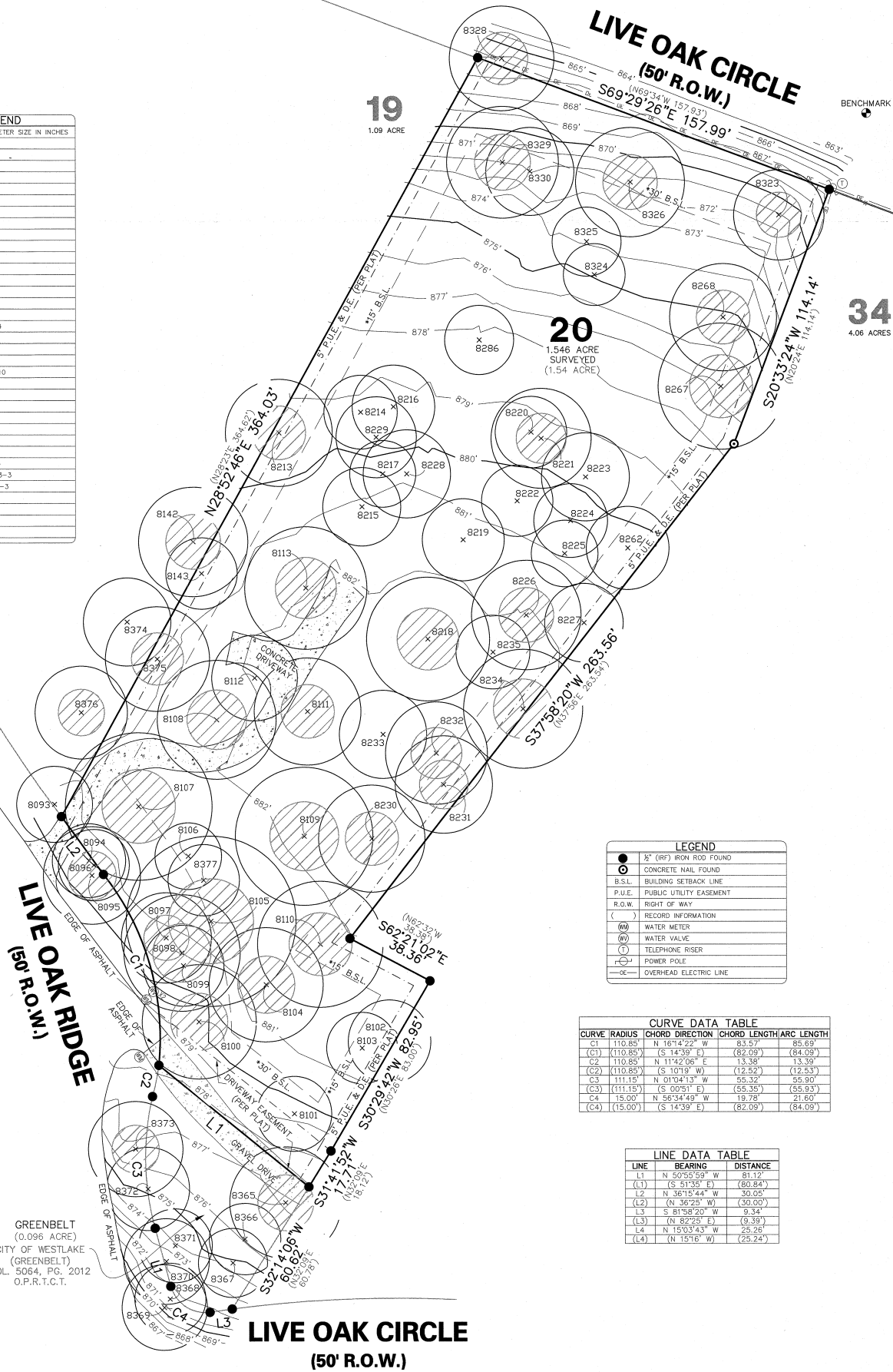
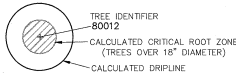
ATS Job # 21051904s

TREES: HARDWOODS 14" AND LARGER;
(CEDAR 18" AND LARGER)
PER WARRINER CONSTRUCTION

TREE LEGEND	
TREE #	TREE TYPE & DIAMETER SIZE IN INCHES
8093	LIVE OAK 16
8094	LIVE OAK 10.5-10
8095	LIVE OAK 14-13
8096	LIVE OAK 15
8097	LIVE OAK 13.5-10.5
8098	LIVE OAK 18.5-12
8099	LIVE OAK 17
8100	LIVE OAK 24
8101	LIVE OAK 11.5-8.5
8102	LIVE OAK 17.5
8103	LIVE OAK 15
8104	LIVE OAK 12.5-12-10.5
8105	LIVE OAK 26-19.5
8106	LIVE OAK 14
8107	LIVE OAK 31
8108	LIVE OAK 25
8109	LIVE OAK 29
8110	LIVE OAK 26.5
8111	LIVE OAK 15.5-14
8112	LIVE OAK 18
8113	LIVE OAK 16.5-9.5-9
8142	LIVE OAK 15.5 15
8143	LIVE OAK 15
8213	LIVE OAK 22.5
8214	LIVE OAK 15.5
8215	LIVE OAK 16.5
8216	LIVE OAK 17.5
8217	LIVE OAK 14
8218	LIVE OAK 18.5-15
8219	LIVE OAK 11.5-11.5
8220	LIVE OAK 15
8221	LIVE OAK 21
8222	LIVE OAK 15
8223	LIVE OAK 18.5
8224	LIVE OAK 15.5

TREE LEGEND	
TREE #	TREE TYPE & DIAMETER SIZE IN INCHES
8225	HACKBERRY 14
8226	LIVE OAK 23
8227	LIVE OAK 16.5
8228	CEDAR 18.5
8229	CEDAR 17
8230	LIVE OAK 22.5
8231	LIVE OAK 20.5
8232	LIVE OAK 21.5
8233	CEDAR 18.5
8234	LIVE OAK 25
8235	LIVE OAK 15.5
8282	LIVE OAK 12-11.5
8267	CEDAR 26.5
8268	LIVE OAK 22.5
8286	HACKBERRY 14.5
8323	LIVE OAK 19
8324	CEDAR 13-5.5-5-4
8325	LIVE OAK 14.5
8326	LIVE OAK 23
8328	CEDAR 22
8329	POST OAK-13-11-10
8350	LIQUIDSTRUM 18.5
8365	LIVE OAK 19-9
8366	LIVE OAK 15
8367	LIVE OAK 14.5
8368	LIVE OAK 15
8369	LIVE OAK 18
8370	LIVE OAK 14.5-7
8371	CEDAR 11-5.5-3-5
8372	CEDAR 9.5-6-4-3-3
8373	CEDAR 12-5-5-3-3
8374	CEDAR 18.5-15-ng
8375	CEDAR 22-ng
8376	CEDAR 18.5-ng
8377	CEDAR 15

GRAPHIC REPRESENTATION OF TREE DRIPLINE
EXAMPLE: A TRIPLE STEM TREE WITH STEMS
10", 8", 6" SHALL RENDER A GRAPHICAL
RADIUS OF 10 + (8/2) + (6/2) = 17 FEET



LEGEND	
●	5" (RF) IRON ROD FOUND
○	CONCRETE NAIL FOUND
—	B.S.L. BUILDING SETBACK LINE
—	P.U.E. PUBLIC UTILITY EASEMENT
—	R.O.W. RIGHT OF WAY
()	RECORD INFORMATION
⊗	WATER METER
⊕	WATER VALVE
⊙	TELEPHONE RISER
⊕	POWER POLE
—	OVERHEAD ELECTRIC LINE

CURVE DATA TABLE			
CURVE	RADIUS	CHORD DIRECTION	CHORD LENGTH/ARC LENGTH
C1	110.85	N 17°12'22" W	83.57' / 85.69'
C2	110.85	S 14°39' E	(82.09') / (84.09')
C3	110.85	N 11°42'08" E	13.38' / 13.39'
C4	110.85	S 10°19' W	(12.52') / (12.53')
C5	111.15	N 01°04'13" W	55.32' / 55.90'
C6	111.15	S 00°51' E	(55.35') / (55.93')
C7	15.00	N 52°34'42" W	19.78' / 21.60'
C8	(15.00')	S 14°39' E	(82.09') / (84.09')

LINE DATA TABLE		
LINE	BEARING	DISTANCE
L1	N 50°55'59" W	81.12'
L2	S 51°55' E	(80.64')
L3	N 36°15'44" W	30.05'
L4	(N 36°25' W)	(30.00')
L5	S 61°58'20" W	9.34'
L6	(N 82°25' E)	(9.39')
L7	N 15°03'43" W	25.26'
L8	(N 15°18' W)	(25.24')

Surveyor's Note:
Bearings shown hereon are based on the plat of
MAYO ADDITION, according to the map or plat as
recorded in Vol. 70, Pg. 95, Plat Records, Travis
County, Texas.

* This lot is subject to easements, setbacks and
restrictions per Vol. 70, pg. 95, Plat Records, Travis
County, Texas and Vol. 5060, pg. 2024 and Vol. 5061,
pg. 406, Deed Records, Travis County, Texas.

- Notes:
- 1) This map and the survey on which it is based have been prepared without the benefit of a title report and are not intended to reflect all easements, encumbrances or other circumstances affecting the title to the property shown hereon.
 - 2) Per the clients request, NO improvements where located on this lot except what is shown.

I, Marion Ruth Bolton, HEREBY CERTIFY that a survey was made on the ground of the property shown hereon; that there are no visible discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, easements or right-of-way, except as shown; that said property has access to and from a public roadway; and that this plot is an accurate representation of the property to the best of my knowledge.

Marion Ruth Bolton, RPLS No. 4727
Client: Warriner Construction
Date of Field Work: 6/23/21
Field: ECarleton
Tech: MBolton/CCarter
Date Drawn: 7/2/21
Path: Projects\BULK\G-L\LiveOakRidge902\Production\dwgs\Design-LiveOakRidge902-210628.dwg

ATS Engineers
Inspectors & Surveyors
www.ats-engineers.com
TRPLS FIRM REG. #10128000
4810 West Hwy 900
AUSTIN, TEXAS 78735
(512) 328-6995
FAX: (512) 328-6996

1

SURVEY: 902 LIVE OAK CIRCLE
Scale: NTS

NOTE: #8328, #8324, #8330, #8267
DIED IN FEBRUARY 2023 FREEZE

WORD
+ CARR
DESIGN GROUP

WORD + CARR DESIGN GROUP
2201 NORTH LAMAR BLVD.
AUSTIN, TEXAS 78705
TEL (512) 440-0013
WORDANDCARR.COM

KARP
RESIDENCE
900 LIVE OAK CIRCLE
WESTLAKE HILLS, TX 78746



PROJECT SEAL

ISSUE DATE
6/12/23 FENCE PERMIT

NOT FOR CONSTRUCTION

FULL SCALE WHEN PRINTED
AT 12 X 18

SURVEY PLAN
902 LIVE OAK

LS 1.02

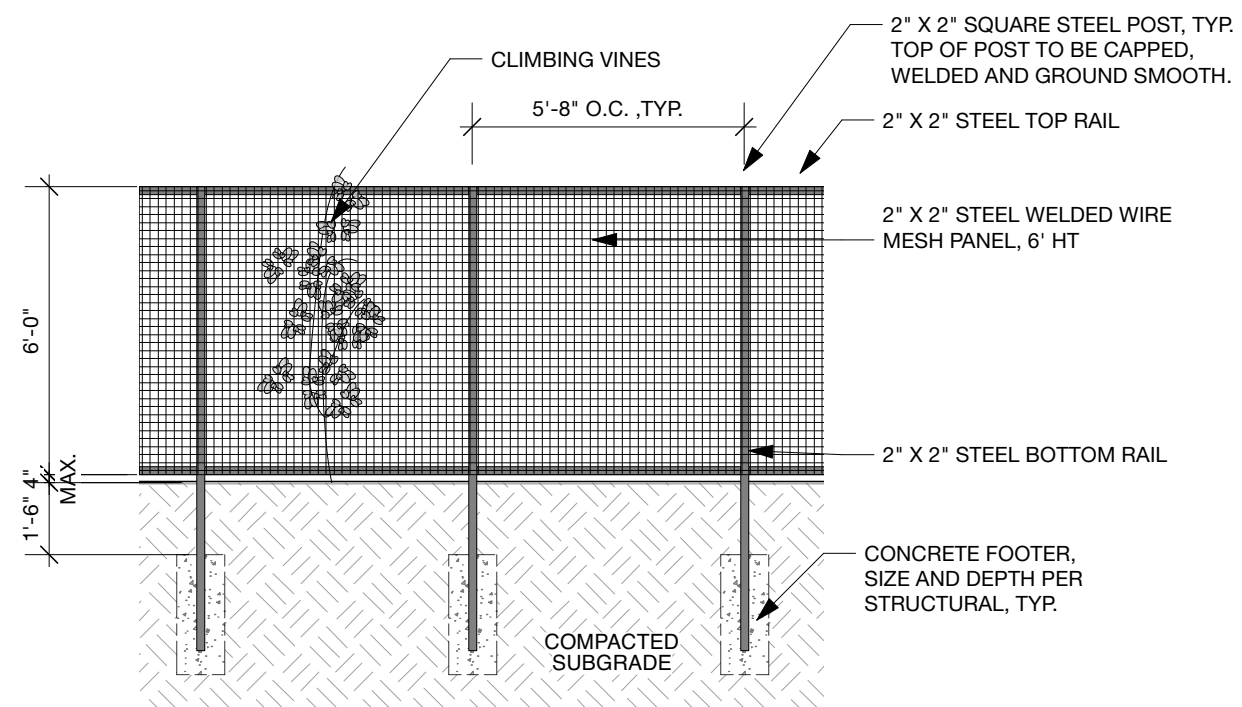
FENCING PERMIT SCHEDULE		
FENCING		
SYMBOL	MATERIAL	QTY.
F1-A	WELDED WIRE MESH FENCE	
6' HT		818 LF
F1-B	WELDED WIRE MESH FENCE	
8' HT		312 LF
F2	BLACK PICKET FENCE	
6' HT, MATCH EXISTING PERIMETER FENCE		585 LF

NOTES:
1. POSTS INSTALLED WITHIN 1/2 CRZ. WILL BE AIR SPADED AND INSTALLED IN LOCATION TO AVOID ROOTS.
2. SEE FENCING SECTIONS ON LS 2.21

LEGEND:

EXISTING TREES
SEE TREE NUMBERS
ON LS 1.00, LS 1.01, LS 1.02

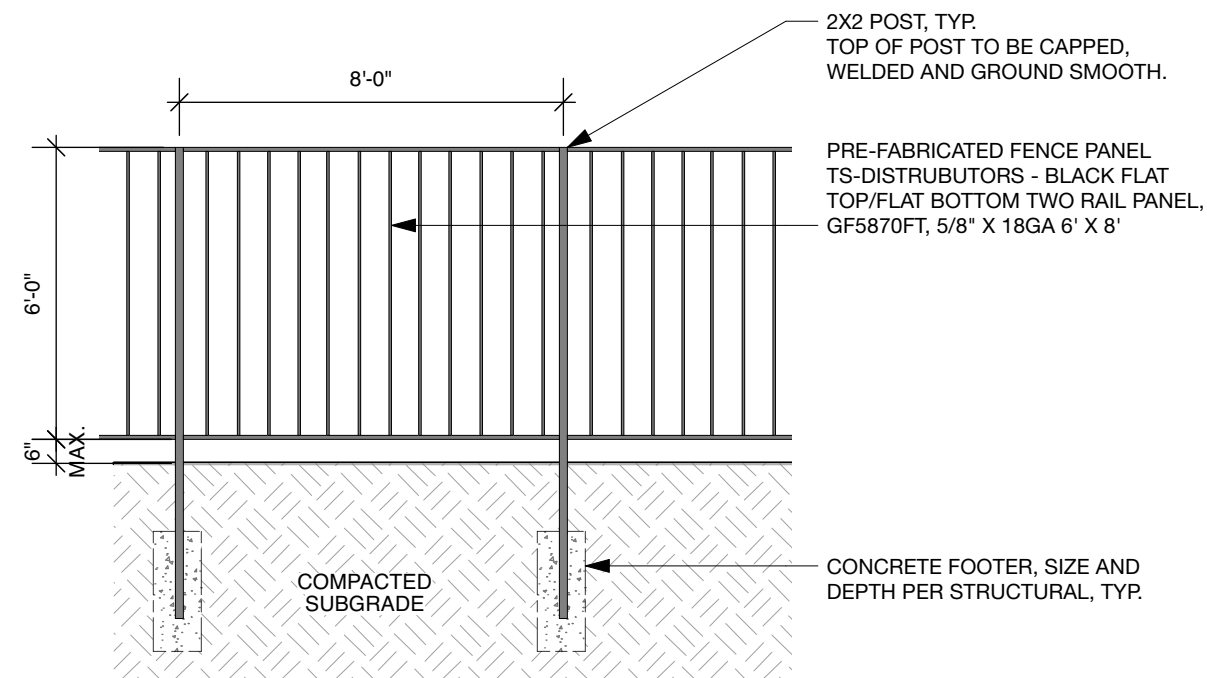




1

SECTION: FENCE TYPE F1 A

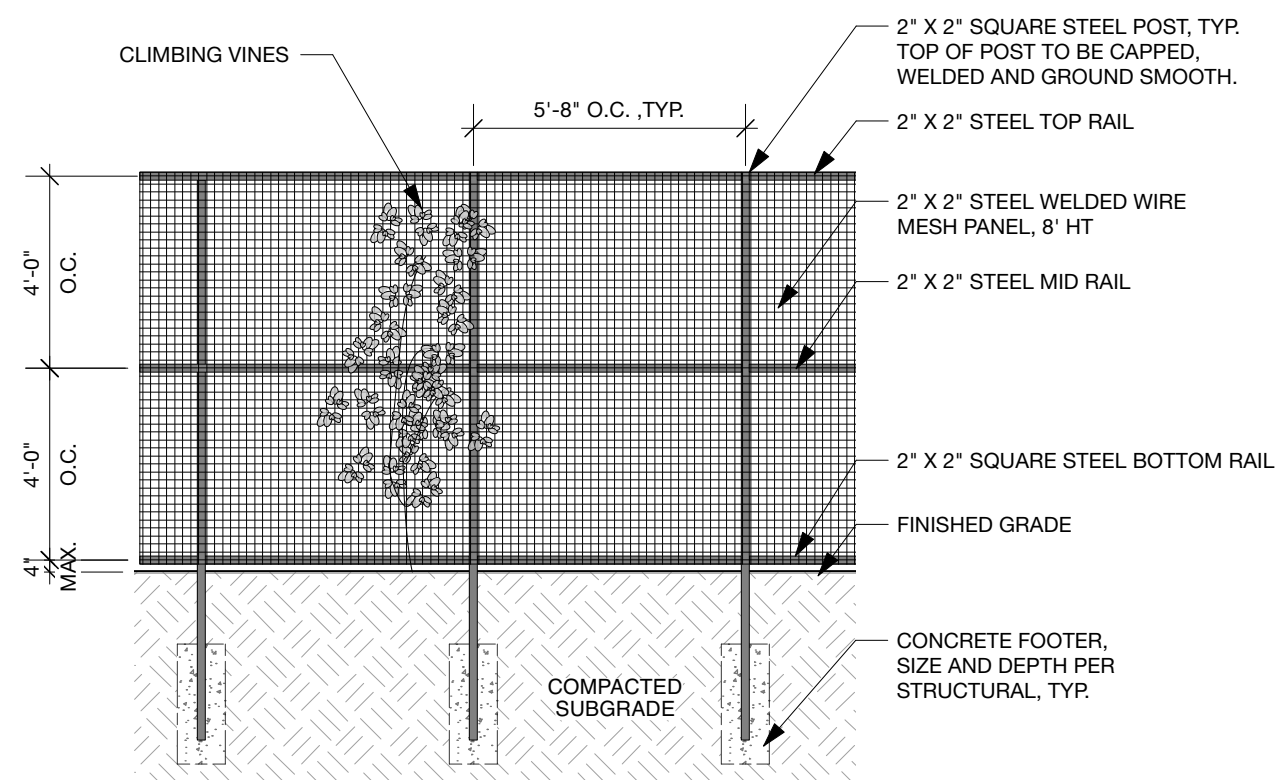
Scale: 1/4" = 1'-0"



3

SECTION: BLACK PICKET FENCE (F2)

Scale: 1/4" = 1'-0"



2

SECTION: FENCE TYPE F1 B

Scale: 1/4" = 1'-0"

PRECEDENT FENCE IMAGERY



FENCE TYPE F1-A, 6' HT. AVERAGE
WELDED WIRE MESH FENCING

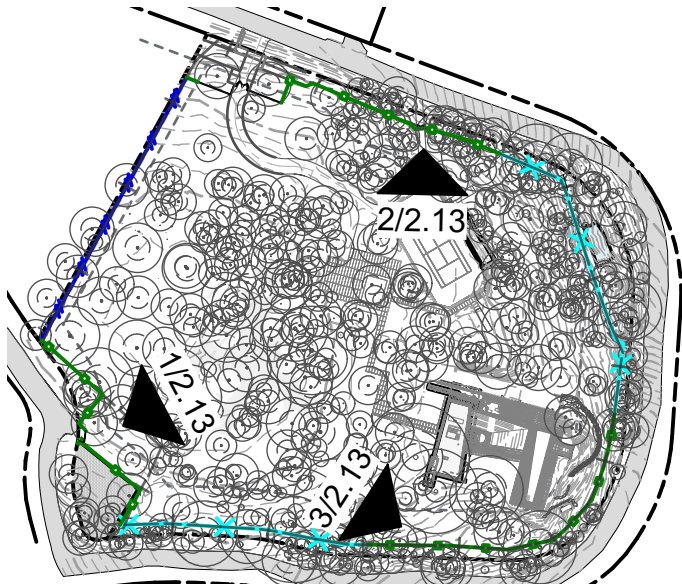


FENCE TYPE F1-B, 8' HT. AVERAGE
WELDED WIRE MESH FENCING WITH SCREENING SHRUBS AND
VINES



FENCE TYPE F2, 6' HT. AVERAGE
BLACK PICKET FENCE TO MATCH EXISTING STYLE WITH FLAT
TOP AND BOTTOM RAILS

FENCE TYPE F1-A EXISTING CONDITIONS



1 KEY PLAN: FENCING
Scale: 1:2400



1. GREENBELT AND DRIVEWAY EASEMENT AREA



2. EXISTING 900 LIVE OAK CIRCLE DRIVEWAY FRONTAGE



3. LIVE OAK CIRCLE & SURROUNDING NEIGHBORHOOD



FENCE TYPE F1-B EXISTING CONDITIONS



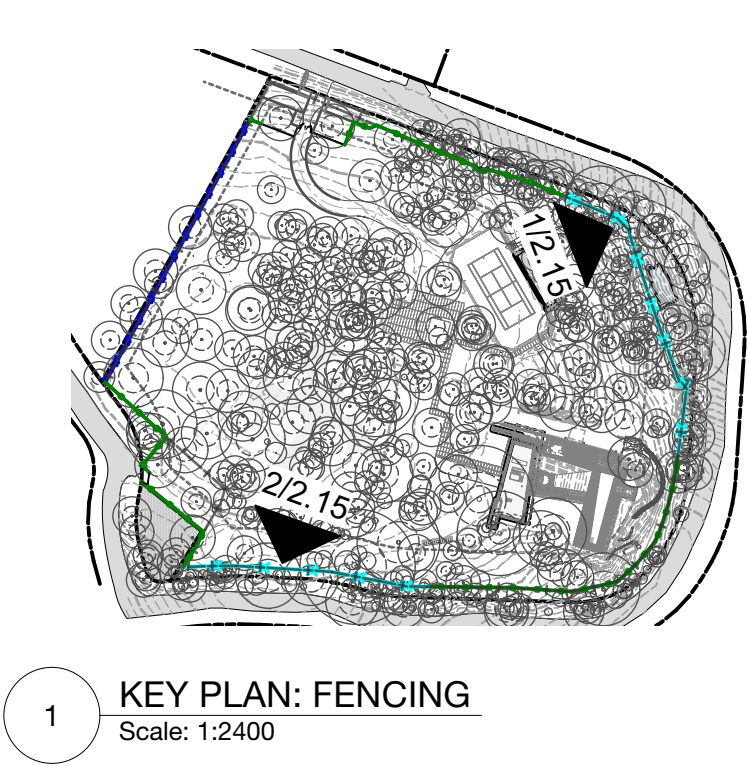
1 KEY PLAN: FENCING
Scale: 1:2400



1. 902 / 904 LIVE OAK CIRCLE PROPERTY LINE FENCING



FENCE TYPE F2 EXISTING CONDITIONS



1. EXISTING BLACK PICKET FENCE AMONG TREES AND SHRUBS



2. PLANTING AND SCREENING IN PROXIMITY TO FENCING

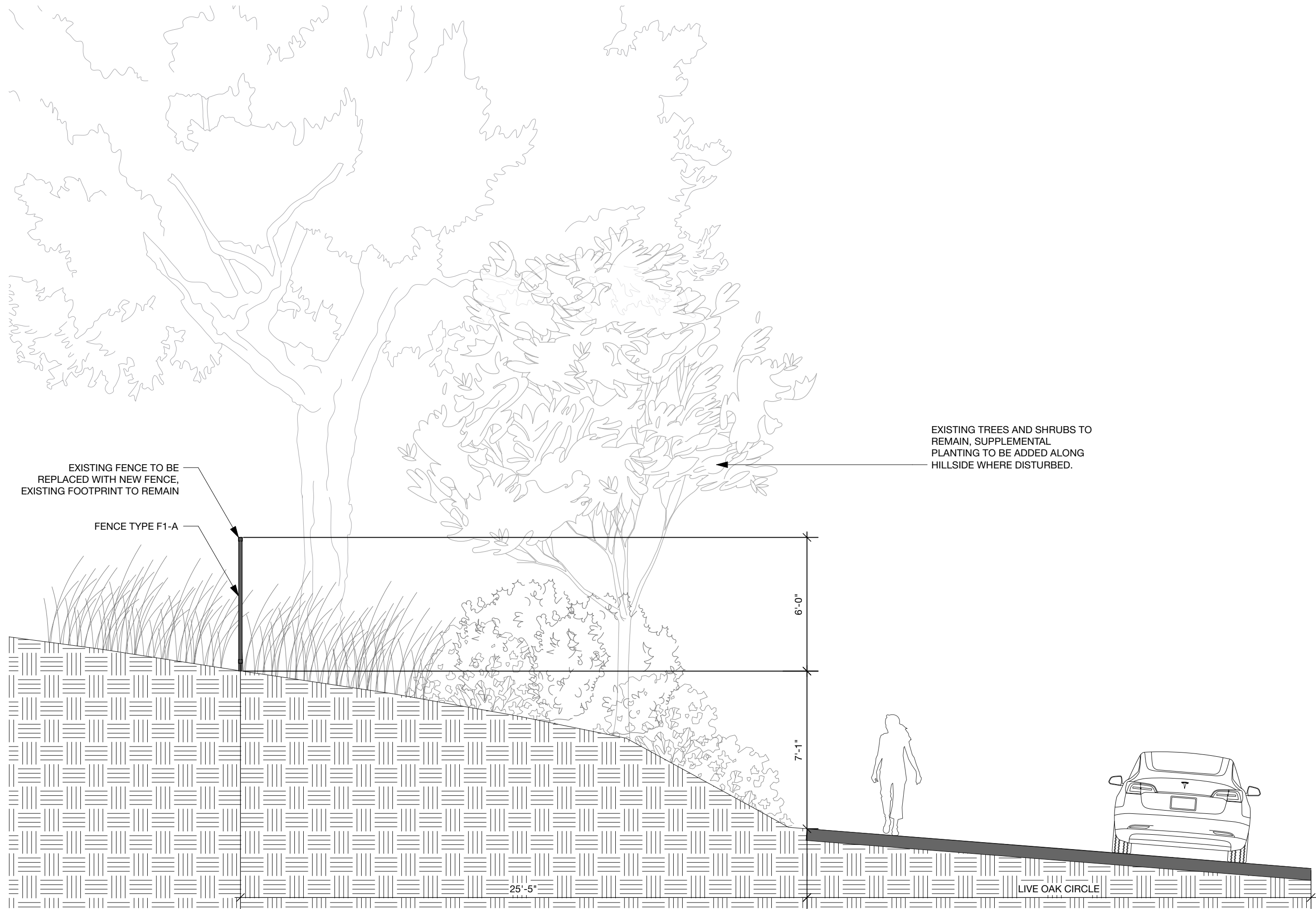
NEIGHBORHOOD EXISTING CONDITIONS



1. PERIMETER STEEL FENCING WITH WELDED WIRE MESH PANEL



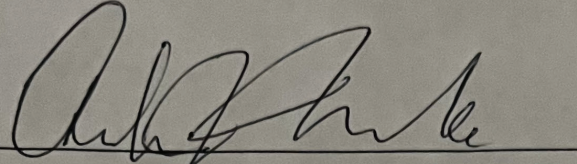
2. WELDED WIRE MESH FENCE IS CONSITENT WITH NEIGHBORHOOD CHARACTER



1 FENCE SECTION
Scale: 1/4" = 1'-0"

This is to advise that I AJ Meade do not object to my neighbor, Jason and Jessica Karp, of 900 Live Oak Circle receiving a variance from the City of West Lake Hills to install a new 8' tall, transparent steel fence adjacent to my property line but within their property boundaries.

Signature



Date

6-7-2023

Print Your address

904 Live Oak Ridge Road
Westlake, TX 78746

Attachment 3

This is to advise that I Thomas Seifert * do not object to my neighbor, Jason and Jessica Karp, of 900 Live Oak Circle receiving a variance from the City of West Lake Hills to install a new 6' tall, transparent steel fence in the same location as the existing black picket fencing.

Signature 

Date 06/07/2023

Print Your address

905 Live Oak Circle

West Lake Hills, TX 78746

* Full Owner of 905 Live Oak Circle LLC who has ownership of 905 Live Oak Circle

This is to advise that I Gesine Seifert do not object to my neighbor, Jason and Jessica Karp, of 900 Live Oak Circle receiving a variance from the City of West Lake Hills to install a new 6' tall, transparent steel fence in the same location as the existing black picket fencing.

Signature G. Seifert

Date 06/07/2023

Print Your address

895 Live Oak Circle

West Lake Hills, TX 78746

This is to advise that I Alexis Viator do not object to my neighbor, Jason and Jessica Karp, of 900 Live Oak Circle receiving a variance from the City of West Lake Hills to install a new 6' tall, transparent steel fence in the same location as the existing black picket fencing.

Signature Alexis Viator

Date 06/07/23

Print Your address

1000 Live Oak Circle
West Lake Hills, TX
78746

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, August 16, 2023 at 6:30 PM

1. Call to Order. Chairman Robert Meisel.

With a quorum present, Chairman Miesel called the meeting to order at 6:33 p.m.

ZAPCO Members Present

**Chairman Robert Meisel
Vice-Chairman Jim Pledger
Julia Webber
Laurie Maccini
Patrick Stewart**

City Staff Present

**Director of BDS Jennifer Bills
ZAPCO Secretary Mark Littrell
Asst. City Attorney Nicole Warren**

2. Citizen Communications The Commission welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Commission later in the meeting. The Commission cannot respond to or discuss matters not listed on the agenda. The Commission may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Consent Agenda The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these item/s unless a Commission Member or citizen so requests.

- Approval of the July 19, 2023 Zoning and Planning Commission Meeting Minutes

Motion for Approval made by Vice-Chairman Pledger with a Second by Commissioner Julia Webber.

Motion for Approval carried unanimously by a vote of 4 yes to 0 nays.

4. Land Use 900 Live Oak Circle - Discuss and make a recommendation on a variance to allow a fence approximately 20 feet from the street edge (30 feet is required) and to allow an 8-foot-tall side yard fence along the western side property line (6-foot height maximum). (Section 22.03.173 of the West Lake Hills Code). Applicant: Leah Romero, Word + Carr Design Group

Staff Briefing

Director Bills give the staff briefing.

Staff Recommendation: Approval with letters of support from the neighbors.

Commissioner Stewart: Is the fence a stand-alone permit?

Director Bills: Yes.

Presentation by Applicant

Leah Romero is an architect from Word + Carr is representing the property owners. First of all, we are canceling the driveway permit.

The property is covered with Live Oaks and to move the fence back another 10' is an extreme amount.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

Discussion/Recommendation

Vice-Chairman Pledger: The graphic on Page 23, is that associated with the proposed fence?

Director Bills: It represents the side view of where the fence would be.

Commissioner Maccini: I'm fine with it. The fence is established with the trees. Moving it would be disruptive.

Vice-Chairman Pledger: It's currently 8'?

Director Bills: Yes.

Motion for Recommended Approval made by Commissioner Maccini with a Second by Commissioner Stewart.

Motion for Recommended Approval carried unanimously by a vote of 4 ayes to 0 nays.

5. **Land Use 3736 Bee Cave Road Suite #3** - Discuss and make a recommendation on a variance to allow a 28.17 square foot commercial hanging sign that exceeds the 12 square foot maximum and allow corporate colors for the sign background (Section 32.03.009 of the West Lake Hills Code). Applicant Michael Haran (i Fratelli Pizza)

Staff Briefing

Director Bills gives the Staff Briefing. The request is to allow a 28.1 sq. ft. sign with red background. The Sign Ordinances are explained and measurements were taken from other tenants. Two tenants have signs that are slightly over 15 sq. ft.

Staff Recommendation: Approval conditioned on letter color and background color

meets Code.

Commissioner Maccini: It's not lit?

Director Bills: No.

Commissioner Webber: Could they be allowed 15 sq. ft.?

Director Bills: Yes.

Presentation by Applicant

Michael Haran is representing i Fratelli Pizza. Can we go up to 15 sq. ft.?

Chairman Meisel: That's reasonable.

Michael: Would like to change the request to allow red and black are company colors for the letters with off-white background not to exceed 15.28 sq. ft.

Chairman Meisel: Modify the application. None is unreasonable.

Michael: I'm amending the application with off-white background and 15 sq. ft. consistent with the largest sign measured.

Commissioner Maccini: Two other signs are slightly larger 15 sq. ft. Business signs are very small.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

Discussion/Recommendation

Commissioner Maccini: I would support up to 15.28 sq. ft.

Commissioner Stewart: As amended.

Commissioner Webber: This highlights the need to change the Sign Ordinance.

Vice-Chairman Pledger: I think we need to re-visit the Ordinance.

Motion for Recommended Approval made by Commissioner Maccini with a Second by Commissioner Stewart as amended.

Motion for Recommended Approval carried by a vote of 3 ayes to 1 nays. Vice-Chairman Pledger opposed.

6. Announcements Reminder to ZAPCO Commissioners to complete required cybersecurity training

Director Bills reminded the Commissioners to do required Cybersecurity Training.

7. Staff Briefing Update from staff on items forwarded to BOA and City Council from the previous meeting.

**Director Bills gave updates on 1425 Redbud approval at Board Adjustment.
Drainage revisions are still be updated.**

8. Adjournment. Chairman Robert Meisel.

Chairman Meisel adjourns the meeting at 7:05 p.m.

Respectfully submitted,

ROBERT MEISEL, CHAIRMAN

ATTEST:

ZAPCO Secretary Mark Littrell

These minutes were approved on _____, 2023.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher, City Administrator</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Proposed Ordinance Prop Ordinance redlines</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider an ordinance amending Chapter 22 Building Regulations by adding Section 22.03.303(j) requiring a working fire extinguisher to be located within the permitted work site and easily accessible for activities that require the use of heavy equipment or chainsaws in conjunction with a permit issued under Section 22.03.303 and by adding Section 22.03.303(k) providing for revocation of permit for violations of Article 22.03.

Recommendation

Staff recommends approval.

Discussion

On August 23, 2023, the City Council passed two ordinances to enhance local fire prevention efforts by limiting the act of smoking in the public right-of-way, public land, and on permitted construction sites as well as requiring the availability of fire extinguishers on site in conjunction with a vegetation permit during a burn ban. This amendment to Section 22.03.303 Required permits and tree survey adds the following to require fire extinguishers at all times:

(j) Activities that require the use of heavy equipment or chainsaws in conjunction with a permit issued under Section 22.03.303 (b) shall be equipped with a working fire extinguisher located within the permitted work site and easily accessible.

(k) In addition to the issuance of a Stop Work Order, the no-fee permit shall be subject to termination if a violation of this Article occurs.

Consideration of requirements for a fire extinguisher at construction sites has also been evaluated. Life safety codes (IBC 906 and IFC 3315) already adopted by the city have such requirements:

3315.1 Where required.

Structures under construction, *alteration* or demolition shall be provided with not less than one *approved* portable fire extinguisher in accordance with [Section 906](#) and sized for not less than ordinary hazard as follows:

1. At each *stairway* on all floor levels where combustible materials have accumulated.
2. In every storage and construction shed.

3. Additional portable fire extinguishers shall be provided where special hazards exist including, but not limited to, the storage and use of flammable and *combustible liquids*.

ORDINANCE NO. 2023-011

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS (“CITY”) AMENDING CHAPTER 22 BUILDING REGULATIONS, ARTICLE 22.03 CONSTRUCTION CODE, DIVISION 9 TREES AND VEGETATION, SECTION 22.03.303 REQUIRED PERMITS AND TREE SURVEY; ADDING SECTION 22.03.303 (J) REQUIRING A FIRE EXTINGUISHER AT A WORK SITE AND SECTION 22.03.303 (K) PROVIDING FOR REVOCATION OF A PERMIT FOR VIOLATIONS; PROVIDING A SEVERABILITY CLAUSE; SAVINGS CLAUSE; A REPEAL CLAUSE; NOTICE OF OPEN MEETING CLAUSE; PENALTY AND AN EFFECTIVE DATE.

WHEREAS, the Governor of Texas issued a disaster proclamation for 191 Texas Counties including Travis County based on the existence of wildfires that pose an imminent threat of widespread or severe damage, injury or loss of life and further certifying that such conditions continue to exist; and

WHEREAS, the City Council wishes to amend Article 22.03, to create additional city authority necessary to reduce the likelihood or spread of wildfires in the city;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS:

SECTION I. All of the above premises are hereby found to be true and correct legislative and factual findings of the City of West Lake Hills and are hereby approved and incorporated into the body of this ordinance as if copied in their entirety.

SECTION II. Chapter 22 Building Regulations, Article 22.03 Construction Code, Division 9 Trees and Vegetation, Section 22.03.303 Required Permits and Tree Survey, shall be amended and replaced to read as follows:

§ 22.03.303 Required permits and tree survey.

(a) Prohibition. No trees or vegetation may be removed from any property except as allowed under subsections (b), (c) or (d) below. Anyone wishing to remove trees or vegetation under any other conditions must receive a variance from the city.

(b) No-fee permit. A no-fee permit issued by a city inspector is required to remove:

(1) Single tree. A single tree with a trunk diameter of less than ten (10) inches (as measured at a point 54 inches above the ground) once per calendar year.

(2) Understory vegetation. In order to establish a small yard or septic field only when deemed appropriate by the city inspector, except as allowed in subsection (3) below.

(3) New construction. Trees or vegetation for any new construction or expansion of structures, driveways, parking areas or a small yard not visible from streets or adjacent

properties at an elevation consistent with a site plan and/or building permit previously approved/issued by the city. In such cases, an additional building permit is required under article 22.03 of this code. Please see subsection (4) below for additional replacement requirements related to new construction.

(4) Fire safety buffer zone.

(A) Trees less than twelve (12) inches in diameter (as measured at a point fifty-four (54) inches above the ground) and understory vegetation to establish a “fire safety buffer zone” (FSBZ) as part of firescaping according to Firewise Landscape Design and The Texas Forest Service at Texas A&M, which is defined as an area of land extending up to thirty (30) feet from the perimeter of habitable structures established for fire prevention purposes.

(B) This FSBZ may be expanded, upon approval of the city inspector, to include an area up to one hundred (100) feet from the perimeter of habitable structures for those lots having down slopes in excess of 25% below the habitable structure only for the removal of Ashe Junipers (commonly referred to as “cedars”) if less than twelve (12) inches in diameter as measured at a point fifty-four (54) inches above the ground.

(C) Trees removed to establish a FSBZ, as described in this subsection, do not require replacement, except:

(i) Full replacement inches are required for trees and vegetation removed to establish the FSBZ in the proposed footprint of any new construction or expansion of structures within a FSBZ within five (5) years of issuance of the permit for the FSBZ.

(ii) Full replacement inches are required for trees and vegetation removed to expand a FSBZ (related to new construction) within five (5) years of issuance of the permit for a prior FSBZ.

(5) Non-native invasive species tree(s) or plant(s). Non-native invasive species trees, plants and shrubs do not require replacement as long as the city arborist/inspector identifies them as such and stipulates that no adverse effect of erosion will occur from the removal. In the case of non-native invasive shrubs or understory that serve as understory vegetative screening at external perimeter of property, the city inspector may require replacement native vegetative screening to be installed along the periphery of the property when, at the city inspector’s discretion, the screening is necessary and reasonable to mitigate the community impact of the loss of the removal and to maintain the rural feel of the neighborhood.

(6) When removing live conifers and Juniperus species (commonly referred to as “cedars”) of three (3) inches in diameter or less as measured at a point fifty-four (54) inches above the ground as a fire prevention measure whether inside or

outside of a fire safety buffer zone. Trees removed in accordance with this subsection do not require replacement.

(7) When removing diseased, dying or dead trees, or a tree that poses an imminent or immediate threat to persons or property as determined by the city inspector or city administrator, under the following conditions:

(A) The property owner must submit a request for the permit to the city inspector specifying the affected species, location, and trunk diameter, including a description of the threat if applicable.

(B) If the city inspector concurs with the property owner's assessment of the condition of the tree, then the permit shall be issued.

(C) If the city inspector does not concur with the property owner's assessment of the condition of the tree, then the property owner shall have the right to submit a signed letter from a certified arborist identifying the specific disease, condition from which the tree suffers, or the threat it poses and providing a professional justification for the tree's removal. The city administrator shall then consider the arborist's letter and determine if a permit is warranted. If the city administrator does not approve the permit, then the applicant may appeal the decision to the city council.

(D) In all cases, the permit for removal must be received prior to removal of the tree except as otherwise provided for in subsection (c) below.

(c) Timing for no-fee permit. The no-fee permit must be received prior to removal except when said trees or vegetation have naturally fallen onto a structure and/or are blocking a driveway, sidewalk or other means of egress from a property or structure. In such cases, the permit must be secured by the end of the next business day. Any tree stump(s) must be left in place until the city inspector has come on-site to measure the stump(s) for the purpose of determining the replacement requirements (if any).

(d) Exception.

(1) A permit is not required to remove trees or vegetation in the following instances:

(A) When the vegetation removal is considered common household gardening or ground care.

(B) When pruning live trees so that no more than 25% of a tree's live foliage shall be trimmed off or pruned per year. The Texas Forest Service at Texas A&M's best management practices recommends removing no more than 25% of the live foliage within the tree canopy in an annual growing season. Refer to article 24.04 regarding pruning times and methods for Oak Wilt prevention.

(C) When removing dead vegetation, dead brush piles, and other flammable dead organic material.

(D) Limbing-up. When removing dead or living limbs to reduce the fuel ladder effect as follows:

- (i) Trees that are fifteen (15) feet or higher may be limbed up to nine (9) feet;
- (ii) Trees that are twenty (20) feet or higher may be limbed up to twelve (12) feet if they are within 30 feet of a habitable structure;
- (iii) In all cases, no more than 25% of the tree's live foliage may be removed per year.

(2) Exemption from the requirement to obtain a permit does not exempt a person from adhering to the Code of Ordinances.

(e) Permit application process. Each application for a tree removal permit shall be made by the owner of the property or by the owner's authorized agent. Applicants may contact the city by phone, U.S. mail, fax, email or in person to request an appointment with the city inspector who will conduct an on-site meeting with the applicant in order to document the size, species, location and condition of the tree(s) to be removed. If granted by the city inspector in accordance with subsection (f) below, the applicant will receive a copy of the approved application to serve as the permit for display per subsection (g) below and the city shall retain a copy for its records.

(f) Issuance. The city inspector shall issue the proper permit once the completed application providing the relevant criteria defined in this division have been met.

(g) Display. The property owner must display the permit near the mailbox or primary entrance to the property for the duration of the vegetation removal process.

(h) Expiration. Tree removal permits issued in accordance with this section for new construction shall expire one (1) year from the date of issuance. If the associated building permit issued for the new construction expires or is revoked for any reason, then the tree removal permit shall expire as well. All other permits issued for removal in accordance with this section shall expire within sixty (60) days from the date such permit is approved.

(i) Tree survey. Applications for tree removal variances where no construction is involved, and thus bypasses ZAPCO going directly to the city council, must include a tree survey.

(j) Activities that require the use of heavy equipment or chainsaws in conjunction with a permit issued under Section 22.03.303 (b) shall be equipped with a working fire extinguisher located within the permitted work site and easily accessible.

(k) In addition to the issuance of a Stop Work Order, the no-fee permit shall be subject to termination if a violation of this Article occurs.

SECTION V. SEVERABILITY CLAUSE. If any provision, section, sentence, clause, or phrase of this ordinance or application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances

shall not be affected thereby, it being the intent of the City Council of the City of West Lake Hills in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provisions or regulation contained herein shall become inoperative or fall by reason of any unconstitutionally or invalidity of any portion, provision, or regulation.

SECTION VI. SAVINGS CLAUSE. The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this ordinance.

SECTION VII. REPEALER CLAUSE. The provisions of the Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent by any other ordinance.

SECTION VIII. NOTICE AND MEETING CLAUSE. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION IX. PENALTY. Any person who violates any provision of this ordinance shall be guilty of a misdemeanor, and upon conviction shall be fined as provided in Chapter 1. General Provisions, Article 1.01 Code of Ordinances, Section 1.01.013 General penalty for violations of code: continuing violations of the City of West Lake Hills Code, and/or applicable state law.

SECTION X. EFFECTIVE DATE. That this Ordinance shall take effect immediately from and after its passage as required by law.

DULY PASSED by the City Council of the City of West Lake Hills, Texas, on the 13th day of September, 2023.

CITY OF WEST LAKE HILLS, TEXAS

Linda Anthony, Mayor

ATTEST:

Terry Blanchard, City Secretary

[SEAL]

APPROVED AS TO FORM:

Patty L. Akers, City Attorney



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>10</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher, City Administrator</u>	Cost / Budget:	<u>Estimated \$150,000-170,000.</u>
	<u>Resolution</u>		
	<u>Before / after plans</u>		
	<u>Plan Set</u>		<u>Prop A Bond Funds</u>
Exhibits:	<u>Cost Estimate</u>	Source of Funds:	<u>(2022 Bonds)</u>

Subject

Discuss and consider action on a resolution authorizing an agreement with the Texas Department of Transportation (TxDOT) for a Local On-System Improvement Project (LOSA) on RM 2244 (Bee Cave Road) at Camp Craft Road.

Recommendation

Staff recommends approval.

Discussion

In conjunction with the development and construction of the new municipal complex at 4010 Bee Cave Road, the proposed plans include relocating the existing driveway. The existing driveway location does not function in a safe manner, particularly with the change of use of the property from a place of worship to city offices. The relocated driveway will be sufficiently further west to provide a fourth leg to the intersection of Bee Cave Road and Camp Craft. This will allow left turn movements into and out of the property via a signalized intersection improving safety of the intersection. Pedestrian crossings will be preserved.

Approval of this resolution is required to allow the city of West Lake Hills to perform traffic improvements affecting a TxDOT roadway including signal improvements and pavement striping modifications. This activity will be performed by the city's general contractor, SpawGlass, in conjunction with the overall project anticipated to commence in Spring 2024. Substantial completion is projected in Summer 2025.

The relocated driveway has been proposed as far west as is feasible given the presence of existing underground utility infrastructure, drainage infrastructure and significant stand of existing trees. TxDOT (South Travis Area Office) has been supportive of this proposal and has reviewed the proposed plans.

CSJ #	2102-01-079
District #	14
Code Chart 64 #	45130
Project Name	RM 2244 at Camp Craft Road

**ATTACHMENT A
RESOLUTION**

RESOLUTION NO. 2023-09-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS APPROVING AN AGREEMENT FOR A LOCAL ON-SYSTEM IMPROVEMENT PROJECT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR A LOCAL ON-SYSTEM IMPROVEMENT PROJECT ON RM 2244 (BEE CAVE ROAD) AT CAMP CRAFT ROAD.

WHEREAS, the City Council of the City of West Lake Hills (“City Council”) seeks to work with the Texas Department of Transportation (TxDOT) to realign the intersection at RM 2244 (Bee Cave Road) and Camp Craft Road; and

WHEREAS, the City Council finds that it is necessary and proper for the benefit and public safety of the citizens of the City of West Lake Hills to adopt the following.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Lake Hills:

1. **Findings of Fact:** The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.
2. **Implicit Authorization:** The Mayor or designee is authorized to execute an Advance Funding Agreement between the City of West Lake Hills and TxDOT for a Local On-System Improvement Project on RM 2244 (Bee Cave Road) at Camp Craft Road.
3. **Authorized Signatory:** The Mayor or designee is further authorized to execute any and all necessary documents to effectuate said agreement and acceptance.
4. **Project Scope of Work:** The design and installation of traffic signal improvements at RM 2244 (Bee Cave Road) and Camp Craft Road in the City of West Lake Hills, Texas.
5. **Project Funding Source:** The Council authorizes the use of the 2022 GO Bond Funds for this project.
6. **Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time,

CSJ #	2102-01-079
District #	14
Code Chart 64 #	45130
Project Name	RM 2244 at Camp Craft Road

place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

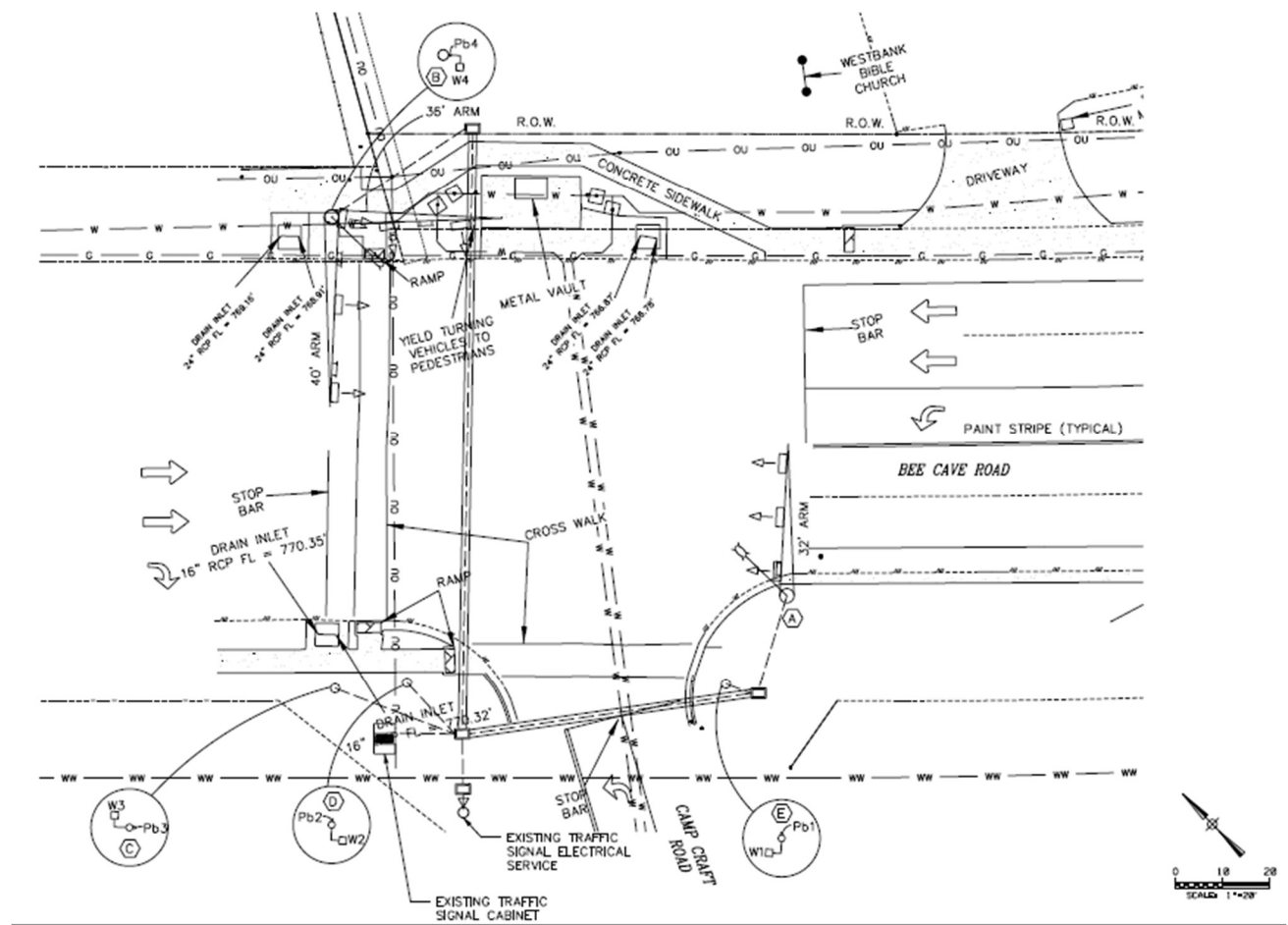
PASSED & ADOPTED this, the 13th day of September, 2023.

ATTEST:

Terry Blanchard, TRMC
City Secretary

Linda Anthony, Mayor

Existing Conditions (Before):



NOTES:

1. SIGNAL HEAD 1 WILL BE CONNECTED VIA JUMPER WIRE FROM SIGNAL HEAD 2.
2. SIGNAL HEAD 3 WILL REUSE EXISTING 7/8" # 14 WIRE IN THE POLE FOR THE RIGHT TURN OVERLAP. CONTRACTOR SHALL ADD 7/8" # 14 WIRE FROM TERMINAL BLOCK IN THE BOTTOM OF THE POLE TO THE NEW SIGNAL HEAD 3.
3. SIGNAL HEAD 4 WILL REUSE EXISTING WIRE FROM EXISTING SIGNAL HEAD 4.
4. SIGNAL HEAD 8 WILL REUSE EXISTING WIRE FROM EXISTING SIGNAL HEAD 8 FOR THE FLASHING YELLOW ARROW SIGNAL.



SUMMARY OF QUANTITIES						
ITEM NO.	DESC CODE	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
TRAFFIC SIGNAL ITEMS						
416	6030	DRILL SHAFT (TRF SIG POLE) (24 IN)	LF	12	\$260	\$3,120.00
618	6023	CONDT (PVC) (SCH 40) (2")	LF	75	\$27	\$2,025.00
618	6024	CONDT (PVC) (SCH 40) (2") (BORE)	LF	55	\$40	\$2,200.00
620	6007	ELEC CONDR (NO.8) BARE	LF	130	\$2.36	\$307.32
624	6010	GROUND BOX TY D (162922)W/APRON	EA	2	\$1,200	\$2,400.00
680	6002	INSTALL HWY TRF SIG (ISOLATED)	EA	1	\$8,000	\$8,000.00
	**	STREET NAME SIGN	EA	1		
	**	ILSN ARM	EA	1		
	**	OVERHEAD SIGNS	EA	2		
682	6001	VEH SIG SEC (12")LED(GRN)	EA	4	\$400	\$1,600.00
682	6002	VEH SIG SEC (12")LED(GRN ARW)	EA	2	\$400	\$800.00
682	6003	VEH SIG SEC (12")LED(YEL)	EA	4	\$400	\$1,600.00
682	6004	VEH SIG SEC (12")LED(YEL ARW)	EA	3	\$400	\$1,200.00
682	6005	VEH SIG SEC (12")LED(RED)	EA	4	\$400	\$1,600.00
682	6006	VEH SIG SEC (12")LED(RED ARW)	EA	3	\$400	\$1,200.00
682	6018	PED SIG SEC (LED)(COUNTDOWN)	EA	2	\$1,000	\$2,000.00
682	6054	BACKPLATE W/REF BRDR(3 SEC)(VENT)ALUM	EA	4	\$250	\$1,000.00
682	6055	BACKPLATE W/REF BRDR(4 SEC)(VENT)ALUM	EA	2	\$250	\$500.00
684	6029	TRF SIG CBL (TY A)(14 AWG)(3 CONDR)	LF	483	\$2.63	\$1,269.32
684	6031	TRF SIG CBL (TY A)(14 AWG)(5 CONDR)	LF	808	\$4.25	\$3,432.38
684	6033	TRF SIG CBL (TY A)(14 AWG)(7 CONDR)	LF	65	\$4.16	\$270.66
686	6021	INS TRF SIG PL AM (S)1 ARM(20') (ARM ONLY, CONNECTION AND HARDWARE INCLUDED)	EA	1	\$6,000	\$6,000.00
687	6001	PED POLE ASSEMBLY	EA	2	\$3,500	\$7,000.00
688	6001	PED DETECT PUSH BUTTON (APS)	EA	2	\$1,500	\$3,000.00
690	6024	REMOVAL OF SIGNAL HEAD ASSM	EA	4	\$160	\$640.00
690	6027	REMOVAL OF SIGNAL RELATED SIGNS	EA	2	\$120	\$240.00
6292	6003	RVDS(PRESENCE AND ADVANCE DET)	EA	1	\$13,500	\$13,500.00
	**	VIVDS COMMUNICATION CABLE (COAXIAL)	LF	170		
	**	MATERIALS SUBSIDIARY TO PERTINENT ITEMS				

STRIPING ITEMS						
666	6005	REFL PAV MRK TY I (W)4"(DOT)(090MIL)	LF	220	\$1.08	\$237.60
666	6011	REFL PAV MRK TY I (W)4"(SLD)(090MIL)	LF	1,525	\$1.19	\$1,811.70
666	6035	REFL PAV MRK TY I (W)8"(SLD)(090MIL)	LF	230	\$1.57	\$361.56
666	6105	REFL PAV MRK TY I (W)(BIKE ARW)(100MIL)	EA	2	\$200.00	\$400.00
666	6111	REFL PAV MRK TY I(W)(BIKE SYML)(100MIL)	EA	2	\$350.00	\$700.00
666	6125	REFL PAV MRK TY I (Y)4"(SLD)(090MIL)	LF	870	\$1.10	\$960.48
666	6182	REFL PAV MRK TY II (W) 24" (SLD)	LF	85	\$5.24	\$445.74
666	6184	REFL PAV MRK TY II (W) (ARROW)	EA	7	\$130.00	\$910.00

666	6192	REFL PAV MRK TY II (W) (WORD)	EA	6	\$150.00	\$900.00
672	6007	REFL PAV MRKR TY I-C	EA	12	\$7.55	\$90.60
3081	6008	TOM-C PG76-22 SAC-B	TON	14	\$225.00	\$3,150.00

ROADWAY ITEMS						
162	6002	BLOCK SODDING	SY	5	\$8.66	\$43.30
500	6001	MOBILIZATION	LS	1		\$23,945.00
502	6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	3	\$9,300.00	\$27,900.00
531	6001	CONC SIDEWALKS (4")	SY	2.5	\$125.00	\$312.50
531	6010	CURB RAMPS (TY 7) (TxDOT)	EA	2	\$3,000.00	\$6,000.00
TOTAL COST						\$142,151

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*Projects\AUS-SP\08222 Westlake Hills Traffic Signal Desig\07.00 CADD\Westlake\09-VIII Traffic Items\08222 Summary of Quantities.dgn

SUMMARY OF QUANTITIES				
ITEM NO.	DESC CODE	DESCRIPTION	UNIT	QUANTITY
TRAFFIC SIGNAL ITEMS				
416	6030	DRILL SHAFT (TRF SIG POLE) (24 IN)	LF	12
618	6023	CONDT (PVC) (SCH 40) (2")	LF	75
618	6024	CONDT (PVC) (SCH 40) (2") (BORE)	LF	55
620	6007	ELEC CONDR (NO.8) BARE	LF	130
624	6010	GROUND BOX TY D (162922)W/APRON	EA	2
680	6002	INSTALL HWY TRF SIG (ISOLATED)	EA	1
	**	STREET NAME SIGN	EA	1
	**	ILSN ARM	EA	1
	**	OVERHEAD SIGNS	EA	2
682	6001	VEH SIG SEC (12")LED(GRN)	EA	4
682	6002	VEH SIG SEC (12")LED(GRN ARW)	EA	2
682	6003	VEH SIG SEC (12")LED(YEL)	EA	4
682	6004	VEH SIG SEC (12")LED(YEL ARW)	EA	3
682	6005	VEH SIG SEC (12")LED(RED)	EA	4
682	6006	VEH SIG SEC (12")LED(RED ARW)	EA	3
682	6018	PED SIG SEC (LED) (COUNTDOWN)	EA	2
682	6054	BACKPLATE W/REF BRDR(3 SEC) (VENT)ALUM	EA	4
682	6055	BACKPLATE W/REF BRDR(4 SEC) (VENT)ALUM	EA	2
684	6029	TRF SIG CBL (TY A) (14 AWG) (3 CONDR)	LF	483
684	6031	TRF SIG CBL (TY A) (14 AWG) (5 CONDR)	LF	808
684	6033	TRF SIG CBL (TY A) (14 AWG) (7 CONDR)	LF	65
686	6021	INS TRF SIG PL AM (S)1 ARM(20') (ARM ONLY, CONNECTION AND HARDWARE INCLUDED)	EA	1
687	6001	PED POLE ASSEMBLY	EA	2
688	6001	PED DETECT PUSH BUTTON (APS)	EA	2
690	6024	REMOVAL OF SIGNAL HEAD ASSM	EA	4
690	6027	REMOVAL OF SIGNAL RELATED SIGNS	EA	2
6292	6003	RVDS(PRESENCE AND ADVANCE DET)	EA	1
	**	VIVDS COMMUNICATION CABLE (COAXIAL)	LF	170
	**	MATERIALS SUBSIDIARY TO PERTINENT ITEMS		

STRIPING ITEMS				
666	6005	REFL PAV MRK TY I (W)4" (DOT) (090MIL)	LF	220
666	6011	REFL PAV MRK TY I (W)4" (SLD) (090MIL)	LF	1,525
666	6035	REFL PAV MRK TY I (W)8" (SLD) (090MIL)	LF	230
666	6105	REFL PAV MRK TY I (W) (BIKE ARW) (100MIL)	EA	2
666	6111	REFL PAV MRK TY I (W) (BIKE SYML) (100MIL)	EA	2
666	6125	REFL PAV MRK TY I (Y)4" (SLD) (090MIL)	LF	870
666	6182	REFL PAV MRK TY II (W) 24" (SLD)	LF	85
666	6184	REFL PAV MRK TY II (W) (ARROW)	EA	7
666	6192	REFL PAV MRK TY II (W) (WORD)	EA	6
672	6007	REFL PAV MRKR TY I-C	EA	12
3081	6008	TOM-C PG76-22 SAC-B	TON	14

ROADWAY ITEMS				
162	6002	BLOCK SODDING	SY	5
500	6001	MOBILIZATION	LS	1
502	6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	3
531	6001	CONC SIDEWALKS (4")	SY	2.5
531	6010	CURB RAMPS (TY 7) (TxDOT)	EA	2



CITY of WEST LAKE HILLS | TX

rps Texas PE Firm Reg. #F-929
4801 Southwest Pkwy, Pkwy 2, Suite 150, Austin, Texas 78735
T +1 512 328 5771 E usInfrastructure@rpsgroup.com

REV	DESCRIPTION	BY	DATE
PRELIMINARY - 90%			
SUBMITTED FOR INTERIM REVIEW Under the authority of: XIAOMING "SAMMY" CHEN P.E. No. 119339 DATE: MAY 2023, IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES			
CITY HALL AND POLICE FACILITY INTERSECTION IMPROVEMENT PROPOSED TRAFFIC SIGNAL SUMMARY OF QUANTITIES BEE CAVE ROAD AND CAMP CRAFT ROAD			
RPS Project No.008224			
CSJ# -			
Client I.D. CITY OF WESTLAKE HILLS			
Drawn By	CCS/PRM	Checked By	DWJ
Scale:		Sheet	Sheet No.
Date	6/26/2023	1 of 1	1

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GENERAL

1.

THE CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS BEFORE BEGINNING CONSTRUCTION.
2.

THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING SECURITY TO PROTECT THE PROJECT SITE, CONTRACTOR PROPERTY, EQUIPMENT, AND WORK.
3.

THE CONTRACTOR IS RESPONSIBLE FOR CLEANING STREETS OF CONSTRUCTION DIRT AND DEBRIS AT CLOSE OF EACH WORK DAY.
4.

THE CONDITION OF THE ROAD AND/OR RIGHT-OF-WAY, UPON COMPLETION OF THE JOB SHALL BE AS GOOD AS OR BETTER THAN PRIOR TO STARTING WORK.
5.

PRIOR TO CONSTRUCTION, THE CONTRACTOR, ALONG WITH CONCURRENCE FROM THE FIELD ENGINEER, SHALL DETERMINE HIS/HER LAY-DOWN AND/OR STAGING AREA LOCATIONS.
6.

THE CONTRACTOR SHALL NOTIFY ALL PROPERTY OWNERS A MINIMUM OF 24 HOURS PRIOR TO BLOCKING DRIVEWAYS OR ENTERING UTILITY EASEMENTS.
7.

TRAFFIC INGRESS AND EGRESS FOR DRIVEWAYS AND PEDESTRIAN ACCESS FACILITIES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
8.

THE CONTRACTOR SHALL REMOVE ANY FENCES, POSTS, MAILBOXES, PLANTERS, PERMANENT TRASH CONTAINERS, CULVERTS, ETC. OR SECTIONS THEREOF, THAT ENCROACH WITHIN THE CITY’S RIGHT-OF-WAY. NOTE: PRIOR TO CONSTRUCTION, THE PROPERTY OWNER WAS PAID TO RELOCATE OR REPLACE THESE ITEMS OUTSIDE OF THE CITY’S RIGHT-OF-WAY. IF THE OWNER HAS FAILED TO DO SO, THE CONTRACTOR WILL REPLACE THEM WITH THE MINIMUM LEVEL OF QUALITY NEEDED TO SECURE THE PROPERTY AND/OR MAINTAIN MAIL DELIVERY. IN THAT CASE, PAYMENT FOR THESE INSTALLATIONS WILL BE INCLUDED AS EXTRA WORK ITEMS OR AS OVERRUNS TO EXISTING PAY ITEMS.
- ANY DAMAGE CAUSED BY THE CONTRACTOR TO SUCH ITEMS LOCATED OUTSIDE OF THE CITY’S RIGHT-OF-WAY, SHALL BE REPLACED WITH LIKE-KIND OR BETTER AT THE CONTRACTOR’S EXPENSE.
- ALSO, IF THESE ITEMS ARE LOCATED WITHIN THE PROJECT RIGHT-OF-WAY AND ARE DESIGNATED TO REMAIN, ANY DAMAGE CAUSED BY THE CONTRACTOR TO SUCH ITEMS, SHALL BE REPLACED WITH LIKE-KIND OR BETTER AT THE CONTRACTOR’S EXPENSE.
- TREES, BUSHES, SHRUBBERY AND OTHER DAMAGED PLANTINGS DESIGNATED TO REMAIN SHALL BE REPLACED WITHIN 72 HOURS OF REMOVAL AND ARE TO BE THOROUGHLY WATERED-IN. NO SEPARATE PAY.
9.

PAVED SURFACES, PAVEMENT MARKERS AND MARKINGS SHALL BE PROTECTED FROM DAMAGE BY TRACKED EQUIPMENT.
10.

IRON RODS DISTURBED DURING CONSTRUCTION ARE TO BE REPLACED BY A REGISTERED PROFESSIONAL LAND SURVEYOR FOR THE ORIGINAL PROPERTY OWNER AT NO SEPARATE PAY.
11.

CONSTRUCTION STAKING WILL BE PROVIDED BY THE CONTRACTOR. TWO COPIES OF STAKING NOTES TO BE PROVIDED TO THE ENGINEER PRIOR TO CONSTRUCTION.
12.

THE CITY OR THE CITY’S SURVEYOR SHALL PROVIDE A BENCHMARK OR TEMPORARY BENCHMARK AND SURVEY CONTROLS.
13.

THE CONTRACTOR SHALL MAINTAIN UPDATED RED-LINED RECORD DRAWINGS ON SITE FOR INSPECTION BY THE ENGINEER.
14.

MOWING, MAINTENANCE, AND CLEAN-UP OF THE PROJECT SHALL MEET THE REQUIREMENT OF SPECIFICATION ITEM 560 (NO SEPARATE PAY). MOWING, MAINTENANCE, AND CLEAN-UP IS REQUIRED FOR THE PROJECT LIMITS AND DURATION, REGARDLESS OF THE CONTRACTOR’S SCOPE OF ACTIVITIES WITHIN THE PROJECT LIMITS.
15.

THE REMOVAL OF ANY ABANDONED UTILITIES REQUIRED TO COMPLETE THE WORK SHALL BE INCIDENTAL AND NO SEPARATE PAYMENT SHALL BE MADE.
16.

IT IS THE CONTRACTOR’S RESPONSIBILITY TO STOCKPILE NECESSARY MATERIAL ON-SITE OR AT A SECURED OFF-SITE LOCATION AT NO ADDITIONAL EXPENSE TO THE CITY. ANY SUITABLE EXCAVATED MATERIAL ON THE PROJECT WHICH IS AVAILABLE AT THE TIME OF NEED; WHETHER FROM STORM SEWER, ROADWAY, AND/OR CHANNEL EXCAVATION, SHALL BE USED BEFORE BORROW IS BROUGHT ON-SITE.
17.

MANHOLES, JUNCTION BOXES, INLETS, AND RISERS ARE TO BE PRE-CAST OR CAST IN PLACE.

TRAFFIC SIGNAL

1.

ALL ITEMS RELATING TO THE CONSTRUCTION OF TRAFFIC SIGNAL INSTALLATIONS, EXCEPT FOR PUNCHLIST ITEMS, SHALL BE COMPLETED PRIOR TO THE ACTIVATION OF THE SIGNAL SYSTEM(S), UNLESS OTHERWISE REQUIRED BY THE CONTRACT.
2.

THE CONTRACTOR SHALL MEET WITH THE CITY’S TRAFFIC SIGNAL MAINTENANCE GROUPS FIELD INSPECTOR, HEREAFTER REFERRED TO AS THE TRAFFIC INSPECTOR, ONE-WEEK PRIOR TO THE DESIRED ACTIVATION OF ANY NEW TRAFFIC SIGNALS. THE CONTRACTOR SHALL OBTAIN VERBAL CONCURRENCE FROM THE TRAFFIC INSPECTOR THAT ADEQUATE PROGRESS HAS BEEN ACHIEVED AND THAT ADEQUATE PREPARATIONS ARE IN PLACE TO SCHEDULE A PRE-“TURN ON” WALK-THROUGH INSPECTION MEETING. IF IN THE OPINION OF THE TRAFFIC INSPECTOR, REQUIRED PROGRESS AND ADEQUATE PREPARATIONS ARE NOT COMPLETE, THE PRE-“TURN ON” WALK-THROUGH INSPECTION MEETING WILL BE POSTPONED TO ALLOW ADEQUATE TIME FOR INCOMPLETE CONSTRUCTION ITEMS AND PREPARATIONS TO BE COMPLETED. AFTER THE CONTRACTOR HAS COMPLETED ALL INCOMPLETE ITEMS AND PREPARATIONS, THE CONTRACTOR SHALL REQUEST THE TRAFFIC INSPECTOR REVIEW AND APPROVE ITEMS PREVIOUSLY IDENTIFIED. IF, IN THE OPINION OF THE TRAFFIC INSPECTOR, ALL ITEMS HAVE BEEN ADDRESSED SATISFACTORILY, THE DATE OF THE PRE-“TURN ON” WALK-THROUGH INSPECTION SHALL BE ESTABLISHED. TIME EXTENSIONS TO THE CONTRACT TIME WILL NOT BE GRANTED FOR DELAYS CAUSED BY INCOMPLETE CONSTRUCTION OR INADEQUATE CONTRACTOR PREPARATIONS REQUIRED TO COMPLETE TRAFFIC SIGNAL SYSTEM WITHIN THE TIMEFRAME SET FORTH IN THE CONTRACT.
3.

PRIOR TO ACTIVATING A NEW TRAFFIC SIGNAL, THE CONTRACTOR SHALL REQUEST A PRE-“TURN ON” WALK-THROUGH INSPECTION MEETING, IN ACCORDANCE WITH ITEM 2. THE PURPOSE OF THE MEETING WILL BE TO ESTABLISH THAT THE TRAFFIC SIGNAL SYSTEM HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT, AND IN A MANNER THAT DOES NOT ADVERSELY IMPACT PUBLIC SAFETY. THIS MEETING SHALL BE ATTENDED BY THE TRAFFIC INSPECTOR, THE ENGINEER OF RECORD, AND THE CONTRACTOR. AS A MINIMUM, ANY DEFICIENCIES THAT ADVERSELY IMPACT PUBLIC SAFETY WILL BE IDENTIFIED FOR CORRECTION PRIOR TO ESTABLISHING THE “TURN ON” DATE FOR THE TRAFFIC SIGNAL SYSTEM. ITEMS THAT HAVE AN IMPACT ON PUBLIC SAFETY INCLUDE, BUT ARE NOT LIMITED TO: PAVEMENT MARKINGS AND SIGNAGE, PROPER AND ACCEPTABLE BONDING OF EARTH GROUNDS, PROPERLY ALIGNED TRAFFIC SIGNALS, FULLY OPERATIONAL VEHICULAR AND PEDESTRIAN DETECTION, COMPLETED CABINET-TO-FIELD WIRING, AND PROPERLY TERMINATED ELECTRICAL SERVICE CONDUCTORS. FAILURE TO ADDRESS THE PUNCHLIST ITEMS IDENTIFIED AS BEING CRITICAL TO PUBLIC SAFETY PRIOR TO THE PRE-“TURN ON” WALK-THROUGH MEETING WILL RESULT IN THE TURN ON BEING POSTPONED TO ALLOW ADEQUATE TIME FOR THE INCOMPLETE ITEMS TO BE COMPLETED. AT SUCH TIME AS MEETING ATTENDEES AGREE THAT THE TRAFFIC SIGNAL HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT, AND THAT THE TRAFFIC SIGNAL, AS IT EXISTS, IS NOT A THREAT TO PUBLIC SAFETY, A TURN ON DATE WILL BE ESTABLISHED.
4.

THE CONTRACTOR SHALL HAVE 10 DAYS FROM THE DATE THE TRAFFIC SIGNAL SYSTEM IS TURNED ON TO COMPLETE ANY PUNCHLIST ITEMS IDENTIFIED AT THE PRE-“TURN ON” WALK-THROUGH MEETING OR AT THE TIME THE SIGNAL SYSTEM IS ACTIVATED THAT ARE NOT OTHERWISE ADDRESSED PRIOR TO ACTIVATION OF THE TRAFFIC SIGNAL SYSTEM.
5.

THE CONTRACTOR’S ATTENTION IS DIRECTED TO STANDARD SPECIFICATION ITEM 1000, TRAFFIC SIGNAL INSTALLATION AND MODIFICATION, WHICH INCLUDES PROCEDURES AND REQUIREMENTS REGARDING ACTIVATION OF TRAFFIC SIGNAL CONTROL SYSTEMS. THE PROJECT MANUAL MAY INCLUDE SPECIAL SPECIFICATIONS AND/OR SPECIAL PROVISIONS RELATED TO PROPOSED TRAFFIC CONTROL SIGNAL SYSTEM INSTALLATION(S) AND MODIFICATION(S) REQUIRING THE CONTRACTOR’S ADHERENCE TO DEFINED CHECKLISTS, PROCEDURES AND/OR REPORTS AT NO ADDITIONAL COST TO THE CITY BEYOND THE ESTABLISHED BID ITEMS OF THE CONTRACT.

TRAFFIC CONTROL

1.

THE CONTRACTOR SHALL PROVIDE AND INSTALL TRAFFIC CONTROL DEVICES IN CONFORMANCE WITH PART VI OF THE MOST RECENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND THE APPROVED TRAFFIC CONTROL PLAN.
2.

THE CONTRACTOR SHALL MAINTAIN AT LEAST ONE LANE OF TRAFFIC IN EACH DIRECTION DURING WORKING HOURS EXCEPT DURING FLAGGING OPERATION OR PROVIDE DETOURS AROUND THE CONSTRUCTION SITE AND PROVIDE PUBLIC NOTIFICATION.
3.

LANE CLOSURES SHALL BE DURING OFF-PEAK HOURS ONLY (MONDAY THROUGH FRIDAY 9 A.M. TO 4 P.M.) UNIFORMED PEACE OFFICERS OR FLAGGERS IN RADIO CONTACT ARE REQUIRED TO DIRECT TRAFFIC DURING LANE CLOSURES.
4.

DETOURS REQUIRE PRIOR APPROVAL OF THE FIELD ENGINEER. DETOUR PLANS, IF ALLOWED, MUST INCLUDE APPROPRIATE DETOUR SIGNAGE, PUBLIC NOTICE VIA SIGNAGE TWO WEEKS IN ADVANCE STATING THE DATES OF THE AGREED UPON DATE OF CLOSURE AND DATE THE ROAD WILL RE-OPEN TO TRAFFIC. CONTRACTOR TO USE (WITH PRIOR APPROVAL OF THE FIELD ENGINEER) HIGH EARLY STRENGTH CONCRETE AND OTHER RELATED CONSTRUCTION METHODS TO MINIMIZE THE DURATION OF THE DETOUR AND TO ENSURE THAT THE ROADWAY IS OPEN ON, OR PRIOR TO, THE AGREED UPON DATE.
5.

ONE DAY PRIOR TO THE IMPLEMENTATION OF A TRAFFIC CONTROL PLAN PHASE OR STEP, OR THE IMPLEMENTATION OF AN ADDITIONAL, REVISED, OR NEW TRAFFIC CONTROL ELEMENT, THE CONTRACTOR SHALL MEET WITH THE ENGINEER TO GIVE A DETAILED DESCRIPTION OF THE CONTRACTOR’S PLAN AND PREPARATIONS. THE CONTRACTOR SHALL OBTAIN WRITTEN CONCURRENCE FROM THE ENGINEER THAT ADEQUATE PROJECT PROGRESS HAS BEEN ACHIEVED AND THAT ADEQUATE PREPARATIONS ARE IN PLACE PRIOR TO SWITCHING TRAFFIC. IF, IN THE OPINION OF THE ENGINEER, REQUIRED PROGRESS AND ADEQUATE PREPARATIONS ARE NOT COMPLETE, THE CONTRACTOR SHALL NOT IMPLEMENT THE NEXT PHASE, STEP, OR ELEMENT OF TRAFFIC CONTROL UNTIL INCOMPLETE CONSTRUCTION ITEMS OR PREPARATIONS ARE COMPLETED. TIME EXTENSIONS WILL NOT BE GRANTED FOR DELAYS CAUSED BY THE INCOMPLETE CONSTRUCTION ITEMS OR INADEQUATE CONTRACTOR PREPARATIONS REQUIRED TO IMPLEMENT TRAFFIC CONTROL.
6.

TRAFFIC CONTROL PER THE CONTRACT IS REQUIRED FOR THE ENTIRE DURATION OF THE PROJECT, INCLUDING THE PUNCHLIST PERIOD. PAYMENT FOR TRAFFIC CONTROL THAT IS PROPERLY INSTALLED FOR LESS THAN A FULL MONTH SHALL BE BASED ON A PERCENTAGE BASIS OF THE TIME INSTALLED. TRAFFIC CONTROL PAYMENTS TO THE CONTRACTOR SHALL END 10 DAYS AFTER SUBSTANTIAL COMPLETION, ALTHOUGH PROPER TRAFFIC CONTROL MUST BE MAINTAINED UNTIL PUNCHLIST COMPLETION.
7.

THE PURPOSE OF THE CONSTRUCTION SEQUENCE AND TRAFFIC HANDLING OUTLINED HEREIN IS TO DOCUMENT A VIABLE TCP THAT CAN BE UTILIZED TO CONSTRUCT THE PROJECT. IT IS THE BASIS OF ESTIMATION FOR THE TRAFFIC CONTROL BID ITEMS, AND IS TO BE UTILIZED AND IMPLEMENTED, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

IF THE CONTRACTOR CHOOSES TO USE A DIFFERENT TCP, HE/SHE SHALL PREPARE AND SUBMIT THE ALTERNATIVE TCP TO THE CITY FOR APPROVAL NO LESS THAN 10 WORKING DAYS PRIOR TO THE PROPOSED IMPLEMENTATION DATE. THE TCP SHALL BE DRAWN TO SCALE AND SIGNED & SEALED BY A PROFESSIONAL ENGINEER LICENSED TO PRACTICE IN THE STATE OF TEXAS. UPON APPROVAL BY THE CITY, THE ALTERNATIVE PLAN SHALL BECOME THE BASIS FOR A "CHANGE IN CONTRACT" TO REVISE THE TRAFFIC CONTROL BID ITEMS ACCORDINGLY AND BECOME PART OF THE CONTRACT DOCUMENTS.



CITY of WEST LAKE HILLS | TX



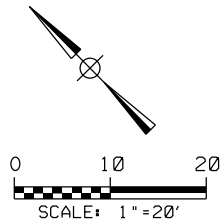
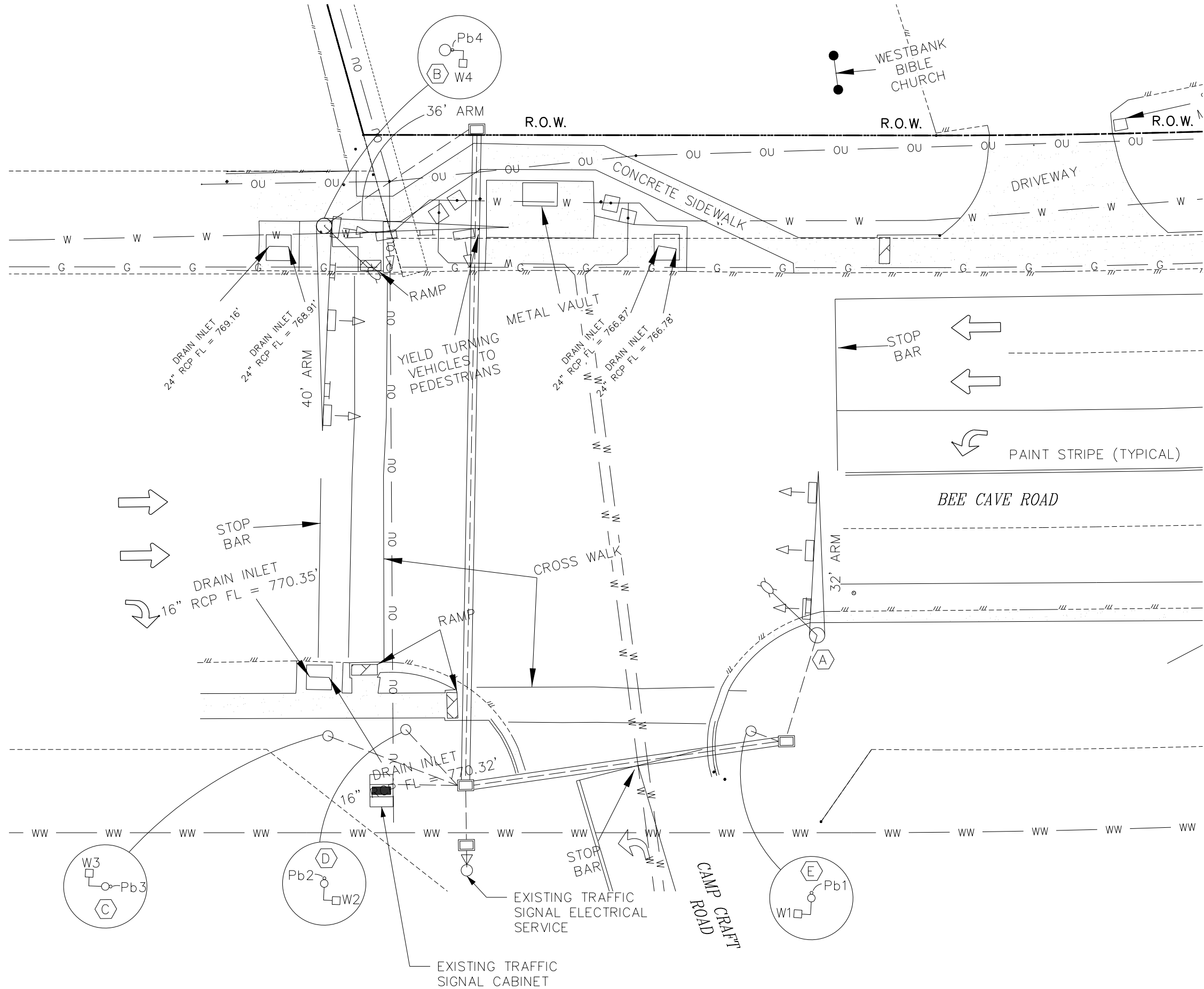
Texas PE Firm Reg. #F-929

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REV	DESCRIPTION	BY	DATE
PRELIMINARY - 90%			
SUBMITTED FOR INTERIM REVIEW Under the authority of: XIAOMING "SAMMY" CHEN P.E. No. 119339 DATE: MAY 2023, IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES			
CITY HALL AND POLICE FACILITY INTERSECTION IMPROVEMENT GENERAL NOTES			
BEE CAVE ROAD AND CAMP CRAFT ROAD			
RPS Project No.008224			
CSJ# -			
Client I.D. CITY OF WESTLAKE HILLS			
Drawn By CCS/PRM		Checked By DWJ	
Scales:		Sheet 1 Of 1	Sheet No. 2
Date 6/23/2023			

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*Projects AUS-SP\08222 Westlake Hills Traffic Signal Design\07.00 CADD\Westlake\09-VIII Traffic Items\08222 Existing Conditions.dgn





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- LEGEND**
- EXIST. SIGNAL POLE
 - PROP. MAST ARM
 - EXIST. MAST ARM
 - PROP. LUMINAIRE
 - EXIST. LUMINAIRE
 - PROP. PEDESTRIAN POLE
 - EXIST. PEDESTRIAN POLE
 - PROP. PEDESTRIAN LED SIGNAL HEAD
 - EXIST. PEDESTRIAN LED SIGNAL HEAD
 - PROP. PEDESTRIAN PUSHBUTTON
 - EXIST. PEDESTRIAN PUSHBUTTON
 - PROP. GROUND BOX
 - EXIST. GROUND BOX
 - ▲ PROP. SIGNAL HEAD
 - ▲ EXIST. SIGNAL HEAD
 - PROP. OVERHEAD SIGN
 - EXIST. OVERHEAD SIGN
 - EXIST. CONTROLLER CABINET
 - EXIST. ELEC. SERVICE
 - PROP. CONDUIT
 - EXIST. CONDUIT
 - EXIST. CONDUIT (BORE)
 - PROP. CONDUIT (BORE)
 - PROP. RADAR VEHICLE DETECTION SYSTEM
 - EXIST. RADAR VEHICLE DETECTION SYSTEM
 - ← DIRECTION OF TRAFFIC FLOW

REV	DESCRIPTION	BY	DATE

PRELIMINARY - 90%

SUBMITTED FOR INTERIM REVIEW
Under the authority of:
XIAOMING "SAMMY" CHEN
P.E. No. 119339
DATE: MAY 2023, IT IS NOT
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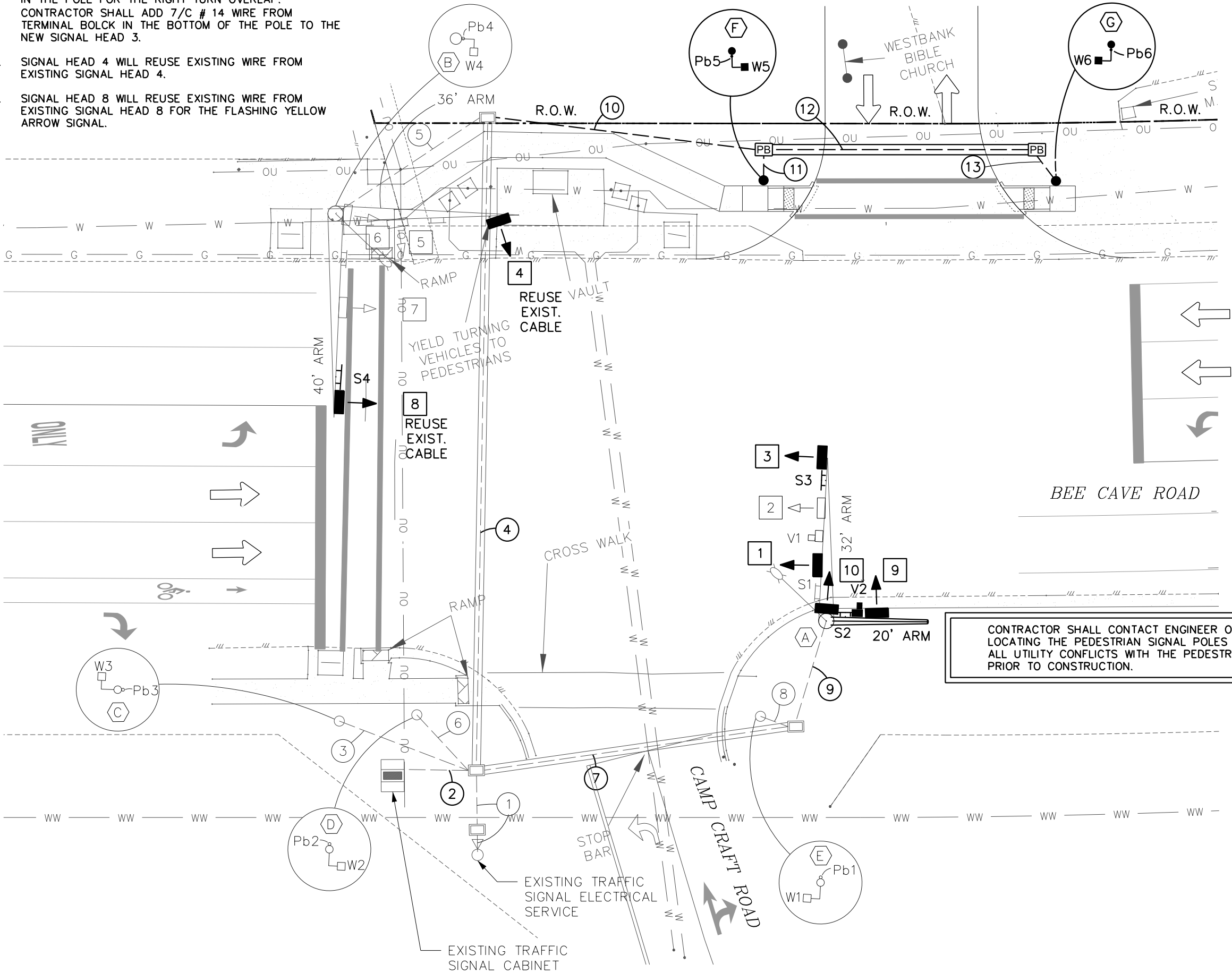
**CITY HALL AND POLICE FACILITY
INTERSECTION IMPROVEMENT
EXISTING CONDITIONS**

**BEE CAVE ROAD AND CAMP CRAFT
ROAD**

RPS Project No. 008224		
Client I.D. CITY OF WESTLAKE HILLS		
Drawn By CCS/PRM	Checked By DWJ	
Scale: 1"=20'	Sheet 1 of 1	Sheet No. 3
Date 6/23/2023		

NOTES:

1. SIGNAL HEAD 1 WILL BE CONNECTED VIA JUMPER WIRE FROM SIGNAL HEAD 2.
2. SIGNAL HEAD 3 WILL REUSE EXISTING 7/C # 14 WIRE IN THE POLE FOR THE RIGHT TURN OVERLAP. CONTRACTOR SHALL ADD 7/C # 14 WIRE FROM TERMINAL BOLCK IN THE BOTTOM OF THE POLE TO THE NEW SIGNAL HEAD 3.
3. SIGNAL HEAD 4 WILL REUSE EXISTING WIRE FROM EXISTING SIGNAL HEAD 4.
4. SIGNAL HEAD 8 WILL REUSE EXISTING WIRE FROM EXISTING SIGNAL HEAD 8 FOR THE FLASHING YELLOW ARROW SIGNAL.



CITY OF WEST LAKE HILLS | TX



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LEGEND

- EXIST. SIGNAL POLE
- PROP. MAST ARM
- EXIST. MAST ARM
- PROP. LUMINAIRE
- EXIST. LUMINAIRE
- PROP. PEDESTRIAN POLE
- EXIST. PEDESTRIAN POLE
- PROP. PEDESTRIAN LED SIGNAL HEAD
- EXIST. PEDESTRIAN LED SIGNAL HEAD
- PROP. PEDESTRIAN PUSHBUTTON
- EXIST. PEDESTRIAN PUSHBUTTON
- PROP. GROUND BOX
- EXIST. GROUND BOX
- ▲ PROP. SIGNAL HEAD
- ▲ EXIST. SIGNAL HEAD
- PROP. OVERHEAD SIGN
- EXIST. OVERHEAD SIGN
- EXIST. CONTROLLER CABINET
- EXIST. ELEC. SERVICE
- PROP. CONDUIT
- EXIST. CONDUIT
- EXIST. CONDUIT (BORE)
- PROP. CONDUIT (BORE)
- PROP. RADAR VEHICLE DETECTION SYSTEM
- EXIST. RADAR VEHICLE DETECTION SYSTEM
- ← DIRECTION OF TRAFFIC FLOW

REV	DESCRIPTION	BY	DATE

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CITY HALL AND POLICE FACILITY
INTERSECTION IMPROVEMENT
PROPOSED TRAFFIC SIGNAL
LAYOUT PLAN
BEE CAVE ROAD AND CAMP CRAFT
ROAD

RPS Project No. 008224			
Client I.D. CITY OF WESTLAKE HILLS			
Drawn By CCS/PRM	Checked By DWJ	Sheet 1 of 1	Sheet No. 4
Date 6/26/2023			

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*Projects\AUS-SP\08222 Westlake Hills Traffic Signal Design\07-00 CADD\Westlake\09-VIII Traffic Items\08222 Proposed Traffic Signal Legend Sheet 1.dgn

PROPOSED SIGNAL HEAD SCHEDULE

R10-3eR
9" X 15"

PB5

R10-3eL
9" X 15"

PB6

SIGNALS
1, 4, 9
1-WAY, 3-SECTION
12" HORIZONTAL
W/BACKPLATE

SIGNALS
10
1-WAY, 3-SECTION
12" VERTICAL
W/BACKPLATE

PED SIGNAL HEADS
W5, W6

SIGNALS
8
1-WAY, 4-SECTION
12" HORIZONTAL
W/BACKPLATE

SIGNALS
3
1-WAY, 4-SECTION
12" HORIZONTAL
W/BACKPLATE

S2
90"x18"

EXISTING
S1
108"x18"

SIGN SCHEDULE

LEFT TURN
YIELD
ON FLASHING
YELLOW
ARROW

R10-17
30"x30"
S3

LEFT ON
GREEN
ARROW
ONLY

R10-5
24"x30"
S3

Bee Cave Rd

0.5" Border. White on None;
"Bee Cave" Black, Clearview Hwy-3-W; "Rd" Black, Clearview Hwy-3-W;

Camp Craft Rd

0.5" Border. White on None;
"Camp Craft" Black, Clearview Hwy-3-W; "Rd" Black, Clearview Hwy-3-W;

EXISTING SIGNAL HEAD TO REMAIN

R10-3eR
9" X 15"

PB1, PB3

R10-3eL
9" X 15"

PB2, PB4

SIGNALS
2, 5, 7
1-WAY, 3-SECTION
12" HORIZONTAL
W/BACKPLATE

PED SIGNAL HEADS
W1 THRU W4

SIGNALS
6
1-WAY, 3-SECTION
12" VERTICAL
W/BACKPLATE

SUMMARY OF CONDUIT AND CABLES - RM 2244 AT CAMP CRAFT RD																		
RUN NO.	CONDUIT							LENGTH		NUMBER OF CABLES								
	TRENCH				BORE					#6 AWG (INS)	#6 AWG (BARE)	3/C #14 AWG		5/C #14 AWG		7/C #14 AWG		
	2"		3"		2"		3"											
	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	EXISTING	EXISTING	EXISTING	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED		
1	2							64		2	1							EXISTING CONDUIT
2	4		4					14		2	1	4	2	7	4	2		EXISTING CONDUIT
3	1							26				1		1				EXISTING CONDUIT
4					1		2	120				1	2	3	2	1		EXISTING CONDUIT
5	1		2					31				1		3		1		EXISTING CONDUIT
6	1							13				1		1				EXISTING CONDUIT
7					1		2	71				1		2	2	1		EXISTING CONDUIT
8	1							15				1		1				EXISTING CONDUIT
9			2					20						1	2	1		EXISTING CONDUIT
10		1							55				2		2			PROPOSED CONDUIT
11		1							10				1		1			PROPOSED CONDUIT
12						1			55				1		1			PROPOSED CONDUIT
13		1							10				1		1			PROPOSED CONDUIT
TOTAL	269	75	158	0	191	55	382			156	78	332	453	767	663	270	0	

SUMMARY OF CONDUIT AND CABLES - RM 2244 AT CAMP CRAFT RD							
RUN NO.	NUMBER OF CABLES						
	#8 AWG (INS)		#8 AWG (BARE)		RVDS		
	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	
1	4		1				EXISTING CONDUIT
2			7		5	1	EXISTING CONDUIT
3			1				EXISTING CONDUIT
4	2		3		3		EXISTING CONDUIT
5	2		3		3		EXISTING CONDUIT
6			1				EXISTING CONDUIT
7	2		2		2	1	EXISTING CONDUIT
8			1				EXISTING CONDUIT
9	2		1		2	1	EXISTING CONDUIT
10				1			PROPOSED CONDUIT
11				1			PROPOSED CONDUIT
12				1			PROPOSED CONDUIT
13				1			PROPOSED CONDUIT
TOTAL	740	0	831	130	705	105	

POLE NO.	TYPE	POLE LOCATION
A	20' MA	ON EXISTING POLE A WITH 32' MA
F	PEDESTAL POLE	SEE DRAWINGS NEXT TO PEDESTRIAN LANDING AREA
G	PEDESTAL POLE	SEE DRAWINGS NEXT TO PEDESTRIAN LANDING AREA

CONTRACTOR SHALL CONTACT ENGINEER OF RECORDS IN LOCATING THE PEDESTRIAN SIGNAL POLES AND IDENTIFYING ALL UTILITY CONFLICTS WITH THE PEDESTRIAN SIGNAL POLES PRIOR TO CONSTRUCTION.

ELECTRICAL SERVICE DATA (EXISTING)														
SERVICE NO.	ELECTRICAL SERVICE DESCRIPTION (SEE ED(5)-14)				SERVICE CONDUIT SIZE	SERVICE CONDUCTORS NO./SIZE	SAFETY SWITCH AMPS	MAIN DISCONNECT CKT. BRK. POLE/AMP	TWO-POLE CONTACTOR AMPS	PANELBD./LOADCENTER AMP RATING (MIN)	CIRCUIT NO.	BRANCH CKT. BRK. POLE/AMPS	KVA LOAD	
ES1	(EXISTING)	'ELC SRV TY D 120/240 060 (NS) AL PS (U)				1 1/4"	3/#2	N/A	2P/100	30	100	SIGNAL CONTROL LUMINAIRES	1P/50 2P/20	<7.1



PROPOSED INSIDE ARMS	14 AWG		RVDS
	5/C	7/C	
POLE A (32')			
HEAD 1	10'		
HEAD 3		35'	
POLE A (20')			10'
HEAD 9	10'		
HEAD 10	0'		
TOTAL	20'	35'	10'

PROPOSED INSIDE POLES	14 AWG			RVDS
	3/C	5/C	7/C	
POLE F	5'	10'		
POLE G	5'	10'		
POLE A		60'	30'	30'
TOTAL	10'	80'	30'	30'

PROPOSED INSIDE CABINET	14 AWG		RVDS
	3/C	5/C	
TOTAL	20'	45'	25'

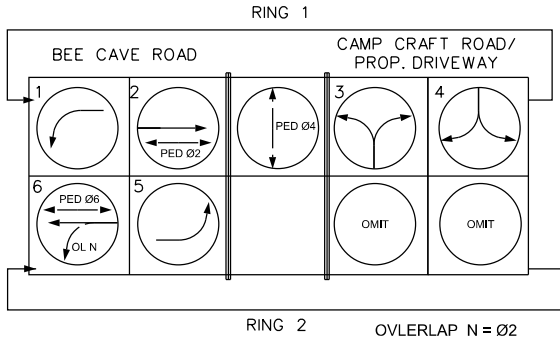
CABLE TERMINATION CHART															
CNR. COLOR	CABLE 1 POLE A TO CNTRL 7 CNDR		CABLE 2 POLE A TO CNTRL 5 CNDR		CABLE 11 POLE A TO CNTRL 5 CNDR	CABLE 12 POLE A TO CNTRL 5 CNDR	CABLE 3 POLE B TO CNTRL 7 CNDR		CABLE 4 POLE B TO CNTRL 5 CNDR	CABLE 5 POLE B TO CNTRL 5 CNDR	CABLE 6 POLE B TO CNTRL 7 CNDR		CABLE 7 POLE B TO CNTRL 5 CNDR	CABLE 8 POLE C TO CNTRL 5 CNDR	CABLE 9 POLE D TO CNTRL 5 CNDR
	REUSE EXISTING SH 1 FOR SH 3		REUSE EXISTING SH 2, 3 FOR SH 1, 2		PROPOSED	PROPOSED	REUSE EXISTING SH 4 FOR SH 4		EXISTING	EXISTING	REUSE EXISTING SH 8 FOR SH 8		EXISTING	EXISTING	EXISTING
	EXISTING	PROPOSED	EXISTING	PROPOSED			EXISTING	PROPOSED			EXISTING	PROPOSED			
BLACK	SH 1 Y PHASE 02	SH 3 Y ARW PHASE 05	SH 2, 3 Y PHASE 02	SH 1 Y PHASE 02	SH 9 Y PHASE 04	SH 10 Y PHASE 04	SH 4 Y PHASE 03	SH 4 Y PHASE 03	SH 5 Y PHASE 03	SH 6, 7 Y PHASE 06	SH 8 Y PHASE 01	SH 8 Y ARW PHASE 01	P1 DW PHASE 02	P2 DW PHASE 02	SPARE
WHITE	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON
RED	SH 1 R PHASE 02	SH 3 R ARW PHASE 05	SH 2, 3 R PHASE 02	SH 1 R PHASE 02	SH 9 R PHASE 04	SH 10 R PHASE 04	SH 4 R PHASE 03	SH 4 R PHASE 03	SH 5 R PHASE 03	SH 6, 7 R PHASE 06	SH 8 R PHASE 01	SH 8 R ARW PHASE 01	SPARE	SPARE	P3 DW PHASE 04
GREEN	SH 1 G PHASE 02	SH 3 G ARW PHASE 05	SH 2, 3 G PHASE 02	SH 1 G PHASE 02	SH 9 G PHASE 04	SH 10 G PHASE 04	SH 4 G PHASE 03	SH 4 G PHASE 03	SH 5 G PHASE 03	SH 6, 7 G PHASE 06	SH 8 G PHASE 01	SH 8 G ARW PHASE 01	SPARE	SPARE	P3 W PHASE 04
ORANGE	SH 1 Y ARW OL A	SH 3 R ARW PHASE 05	SPARE	SPARE	SPARE	SPARE	SH 4 Y ARW OL D	SPARE	SPARE	SPARE	SH 8 Y ARW PHASE 01	SH 8 FY ARW PHASE OL N	P1 W PHASE 02	P2 W PHASE 02	SPARE
BLUE	SH 1 G ARW OL A	SPARE					SH 4 G ARW OL D	SPARE	SPARE		SH 8 G ARW PHASE 01	SPARE			
WHITE/BLACK	SPARE						SPARE	SPARE	SPARE		SPARE				

REUSE FOR PROTECTED
4 SECTION HEAD

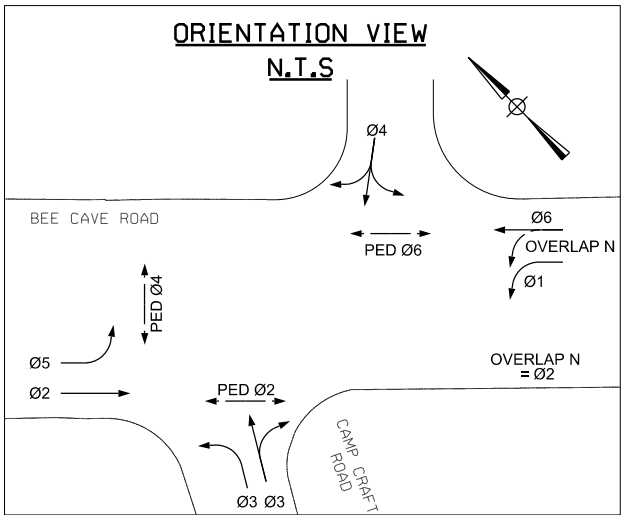
REUSE FOR SH 1

REUSE FOR SH 4

PHASING DIAGRAM



ORIENTATION VIEW



CONTRACTOR SHALL CONTACT ENGINEER OF RECORDS IN
LOCATING THE PEDESTRIAN SIGNAL POLES AND IDENTIFYING
ALL UTILITY CONFLICTS WITH THE PEDESTRIAN SIGNAL POLES
PRIOR TO CONSTRUCTION.

CABLE TERMINATION CHART			
CNR. COLOR	CABLE 10 POLE E TO CNTRL 5 CNDR	CABLE 13 POLE F TO CNTRL 5 CNDR	CABLE 14 POLE G TO CNTRL 5 CNDR
	EXISTING	PROPOSED	PROPOSED
BLACK	SPARE	P5 DW PHASE 02	P6 DW PHASE 02
WHITE	SIGNAL COMMON	SIGNAL COMMON	SIGNAL COMMON
RED	P4 DW PHASE 04	SPARE	SPARE
GREEN	P4 W PHASE 04	SPARE	SPARE
ORANGE	SPARE	P5 W PHASE 02	P6 W PHASE 02
BLUE			
WHITE/BLACK			

REV	DESCRIPTION	BY	DATE

PRELIMINARY - 90%

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CITY HALL AND POLICE FACILITY
INTERSECTION IMPROVEMENT
PROPOSED TRAFFIC SIGNAL
LEGEND SHEET 2
BEE CAVE ROAD AND CAMP CRAFT
ROAD

RPS Project No. 008224

CS# -

Client ID. CITY OF WESTLAKE HILLS

Drawn By CCS/PRM

Checked By DWJ

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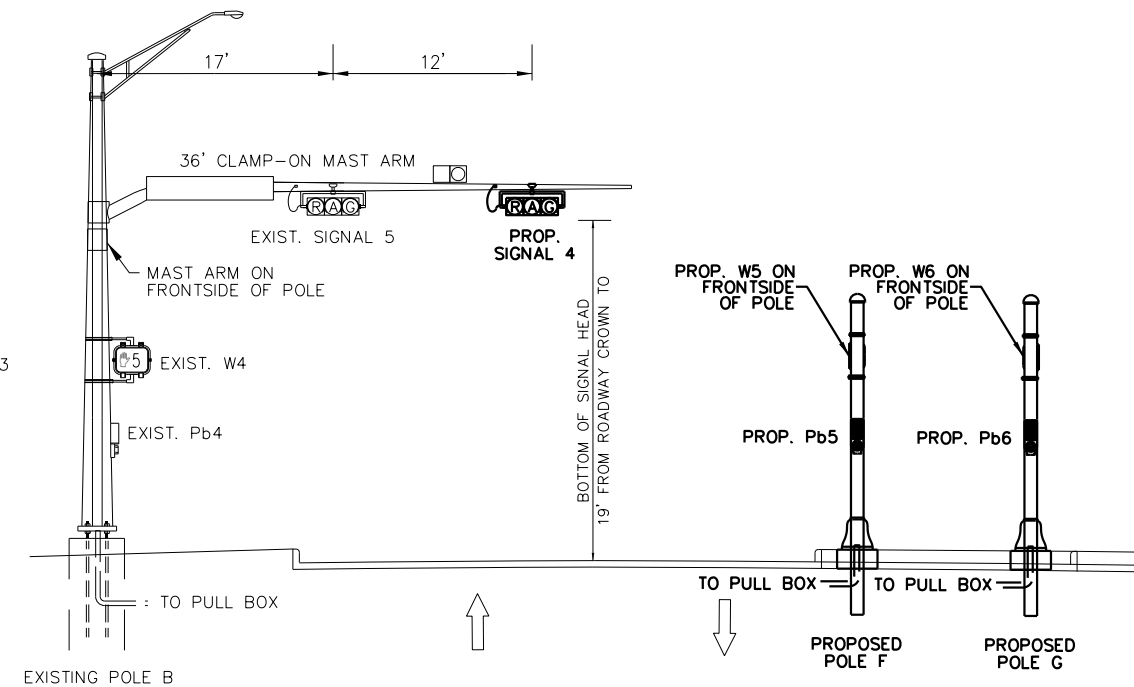
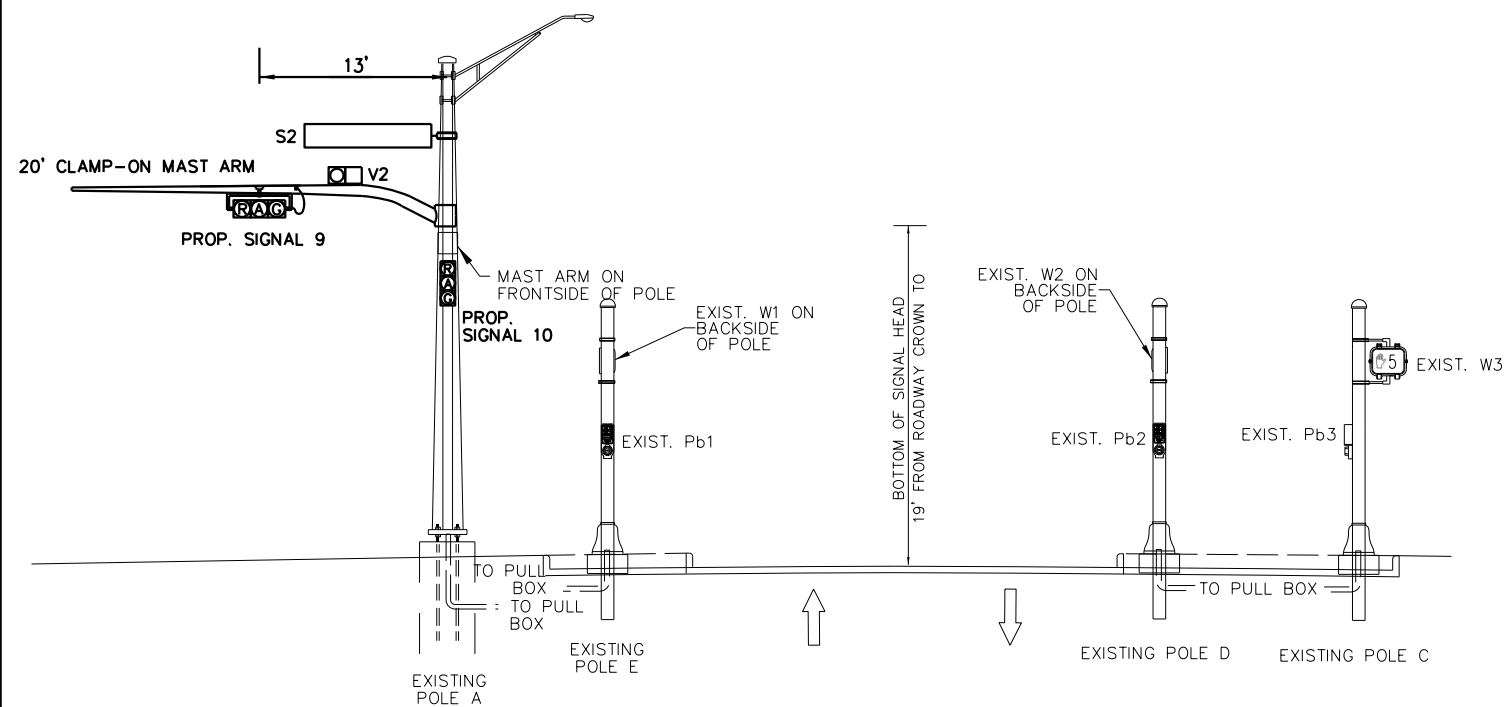
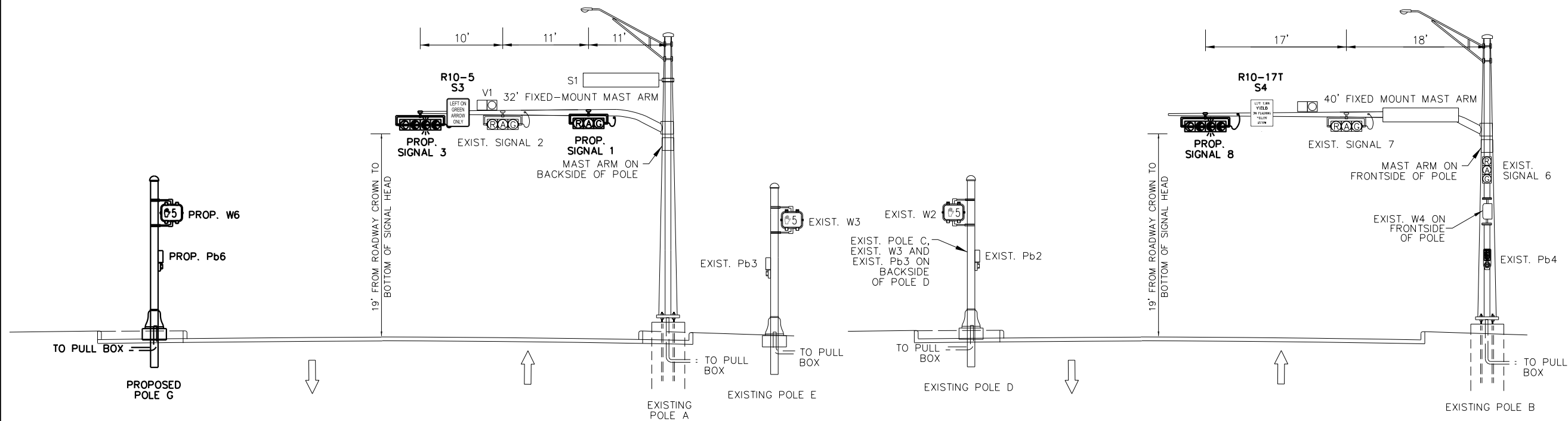
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Sheet No.

Date \$DATES\$

2 of 2

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CITY of WEST LAKE HILLS | TX



Texas PE Firm Reg. #F-929

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T+1 512 328 5771 **E** usinfrastructure@qrpsgroup.com

REV	DESCRIPTION	BY	DATE

PRELIMINARY - 90%

SUBMITTED FOR INTERIM REVIEW
Under the authority of:
XIAOMING "SAMMY" CHEN
P.E. No. 119339
DATE: MAY 2023, IT IS NOT
TO BE USED FOR CONSTRUCTION,
BIDDING OR PERMIT PURPOSES

CITY HALL AND POLICE FACILITY
INTERSECTION IMPROVEMENT
PROPOSED TRAFFIC SIGNAL
ELEVATION PLAN
BEE CAVE ROAD AND CAMP CRAFT
ROAD

RPS Project No. 008224

CSJ# -

Client I.D. CITY OF WESTLAKE HILLS

Drawn By CCS/PRM

Checked By	DWJ
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Scale:

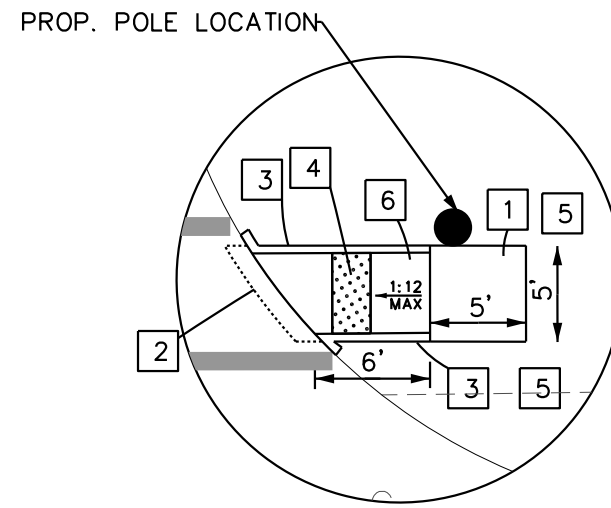
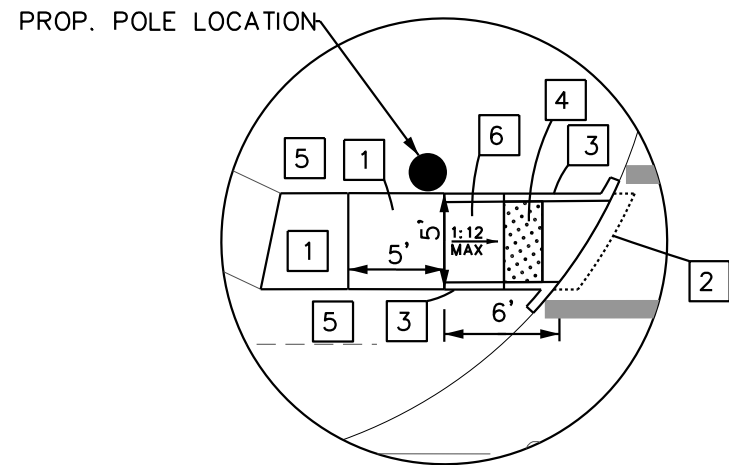
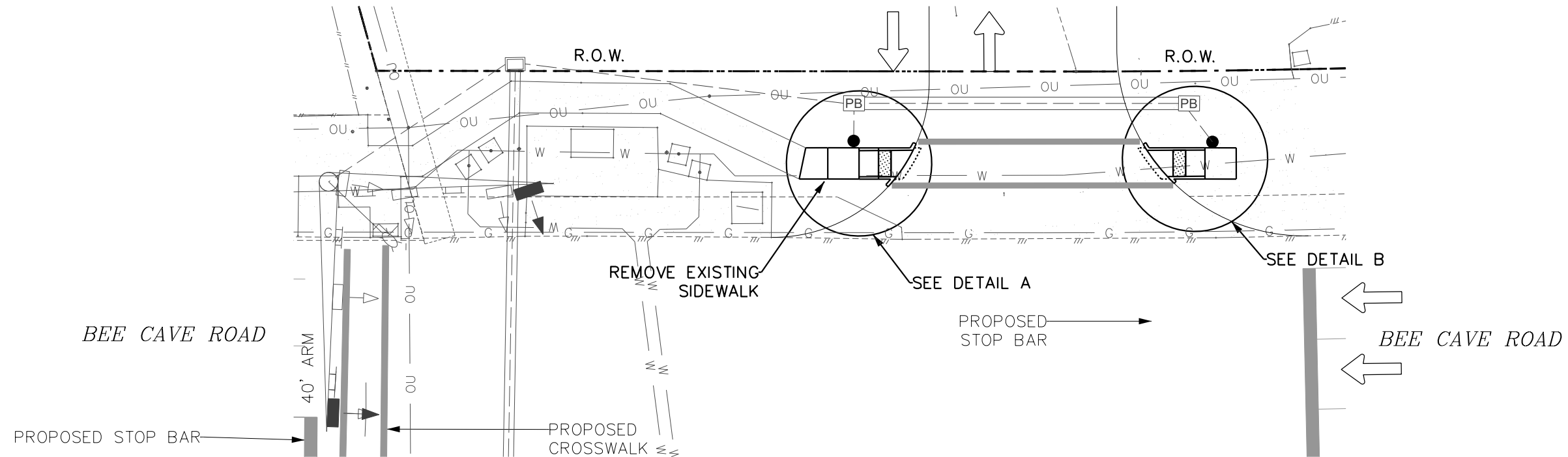
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Sheet No.

Date 6/23/2023

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*Projects\AUS-SP\08222 Westlake Hills Traffic Signal Design\07.00 CADD\Westlake\09-VIII Traffic Items\08222 Proposed Ramp Layout sheet.dgn

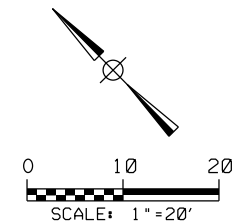


DETAIL A
TxDOT TYPE 7 RAMP

DETAIL B
TxDOT TYPE 7 RAMP

PROPOSED PAVING CONSTRUCTION NOTES

- 1 4 1/2" REINFORCED CONCRETE SIDEWALK((MAX. SLOPE = 2%)
- 2 SAWCUT 1' FROM THE FACE OF CURB, BREAK-OUT AND REMOVE CONCRETE CURB AND PAVEMENT, EXPOSE 15" OF STEEL. IF NO REINFORCING STEEL EXISTS, USE HORIZONTAL DOWELS. HORIZONTAL DOWELS SHALL BE #6 REBARS, 24" LONG AT 18" CENTERS, DRILLED AND EMBEDDED 12" INTO THE CENTER OF THE EXISTING CONCRETE SLAB WITH "PO ROC" OR EQUAL.
- 3 PROPOSED 6" CONCRETE CURB.
- 4 DETECTABLE WARNING 2' WIDE RED BRICK TRUNCATED DOMES.
- 5 RE-GRADE AREA, COMPACT AND SOD.
- 6 4 1/2" REINFORCED CONCRETE RAMP (MAX. RUNNING SLOPE = 1:12)



CITY of WEST LAKE HILLS | TX

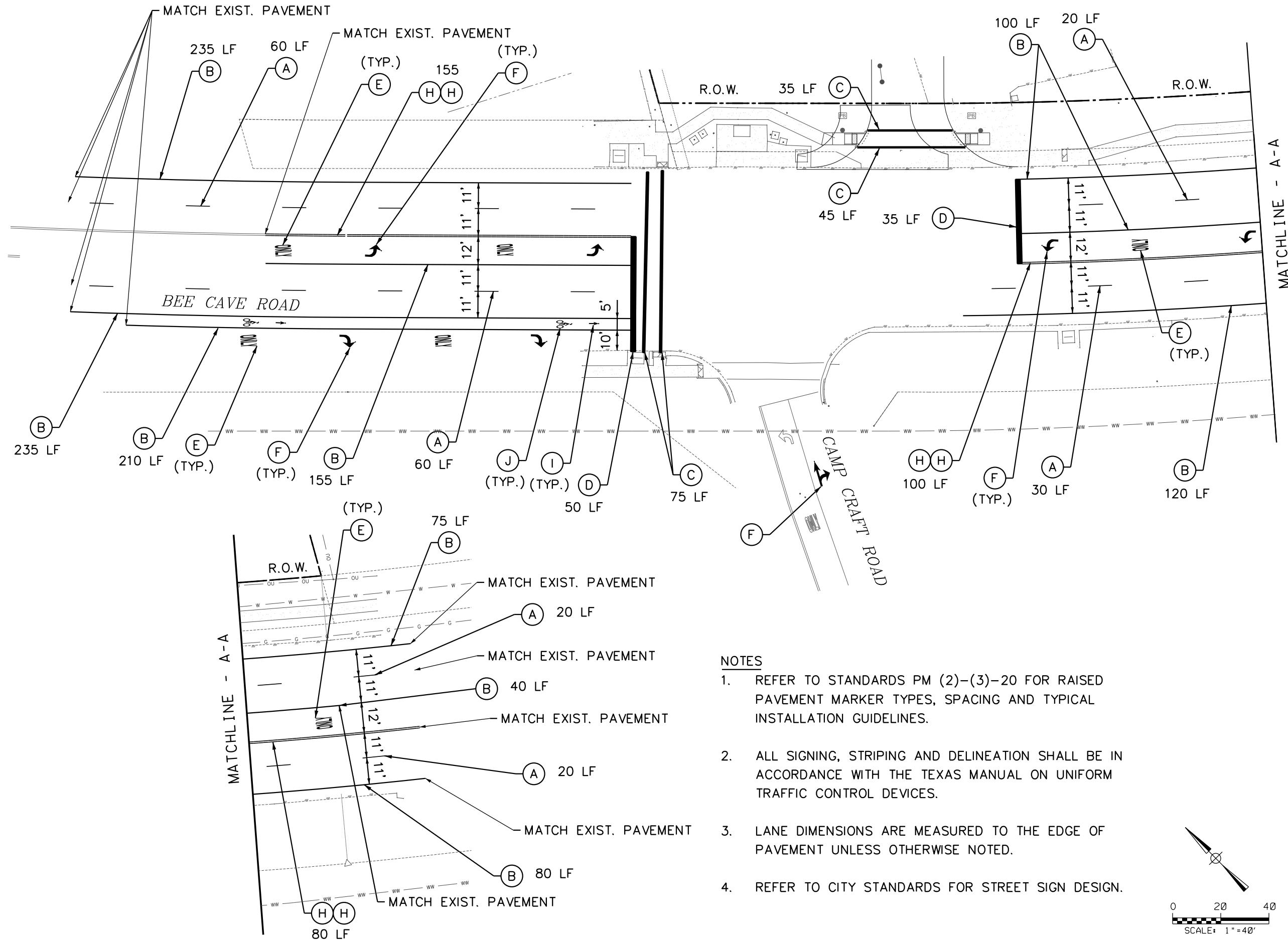


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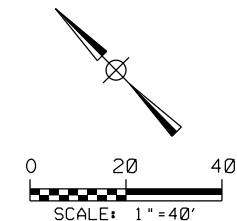
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PRELIMINARY - 90%			
SUBMITTED FOR INTERIM REVIEW Under the authority of: XIAOMING "SAMMY" CHEN P.E. No. 119339 DATE: MAY 2023, IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES			
CITY HALL AND POLICE FACILITY INTERSECTION IMPROVEMENT PROPOSED RAMP LAYOUT PLAN BEE CAVE ROAD AND CAMP CRAFT ROAD			
RPS Project No.008224			
Client I.D. CITY OF WESTLAKE HILLS			
Drawn By: 20CS/PRM		Checked By: DWJ	
Scale:		Sheet: 1 of 1	Sheet No. 8
Date: 6/26/2023			

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*Projects\AUS-SP\08222 Westlake Hills Traffic Signal Design\07.00 CADD\Westlake\09-VIII Traffic Items\08222 Proposed Pavement Marking Layout.dgn



NOTES

1. REFER TO STANDARDS PM (2)-(3)-20 FOR RAISED PAVEMENT MARKER TYPES, SPACING AND TYPICAL INSTALLATION GUIDELINES.
2. ALL SIGNING, STRIPING AND DELINEATION SHALL BE IN ACCORDANCE WITH THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
3. LANE DIMENSIONS ARE MEASURED TO THE EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
4. REFER TO CITY STANDARDS FOR STREET SIGN DESIGN.



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LEGEND

- (A) REFL PAV MRK (W) 4"(BRK)
- (B) REFL PAV MRK (W) 4"(SLD)
- (C) REFL PAV MRK (W) 8"(SLD)
- (D) REFL PAV MRK (W) 24"(SLD)
- (E) REFL PAV MRK (W) (WORD)
- (F) REFL PAV MRK (W) (ARROW)
- (G) RWFL PAV MRKR TY II-C-R
- (H) REFL PAV MRK (Y) 4"(SLD)
- (I) REFL PAV MRK TY I (W) (BIKE ARROW)
- (J) REFL PAV MRK TY I (W) (BIKE SYML)

REV	DESCRIPTION	BY	DATE

PRELIMINARY - 90%

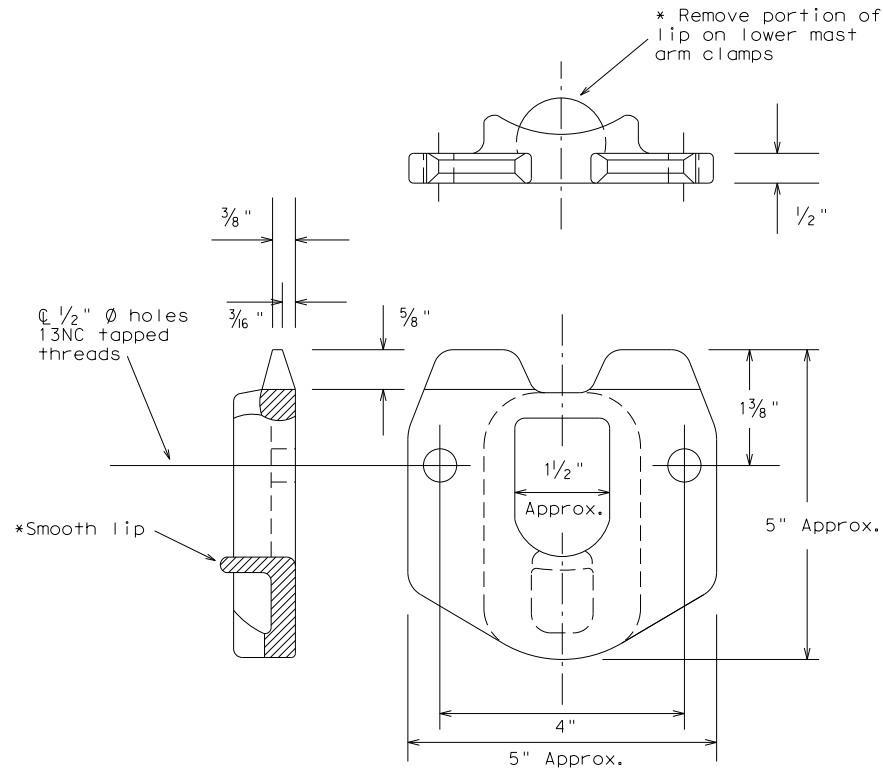
SUBMITTED FOR INTERIM REVIEW
Under the authority of:
XIAOMING "SAMMY" CHEN
P.E. No. 119339
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CITY HALL AND POLICE FACILITY
INTERSECTION IMPROVEMENT
PROPOSED PAVEMENT MARKINGS
PLAN
BEE CAVE ROAD AND CAMP CRAFT
ROAD

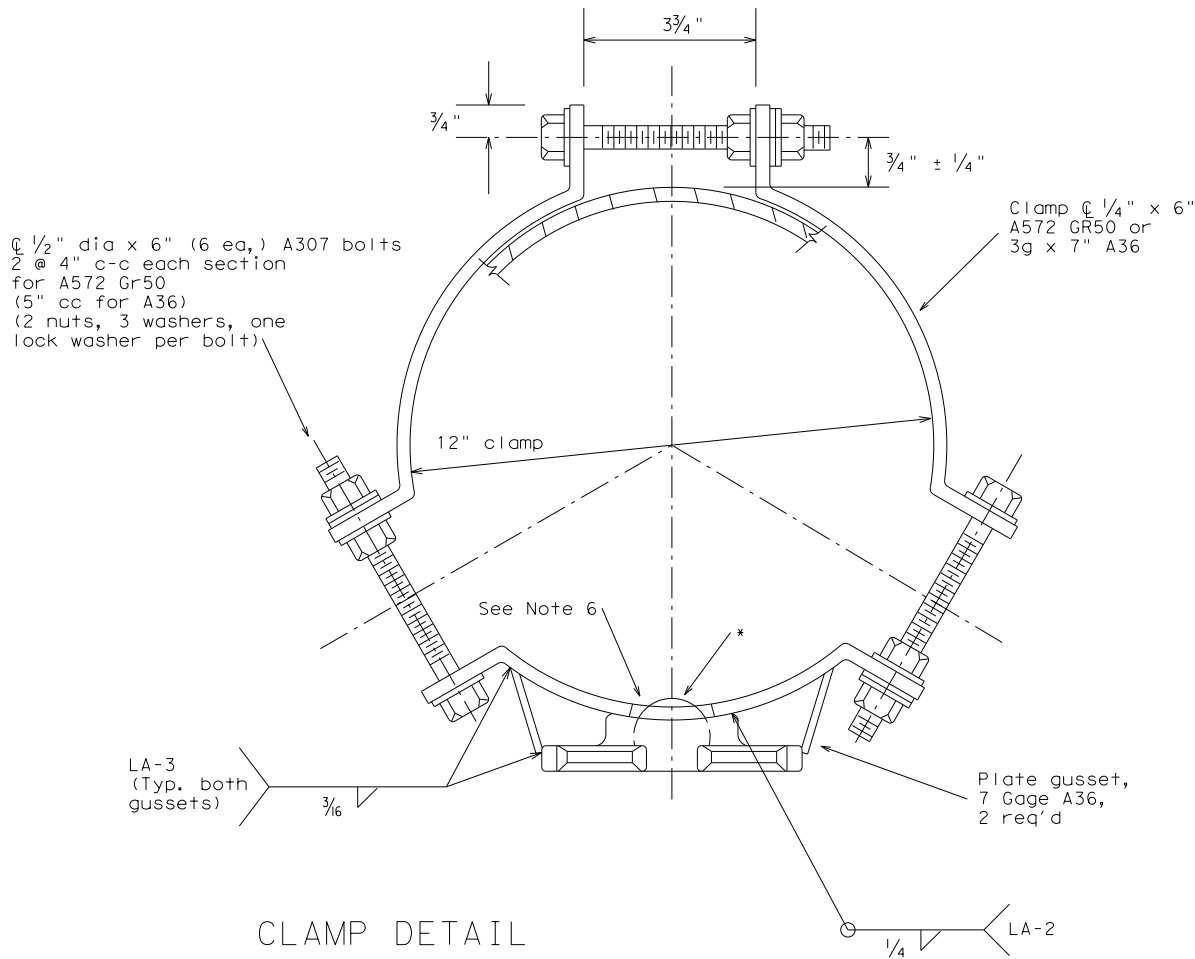
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CSJ# -		
Client I.D. CITY OF WESTLAKE HILLS		
Drawn By	CCS/PRM	Checked By DWJ
Scale:	1" = 40'	Sheet 1 of 1
Date	6/26/2023	Sheet No. 9

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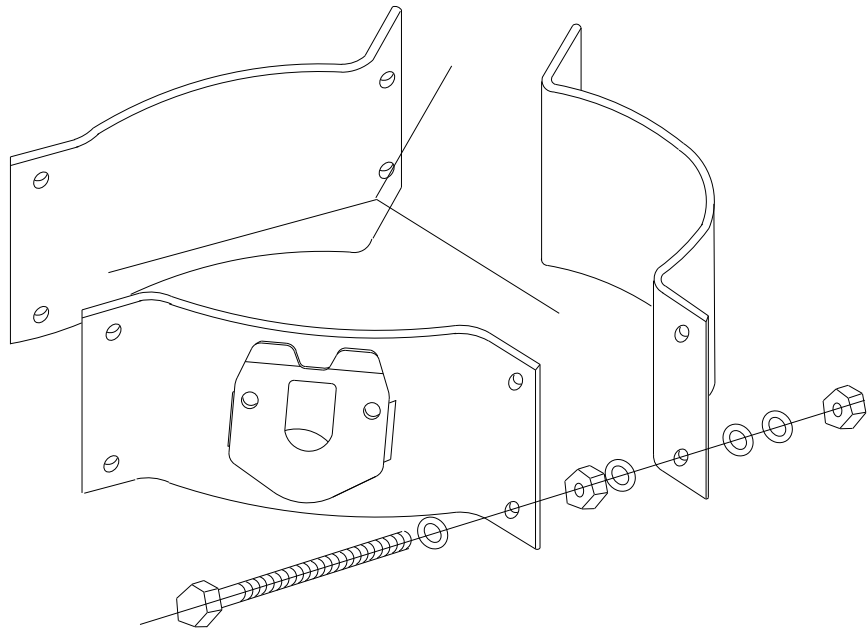
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POLE SIMPLEX DETAILS



CLAMP DETAIL



PROJECTION

For 8.9 - 12 inch diameter Signal Poles
(Two req'd for each mast arm)

OTHER MATERIALS:

1. Pole simplex shall be ASTM A27 GR65-35 or A148 GR80-50 or A576 GR1021. ASTM A576 must be suitable for forging and also meet minimum tensile of 65ksi, minimum yield of 35ksi, and a minimum elongation of 22 percent in 2 inches.
2. Welded tabs and backplates shall be ASTM A-36 steel or better.
3. Nylon insert locknuts shall conform to ASTM A563.

GENERAL NOTES:

1. Materials and fabrication shall be in accordance with Standard Sheet "MA-C" and with the details, dimensions, and weld procedures shown herein. Weld references call for preapproved weld procedures which the Fabricator must obtain prior to fabrication. In the absence of specified fabrication tolerances, dimensions shall be within the tolerances generally obtainable in normal fabrication practice.
2. All parts shall be galvanized after fabrication in accordance with Item 445, "Galvanizing". The throat of the Simplex shall be made free of all rough or sharp edges resulting from the galvanizing process.
3. Each simplex fitting shall be supplied with 2 ASTM A325 bolts, 1/2 in. X 1 1/2 in. and 2 lock washers. The bolts and lock washers shall be secured to the clamp with the other hardware items. The Fabricator shall ship clamp assembly together in a single package, including all bolts, nuts, and washers required for the clamp and simplex fitting.
4. Design conforms to 1994 AASHTO "Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals" and interim revisions thereto. Design Wind Speed equals 80 mph plus a 1.3 gust factor. Clamps are designed to support a 60 lb. luminaire having an effective projected area (actual area times drag coefficient) of 1.6 sq.ft., 12 ft. maximum arm length.
5. Each assembly shall consist of one upper piece simplex fitting having a smooth lip and one lower piece simplex fitting with the lip removed.
6. Approximately 2 in. diameter hole in upper mast arm clamp.



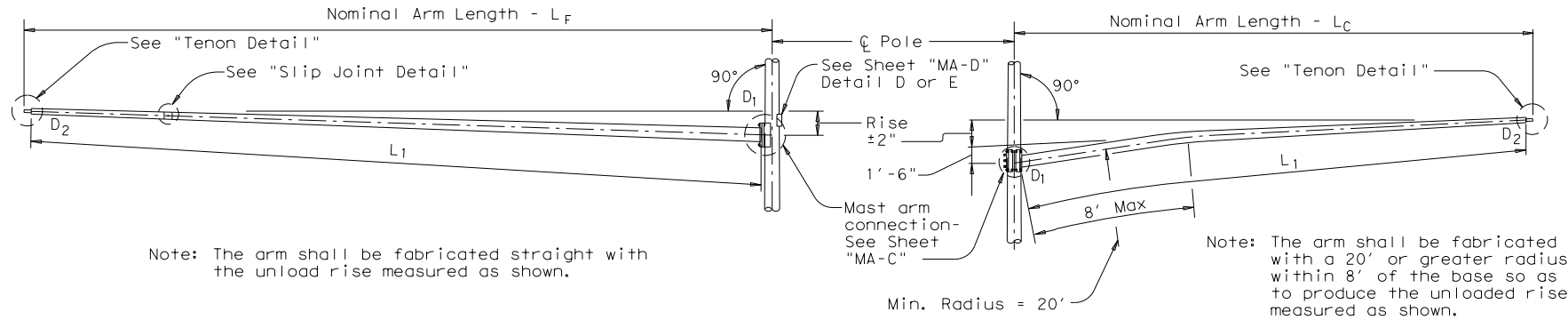
CLAMP ON
FITTING ASSEMBLY FOR
LUMINAIRE MAST ARM

CFA-12

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FIXED MOUNT TRAFFIC SIGNAL ARM

CLAMP-ON TRAFFIC SIGNAL ARM

GENERAL NOTES:

Design conforms to 1994 AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals and Interim Specifications thereto. Design Wind Speed equals 80 mph plus a 1.3 gust factor. Designs are based on an arm included angle of 90 degrees or more. Angles of less than approximately 75 degrees will require a special design.

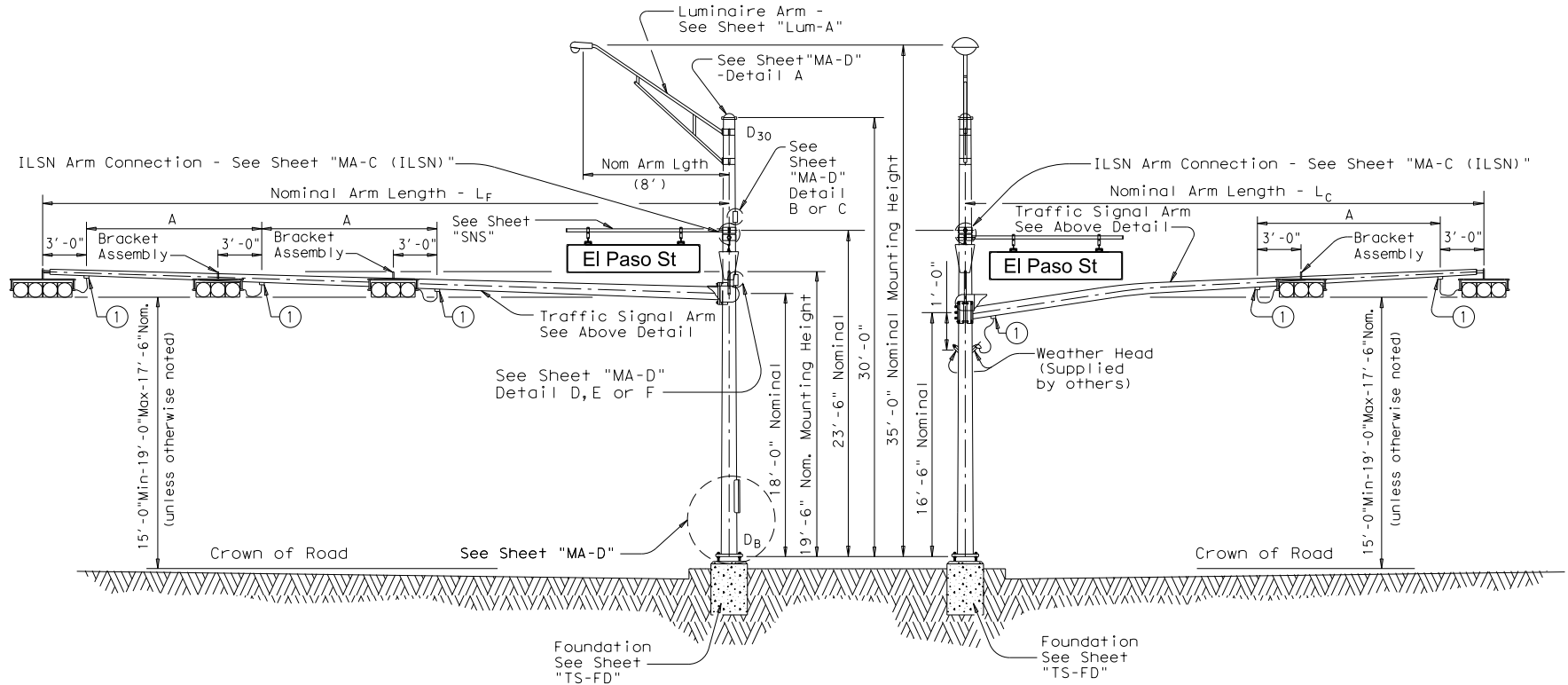
Poles are designed to support one 8'-0" luminaire arm, two 9'-0" internally lighted street name signs and two traffic signal arms with length combinations as tabulated. The specified luminaire load applied at the end of luminaire arm equals 60 lbs vertical dead load plus the horizontal wind load on an effective projected area of 1.6 sq ft. The specified internally lighted street name sign applied 4'-6" from the centerline of the pole equals 85 lbs vertical dead load plus the horizontal wind load on an effective projected area of 11.5 sq ft. The specified signal load applied at the end of the traffic signal arm equals 180 lbs vertical dead load plus the horizontal wind load on an effective projected area of 32.4 sq ft (actual area times drag coefficient).

See Standard Sheet "MA-D" for pole details, "MA-C" for traffic signal arm connection details, "MA-C (ILSN)" for internally lighted street name sign arm connection details, "LUM-A" for luminaire arm and connection details, "SNS" for internally lighted street name sign details, and "TS-FD" for anchor bolt and foundation details. See "MA-C" for material specifications.

Fabrication shall be in accordance with Item 686, "Traffic Signal Pole Assemblies (Steel)" and with the details, dimensions, and weld procedures shown herein. Weld references call for preapproved weld procedures which the Fabricator must obtain prior to fabrication. Materials, fabrication tolerances, and shipping practices shall meet the requirements of this sheet and Item 686, "Traffic Signal Pole Assemblies (Steel)".

Unless otherwise noted, all parts shall be galvanized in accordance with Item 445, "Galvanizing", after fabrication.

Deviation from the details and dimensions shown herein require submission of shop drawings in accordance with Item 441, "Steel Structures". Alternate designs are not acceptable.



ELEVATION

(Showing fixed mount arm)

STRUCTURE ASSEMBLY

- ① Threaded Coupling for CGB Connector See "ARM COUPLING DETAILS" Sheet 2 of 3

ELEVATION

(Showing clamp mount arm)

TABLE OF DIMENSIONS "A"						
Arm Length	24'	28'	32'	36'	40'	44'
Arm Type I	10'	11'	12'	13'		
Arm Type II			10'	11'	12'	12'

SHEET 1 OF 3



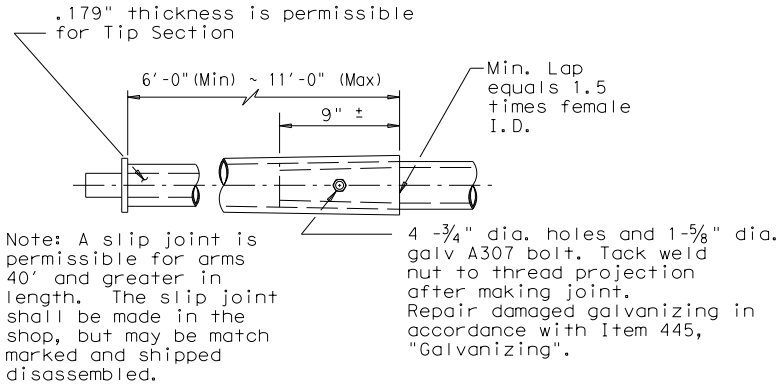
TRAFFIC SIGNAL SUPPORT STRUCTURES

DUAL MAST ARM ASSEMBLY

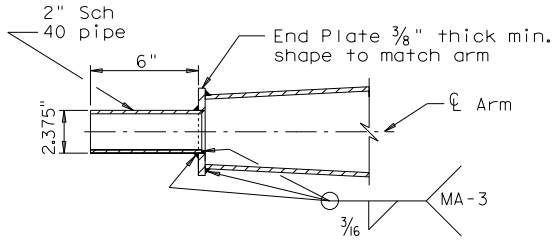
(80 MPH WIND ZONE)

DMA-80 (1)-12

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124A				Page 147 of 176	



SLIP JOINT DETAIL



TENON DETAIL

Stainless steel bands (or Cables) and cast bracket as in "Astro-Brac", "Sky Bracket" or "Easy Bracket" with 1 1/2" Dia Threaded Coupling.

BRACKET ASSEMBLY

VIBRATION WARNING

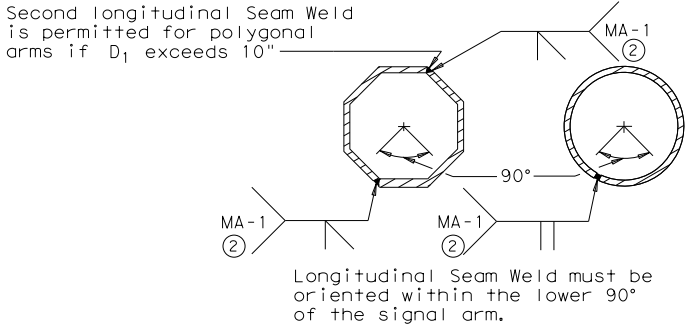
Mast Arms of SMA and DMA structures and clamp-on Arms of LMA structures of approximately 40 ft or longer are subject to harmonic vertical vibrations in light wind conditions due to the aeroelastic characteristics of a few of the myriads of possible combinations of the following: signal numbers, weights and positions; existence/solidity of backplates; presence of additional attachments to the arm, such as signs and cameras; arm-wind orientation; and arm-pole stiffness.

Such vibrations may cause fatigue damage to the structure and may lead to galloping in moderate wind conditions which may further damage the structure and alarm the public. Tests have indicated that when wind is blowing toward the back side of signal heads having un-vented backplates attached the probability of unacceptable harmonic vibration and/or galloping is rather high.

If backplates are not required for improved visibility they should not be applied to the signal heads or, if they must be applied, they should be vented as a first and inexpensive measure to mitigate vibrations.

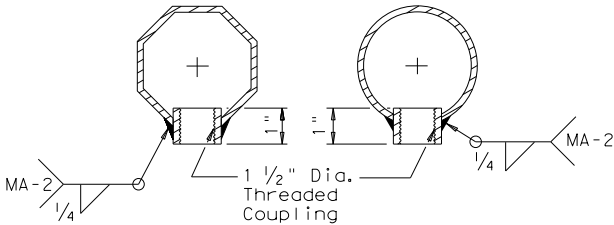
The traffic signal mast arms shall be visually inspected in 5 to 20 mph wind conditions after installation of signal heads and any attachments, including any required backplates. If vertical movements with a total excursion (maximum upward excursion to maximum downward excursion) of more than approximately 8" are observed at the arm tip, a damping plate shall be fitted to the arm. See "Damping Plate Mounting Details" on standard sheet, MA-DPD-10.

This visual inspection shall be repeated after each modification of the structure that could affect its aeroelastic response. Excessive vibrations shall not be allowed to continue for more than two days.



ARM WELD DETAIL

② 60% Min. penetration
100% penetration within 6" of circumferential base welds.



ARM COUPLING DETAILS



Texas Department of Transportation
Traffic Operations Division

TRAFFIC SIGNAL
SUPPORT STRUCTURES
DUAL MAST ARM ASSEMBLY
(80 MPH WIND ZONE)
DMA-80 (2) -12

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SHIPPING PARTS LIST							
Ship each pole with the following attached: enlarged hand hole, pole cap, fixed arm connection bolts and washers and any additional hardware listed in the table.							
Nominal Arm Length		30' Poles With Luminaire		24' Poles With ILSN		19' Poles With no Luminaire and no ILSN	
		See note above plus: one (or two if ILSN attached) small hand hole, clamp-on simplex		See note above plus one small hand hole		See note above	
LF	Lc	Designation	Quantity	Designation	Quantity	Designation	Quantity
20	20	2020L-80		2020S-80		2020-80	
24	20	2420L-80		2420S-80		2420-80	
	24	2424L-80		2424S-80		2424-80	
	28	2820L-80		2820S-80		2820-80	
28	24	2824L-80		2824S-80		2824-80	
	28	2828L-80		2828S-80		2828-80	
	32	3220L-80		3220S-80		3220-80	
32	24	3224L-80		3224S-80		3224-80	
	28	3228L-80		3228S-80		3228-80	
	32	3232L-80		3232S-80		3232-80	
36	20	3620L-80		3620S-80		3620-80	
	24	3624L-80		3624S-80		3624-80	
	28	3628L-80		3628S-80		3628-80	
	32	3632L-80		3632S-80		3632-80	
40	36	3636L-80		3636S-80		3636-80	
	20	4020L-80		4020S-80		4020-80	
	24	4024L-80		4024S-80		4024-80	
	28	4028L-80		4028S-80		4028-80	
44	32	4032L-80		4032S-80		4032-80	
	36	4036L-80		4036S-80		4036-80	
	20	4420L-80		4420S-80		4420-80	
44	24	4424L-80		4424S-80		4424-80	
	28	4428L-80		4428S-80		4428-80	
	32	4432L-80		4432S-80		4432-80	
	36	4436L-80		4436S-80		4436-80	

Traffic Signal Arms (Fixed Mount) (1 per pole) Ship each arm w/ the listed equipment attached

Nominal Arm Length	Type I Arm (1 Signal)		Type II Arm (2 Signals)		Type III Arm (3 Signals)	
	1 CGB connector		1 Bracket Assembly and 2 CGB Connectors		2 Bracket Assemblies and 3 CGB Connectors	
ft.	Designation	Quantity	Designation	Quantity	Designation	Quantity
20	20I-80					
24	24I-80		24II-80			
28	28I-80		28II-80			
32			32II-80		32III-80	
36			36II-80		36III-80	
40					40III-80	
44					44III-80	

Traffic Signal Arms (Clamp-On Mount) (1 per pole) Ship each arm w/ the listed equipment attached

Nominal Arm Length	Type I Arm (1 Signal)		Type II Arm (2 Signals)		Type III Arm (3 Signals)	
	2 CGB connector and 1 clamp w/bolts and washers		1 Bracket Assembly, 3 CGB Connectors, and 1 clamp w/bolts and washers		2 Bracket Assemblies, 4 CGB Connectors, and 1 clamp w/bolts and washers	
ft.	Designation	Quantity	Designation	Quantity	Designation	Quantity
20	20I-80	1				
24	24I-80		24II-80			
28	28I-80		28II-80			
32			32II-80		32III-80	
36			36II-80		36III-80	

Luminaire Arms (1 per 30' pole)

Nominal Arm Length	Quantity
8' Arm	

ILSN Arm (1 or 2 per pole) ship with clamps, bolts and washers

Nominal Arm Length	Quantity
7' Arm	
9' Arm	

Anchor Bolt Assemblies (1 per pole)

Anchor Bolt Diameter	Anchor Bolt Length	Quantity
1 1/2"	3'-4"	
1 3/4"	3'-10"	
2"	4'-3"	

Each anchor bolt assembly consists of the following: Top and Bottom templates, 4 anchor bolts, 8 nuts, 8 flat washers, and 4 nut anchor devices (Type 2) per Standard Drawing "IS-FD".

Templates may be removed for shipment.

ARMS		ROUND POLES					POLYGONAL POLES					Foundation Type
LF	Lc	D _B	D ₁₉	D ₂₄	D ₃₀	③ thk	D _B	D ₁₉	D ₂₄	D ₃₀	③ thk	
ft.	ft.	in.	in.	in.	in.	in.	in.	in.	in.	in.	in.	
20	20	11.5	8.8	8.1	7.3	.179	12.5	9.5	8.7	7.8	.179	30-A
24	20	12.0	9.3	8.6	7.8	.179	13.0	10.0	9.2	8.3	.179	30-A
	24	12.0	9.3	8.6	7.8	.179	13.0	10.0	9.2	8.3	.239	30-A
28	20	12.5	9.8	9.1	8.3	.179	12.0	9.0	8.2	7.3	.239	30-A
	24	12.5	9.8	9.1	8.3	.179	12.0	9.0	8.2	7.3	.239	30-A
32	28	13.0	10.3	9.6	8.8	.179	12.5	9.5	8.7	7.8	.239	30-A
	20	13.0	10.3	9.6	8.8	.179	12.5	9.5	8.7	7.8	.239	30-A
	24	13.0	10.3	9.6	8.8	.179	12.5	9.5	8.7	7.8	.239	30-A
	28	12.0	9.3	8.6	7.8	.239	13.0	10.0	9.2	8.3	.239	30-A
36	32	12.0	9.3	8.6	7.8	.239	13.5	10.5	9.7	8.8	.239	36-A
	20	12.0	9.3	8.6	7.8	.239	13.5	10.5	9.7	8.8	.239	36-A
	24	12.0	9.3	8.6	7.8	.239	13.5	10.5	9.7	8.8	.239	36-A
	28	12.5	9.8	9.1	8.3	.239	13.5	10.5	9.7	8.8	.239	36-A
40	32	12.5	9.8	9.1	8.3	.239	13.5	10.5	9.7	8.8	.239	36-A
	36	12.5	9.8	9.1	8.3	.239	14.0	11.0	10.2	9.3	.239	36-A
	20	12.5	9.8	9.1	8.3	.239	14.0	11.0	10.2	9.3	.239	36-A
	24	12.5	9.8	9.1	8.3	.239	14.0	11.0	10.2	9.3	.239	36-A
44	28	13.0	10.3	9.6	8.8	.239	14.0	11.0	10.2	9.3	.239	36-A
	32	13.0	10.3	9.6	8.8	.239	15.0	12.0	11.2	10.3	.239	36-A
	36	13.5	10.8	10.1	9.3	.239	15.0	12.0	11.2	10.3	.239	36-A
	20	13.5	10.8	10.1	9.3	.239	15.0	12.0	11.2	10.3	.239	36-A
44	24	13.5	10.8	10.1	9.3	.239	15.0	12.0	11.2	10.3	.239	36-A
	28	13.5	10.8	10.1	9.3	.239	15.0	12.0	11.2	10.3	.239	36-A
	32	14.0	11.3	10.6	9.8	.239	15.5	12.5	11.7	10.8	.239	36-B
	36	14.0	11.3	10.6	9.8	.239	15.5	12.5	11.7	10.8	.239	36-B

Arm L _F or L _C	ROUND ARMS					POLYGONAL ARMS				
	L ₁	D ₁	D ₂	③ thk	Rise	L ₁	D ₁	④ D ₂	③ thk	Rise
ft.	ft.	in.	in.	in.		ft.	in.	in.	in.	
20	19.1	6.5	3.8	.179	1'-9"	19.1	7.0	3.5	.179	1'-8"
24	23.1	7.5	4.3	.179	1'-10"	23.1	7.5	3.5	.179	1'-9"
28	27.1	8.0	4.2	.179	1'-11"	27.1	8.0	3.5	.179	1'-10"
32	31.0	9.0	4.7	.179	2'-1"	31.0	9.0	3.5	.179	2'-0"
36	35.0	9.5	4.6	.179	2'-4"	35.0	10.0	3.5	.179	2'-1"
40	39.0	9.5	4.1	.239	2'-8"	39.0	9.5	3.5	.239	2'-3"
44	43.0	10.0	4.1	.239	2'-11"	43.0	10.0	3.5	.239	2'-6"

D_B = Pole Base O.D.
D₁₉ = Pole Top O.D.
D₂₄ = Pole Top O.D. with ILSN
D₃₀ = Pole Top O.D.
L₁ = Shaft Length
L_F = Fixed Arm Length
L_C = Clamp-on Arm Length
with no Luminaire
w/out Luminaire
with Luminaire
(36" Max)

D₁ = Arm Base O.D.
D₂ = Arm End O.D.
L₁ = Shaft Length
L_F = Fixed Arm Length
L_C = Clamp-on Arm Length
(36" Max)

- ③ Thickness shown are minimums, thicker materials may be used.
- ④ D₂ may be increased by up to 1.0" for polygonal arms.

SHEET 3 OF 3

INTERIM REVIEW ONLY
Document incomplete: not intended for permit, bidding or construction.
Engineer: XIAOMING "SAMMY" CHEN
P.E. Serial No.: 119339
Date: 6/15/2023



Texas Department of Transportation
Traffic Operations Division

TRAFFIC SIGNAL
SUPPORT STRUCTURES
DUAL MAST ARM ASSEMBLY
(80 MPH WIND ZONE)
DMA-80 (3)-12

© TxDOT August 1995	DES: MS	CHK: JSY	DES: MMF	CHK: JSY
REVISIONS 5-96 1-12	DATE	BY	APP	REASON
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GENERAL NOTES FOR ALL ELECTRICAL WORK

1. The location of all conduits, junction boxes, ground boxes, and electrical services is diagrammatic and may be shifted to accommodate field conditions.
2. Provide new and unused materials. Ensure that all materials and installations comply with the applicable articles of the National Electrical Code (NEC), TxDOT standards and specifications, National Electrical Manufacturers Association (NEMA), and are listed by Underwriters Laboratories (UL) or a Nationally Recognized Testing Lab (NRTL). NRTLs such as Canadian Standard Association (CSA), Intertek Testing Services NA Inc., or FM Approvals LLC can be considered equivalent to UL. Where reference is made to NEMA listed devices, International Electrotechnical Commission (IEC) listed devices will not be considered an acceptable equal to a NEMA listed device. Acceptable devices may have both a NEMA and IEC listing. Faulty fabrication or poor workmanship in any material, equipment, or installation is justification for rejection. Replace or reinstall rejected material or equipment at no additional cost to the Department.
3. Miscellaneous nuts, bolts and hardware, except for high strength bolts, may be stainless steel when plans specify galvanized, provided the bolt size is 1/2 in. or less in diameter.
4. Provide the following test equipment as required by the Engineer to confirm compliance with the contract and the NEC: voltmeter, ammeter, megohm meter (1000 volt DC), ground resistance tester, torque wrenches, and torque screwdrivers. Ensure all equipment has been properly calibrated within the last year. Provide calibration certification to the Engineer upon request. Operate test equipment during inspection as requested by the Engineer.
5. Install grounding as shown on the plans and in accordance with the NEC. Ensure all metallic conduits; metal poles; luminaires; and metal enclosures are bonded to the equipment grounding conductor. Provide stranded bare copper or green insulated grounding conductors. Ground rods, connectors, and bonding jumpers are subsidiary to the various bid items.
6. When required by the Engineer, notify the Department in writing of materials from the Material Producers List (MPL) intended for use on each project. Prequalified materials are listed on the MPL on TxDOT's website under "Roadway Illumination and Electrical Supplies." No substitutions will be allowed for materials on this list.

CONDUIT

A. MATERIALS

1. Provide conduit, junction boxes, fittings, and hardware as per TxDOT Departmental Material Specification (DMS) 11030 "Conduit" and Item 618 "Conduit" of TxDOT's "Standard Specifications For Construction And Maintenance Of Highways, Streets, And Bridges," latest edition. Provide conduits listed under Item 618 on the MPL under "Roadway Illumination and Electrical Supplies." Provide conduit types according to the descriptive code or as shown on the plans. Do not substitute other types of conduits for those shown. Provide liquidtight flexible metal conduit (LFMC) when flexible conduit is called for on galvanized steel rigid metallic conduit (RMC) systems. Provide liquidtight flexible nonmetallic conduit (LFNC) when flexible conduit is called for on polyvinyl chloride (PVC) systems.
2. Provide galvanized steel RMC for all exposed conduits, unless otherwise shown on the plans. Properly bond all metal conduits.
3. Unless otherwise shown on the plans, provide junction boxes with a minimum size as shown in the following table, which applies to the greatest number of conductors entering the box through one conduit with no more than four conduits per box. When a mixture of conductor sizes is present, count the conductors as if all are of the larger size. For situations not applicable to the table, size junction boxes in accordance with NEC.

AWG	3 CONDUCTORS	5 CONDUCTORS	7 CONDUCTORS
#1	10" x 10" x 4"	12" x 12" x 4"	16" x 16" x 4"
#2	8" x 8" x 4"	10" x 10" x 4"	12" x 12" x 4"
#4	8" x 8" x 4"	10" x 10" x 4"	10" x 10" x 4"
#6	8" x 8" x 4"	8" x 8" x 4"	10" x 10" x 4"
#8	8" x 8" x 4"	8" x 8" x 4"	8" x 8" x 4"

4. Junction boxes with an internal volume of less than 100 cu. in. and supported by entering raceways must have threaded entries or hubs identified for the intended purpose and supported by connection of two or more rigid metal conduits. Secure conduit within 3 ft. of the enclosure or within 18 in. of the enclosure if all conduit entries are on the same side. Mechanically secure all junction boxes with an internal volume greater than 100 cu. inches.
5. Provide hot dipped galvanized cast iron or sand cast aluminum outlet boxes for junction boxes containing only 10 AWG or 12 AWG conductors. Do not use die cast aluminum boxes. Size outlet boxes according to the NEC.
6. Do not use intermediate metal conduit (IMC) or electrical metallic tubing (EMT) unless specifically required by the plan sheets. When EMT is called for, provide junction boxes made from galvanized steel sheeting, listed and approved for outdoor use, unless otherwise noted on the plans. Size all galvanized steel junction boxes in accordance with the NEC. Provide junction boxes for IMC conduit systems that meet the same requirements for junction boxes used with RMC systems.
7. Provide PVC junction boxes intended for outdoor use on PVC conduit systems, unless otherwise noted on the plans.

8. Provide PVC elbows in PVC conduit systems, unless otherwise shown on the plans. Use only a flat, high tensile strength polyester fiber pull tape for pulling conductors through the PVC conduit system. When galvanized steel RMC elbows are specifically called for in the plans and any portion of the RMC elbow is buried less than 18 in., ground the RMC elbow by means of a grounding bushing on a rigid metal extension. Grounding of the rigid metal elbow is not required if the entire RMC elbow is encased in a minimum of 2 in. of concrete. PVC extensions are allowed on these concrete encased rigid metal elbows. RMC or PVC elbows are subsidiary to various bid items.
9. When required, provide High-Density Polyethylene (HDPE) conduit with factory installed internal conductors according to Item 622 "Duct Cable." At the Contractor's request and with approval by the Engineer, substitute HDPE conduit with no conductors for bored schedule 40 or schedule 80 PVC conduit bid under Item 618. Ensure bored HDPE substituted for PVC is schedule 40 and of the same size PVC called for in the plans. Ensure the substituted HDPE meets the requirements of Item 622, except that the conduit is supplied without factory-installed conductors. Make the transition of the HDPE conduit to PVC (or RMC elbow when required) at the bore pit. Provide conduit of the size and schedule as shown on the plans. Do not extend substituted conduit into ground boxes or foundations. Provide PVC or galvanized steel RMC elbows as called for at all ground boxes and foundations.
10. Use two-hole straps when supporting 2 in. and larger conduits. On electrical service poles, properly sized stainless steel or hot dipped galvanized one-hole standoff straps are allowed on the service riser conduit.

B. CONSTRUCTION METHODS

1. Provide and install expansion joint conduit fittings on all structure-mounted conduits at the structure's expansion joints to allow for movement of the conduit. In addition, provide and install expansion joint fittings on all continuous runs of galvanized steel RMC conduit externally exposed on structures such as bridges at maximum intervals of 150 ft. When requested by the project Engineer, supply manufacturer's specification sheet for expansion joint conduit fittings. Repair or replace expansion joint fittings that do not allow for movement at no additional cost to the Department. Provide the method of determining the amount of expansion to the Engineer upon request. Do not use LFMC or LFNC as a substitute for the required expansion conduit fittings.
2. Space all conduit supports at maximum intervals of 5 ft. Install conduit spacers when attaching metal conduit to surface of concrete structures. See "Conduit Mounting Options" on ED(2). Install conduit support within 3 ft. of all enclosures and conduit terminations.
3. Do not attach conduit supports directly to pre-stressed concrete beams except as shown specifically in the plans or as approved by the Engineer.
4. Unless otherwise shown on the plans, jack or bore conduit placed beneath existing roadways, driveways, sidewalks, or after the base or surfacing operation has begun. Backfill and compact the bore pits below the conduit per Item 476 "Jacking, Boring, or Tunneling Pipe or Box" prior to installing conduit or duct cable to prevent bending of the connections.
5. When placing conduit in the sub-grade of new roadways, backfill all trenches with excavated material unless otherwise noted on the plans. When placing conduit in the sub-base of new roadways, backfill all trenches with cement-stabilized base as per requirements of Items 110 "Excavation", 400 "Excavation and Backfill for Structures", 401 "Flowable Backfill", 402 "Trench Excavation Protection", and 403 "Temporary Special Shoring."
6. Provide and place warning tape approximately 10 in. above all trenched conduit as per Item 618.
7. During construction, temporarily cap or plug open ends of all conduit and raceways immediately after installation to prevent entry of dirt, debris and animals. Temporary caps constructed of durable duct tape are allowed. Tightly fix the tape to the conduit opening. Clean out the conduit and prove it clear in accordance with Item 618 prior to installing any conductors.
8. Ensure conduit entry into the top of any enclosure is waterproof by installing conduit sealing hubs or using boxes with threaded bosses. This includes surface mounted safety switches, meter cans, service enclosures, auxiliary enclosures and junction boxes. Grounding bushings on water tight sealing hubs are not required.
9. Fit the ends of all PVC conduit terminations with bushings or bell end fittings. Provide and install a grounding type bushing on all metal conduit terminations.
10. Install a bonding jumper from each grounding bushing to the nearest ground rod, grounding lug, or equipment grounding conductor. Ensure all bonding jumpers are the same size as the equipment grounding conductor. Bonding of conduit used as a casing under roadways for duct cable is not required, if the duct extends the full length through the casing.
11. At all electrical services, install a 6 AWG solid copper grounding electrode conductor.
12. Place conduits entering ground boxes so that the conduit openings are between 3 in. and 6 in. from the bottom of the box. See the ground box detail on sheet ED(4).
13. Seal ends of all conduits with duct seal, expandable foam, or by other methods approved by the Engineer. Seal conduit immediately after completion of conductor installation and pull tests. Do not use duct tape as a permanent conduit sealant. Do not use silicone caulk as a conduit sealant.
14. File smooth the cut ends of all mounting strut and conduit. Before installing, paint the field cut ends of all mounting strut and RMC (threaded or non-threaded) with zinc rich paint (94% or more zinc content) to alleviate overspray. Use zinc rich paint to touch up galvanized material as allowed under Item 445 "Galvanizing." Do not paint non-galvanized material with a zinc rich paint as an alternative for materials required to be galvanized.



Texas Department of Transportation

Traffic Operations Division Standard

ELECTRICAL DETAILS
CONDUITS & NOTES

ED(1) - 14

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ELECTRICAL CONDUCTORS

A. MATERIAL INFORMATION

1. Provide Type XHHW insulated conductors in accordance with Departmental Material Specification (DMS) 11040 "Conductors" and Item 620 "Electrical Conductors." Provide conductors as listed on the Material Producers List (MPL) on the Department web site under "Roadway Illumination and Electrical Supplies" Item 620. Color code insulated conductors in conformance with the NEC. Identify grounded (neutral) conductors with white insulation. Identify grounding conductors (ground wires) with green insulation or bare conductors. Identify ungrounded (hot) conductors with any color insulation except green, white, or gray. Keep color scheme consistent throughout the wiring system. Identify conductors 6 American Wire Gauge (AWG) and smaller by continuous color jacket. Identify electrical conductors 4 AWG and larger by continuous color jacket or by colored tape. When identifying conductors with colored tape, mark at least 6 in. of the conductor's insulation with half laps of tape.
2. Provide a solid copper 6 AWG grounding electrode conductor to bond the electrical service equipment to the concrete encased grounding electrode or the ground rod at the service location. Connect the grounding electrode conductor to the ground rod with a UL listed connector in accordance with DMS 11040. Connect the grounding electrode conductor to the concrete encased grounding electrode as shown in the plans.
3. Where two or more circuits are present in one conduit or enclosure, permanently identify the conductors of each branch circuit by attaching a non-metallic tag around both circuit conductors at each accessible location. Provide tags with two straps, large enough to indicate circuit number, letter, or other identification as shown in the plans. Print circuit identification on the tag with a permanent marker.
4. Use listed compression or screw type pressure connectors, terminal blocks, or split bolt connectors for splicing as specified in DMS 11040. Use hot melt adhesive tape to fill the gap and seal the ends of heat shrink tubing. Provide UL listed gel-filled insulating splice covers. Splicing materials, insulating materials, breakaway disconnects, splice covers, and fuse holders are subsidiary to various bid items.

B. CONSTRUCTION METHODS

1. Use only a flat, high tensile strength polyester fiber pull tape for pulling conductors through the conduit system. After installing conductors in conduit, perform conductor pull test. If a conductor cannot be freely pulled, make any needed alterations or repairs at no additional cost to the department. Perform insulation resistance tests in accordance with Item 620. Coordinate with the Engineer to witness the tests.
2. Leave 2 ft. minimum, 3 ft. maximum length for each conductor up to the splice in ground boxes. Leave 3 ft. minimum, 4 ft. maximum length of conductor in ground boxes when pulled through with no splice. Leave 1 ft. minimum, 1.5 ft. maximum length of conductor at enclosures, weatherheads and pole bases.
3. Make splices only in junction boxes, ground boxes, pole bases, or electrical enclosures and use only listed compression or screw type pressure connectors, terminal blocks, or split bolt connectors. Insulate splices with heavy wall heat shrink tubing or gel-filled insulating splice covers to provide a watertight splice. Overlap conductor insulation with heat shrink tubing a minimum of 2 in. past both sides of the splice. Where heat shrink tubing may not shrink sufficiently to provide a watertight seal around the individual conductors, prior to heating the tubing, increase the diameter of the conductor insulation using hot melt adhesive tape to provide a watertight seal between the individual conductors and the heat shrink tubing. Ensure the tape extends past the heat shrink tubing. Use hot melt adhesive tape to fill the gap and seal the ends of heat shrink tubing. Heat shrink tubing that appears to have been burned, or overheated, is considered defective and must be replaced.
4. Size and install gel-filled insulating splice covers according to manufacturer's specifications when used in place of heat shrink tubing.
5. Wire nuts with factory applied waterproof sealant may be used for 8 AWG or smaller conductors in above ground junction boxes, but not in pole bases or ground boxes. Install wire nuts in an upright position to prevent the accumulation of water.
6. Support conductors in illumination poles with a J-hook at the top of the pole.
7. When terminating conductors, remove the insulation and jacketing material without nicking the individual strands of the conductor. Conductors with nicked individual conductor strands or removed strands will be considered damaged.
8. Replace conductors and cables that are damaged beyond repair or that fail an insulation resistance test at no additional cost to the department.
9. Do not repair damaged conductors with duct tape, electrical tape, or wire nuts. Use only approved splicing methods.
10. Do not terminate more than one conductor under a single connector, unless the connector is rated for multiple conductors. Do not exceed the pressure connector's listing for maximum number and size of conductors allowed.
11. Install breakaway connectors on conductors bid under Item 620 whenever those conductors pass through a breakaway support device. Follow manufacturer's instructions when terminating conductors to breakaway connectors. Properly torque threaded connections. Proper terminations are critical to the safe operation of breakaway devices. Trim waterproofing boots on breakaway connectors to fit snugly around the conductor to ensure waterproof connection. Only one conductor may enter a single opening in a boot. Provide waterproof boots with the correct number of openings. Leave unused openings factory sealed. Use prequalified breakaway connectors as shown on the MPL.

12. Provide and install a separate stranded equipment grounding conductor (EGC) in all conduits that contain circuit wiring of 50 volts or more. Unless shown elsewhere, size the EGC to be the same size as the largest current carrying conductor contained in the conduit. Ensure all EGCs are bonded together at every accessible location. For traffic signal installations, provide a minimum size 8 AWG EGC. The EGC is paid for under Item 620.

C. TEMPORARY WIRING

1. Install temporary conductors and electrical equipment in accordance with the NEC article "Temporary Installations" and Department standard sheets.
2. Provide a ground fault circuit interrupter (GFCI) for power outlets for portable electrical equipment, power tools, ice machines, ice storage bins and refrigerators located outdoors at grade. GFCI may be any one of the following: molded cord and plug set, receptacle, or circuit breaker type.
3. Use listed wire nuts with factory applied sealant for temporary wiring where approved.
4. Enclose conductor splices within a listed enclosure or ground box, or ensure the splices are more than 10 ft. above grade vertically and more than 5 ft. horizontally from any metal structure. Where installing temporary conductors in areas subject to vehicle traffic or mobile construction equipment, ensure the vertical clearance to ground is at least 18 ft. when measured at the lowest point. Ground messenger wires that support power conductors in conformance with the NEC.
5. Protect and when necessary repair any existing electrical conduits uncovered during the construction process in a timely manner and in conformance with the NEC.

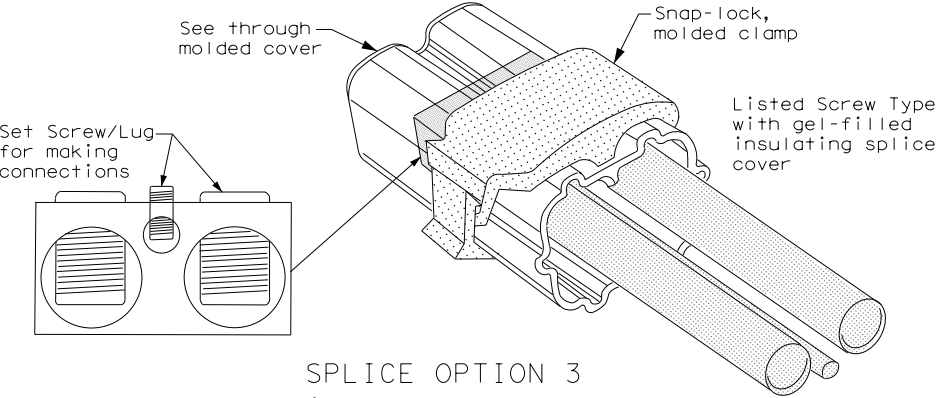
GROUND RODS & GROUNDING ELECTRODES

A. MATERIAL INFORMATION

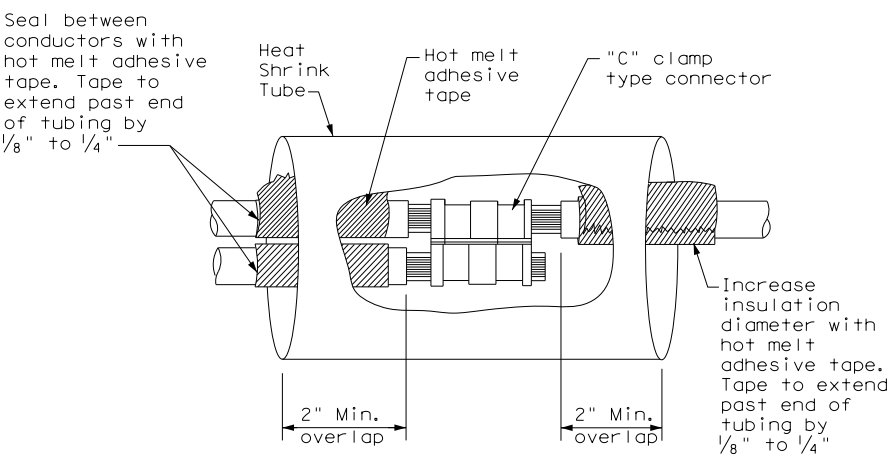
1. Provide and install a grounding electrode at electrical services. Provide ground rods according to DMS 11040 and the plans. Larger diameter or longer length rods may be called for in some specific locations, see the individual plans sheets. Concrete encased grounding electrodes may be called for in specific locations including electrical service, see individual plan sheets.

B. CONSTRUCTION METHODS

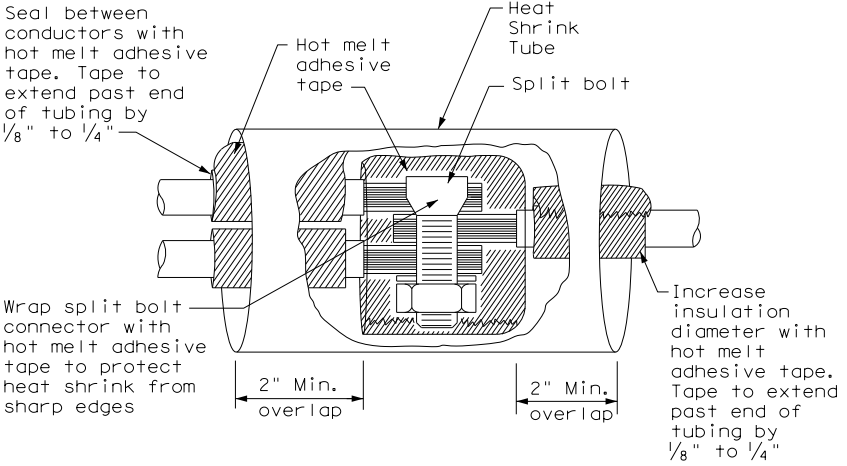
1. Furnish auxiliary ground rods for lightning protection and install in soil, concrete, or both, as called for in the plans. For ground rods installed in concrete, ensure the connection of the conductor to the ground rod is readily accessible for inspection or repairs. For ground rods installed in soil, ensure that the upper end is between 2 to 4 in. below finished grade.
2. Do not place ground rods in the same drilled hole as a timber pole.
3. Install ground rods so the imprinted part number is at the upper end of the rod.
4. Remove all non-conductive coatings such as concrete splatter from the rod at the clamp location.
5. Route all conductors as short and straight as possible for connection to lightning protection ground rods. When a bend is required, ensure a minimum radius bend of four inches for these conductors.
6. Unless otherwise called for in the plans, protect grounding electrode conductors with non-metallic conduit. When protecting grounding electrode conductors with metal conduit, provide and install a grounding type bushing and properly sized bonding jumper on each end of the metal conduit.
7. Written authorization is required before installing a ground rod in a horizontal trench for rocky soil or a solid rock bottom.



SPLICE OPTION 3
Listed Screw Type



SPLICE OPTION 1
Compression Type



SPLICE OPTION 2
Split Bolt Type



Texas Department of Transportation

Traffic Operations Division Standard

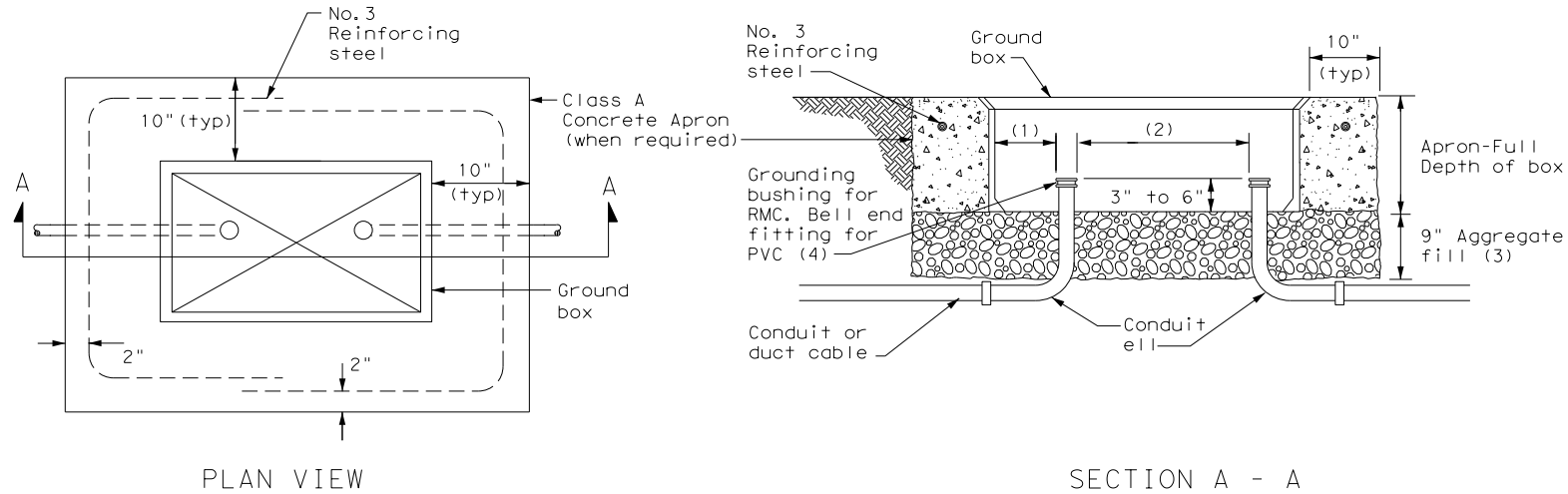
ELECTRICAL DETAILS

CONDUCTORS

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APRON FOR GROUND BOX

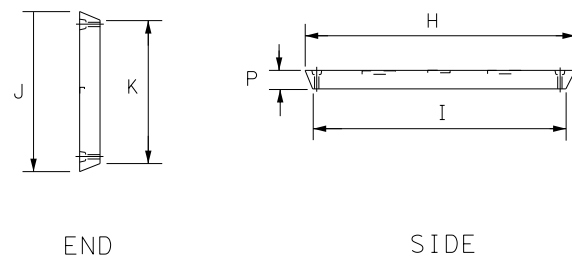
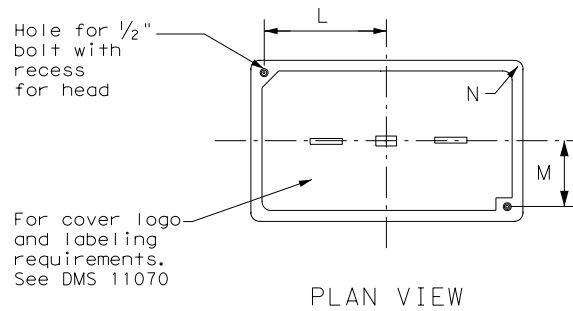
- (1) Uniformly space ends of conduits within the ground box. Position ends of conduits so that ground box walls do not interfere with the installation of grounding bushings or bell end fittings.
- (2) Maintain sufficient space between conduits to allow for proper installation of bushing.
- (3) Place aggregate under the box, not in the box. Aggregate should not encroach on the interior volume of the box.
- (4) Install a grounding bushing on the upper end of all RMC terminating in a ground box. Ground RMC elbows when any part of the elbow is less than 18 in. below the bottom of the ground box. Install a PVC bushing or bell end fitting on the upper end of all PVC conduits terminating in a ground box.

GROUND BOX DIMENSIONS

TYPE	OUTSIDE DIMENSIONS (INCHES) (Width x Length X Depth)
A	12 X 23 X 11
B	12 X 23 X 22
C	16 X 29 X 11
D	16 X 29 X 22
E	12 X 23 X 17

GROUND BOX COVER DIMENSIONS

TYPE	DIMENSIONS (INCHES)							
	H	I	J	K	L	M	N	P
A, B & E	23 1/4	23	13 3/4	13 1/2	9 7/8	5 1/8	1 3/8	2
C & D	30 1/2	30 1/4	17 1/2	17 1/4	13 1/4	6 3/4	1 3/8	2



GROUND BOX COVER

GROUND BOXES

A. MATERIALS

1. Provide polymer concrete ground boxes measuring 16x30x24 in. (WxLxD) or smaller in accordance with Departmental Material Specification (DMS) 11070 "Ground Boxes" and Item 624 "Ground Boxes."
2. Provide Type A, B, C, D, and E ground boxes as shown in the plans, and as listed on the Material Producers List (MPL) on the Department web site under "Roadway Illumination and Electrical Supplies," Item 624.
3. Ensure ground box cover is correctly labeled in accordance with DMS 11070.
4. Provide larger ground boxes in accordance with Item 624 and as shown in the plans.

B. CONSTRUCTION METHODS

1. Remove all gravel and dirt from conduit. Cap all conduits prior to placing aggregate and setting ground box. Provide Grade 3 or 4 coarse aggregate as shown on Table 2 of Item 302 "Aggregates for Surface Treatments." Ensure aggregate bed is in place and at least 9 inches deep, prior to setting the ground box. Install ground box on top of aggregate.
2. Cast ground box aprons in place. Reinforcing steel may be field bent. Ensure the depth of concrete for the apron extends from finished grade to the top of the aggregate bed under the box. Ground box aprons, including concrete and reinforcing steel, are subsidiary to ground boxes when called for by descriptive code.
3. Keep bolt holes in the box clear of dirt. Bolt covers down when not working in ground boxes.
4. Install all conduits and ells in a neat and workmanlike manner. Uniformly space conduits so grounding bushings and bell end fittings can easily be installed.
5. Temporarily seal all conduits in the ground box until conductors are installed.
6. Permanently seal conduits immediately after the completion of conductor installation and pull tests. Permanently seal the ends of all conduits with duct seal, expandable foam, or other method as approved. Do not use duct tape as a permanent conduit sealant. Do not use silicone caulk as a sealant.
7. When a ground rod is present in a ground box, bond all equipment grounding conductors together and to the ground rod with listed connectors.
8. When a type B or D ground box is stacked to meet volume requirements, it is allowable to cut an appropriately sized hole for conduit entry in the side wall at least 18 inches below grade.
9. If an existing ground box in the contract has a metal cover, bond the cover to the equipment grounding conductor with a 3 ft. long stranded bonding jumper the same size as the grounding conductor. The bonding jumper is subsidiary to various bid items. Verify existing ground boxes with metal covers are shown on the plans, with notes fully describing the work required.
10. If other ground boxes with metal covers are within the project limits but are not part of the contract, the Engineer may direct the Contractor to bond the metal covers, identifying the specific boxes in writing. This work will be paid for separately.
11. Bond metal ground box covers to the grounding conductor with a tank ground type lug.

Traffic Operations Division Standard

ELECTRICAL DETAILS
GROUND BOXES

ED(4) - 14

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DISCLAIMER:

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ELECTRICAL SERVICES NOTES

1. Provide new materials. Ensure installation and materials comply with the applicable provisions of the National Electrical Code (NEC) and National Electrical Manufacturers Association (NEMA) standards. Ensure material is Underwriters Laboratories (UL) listed. Provide and install electrical service conduits, conductors, disconnects, contactors, circuit breaker panels, and branch circuit breakers as shown on the Electrical Service Data chart in the plans. Faulty fabrication or poor workmanship in material, equipment, or installation is justification for rejection. Where manufacturers provide warranties and guarantees as a customary trade practice, furnish these to the State.
2. Provide electrical services in accordance with Electrical Details standard sheets, Departmental Material Specification (DMS) 11080 "Electrical Services," DMS 11081 "Electrical Services-Type A," DMS 11082 "Electrical Services-Type C," DMS 11083 "Electrical Services-Type D," DMS 11084 "Electrical Services-Type T," DMS 11085 "Electrical Services-Pedestal (PS)", and Item 628 "Electrical Services" of the Standard Specifications. Provide electrical service types A, C, and D, as listed on the Material Producers List (MPL) on the Department web site under "Roadway Illumination and Electrical Supplies," Item 628. Provide other service types as detailed on the plans.
3. Provide all work, materials, services, and any incidentals needed to install a complete electrical service as specified in the plans.
4. Coordinate with the Engineer and the utility provider for metering and compliance with utility requirements. Primary line extensions, connection charges, meter charges, and other charges by the utility company to provide power to the location are paid for in accordance with Item 628. Get approval for the costs associated with these charges prior to engaging the utility company to do the work. Consult with the utility provider to determine costs and requirements, and coordinate the work as approved.
5. The enclosure manufacturer will provide Master Lock Type 2 with brass tumblers keyed #2195 for all custom electrical enclosures. Installing Contractor is to provide Master Lock #2195 Type 2 with brass tumblers for "off the shelf" enclosures. Master Lock #2195 keys and locks become property of the State. Unless otherwise approved, do not energize electrical service equipment until locks are installed.
6. Enclosures with external disconnects that de-energize all equipment inside the enclosure do not need a dead front trim. Protect incoming line terminations from incidental contact as required by the NEC.
7. When galvanized is specified for nuts, screws, bolts or miscellaneous hardware, stainless steel may be used.
8. Provide wiring and electrical components rated for 75°C. Provide red, black, and white colored XHHW service entrance conductors of minimum size 6 American Wire Gauge (AWG). Identify size 6 AWG conductors by continuous color jacket. Identify electrical conductors sized 4 AWG and larger by continuous color jacket or by colored tape. Mark at least 6 inches of the conductor's insulation with half laps of colored tape, when identifying conductors. Ensure each service entrance conductor exits through a separately bushed non-metallic opening in the weatherhead. The lengths of the conductors outside the weatherhead are to be 12 inches minimum, 18 inches maximum, or as required by utility.
9. All electrical service conduit and conductors attached to the electrical service including the riser or the elbow below ground are subsidiary to the electrical service. For an underground utility feed, all service conduit and conductors after the elbow, including service conduit and conductors for the utility pole riser when furnished by the Contractor, will be paid for separately.
10. Provide rigid metal conduit (RMC) for all conduits on service, except for the 1/2 in. PVC conduit containing the electrical service grounding electrode conductor. Size the service entrance conduit as shown in the plans. Ensure conduit for branch circuit entry to enclosure is the same size as that shown on the layout sheets for branch circuit conduit. Extend all rigid metal conduits a minimum of 6 inches underground and then couple to the type and schedule of the conduit shown on the layout for that particular branch circuit. Install a grounding bushing on the RMC where it terminates in the service enclosure.
11. Use of liquidtight flexible metal conduit (LFMC) is allowed between the meter and service enclosure when they are mounted 90 to 180 degrees to each other. Size the LFMC the same size as service entrance conduit. LFMC must not exceed 3 feet in length. Strap LFMC within 1 foot of each end. LFMC less than 12 inches in length need not be strapped. Each end of LFMC must have a grounding bushing or be terminated with a grounding fitting. The LFMC must contain a grounded (neutral) conductor. Ensure any bend in LFMC never exceeds 180 degrees. A pull test is required on all installed conductors, with at least six inches of free conductor movement demonstrated to the satisfaction of the Engineer.
12. Ensure all mounting hardware and installation details of services conform to utility company specifications.
13. For all electrical service enclosures listed under Item 628 on the MPL, the UL 508 enclosure manufacturers will prepare and submit a schematic drawing unique to each service. Before shipment to the job site, place the applicable laminated schematic drawings and the laminated plan sheet showing the electrical service data chart used to build the enclosure in the enclosure's data pocket. The installing contractor will copy and laminate the actual project plan sheets detailing all equipment and branch circuits supplied by that service. The laminated plan sheets are to be placed in the service enclosure's document pocket. Reduce 11 in. x 17 in. plan sheets to 8 1/2 in. x 11 in. before laminating. If the installation differs from the plan sheets, the installing contractor is to redline plan sheets before laminating.
14. When providing an "Off The Shelf" Type D or Type T service, provide laminated plan sheets detailing equipment and branch circuits supplied by that service. Reduce 11 in. x 17 in. plan sheets to 8 1/2 in. x 11 in before laminating. Deliver these drawings before completion of the work to the Engineer, instead of placing in enclosure that has no door pocket.
15. Do not install conduit in the back wall of a service enclosure where it would penetrate the equipment mounting panel inside the enclosure. Provide grounding bushings on all metal conduits, and terminate bonding jumpers to grounding bus. Grounding bushings are not required when the end of the metal conduit is fitted with a conduit sealing hub or threaded boss, such as a meter base hub.

SERVICE ASSEMBLY ENCLOSURE

1. Provide threaded hub for all conduit entries into the top of enclosure.
2. Type galvanized steel (GS) enclosures may be used for Type C panelboards and for Type D and T services that do not use an enclosure mounted photocell or lighting contactor. Provide GS enclosures in accordance with DMS 11080, 11082, 11083, and 11084.
3. Provide aluminum (AL) and stainless steel (SS) enclosures for Types A, C, and D in accordance with DMS 11080, 11081, 11082, 11083, and 11084. Do not paint stainless steel.
4. Provide pedestal service (PS) enclosures in accordance with ED(9) and DMS 11080 and 11085. Do not provide GS pedestal services. If GS is shown in the PS descriptive code, provide an AL enclosure.

MAIN DISCONNECT & BRANCH CIRCUIT BREAKERS

1. Field drill flange-mounted remote operator handle if needed, to ensure handle is lockable in both the "On" and "Off" positions.
2. When the utility company provides a transformer larger than 50 KVA, verify that the available fault current is less than the circuit breaker's ampere interrupting capacity (AIC) rating and provide documentation from the electric utility provider to the Engineer.

PHOTOELECTRIC CONTROL

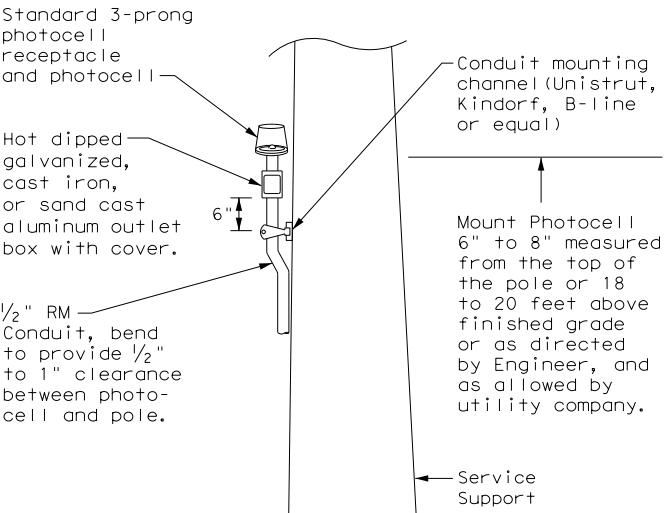
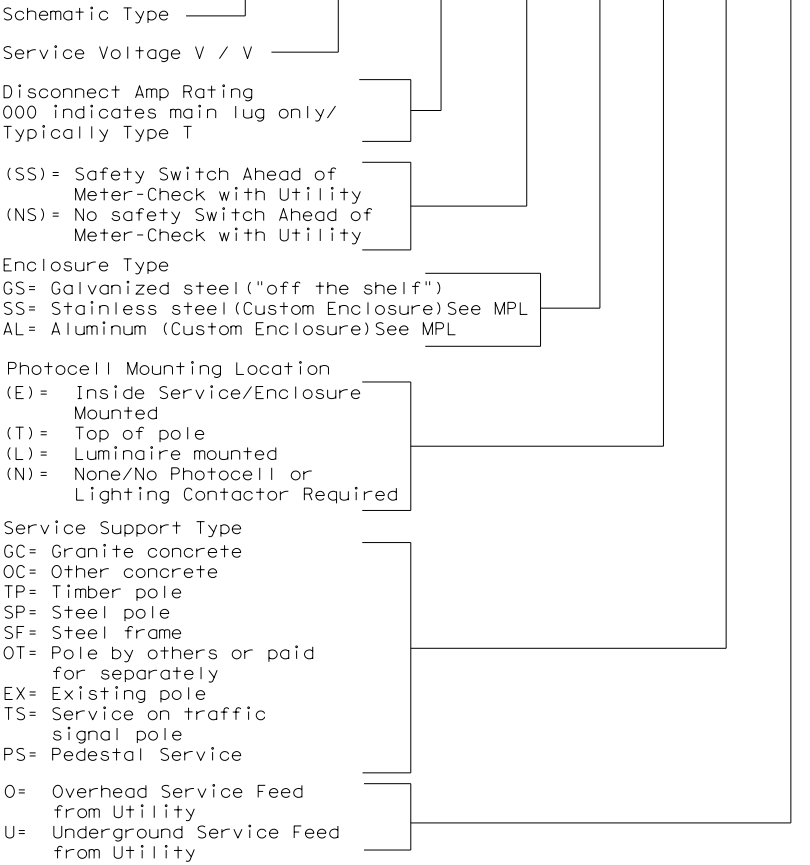
1. Provide photocell as listed on the MPL. Move, adjust, or shield the photocell from stray or ambient night time light to ensure proper operation. Mount photocell facing north when practical. Mount top of pole photocells as shown on Top Mounted Photocell Detail.

* ELECTRICAL SERVICE DATA												
Elec. Service ID	Plan Sheet Number	Electrical Service Description	Service Conduit *xSize	Service Conductors No./Size	Safety Switch Amps	Main Ckt. Bkr. Pole/Amps	Two-Pole Contractor Amps	Panelbd/ Loadcenter Amp Rating	Branch Circuit ID	Branch Ckt. Bkr. Pole/Amps	Branch Circuit Amps	KVA Load
SB 183	289	ELC SRV TY A 240/480 100(SS)AL(E)SF(U)	2"	3/#2	100	2P/100	100	N/A	Lighting NB	2P/40	26	28.1
									Lighting SB	2P/40	25	
									Underpass	1P/20	15	
NB Access	30	ELC SRV TY D 120/240 060(NS)SS(E)TS(O)	1 1/4"	3/#6	N/A	2P/60		100	Sig. Controller	1P/30	23	5.3
							30		Luminaïres	2P/20	9	
									CCTV	1P/20	3	
2nd & Main	58	ELC SRV TY T 120/240 000(NS)GS(N)SP(O)	1 1/4"	3/#6	N/A	N/A	N/A	70	Flashing Beacon 1	1P/20	4	1.0
									Flashing Beacon 2	1P/20	4	

- * Example only, not for construction. All new electrical services must have electrical service data chart specific to that service as shown in the plans.
- ** Verify service conduit size with utility. Size may change due to utility meter requirements. Ensure conduit size meets the National Electrical Code.

EXPLANATION OF ELECTRICAL SERVICE DESCRIPTIVE CODE

ELEC SERV TY X XXX/XXX XXX (XX) XX (X) XX (X)



TOP MOUNTED PHOTOCELL

Install conduit strap maximum 3 feet from box. 5 foot maximum spacing between straps supporting conduit.



Traffic Operations Division Standard

ELECTRICAL DETAILS
SERVICE NOTES & DATA

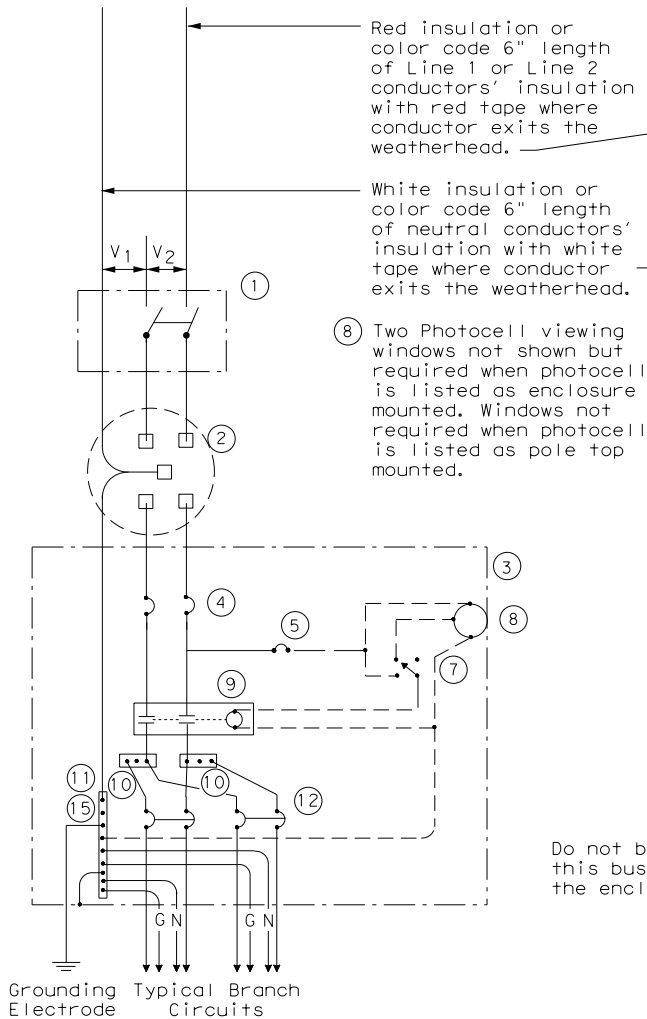
ED(5) - 14

FILE: ed5-14.dgn	DN: TxDOT	CK: TxDOT	DW: TxDOT	CK: TxDOT
© TxDOT October 2014	CONT	SECT	JOB	HIGHWAY
REVISIONS				
	DIST		COUNTY	SHEET NO.
				17

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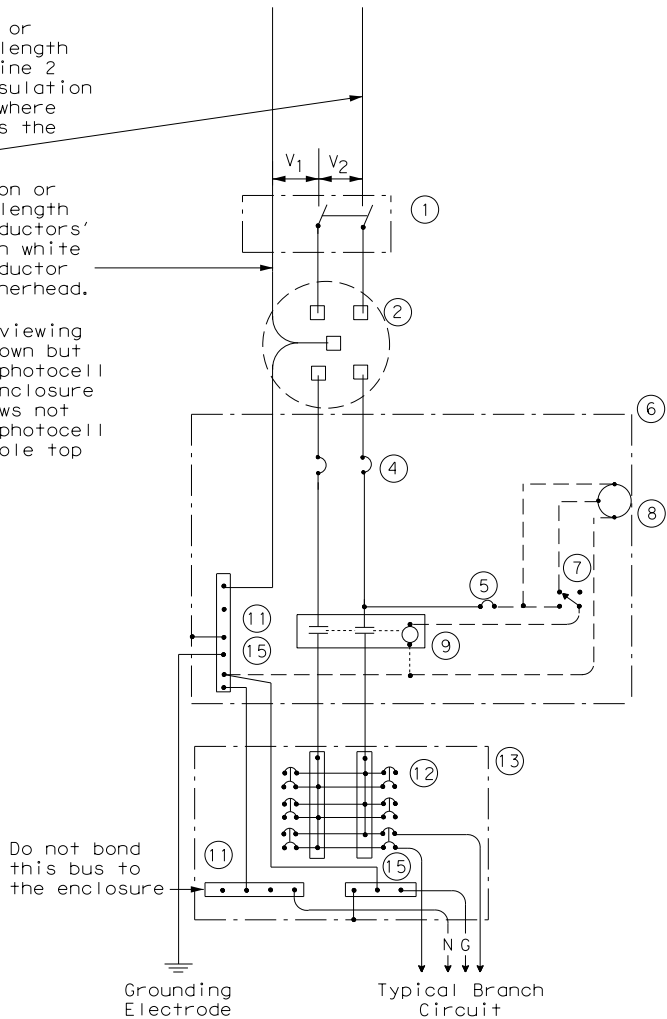
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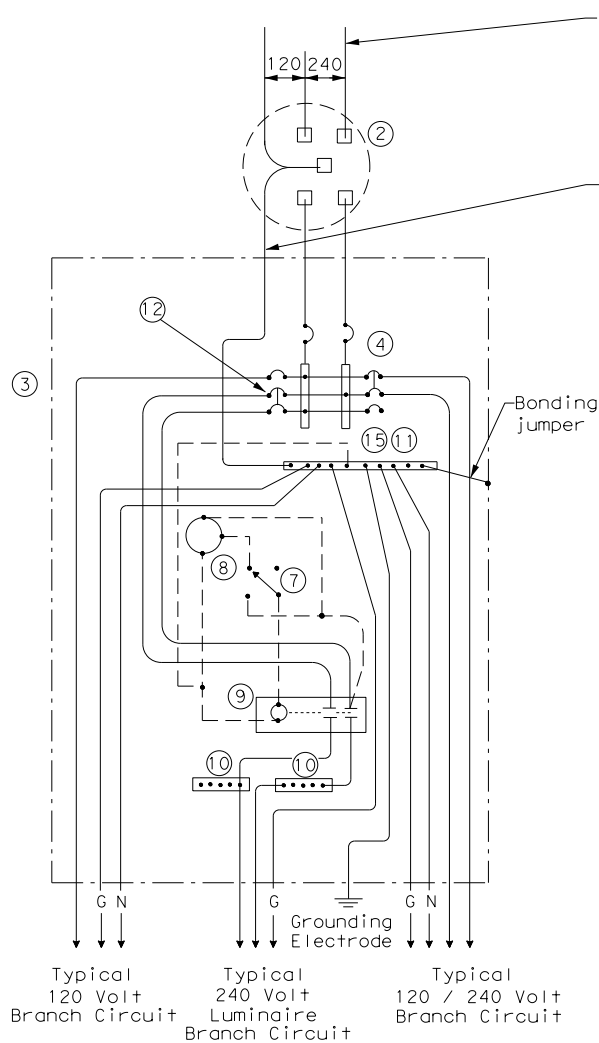


SCHEMATIC TYPE A
THREE WIRE

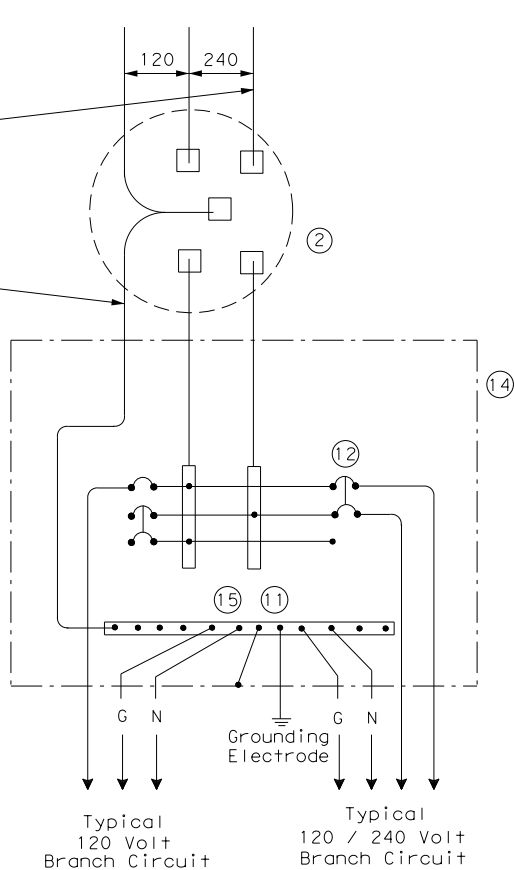
WIRING LEGEND	
————	Power Wiring
-----	Control Wiring
—N—	Neutral Conductor
—G—	Equipment grounding conductor-always required



SCHEMATIC TYPE C
THREE WIRE



SCHEMATIC TYPE D - CUSTOM
120/240 VOLTS - THREE WIRE



SCHEMATIC TYPE T
120/240 VOLTS - THREE WIRE
Galvanized steel-"Buy Off The Shelf"
only. When required install photocell
top of the pole or on luminaire only,
no lighting contractor will be installed.

SCHEMATIC LEGEND	
1	Safety Switch (when required)
2	Meter (when required-verify with electric utility provider)
3	Service Assembly Enclosure
4	Main Disconnect Breaker (See Electrical Service Data)
5	Circuit Breaker, 15 Amp (Control Circuit)
6	Auxiliary Enclosure
7	Control Station ("H-O-A" Switch)
8	Photo Electric Control (enclosure-mounted shown)
9	Lighting Contactor
10	Power Distribution Terminal Blocks
11	Neutral Bus
12	Branch Circuit Breaker (See Electrical Service Data)
13	Separate Circuit Breaker Panelboard
14	Load Center
15	Ground Bus

**Texas Department of Transportation**

Traffic Operations Division Standard

**ELECTRICAL DETAILS
SERVICE ENCLOSURE
AND NOTES**
ED(6) - 14

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REVISIONS	DIST	COUNTY	SHEET NO.	
			18	

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11. Shop drawings are not required for service support structure unless specifically stated elsewhere or directed by the Engineer.



SERVICE SUPPORT TYPE SF (U) - UNDERGROUND SERVICE

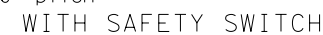


WITHOUT SAFETY SWITCH

SERVICE SUPPORT TYPE SP(U) - UNDERGROUND SERVICE



SERVICE SUPPORT TYPE SP (0) - OVERHEAD SERVICE



SERVICE SUPPORT TYPE SP(U) - UNDERGROUND SERVICE



SERVICE SUPPORT TYPE SF & SP



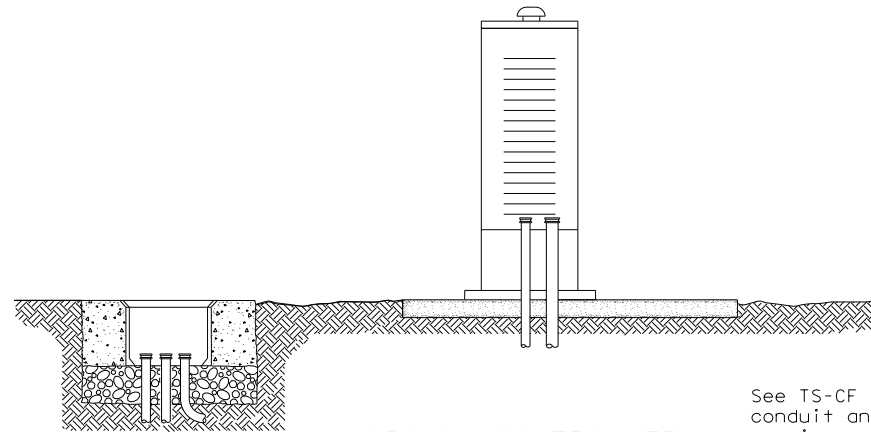
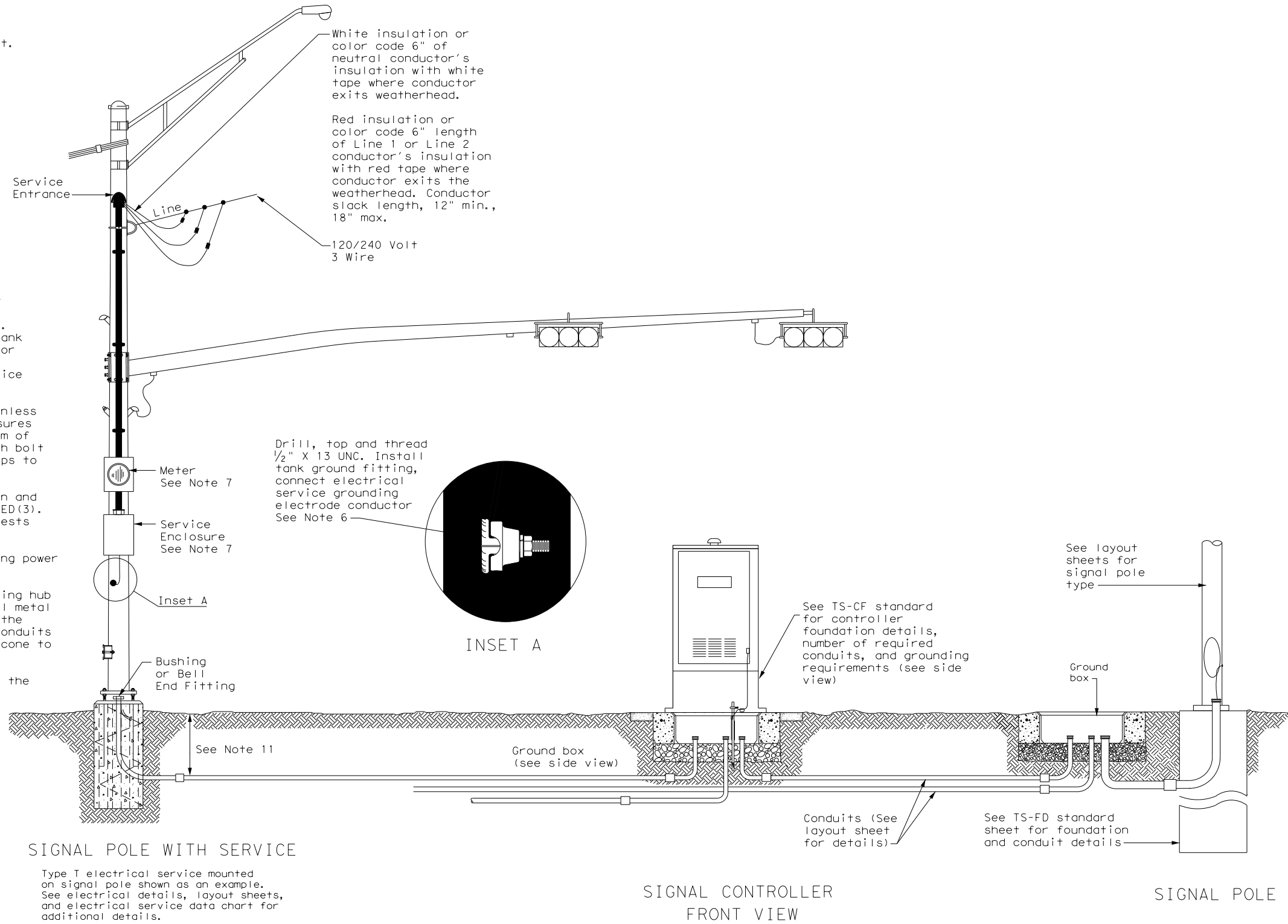
SERVICE SUPPORT TY SF (O) & SF (U)

 Texas Department of Transportation	Traffic Operations Division Standard								
ELECTRICAL DETAILS SERVICE SUPPORT TYPES SF & SP ED(7) - 14									
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(C) TxDOT	October 2014	CONT	SECT	JOB		HIGHWAY			
REVISIONS		DIST	COUNTY				SHEET NO.		
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TRAFFIC SIGNAL NOTES

1. Do not pass luminaire conductors through the signal controller cabinet.
2. Include an equipment grounding conductor in all conduits throughout the electrical system. Bond all exposed metal parts to the grounding conductor.
3. Provide roadway luminaires, when required, in accordance with the material and construction sections of Item 610, "Roadway Illumination Assemblies," except for performance testing of luminaires. Test installed roadway luminaires for proper operation as a part of the associated traffic signal system test.
4. If internally illuminated street name signs are approved for use, ground the fixture to the pole with a 12 AWG green XHHW conductor.
5. Bond anchor bolts to rebar cage in two locations using #3 bars or 6 AWG stranded copper conductors. Use listed mechanical connectors rated for embedment in concrete. See TxDOT standard TS-FD for further details.
6. Drill and tap signal poles for 1/2 in. X 13 UNC tank ground fitting. Provide and install tank ground fitting 4 in. to 6 in. directly below electrical service enclosure. Provide properly sized hole through the bottom of the enclosure for the service grounding electrode conductor. Connect the electrical service grounding electrode conductor to the tank ground fitting. Ensure electrical service grounding electrode conductor is as short and straight as possible from the enclosure to the tank ground fitting. See Inset A detail for further information. Size service entrance conduit and branch circuit conduit as shown in the plans.
7. Mount electrical service enclosure and meter to signal pole with stainless steel bands. Ensure bands are a minimum width of 3/4 in. Secure enclosures to bands using two-bolt brackets. Install brackets near top and bottom of each enclosure. Install properly sized stainless steel washers on each bolt in the enclosure. Band or drill and tap properly sized stand-off straps to signal pole for attaching conduit.
8. Conduct pull tests and insulation resistance tests on all illumination and power conductors as required in Item 620 "Electrical Conductors" and ED(3). To prevent electronics damage, do not conduct insulation resistance tests on traffic signal cables after termination.
9. Lock all enclosures and bolt down all ground box covers before applying power to the signal installation.
10. Terminate conduits entering the top of enclosures with a conduit-sealing hub or threaded boss such as meter hub. Install a grounding bushing on all metal conduits not connected to conduit-sealing hub or threaded boss. Bond the grounding bushing to the ground bus with a bonding jumper. Seal all conduits entering enclosures with duct seal or expanding foam. Do not use silicone to seal conduit ends.
11. For all conduits, ensure the burial depth is a minimum of 18". Ensure the minimum burial depth for conduit placed under a roadway is 24".



SIGNAL CONTROLLER
SIDE VIEW

See TS-CF standard for conduit and grounding requirements. See layout sheets for ground box locations and any additional conduits that are required.

**Texas Department of Transportation**

Traffic Operations Division Standard

**ELECTRICAL DETAILS
TYPICAL TRAFFIC SIGNAL
SYSTEM DETAILS**

ED(8) - 14

FILE: ed8-14.dgn	DN: TxDOT	CK: TxDOT	DW: TxDOT	CK: TxDOT
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REVISIONS	DIST	COUNTY	SHEET NO.	
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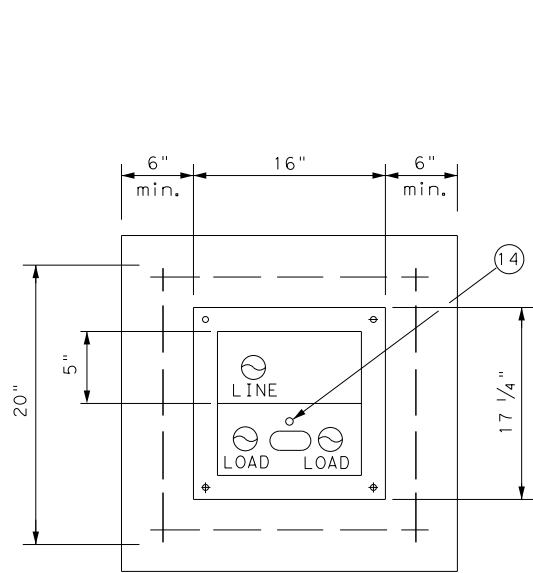
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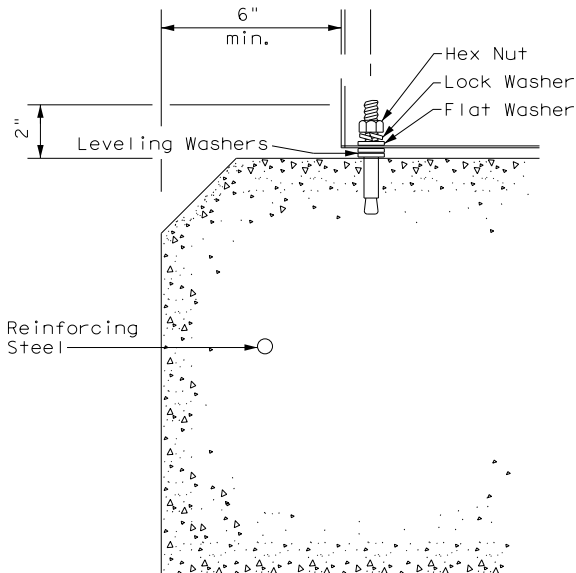
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PEDESTAL SERVICE NOTES

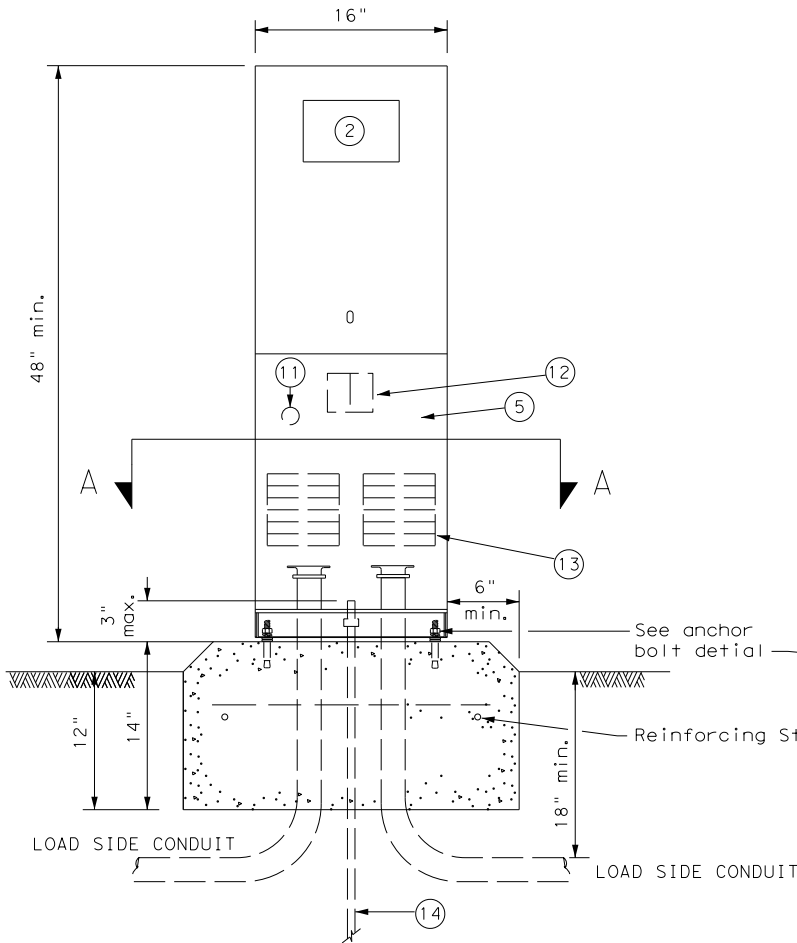
1. Manufacture pedestal electrical services in accordance with Departmental Material Specifications (DMS) 11080 "Electrical Services", 11085 "Electrical Services-Pedestal (PS)" and Item 628 "Electrical Services." Provide pedestal electrical services as listed on the Material Producers List (MPL) on the Department's web site under "Roadway Illumination and Electrical Supplies," Item 628. Ensure all mounting hardware and installation details of services meet utility company specifications. Contact the local utility company for approval of pedestal details prior to installing the electrical pedestal service. Submit any changes required by the utility company prior to manufacturing the pedestal enclosure.
2. When a meter socket is required, provide a socket with a minimum 100 amp rating that complies with local utility requirements.
3. Provide Class A or C concrete for pedestal service foundations in accordance with Item 420, "Concrete Substructures," except that concrete will not be paid for directly but is considered subsidiary to Item 628.
4. Provide #4 reinforcing steel for foundations in accordance with Item 440, "Reinforcement for Concrete."
5. Install 1/2 in. X 2 1/6 in. minimum length concrete single expansion type anchors for mounting pedestal enclosure to foundation. Anchor location to match mounting holes in each corner of enclosure. Secure each of the four corners of the pedestal enclosure to the anchors in the foundation with a 1/2 in. galvanized or stainless steel machine thread bolt, a properly sized locknut and a flat washer.
6. Finish top of concrete foundation in a neat and workmanlike manner. If leveling washers are used, ensure no more than 1/8 in. gap at any corner. Do not exceed a maximum dip or rise in the foundation of 1/8 in. per foot. When properly installed, ensure the top of the service enclosure is level front to back and side to side within 1/4 in. Repair rocking or movement of the service enclosure at no additional cost to the department.
7. Do not use liquidtight flexible metal conduit (LFMC) on pedestal type services.
8. Ensure all elbows in the foundation are sized as per utility provider's conduit requirements for underground conduit and feeders. PVC extensions may be installed provided the ends of the rigid metal conduits are more than 2 in. below the top of the concrete foundation. Where extension conduits are metal, grounding bushings must be installed with a bonding jumper properly terminated.



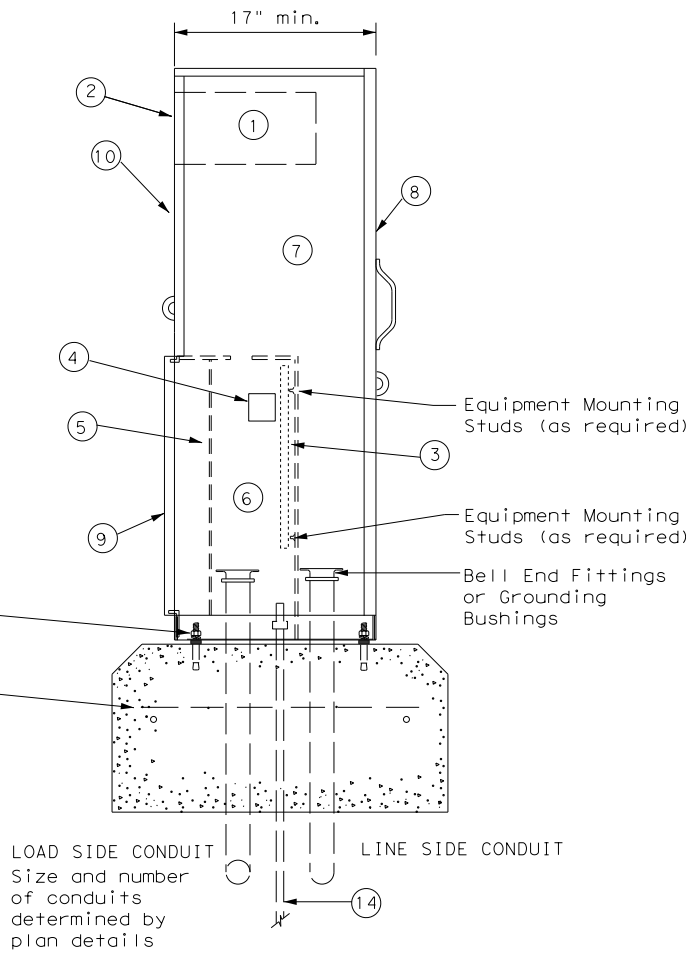
SECTION A-A



ANCHOR BOLT DETAIL



FRONT VIEW



SIDE VIEW

TYPE C shown, TYPE A similar except that TYPE A shall have individual circuit breakers (CB) mounted on an equipment mounting panel. CB Handles shall protrude through hinged deadfront trim.

LEGEND

1	Meter Socket, (when required)
2	Meter Socket Window, (when required)
3	Equipment Mounting Panel
4	Photo Electric Control Window, (When required)
5	Hinged Deadfront Trim
6	Load Side Conduit Trim
7	Line Side Conduit Area
8	Utility Access Door, with handle
9	Pedestal Door
10	Hinged Meter Access
11	Control Station (H-O-A Switch)
12	Main Disconnect
13	Branch Circuit Breakers
14	Copper Clad Ground Rod - 5/8" X 10'



Texas Department of Transportation

Traffic Operations Division Standard

ELECTRICAL DETAILS

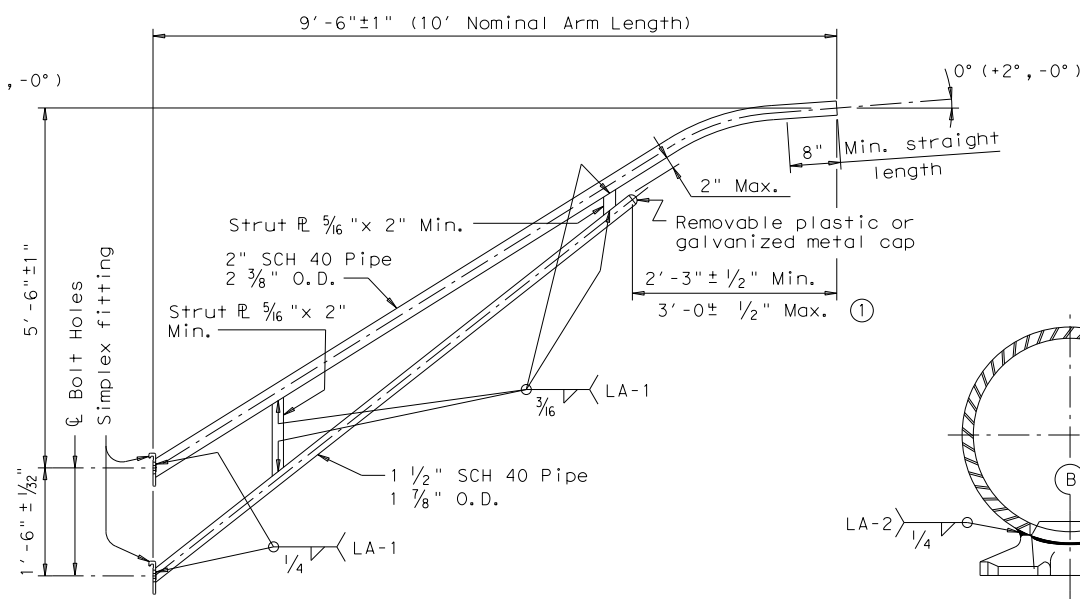
ELECTRICAL SERVICE SUPPORT

PEDESTAL SERVICE TYPE PS

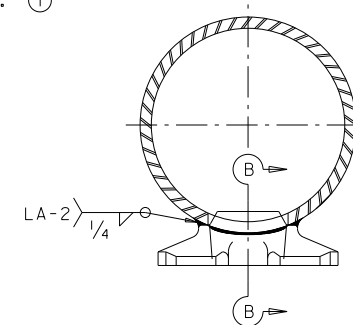
ED(9) - 14

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10-FOOT LUMINAIRE ARM



DIRECT ATTACHMENT DETAIL

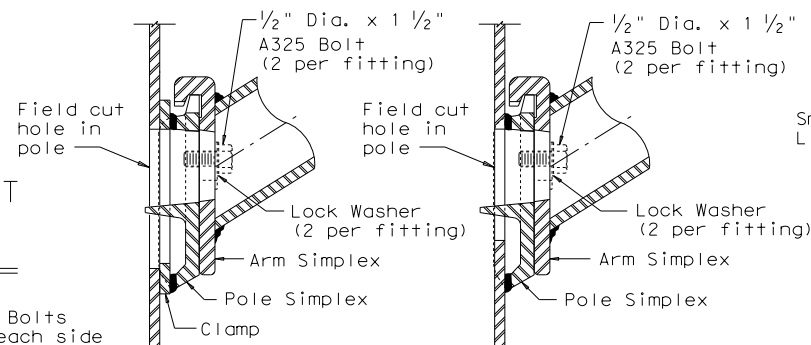
- ① Dimensional limits are given to show acceptable variation in design. All of a Fabricator's production of a particular arm length shall have the same dimensions within specified tolerances.
- ② Any of the materials listed for plates may be used where the drawings do not specify a particular ASTM designation.
- ③ A576 must be suitable for forging and also meet minimum tensile strength of 65 ksi, minimum yield of 35 ksi, and elongation in 2 inches of 22 percent.
- ④ ASTM A572, A1008 HSLAS-F, and A1011 HSLAS-F may have higher yield strengths but shall not have less elongation than the grade indicated.

Design conforms to 1994 AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals and Interim Revisions thereto. Design Wind Speed equals .90 mph plus a 1.3 gust factor. Arms are designed to support a 60 lb. luminaire having an effective projected area (actual area times drag coefficient) of 1.6 sq. ft.

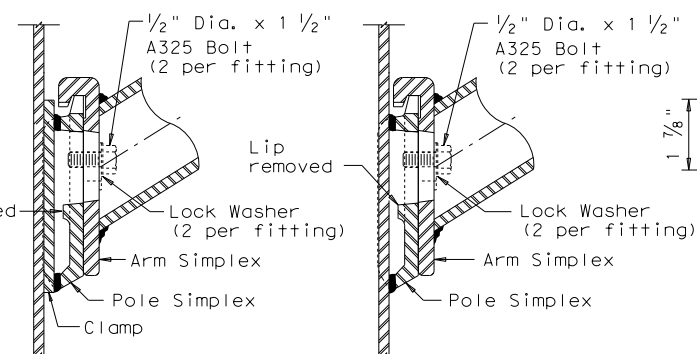
Unless otherwise noted, all parts shall be galvanized after fabrication in accordance with Item 445, "Galvanizing".

Each pole simplex fitting shall be supplied with 2 ASTM A325 bolts and 2 lock washers of the size specified. The bolts and lock washers shall be secured to the pole with the other hardware items called for in the plans. When clamp attachment is specified, the Fabricator shall ship the clamp assembly securely attached to the pole at the location shown on the plans.

If clamp assemblies are ordered without poles, the Fabricator shall ship one upper and one lower clamp assembly together in a single package, including all nuts and washers required for the clamps and simplex fittings.

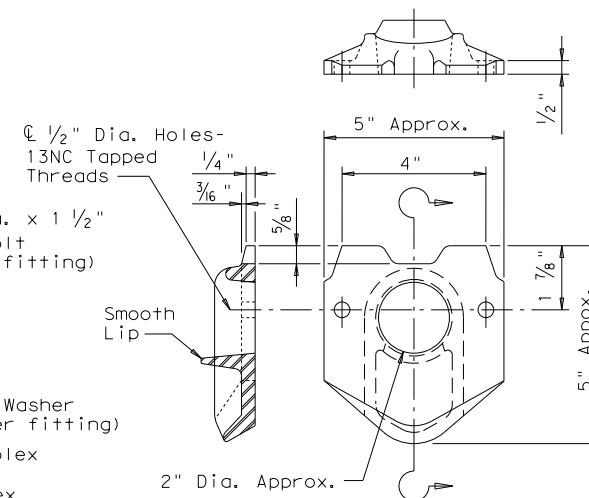


CLAMP ATTACHMENT
DETAIL NO. 2
(HALF SECTION)

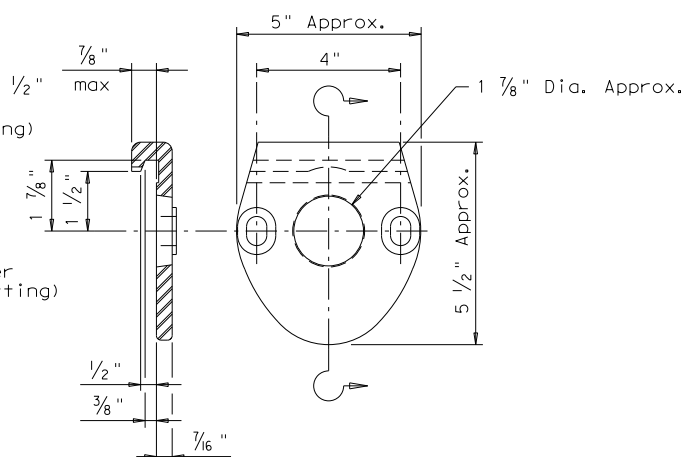


UPPER SIMPLEX FITTING

LOWER SIMPLEX FITTING



POLE SIMPLEX DETAIL



ARM SIMPLEX DETAIL



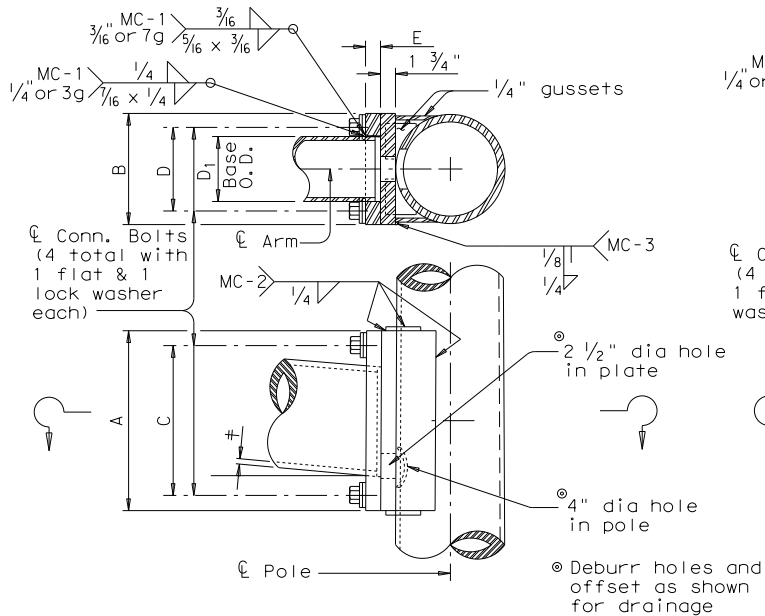
LUM-A-12

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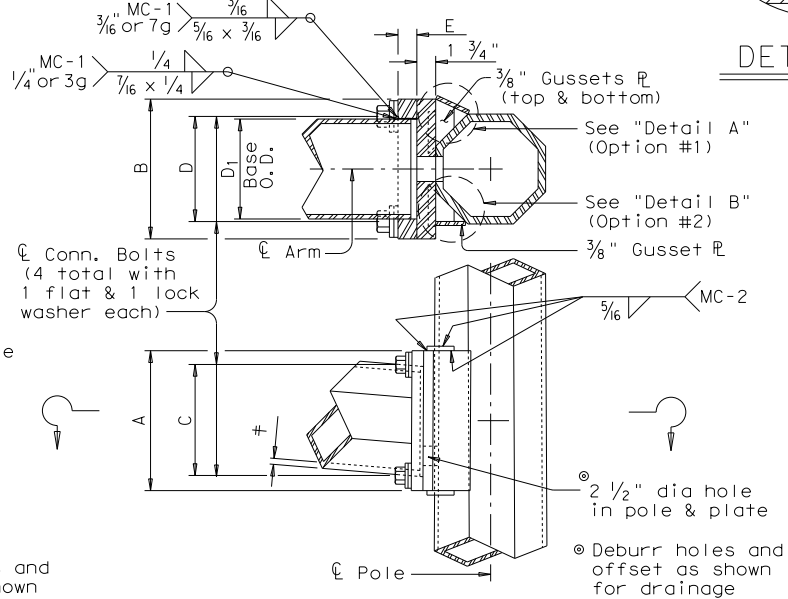
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ARM SIZE		A	B	C	D	E	CONN BOLT DIA
D ₁	#	in.	in.	in.	in.	in.	in.
6.5	.179	12	9	9	6	1 3/4	1
7.5	.179	13	9	10	6	1 3/4	1
8.0	.179	14	10	11	7	2	1 1/4
9.0	.179	16	11	13	8	2	1 1/4
9.5	.179	17	12	14	9	2	1 1/4
9.5	.239	18	12	15	9	2	1 1/4
10.0	.239	18	12	15	9	2	1 1/4
10.5	.239	18	13	15	10	3	1 1/2
11.0	.239	18	13	15	10	3	1 1/2



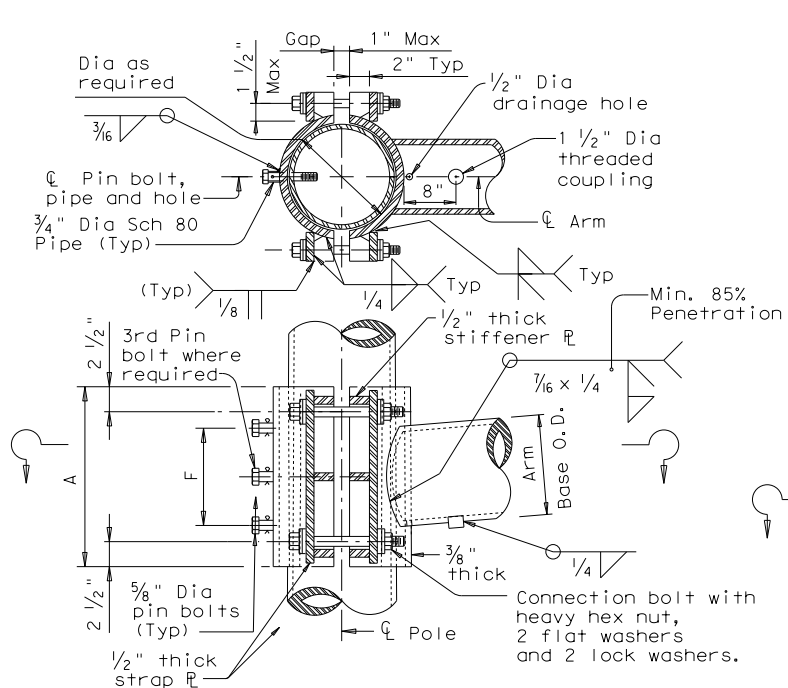
FIXED MOUNT DETAIL 1

ARM SIZE		A	B	C	D	E	CONN BOLT DIA
D ₁	#	in.	in.	in.	in.	in.	in.
6.5	.179	11	11	8	8	1 3/4	1 1/4
7.5	.179	11	11	8	8	1 3/4	1 1/4
8.0	.179	11	11	8	8	2	1 1/4
9.0	.179	13	13	10	10	2	1 1/4
10.0	.179	13	13	10	10	2	1 1/4
9.5	.239	13	13	10	10	2	1 1/4
10.0	.239	14	14	11	11	2	1 1/2
11.0	.239	14	14	11	11	3	1 1/2
11.5	.239	14	14	11	11	3	1 1/2



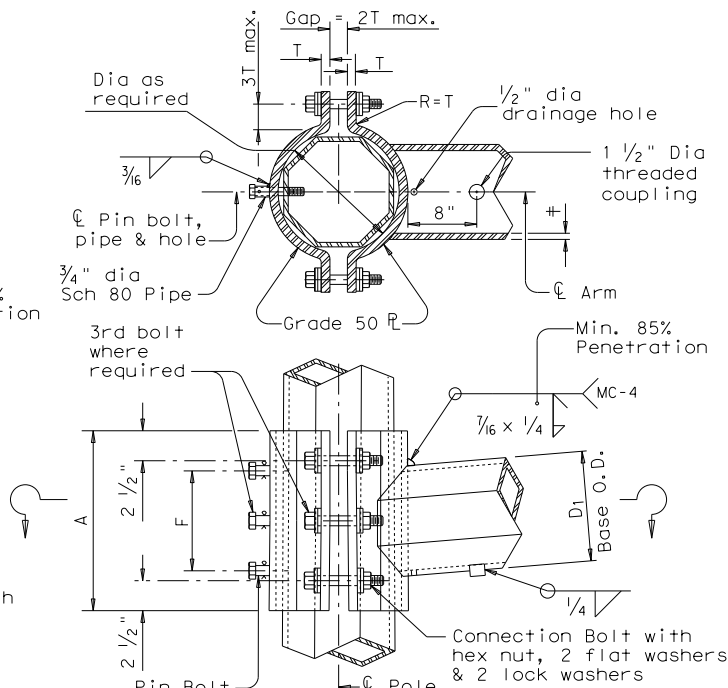
FIXED MOUNT DETAIL 2

ARM SIZE		A	F	CONN. BOLTS	PIN BOLTS
D ₁	#	in.	in.	No. Dia	No. Dia
6.5	.179	12	6	4 1	2 5/8
7.5	.179	14	8	4 1	2 5/8
8.0	.179	14	8	4 1	2 5/8
9.0	.179	16	10	4 1	2 5/8
9.5	.179	18	12	4 1 1/4	3 5/8
9.5	.239	18	12	4 1 1/4	3 5/8
10.0	.239	18	12	4 1 1/4	3 5/8



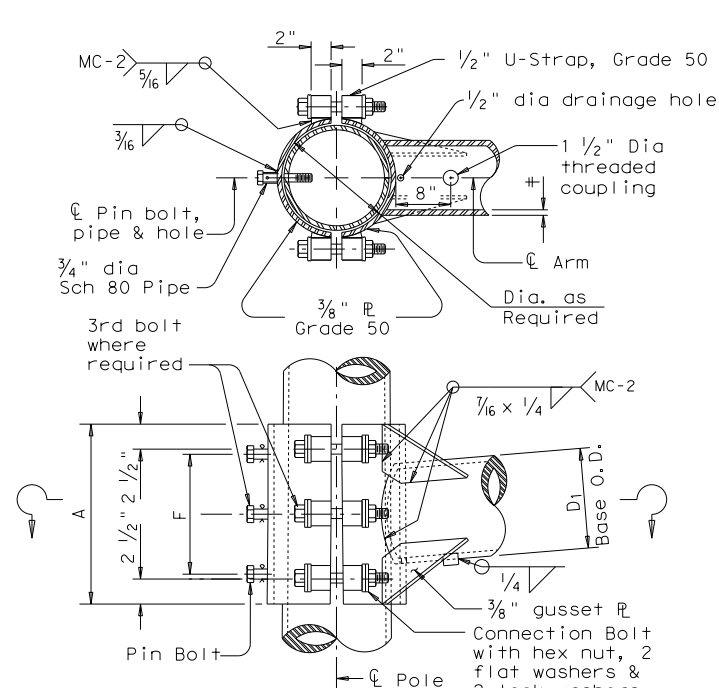
CLAMP-ON DETAIL 1

ARM SIZE		A	F	T	CONN. BOLTS	PIN BOLTS
D ₁	#	in.	in.	in.	No. Dia	No. Dia
6.5	.179	12	6	3/4	4 3/4	2 5/8
7.5	.179	14	8	3/4	4 3/4	2 5/8
8.0	.179	14	8	3/4	4 3/4	2 5/8
9.0	.179	16	10	7/8	4 1	2 5/8
10.0	.179	18	10	7/8	4 1	2 5/8
9.5	.239	18	10	1	6 1	3 5/8
10.0	.239	18	10	1	6 1	3 5/8

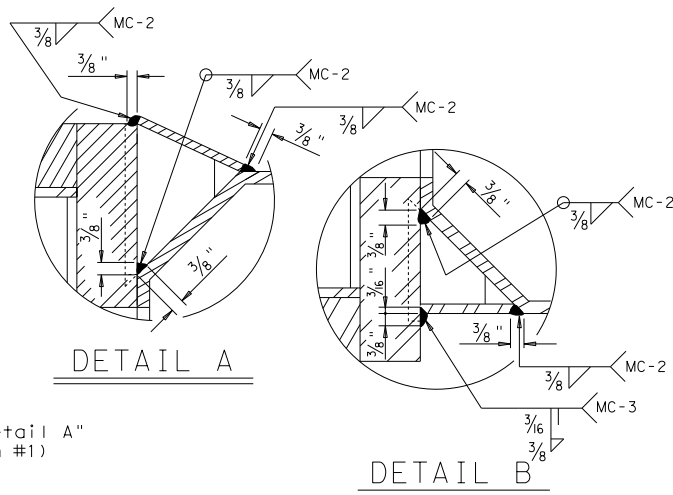


CLAMP-ON DETAIL 2

ARM SIZE		A	F	CONN. BOLTS	PIN BOLTS
D ₁	#	in.	in.	No. Dia	No. Dia
6.5	.179	12	6	4 1	2 5/8
7.5	.179	14	8	4 1	2 5/8
8.0	.179	14	8	4 1	2 5/8
9.0	.179	16	10	4 1	2 5/8
9.5	.179	18	12	6 1	3 5/8
9.5	.239	18	12	6 1	3 5/8
10.0	.239	18	12	6 1	3 5/8

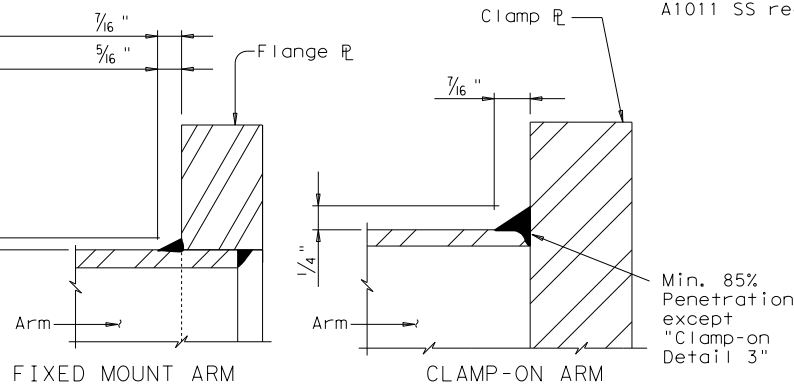


CLAMP-ON DETAIL 3



DETAIL A

DETAIL B



ARM BASE WELD DETAILS

MATERIALS	
Round Shafts or Polygonal Shafts ^①	ASTM A595 Gr.A, A588, A1008 HSLAS Gr.50 Class 2, A1011 HSLAS Gr.50 Class 2, A572 Gr.50 or A1011 SS Gr.50 ^②
Plates ^①	ASTM A36, A588, or A572 Gr.50
Connection Bolts	ASTM A325 or A449, except where noted
Pin Bolts	ASTM A325
Pipe ^①	ASTM A53 Gr.B, A501, A1008 HSLAS-F Gr.50, A1011 HSLAS-F Gr.50
Misc. Hardware	Galvanized steel or stainless steel or as noted

- ① ASTM A572, A1008 HSLAS, A1011 HSLAS, A1008 HSLAS-F, A1011 HSLAS-F or A1011 SS may have higher yield strengths but shall not have less elongation than the grade indicated.
- ② ASTM A1011 SS Gr.50 material shall also have a minimum elongation of 18 percent in 8 inches or 23 percent in 2 inches. Material thickness in excess of those stipulated under A1011 SS will be acceptable providing the material meets all other A1011 SS requirements and the requirements of this item.

GENERAL NOTES:

Clamp-on details are used for the second arm on dual mast arm assemblies. A Maximum 1 1/2" wide vertical slotted hole shall be cut in the front clamp plate to facilitate drainage during galvanizing. The slot shall be centered behind the arm and shall be no longer than the arm diameter minus 1"

Fixed mount details are used for single mast arm assemblies and for the first arm on dual mast arm assemblies.

Where duplicate parts occur on a detail, welds shown for one part shall apply to all similar parts on the detail.

Pin bolts are required to prevent rotation of clamp-on arms under design wind forces.

NOTE:

Pin bolts shall be A325 with threads excluded from the shear plane. Pin bolt and 3/4" dia pipe shall have 3/16" dia holes for a 1/8" dia galvanized cotter pin. Back clamp plate shall be furnished with a 3/4" dia hole for each pin bolt. An 1/16" dia hole for each pin bolt shall be field drilled through the pole after arm orientations have been approved by the Engineer.

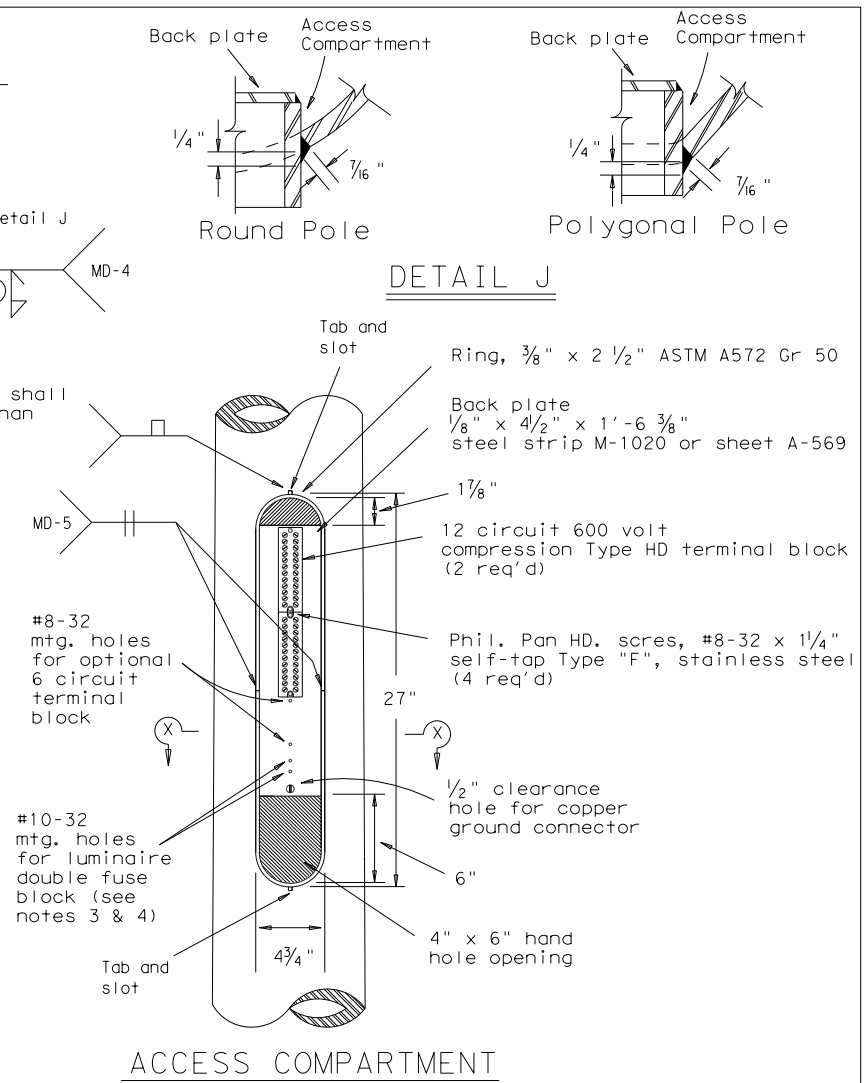
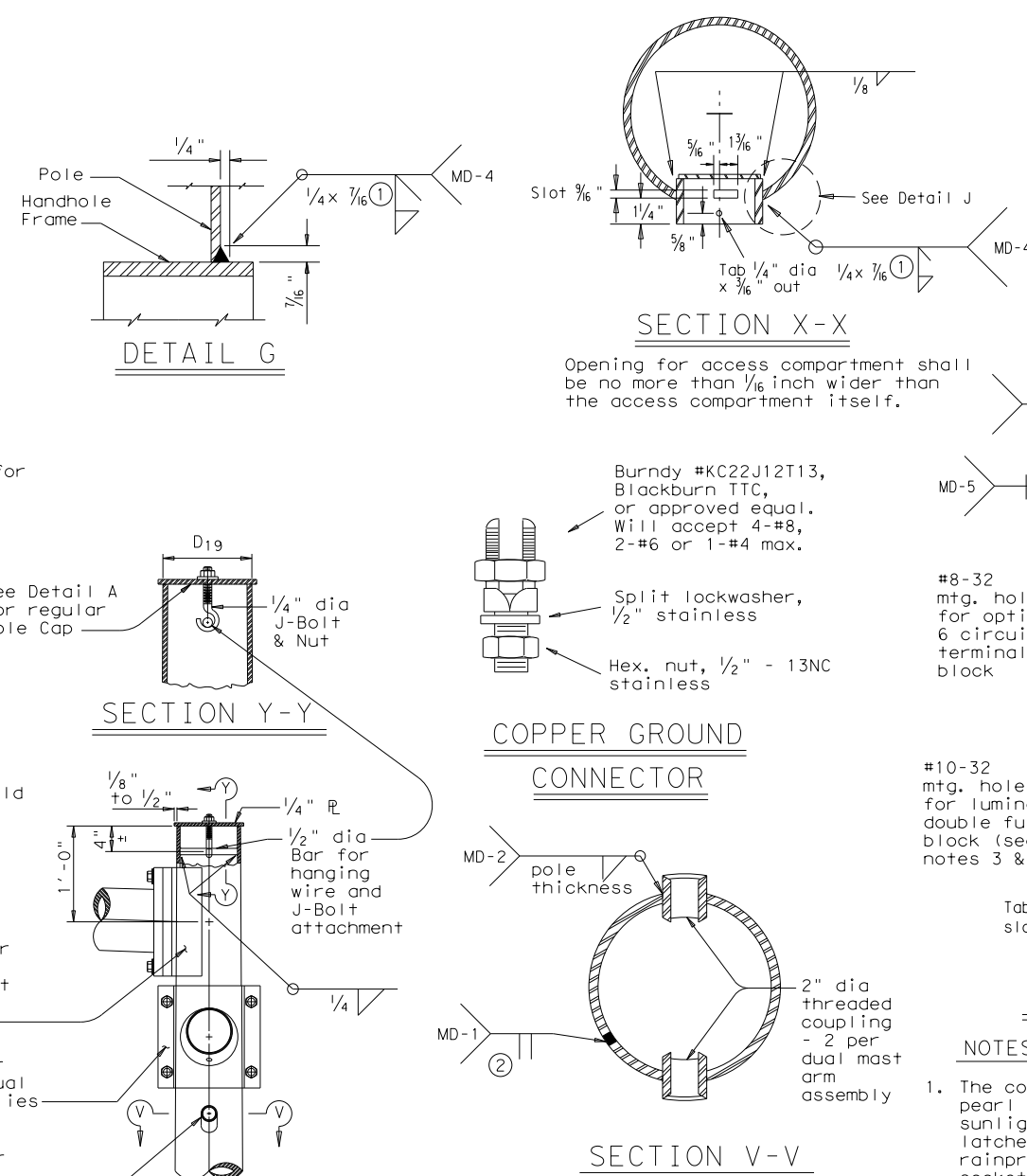
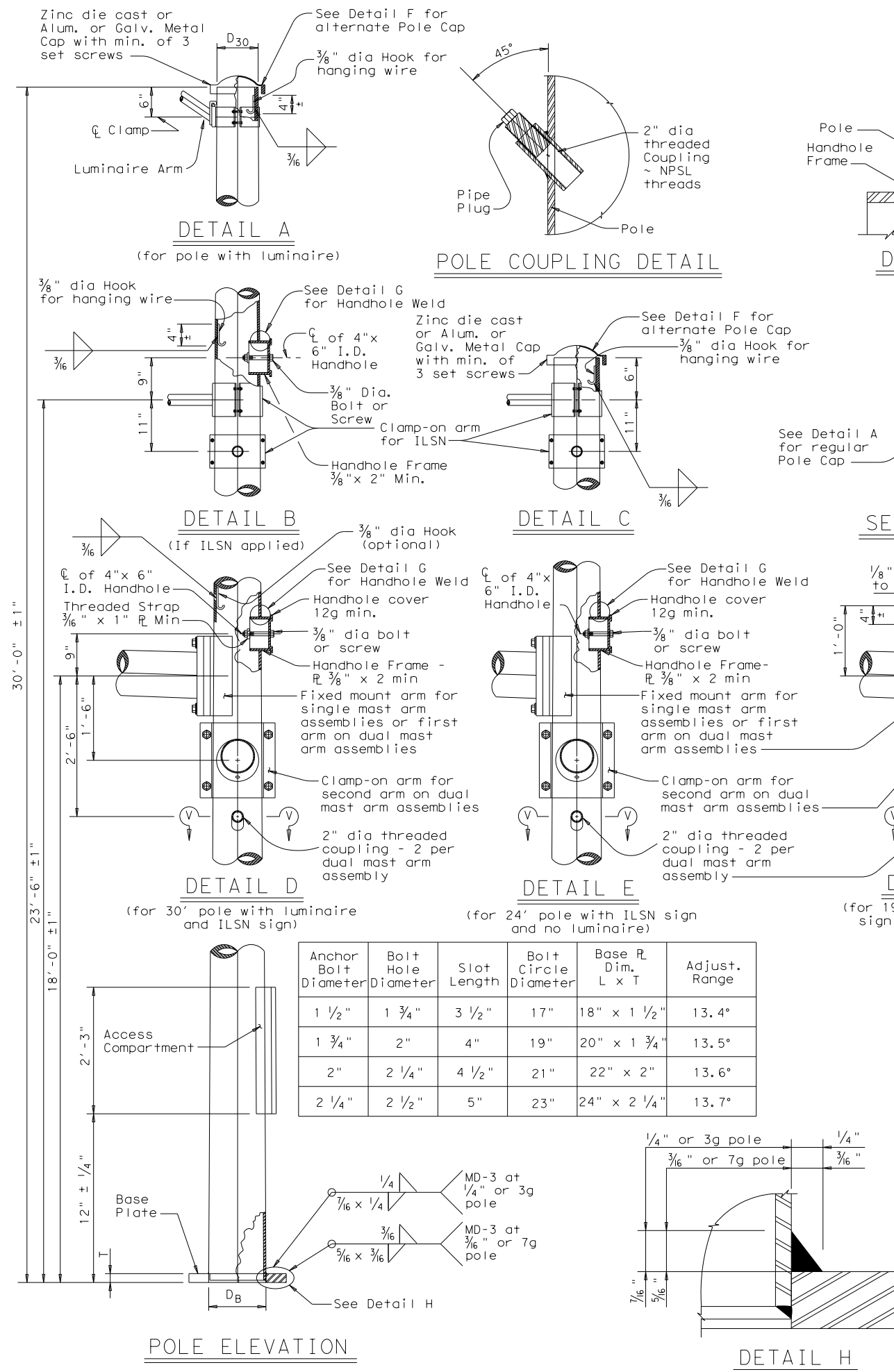


STANDARD ASSEMBLY
FOR TRAFFIC SIGNAL
SUPPORT STRUCTURES

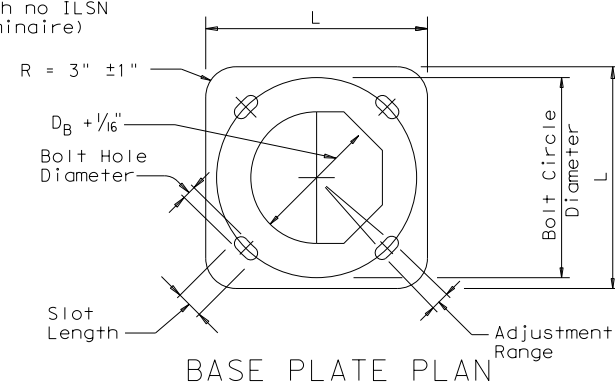
MAST ARM CONNECTIONS

MA-C-12

© TxDOT August 1995	DATE MS	DATE JSY	DATE MMF	DATE JSY
5-96 5-09 1-12	REVISIONS	DATE	DATE	DATE
126A				

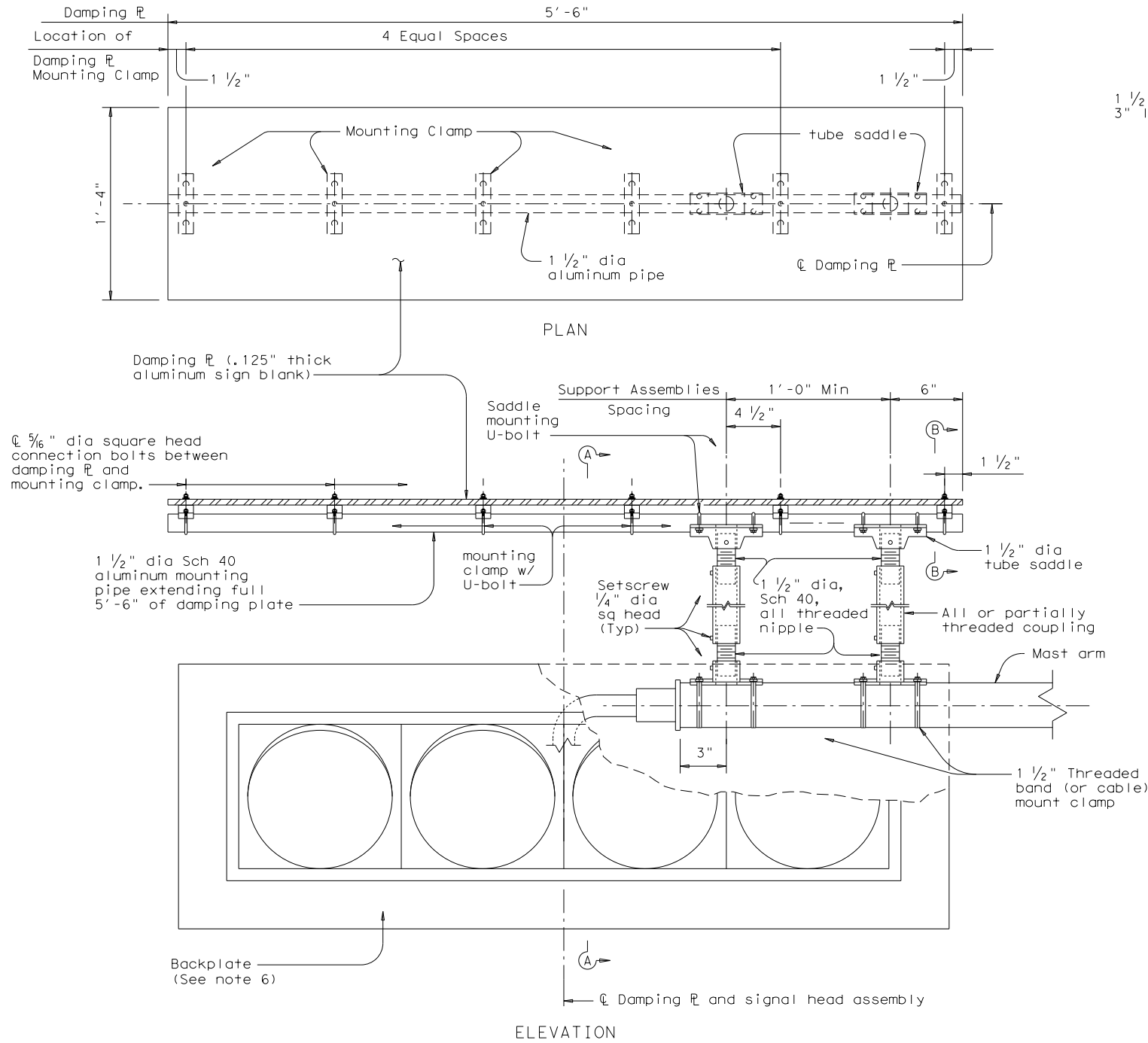


- ## NOTES:
1. The cover shall be one piece formed from ABS plastic, shall be a pearl gray color, and shall be suitable for exposure to harsh sunlight and extreme weather. Cover shall latch with two screw latches and shall fit tightly to the enclosure ring to create a rainproof seal. Latch screws shall be 1/4-20 stainless flat socket head screws with tamper proof feature.
 2. The pole manufacturer shall provide with each pole a separate kit consisting of: one cover with two latching assemblies, two terminal strips (Marathon #985GP12CU or approved equal), four #8-32 x 1 1/4" self tapping type "F" stainless steel pan head screws, and one ground connector (Blackburn TTC, Burndy KC22J12T13, or IlSCO SSS-5). The traffic signal contractor shall install the kit items in the field.
 3. The screw hole spacing on the enclosure back plate shall be for two Marathon #985GP12 terminal strips, one Marathon #985GP06CU terminal strip, and one Bussmann #BM6032B fuse block.
 4. Install one Bussmann #BM6032B, Littelfuse #L60030M-2C, or Ferraz-Shawmut #30352 fuse block for poles where luminaires are to be installed.

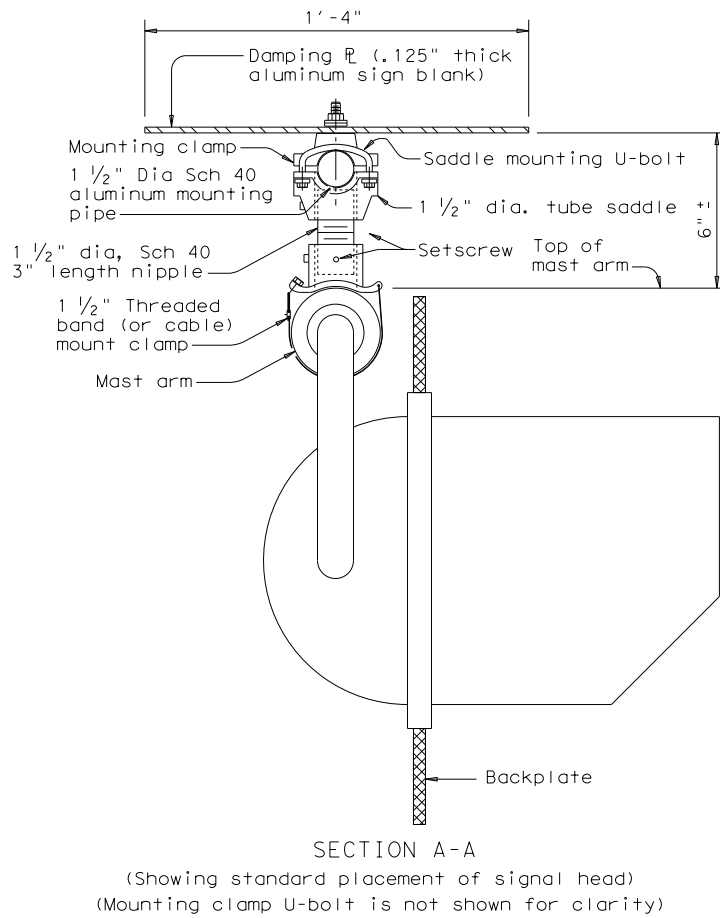


- ① 85% Min. penetration
- ② 60% Min. penetration
100% penetration within
6" of circumferential
base welds.

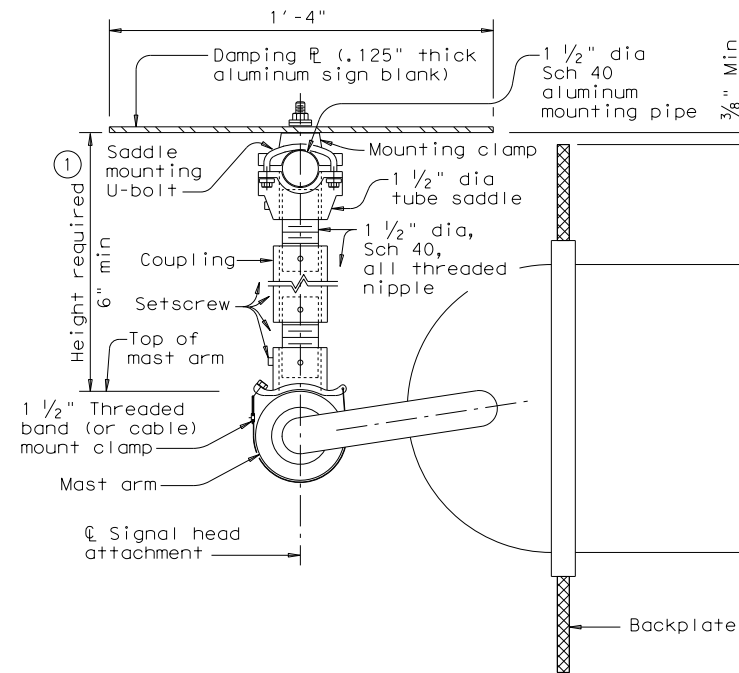
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DAMPING PLATE MOUNTING DETAILS
(Showing alternate placement of signal head)



SECTION A-A
(Showing standard placement of signal head)
(Mounting clamp U-bolt is not shown for clarity)

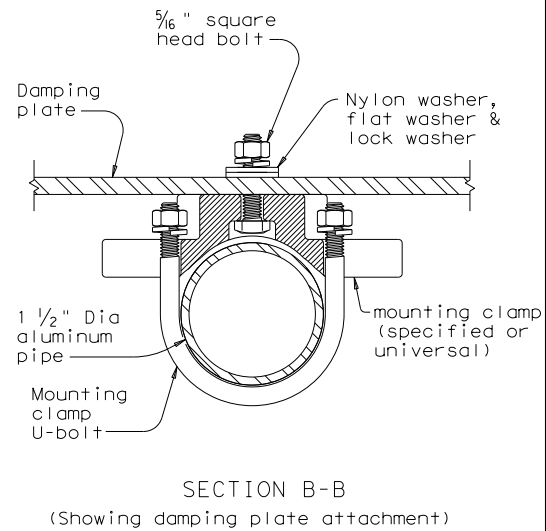


SECTION A-A
(Showing alternate placement of signal head)
(Mounting clamp U-bolt is not shown for clarity)

① Recommended supporting assemblies to achieve required height for horizontal section heads			
Height required	One nipple each length	Two nipples each length plus	One coupling each length
6"-6 3/4"	3"	-	-
7"-8 1/2"	4"	-	-
9"-10 1/2"	6"	-	-
11"-15 1/2"	-	4"	5"
16"-24"	-	6"	10"

GENERAL NOTES:

1. In accordance with the findings of TxDOT sponsored research, the installation of a damping plate in accordance with the details shown here at the end of signal mast arms of SMA and DMA standard structures reduces excessive harmonic vertical vibration, and thus fatigue damage. Any deviation from these details may reduce the effectiveness of this damping device.
2. Aluminum sign blank for damping plate will conform to Departmental Material Specifications DMS-7110. Materials for mast arm mounting clamp and tube saddle will be aluminum castings or aluminum alloys as in accordance with manufacturers' stipulations. Mounting pipe, pipe nipple and coupling will be aluminum alloy 6061-T6 or 6063-T6. Damping plate mounting clamp and U-bolt assemblies will conform to Standard sheet SMD(GEN). U-bolts for saddle mounting will have a minimum yield strength of 36 ksi.
3. Damping plate will be mounted horizontally. Position centerline of damping plate to align with centerline of mast arm or horizontal signal head assembly. Vertical clearance between signal head (with or without backing plate) and bottom of damping plate will be maintained as shown. The attachments shown here are examples only, other supporting details which meet both alignment and vertical clearance requirements are also acceptable.
4. Unless stipulated by the manufacturers, all steel parts will be galvanized finish in accordance with Standard Specification Item 445, "Galvanizing".
5. Contractor will verify applicable field dimensions before the installation.
6. Backplates are optional for traffic signals. When backplates are used, Backplates will have a 2-inch fluorescent yellow AASHTO Type BFL or CFL retroreflective border conforming to TxDOT DMS-8300 "Sign Face Materials." See Sheet TS-BP-20 for backplate details.



SECTION B-B
(Showing damping plate attachment)

Texas Department of Transportation

Traffic Safety Division Standard

MAST ARM DAMPING PLATE DETAILS

MA-DPD-20

FILE: ma-dpd-20.dgn	DN: TxDOT	CK: TxDOT	DW: TxDOT	CK: TxDOT
© TxDOT January 2012	CONT	SECT	JOB	HIGHWAY
6-20	DIST	COUNTY	SHEET NO. 25	

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SIGN SUPPORT DESCRIPTIVE CODES

(Descriptive Codes correspond to project estimate and quantities sheets)

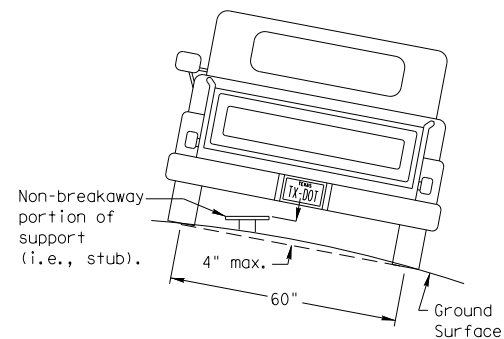
SM RD SGN ASSM TY XXXXX(X)XX(X-XXXX)

Post Type _____
FRP = Fiberglass Reinforced Plastic Pipe (see SMD (FRP))
TWT = Thin-Walled Tubing (see SMD (TWT))
10BWG = 10 BWG Tubing (see SMD (SLIP-1) to (SLIP-3))
S80 = Schedule 80 Pipe (see SMD (SLIP-1) to (SLIP-3))

Number of Posts (1 or 2) _____
Anchor Type _____
UA = Universal Anchor - Concreted (see SMD (FRP) and (TWT))
UB = Universal Anchor - Bolted down (see SMD (FRP) and (TWT))
WS = Wedge Anchor Steel - (see SMD (TWT))
WP = Wedge Anchor Plastic (see SMD (TWT))
SA = Slipbase - Concreted (see SMD (SLIP-1) to (SLIP-3))
SB = Slipbase - Bolted Down (see SMD (SLIP-1) to (SLIP-3))

Sign Mounting Designation
P = Prefab. "Plain" (see SMD (SLIP-1) to (SLIP-3), (TWT), (FRP))
T = Prefab. "T" (see SMD (SLIP-1) to (SLIP-3), (TWT))
U = Prefab. "U" (see SMD (SLIP-1) to (SLIP-3))
IF REQUIRED
1EXT or 2EXT = Number of Extensions (see SMD (SLIP-1) to (SLIP-3), (TWT))
BM = Extruded Wind Beam (see SMD (SLIP-1) to (SLIP-3))
WC = 1.12 #/ft Wing Channel (see SMD (SLIP-1) to (SLIP-3))
EXAL = Extruded Aluminum Sign Panels (see SMD (SLIP-3))

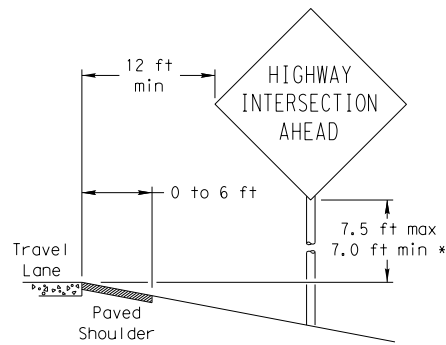
REQUIRED CLEARANCE FOR BREAKAWAY SUPPORT



To avoid vehicle undercarriage snagging, any substantial remains of a breakaway support, when it is broken away, should not project more than 4 inches above a 60-inch chord (i.e., typical space between wheel paths).

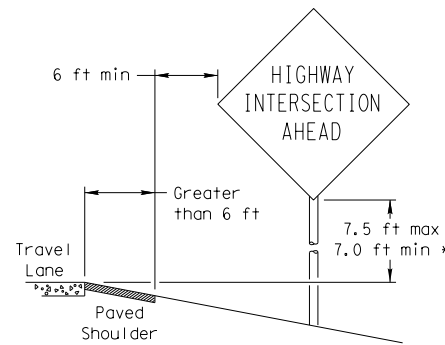
SIGN LOCATION

PAVED SHOULDERS



LESS THAN 6 FT. WIDE

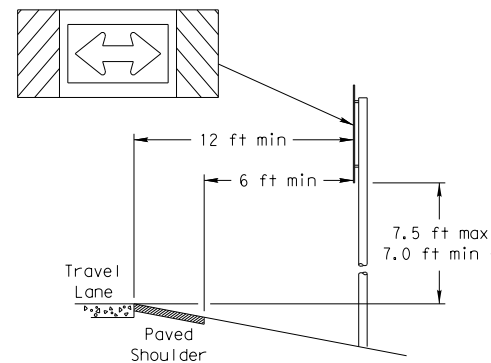
When the shoulder is 6 ft. or less in width, the sign must be placed at least 12 ft. from the edge of the travel lane.



GREATER THAN 6 FT. WIDE

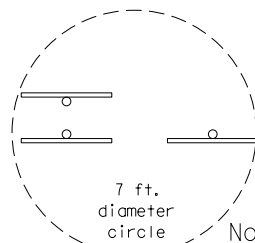
When the shoulder is greater than 6 ft. in width, the sign must be placed at least 6 ft. from the edge of the shoulder.

T-INTERSECTION

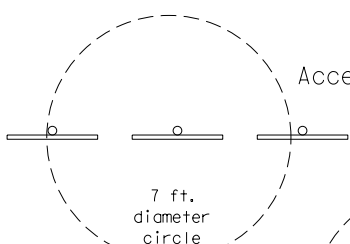


When this sign is needed at the end of a two-lane, two way roadway, the right edge of the sign should be in line with the centerline of the roadway. Place as close to ROW as practical.

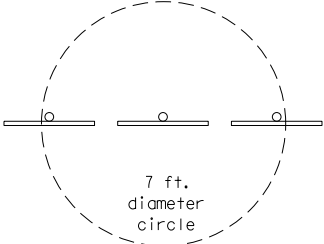
No more than 2 sign posts should be located within a 7 ft. circle.



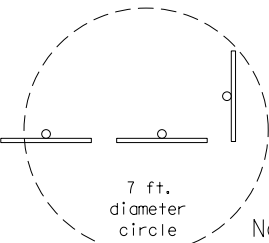
Not Acceptable



Acceptable



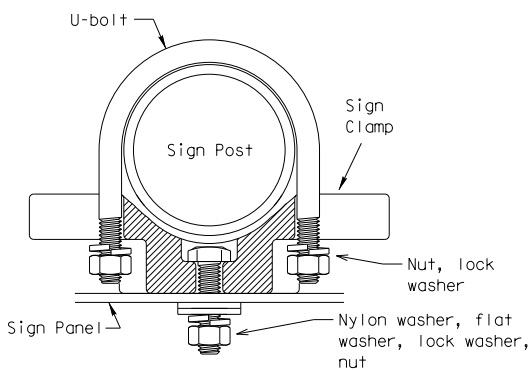
Not Acceptable



Not Acceptable

TYPICAL SIGN ATTACHMENT DETAIL

Single Signs

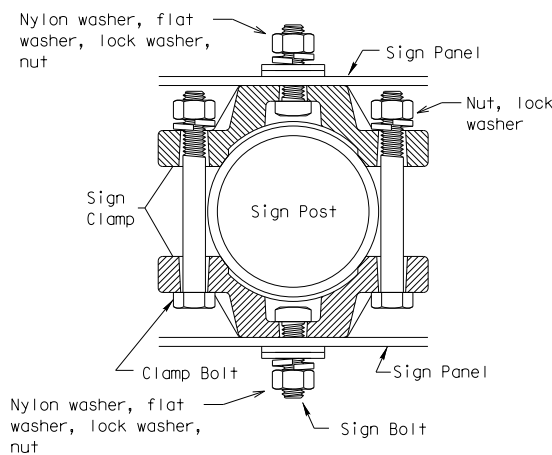


Bolts used to mount sign panels to the clamp are 5/16-18 UNC galvanized square head with nut, nylon washer, flat washer and lock washer. The bolt length is 1 inch for aluminum.

When two sign clamps are used to mount signs back-to-back, use a 5/16-18 UNC galvanized hex head per ASTM A307 with nut and helical-spring lock washer. The approximate bolt lengths for various post sizes and sign clamp types are given in the table at right. The bolt length may need to be adjusted depending upon field conditions.

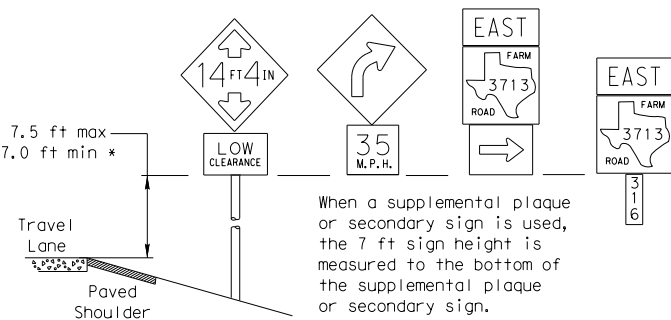
Sign clamps may be either the specific size clamp or the universal clamp.

Back-to-Back Signs



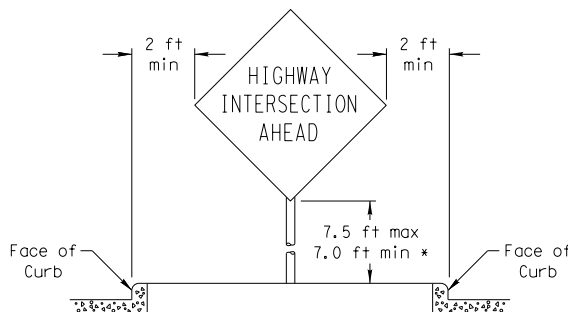
Pipe Diameter	Approximate Bolt Length	
	Specific Clamp	Universal Clamp
2" nominal	3"	3 or 3 1/2"
2 1/2" nominal	3 or 3 1/2"	3 1/2 or 4"
3" nominal	3 1/2 or 4"	4 1/2"

SIGNS WITH PLAQUES

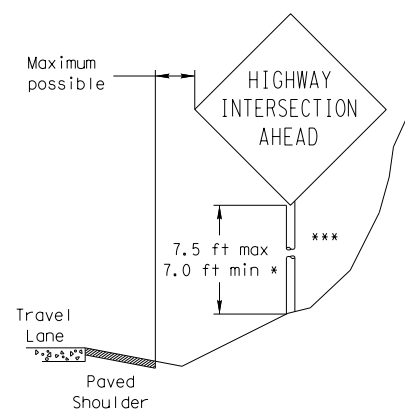


When a supplemental plaque or secondary sign is used, the 7 ft sign height is measured to the bottom of the supplemental plaque or secondary sign.

CURB & GUTTER OR RAISED ISLAND



RESTRICTED RIGHT-OF-WAY (When 6 ft min. is not possible.)



Right-of-way restrictions may be created by rocks, water, vegetation, forest, buildings, a narrow island, or other factors.

In situations where a lateral restriction prevents the minimum horizontal clearance from the edge of the travel lane, signs should be placed as far from the travel lane as practical.

*** Post may be shorter if protected by guardrail or if Engineer determines the post could not be hit due to extreme slope.

* Signs shall be mounted using the following condition that results in the greatest sign elevation:

- (1) a minimum of 7 to a maximum of 7.5 feet above the edge of the travel lane or
- (2) a minimum of 7 to a maximum of 7.5 feet above the grade at the base of the support when sign is installed on the backslope.

The maximum values may be increased when directed by the Engineer.

See the Traffic Operations Division website for detailed drawings of sign clamps, Triangular Slipbase System components and Wedge Anchor System components.

The website address is:
<http://www.txdot.gov/publications/traffic.htm>

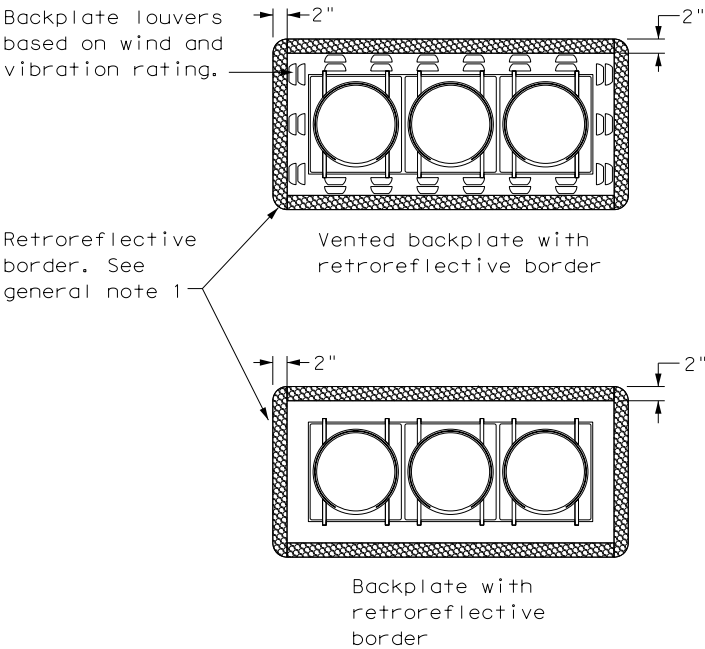


SIGN MOUNTING DETAILS SMALL ROADSIDE SIGNS GENERAL NOTES & DETAILS

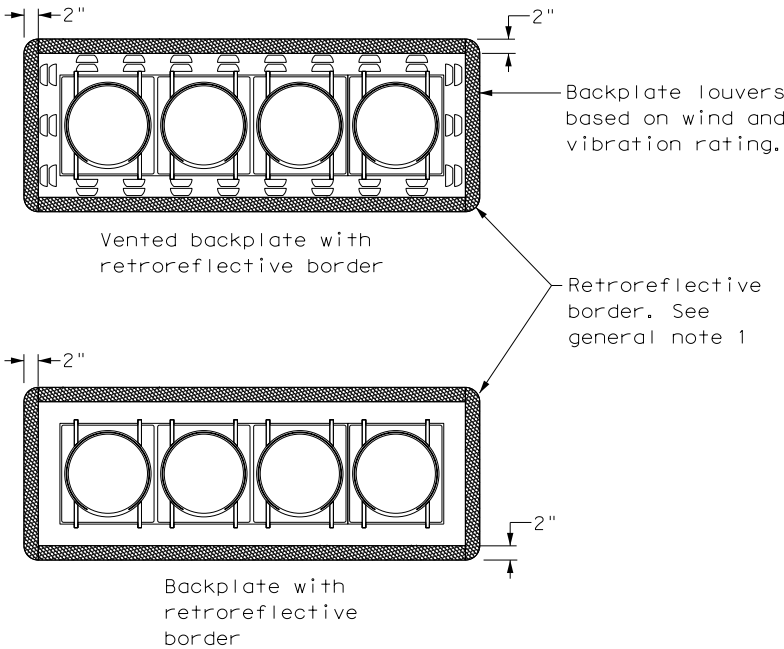
SMD (GEN) -08

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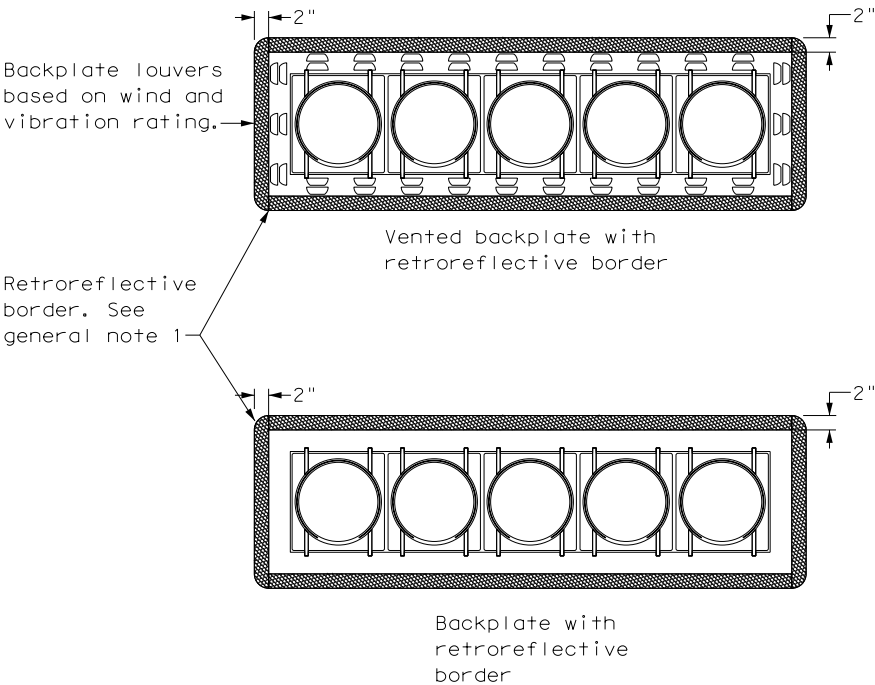
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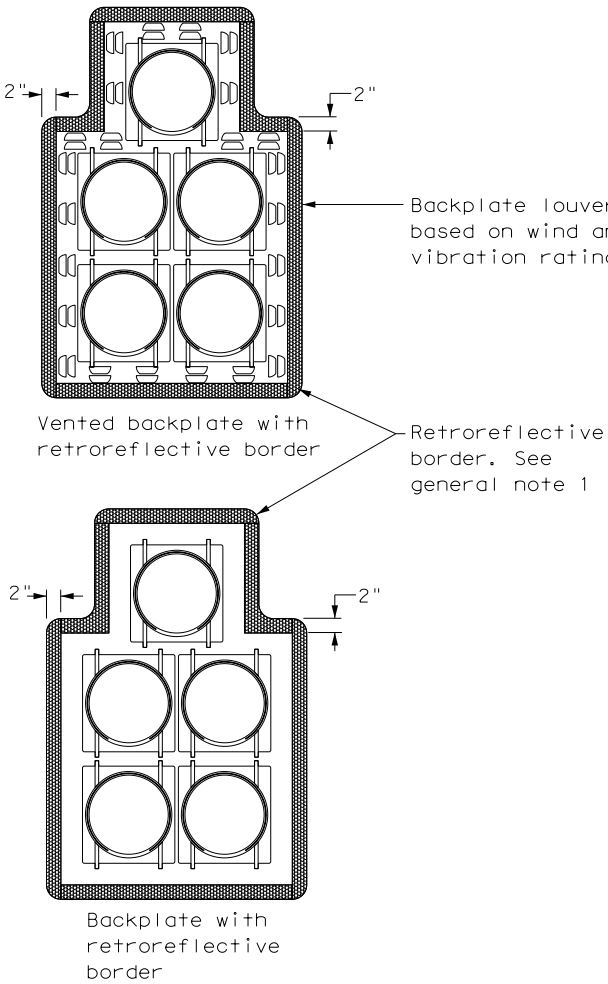
THREE-SECTION HEAD
HORIZONTAL OR VERTICAL



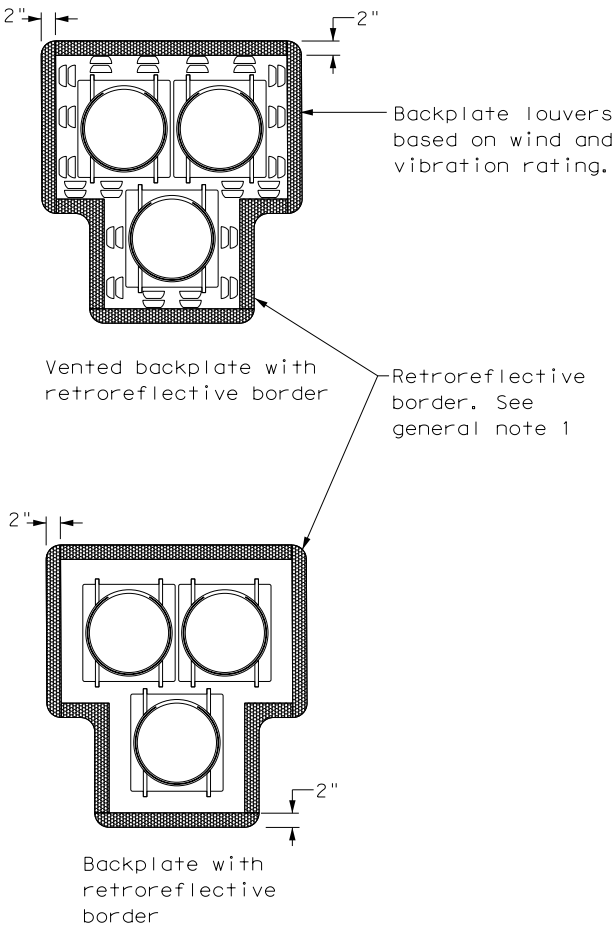
FOUR-SECTION HEAD
HORIZONTAL OR VERTICAL



FIVE-SECTION HEAD
HORIZONTAL OR VERTICAL



FIVE-SECTION HEAD
CLUSTER



PEDESTRIAN HYBRID
BEACON

- GENERAL NOTES:
- Backplates are optional for traffic signals and pedestrian hybrid beacons. When backplates are used, a 2-inch wide fluorescent yellow AASHTO Type B_{FL} or C_{FL} retroreflective border conforming to TxDOT DMS-8300 is required. Place on all approaches when used.
 - Signal head and backplate compatibility must be verified by the contractor prior to installation.
 - When using backplates on signal heads, venting is preferred to reduce cyclic vibration stress.
 - When a vented backplate is used, the retroreflective border must not be placed over the louvers.
 - This standard sheet applies to all signal heads with backplates, including but not limited to:
 - Pole mounted
 - Overhead mounted
 - Span wire mounted
 - Mast arm mounted
 - Vertical signal heads
 - Horizontal signal heads
 - Clustered signal heads
 - Pedestrian hybrid beacons



Texas Department of Transportation



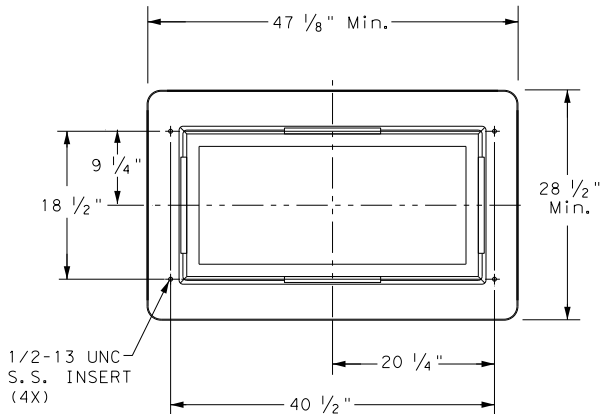
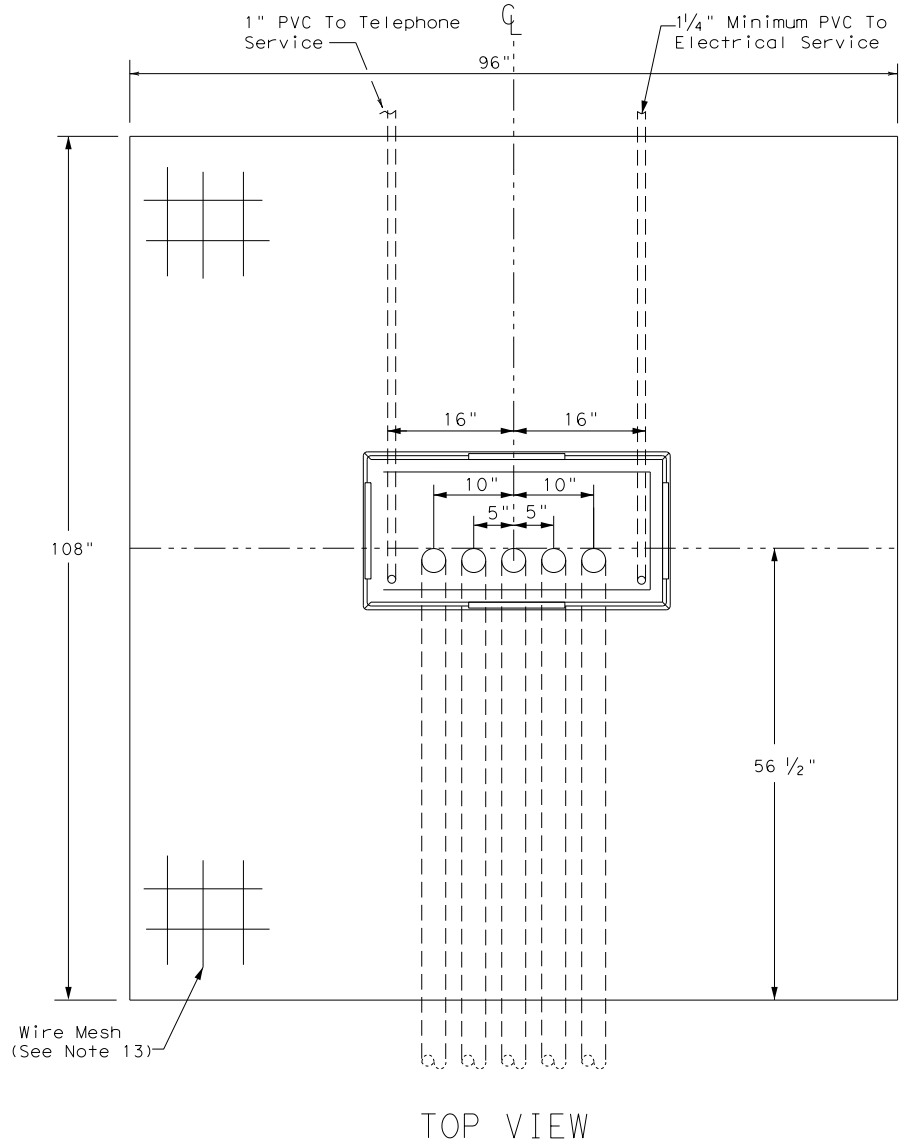
Traffic Safety Division Standard

TRAFFIC SIGNAL
HEAD WITH
BACKPLATE
TS-BP-20

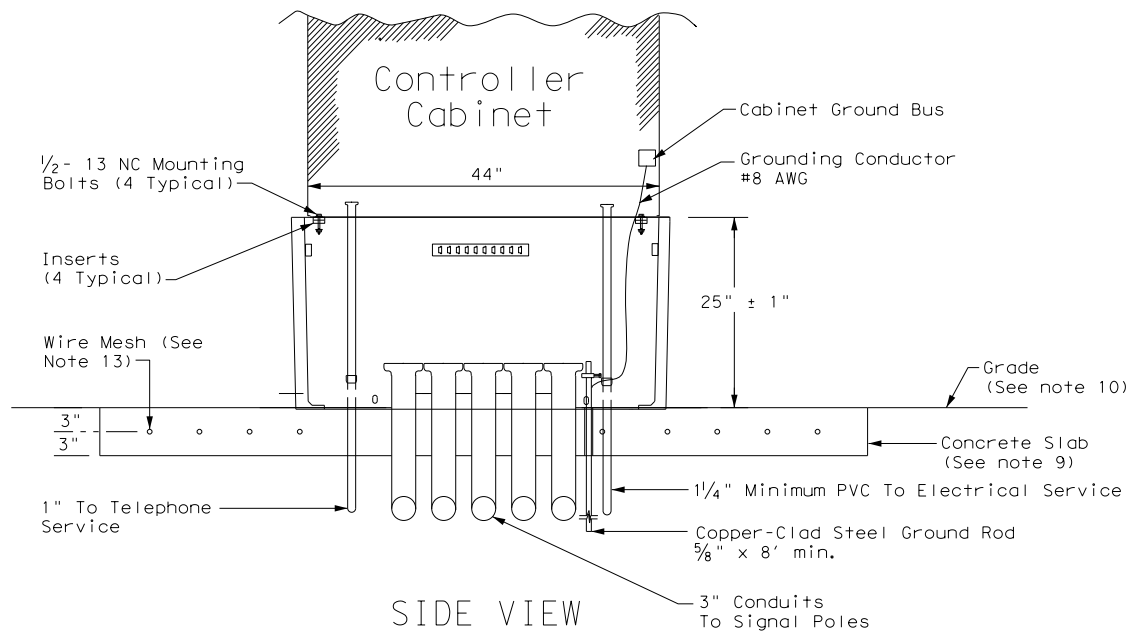
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© TxDOT June 2020	CONT	SECT	JOB	HIGHWAY
REVISIONS	DIST	COUNTY	SHEET NO.	
			27	

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FILE: _Projects\AUS-SP\008222 Westlake Hills Traffic Signal Design\07.00 CABINET BASE.dwg



CABINET BASE



SIDE VIEW

TRAFFIC SIGNAL CONTROLLER BASE:

1. Provide a traffic signal controller base (cabinet base) manufactured of polymer concrete material consisting of calcareous and siliceous stone; glass fibers and thermoset polyester resin. The polymer concrete cabinet base must be reinforced on the inside of the cabinet base with fiberglass matting. Provide one of the following bases: Armorcast Part # A6001848X24, Quazite Model # PG3048Z709, or other as approved by TxDOT Traffic Safety Division.
2. The polymer concrete material must have a minimum compressive strength of 10,300 pounds per square inch (psi), minimum flexural strength of 3600 psi, and minimum shear strength of 3600 psi.
3. The polymer concrete cabinet base must conform to the dimensions shown and must accommodate a standard TxDOT basemount cabinet.
4. Supply the cabinet base with four 1#2"-13 UNC stainless steel inserts for attachment of the cabinet to the base. Inserts must withstand a minimum torque of 50 ft-lb and a minimum straight pull out strength of 750 lbs.
5. Provide the cabinet base with 4 cable racks mounted one on each side of the base 2" to 7" from the top edge of the base. Unless approved otherwise, cable racks must be 1-1/2 x 9#16x 3#16inch steel channel with eight T-slots spaced at 1-1/2 inches. The cable racks must easily accommodate the insertion of tie wraps to attach field wiring to the racks to serve as strain relief. Secure cable racks to the base using 1#2"-13 UNC stainless steel screws and inserts.
6. The cabinet base, when secured to the concrete slab with controller cabinet attached, must withstand a minimum wind load of 125 mph or a 850 lb force applied at 49" above the bottom of the base without causing the base or cabinet to come out of their anchored position or cause any permanent deformation. The manufacturer must supply certification by an independent testing laboratory or sealed by a Texas Licensed Professional Engineer. Provide the cabinet base with hardware for attachment to a concrete slab.
7. The traffic signal base must be permanently marked either by impress or by permanent ink with the manufacturer's model number and name or logo.
8. Seal the base to the concrete with a silicone caulk bead and fastened to the slab per manufacturer's instructions.

CONCRETE SLAB:

9. Traffic signal controller pad must be a portland cement concrete slab poured in place, must conform to the dimensions shown, and must be level.
10. Grade earthwork such that it is flush with the concrete pad on all four sides, unless otherwise shown on the plans. Subsidiary to ITEM 680, four inch rip rap may be used in lieu of earthwork. Slopes shall gradually contour to match plans.
11. Bond a #8 AWG copper ground wire and an 8 ft ground rod bonded to the reinforcing mesh by a suitable UL Listed clamp and terminated to the cabinet grounding bus for the purpose of providing a local ground for the electrical grounding conductor. The electrical grounding conductor specified in Item 680-3.A.4 is required and must be terminated to the cabinet ground bus.
12. Install a PVC sleeve to prevent the ground rod from direct embedment in the slab.
13. Provide welded wire mesh 6X6-W2.9 X W2.9 for reinforcement. Provide joints and splices in the mesh with a minimum 6-inch overlap. Center the mesh between top and bottom and provide a minimum 3 inch cover on the edges.
14. Provide Class B concrete minimum for the slab in accordance with Item 421. Construct the slab in accordance with Item 531.

CONDUITS:

15. Stub up and run 3-inch conduits through the slab to the various traffic signal poles and ground boxes as shown on the layouts. Install the number of conduits as shown on layouts plus two additional 3 inch conduits for future use. Terminate the conduits with a bushing between 2 and 4-inches above the slab.
16. Extend conduits for future use at least 18-inches from the edge of the slab, terminate underground with a coupling, and cap and seal so that the seal can be removed without damaging the coupling. This must also apply to unused telephone conduit.
17. Stub up two separate conduits through the slab to the various traffic signal poles and ground boxes. Run the conduit for the electrical feed directly to the electrical service enclosure. Run the conduit for the telephone line directly to the telephone service, usually located on the same pole as the electrical service. Telephone must not under any circumstance share a conduit with any other function.
18. Terminate electric and telephone conduits above the slab with a coupling. After the base is installed, extend the conduits above the top of the base and secure to the base using a steel one-hole strap or similar suitable substitute.

CONTROLLER CABINET:

19. Anchor the controller cabinet to the base using four stainless steel 1/2-13 NC bolts.
20. The silicone caulk bead specified in Item 680.3.B must be RTV 133.

PAYMENT:

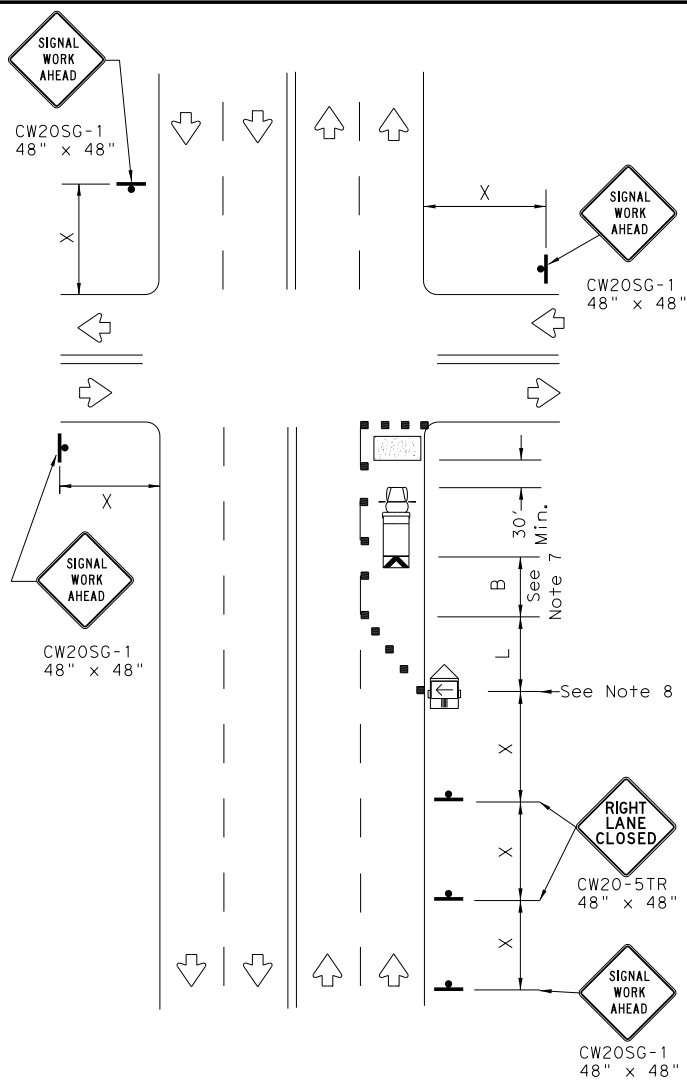
21. Bid TS-CF as subsidiary to Item 680.

TRAFFIC SIGNAL CONTROLLER CABINET BASE AND PAD TS-CF-21					
FILE: ts-cf-21.dgn	DN:	CK:	DW:	CK:	
© TxDOT October 2000	CONT	SECT	JOB	HIGHWAY	
12-04 2-21	REVISIONS		DIST	COUNTY	SHEET NO. 28

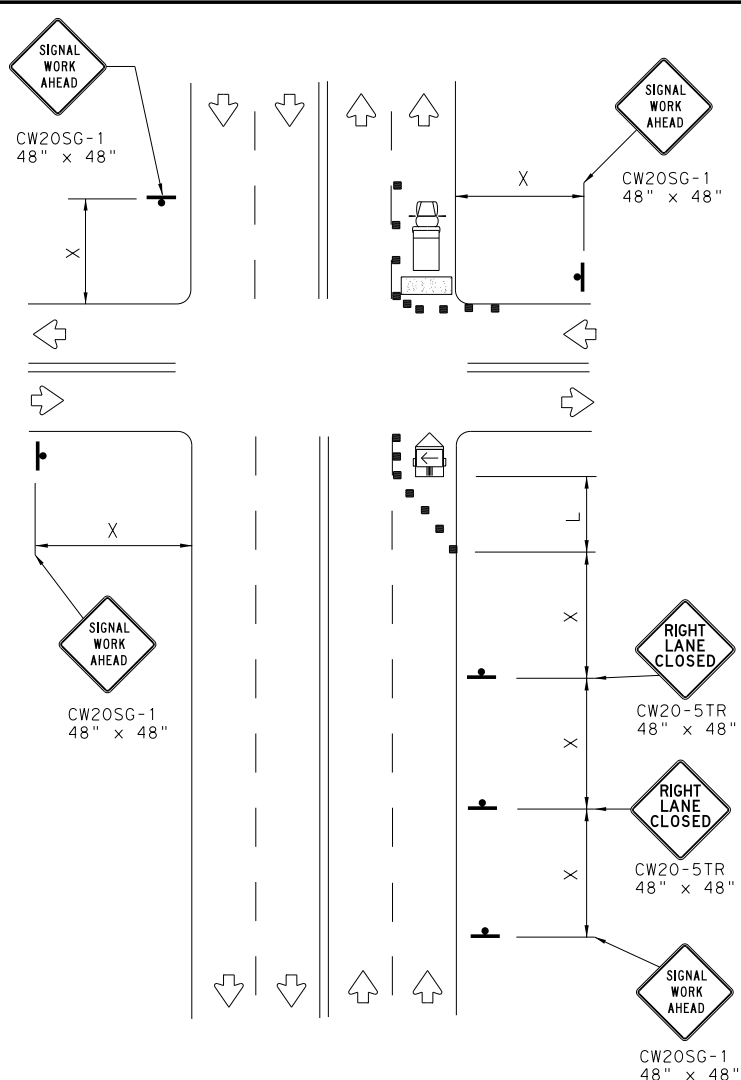
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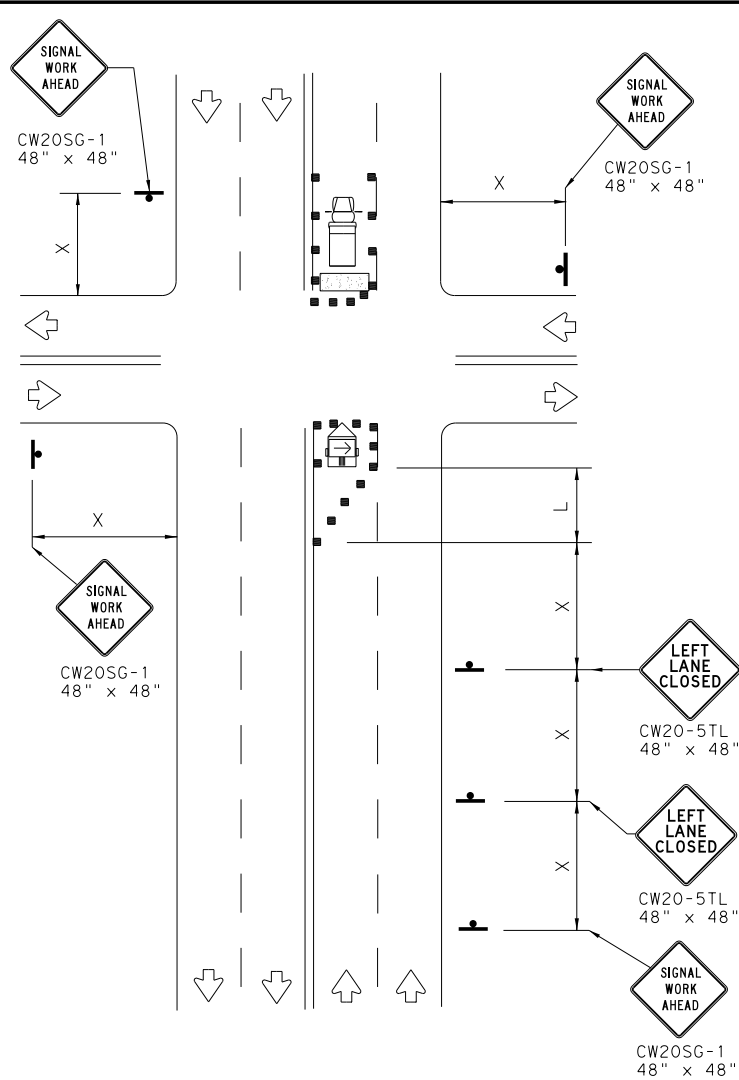
FILE: _Projects\AUS-SP\008222 Westlake Hills Traffic Signal Design\07.00 CAD\WZ\BTS-13.dgn



NEAR SIDE LANE CLOSURE
SHORT DURATION OR SHORT TERM STATIONARY



FAR SIDE RIGHT LANE CLOSURE
SHORT DURATION OR SHORT TERM STATIONARY



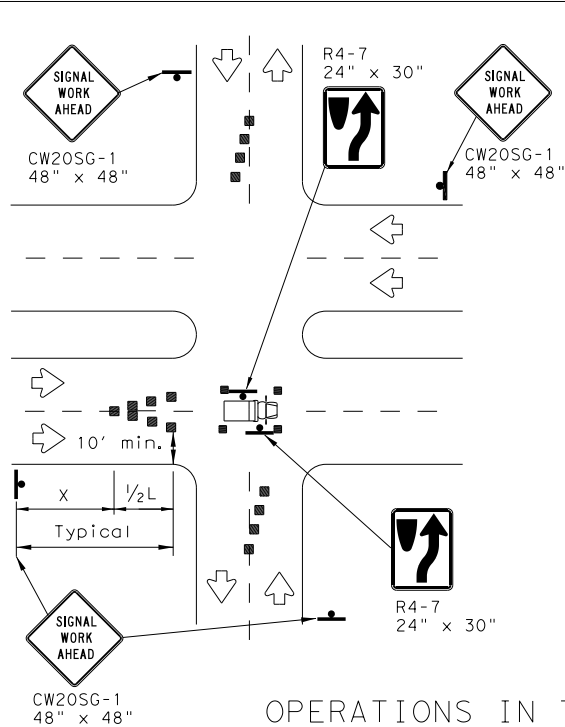
FAR SIDE LEFT LANE CLOSURE
SHORT DURATION OR SHORT TERM STATIONARY

LEGEND			
	Type 3 Barricade		Channelizing Devices
	Heavy Work Vehicle		Truck Mounted Attenuator (TMA)
	Trailer Mounted Flashing Arrow Board		Portable Changeable Message Sign (PCMS)
	Sign		Traffic Flow
	Flag		Flagger

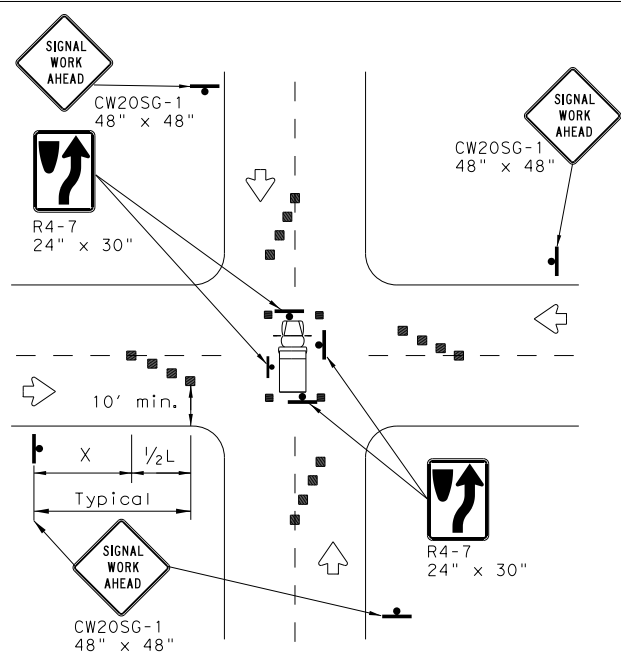
Posted Speed *	Formula	Minimum Desirable Taper Lengths * X			Suggested Maximum Spacing of Channelizing Devices		Minimum Sign Spacing "X" Distance	Suggested Longitudinal Buffer Space "B"
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent		
30	$L = \frac{WS^2}{60}$	150'	165'	180'	30'	60'	120'	90'
35		205'	225'	245'	35'	70'	160'	120'
40		265'	295'	320'	40'	80'	240'	155'
45	L = WS	450'	495'	540'	45'	90'	320'	195'
50		500'	550'	600'	50'	100'	400'	240'
55		550'	605'	660'	55'	110'	500'	295'
60		600'	660'	720'	60'	120'	600'	350'
65		650'	715'	780'	65'	130'	700'	410'
70		700'	770'	840'	70'	140'	800'	475'
75		750'	825'	900'	75'	150'	900'	540'

* Conventional Roads Only
** Taper lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

WORKERS IN BUCKET TRUCKS SHALL NOT WORK ABOVE OPEN LANES OF TRAFFIC.



OPERATIONS IN THE INTERSECTION
SHORT DURATION



GENERAL NOTES

- The minimum size channelizing device is the 28" cone. 42" Two-piece cones, drums, vertical panels or barricades will be required when the device must be left unattended at night.
- Obstructions or hazards at the work area shall be clearly marked and delineated at all times.
- Flaggers and Flagger Symbol (CW20-7) signs may be required according to field conditions.
- Vehicles parked in roadway shall be equipped with at least two high intensity rotating, flashing, oscillating or strobe type lights.
- High level warning devices (flag trees) may be used at corners of the vehicle.
- When work operations are performed on existing signals, the signals may be placed in flashing red mode when approved by the engineer. If existing signals do not have power, All-Way Stop (R1-1 and R1-3P) signs may be implemented when approved by the engineer.
- For Short-Term Stationary work the buffer space "B" from the above table should be used if field conditions permit. For Short Duration (less than 1 hour) any buffer space provided will enhance the safety of the setup.
- The arrow board at this location may be omitted for Short Duration work if the work vehicle has an arrow board in operation. As an option, the arrow board may be placed at the end of the taper in the closed lane if space is not available at the beginning of the taper.
- Signs and devices for the NEAR SIDE LANE CLOSURE may be altered for a left lane closure by using a LEFT LANE CLOSED (CW20-5TL) and adding channelizing devices on the centerline to protect the work space from opposing traffic.

SHEET 1 OF 2



TRAFFIC SIGNAL WORK TYPICAL DETAILS

WZ(BTS-1)-13

FILE: wzbts-13.dgn	DN: TxDOT	CK: TxDOT	DW: TxDOT	CK: TxDOT
©TxDOT April 1992	CONT	SECT	JOB	HIGHWAY
REVISIONS				
2-98 10-99 7-13	DIST	COUNTY	SHEET NO.	30
4-98 3-03				

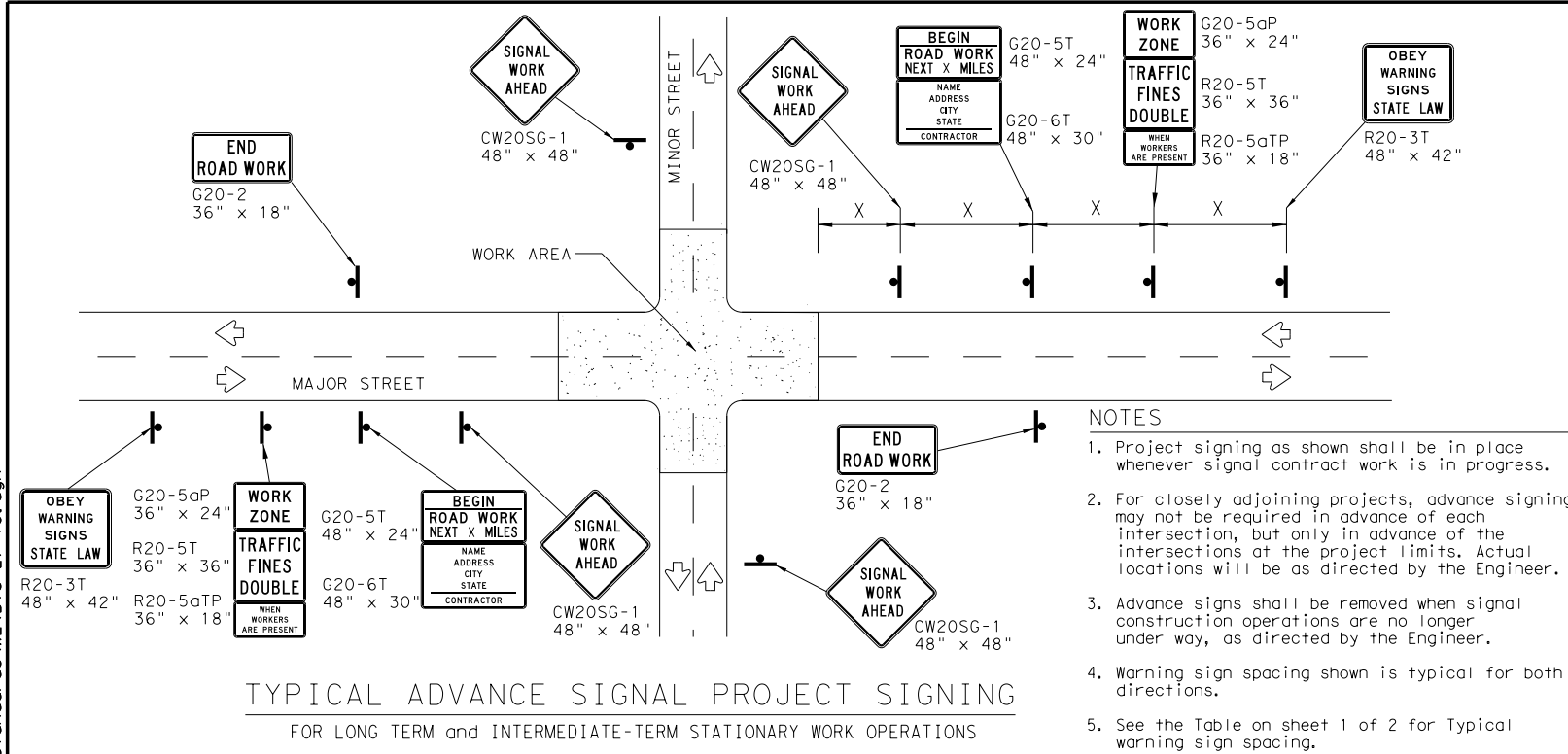
DISCLAIMER:
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3.

3.



GENERAL NOTES FOR WORK ZONE SIGNS

1. Signs shall be installed and maintained in a straight and plumb condition.
2. Wooden sign posts shall be painted white.
3. Barricades shall NOT be used as sign supports.
4. Nails shall NOT be used to attach signs to any support.
5. All signs shall be installed in accordance with the plans or as directed by the Engineer.
6. The Contractor shall furnish the sign design shown in the plans or in the "Standard Highway Sign Designs for Texas" (SHSD).
7. The Contractor shall furnish sign supports and substrates listed in the "Compliant Work Zone Traffic Control Device List" (CWZTCD), installed as per the manufacturer's recommendations.
8. Temporary signs that have damaged or cracked substrates and/or damaged or marred reflective sheeting shall be replaced as directed by the Engineer.
9. Identification markings may be shown only on the back of the sign substrate. The maximum height of letters and/or company logos used for identification shall be 1".
10. Damaged wood posts shall be replaced. Splicing wood posts will not be allowed.

DURATION OF WORK

1. Work zone durations are defined in Part 6, Section 6G.02 of the Texas Manual on Uniform Traffic Control Devices (TMUTCD).

SIGN MOUNTING HEIGHT

1. Sign height of Long-term/Intermediate-term warning signs shall be as shown on Figure 6F-1 of the MUTCD.
2. Sign height of Short-term/Short Duration warning signs shall be as shown on Figure 6F-2 of the MUTCD.
3. Regulatory signs shall be mounted at least 7 feet, but not more than 9 feet, above the paved surface regardless of work duration.

REMOVING OR COVERING

1. When sign messages may be confusing or do not apply, the signs shall be removed or completely covered, unless otherwise approved by the Engineer.
2. When signs are covered, the material used shall be opaque, such as heavy mil black plastic, or other materials which will cover the entire sign face and maintain their opaque properties under automobile headlights at night without damaging the sign sheeting. Burlap, or heavy materials such as plywood or aluminum shall not be used to cover signs.
3. Duct tape or other adhesive material shall NOT be affixed to a sign face.
4. Signs and anchor stubs shall be removed and holes back filled upon completion of the work.

REFLECTIVE SHEETING

1. All signs shall be retroreflective and constructed of sheeting meeting the requirements of the DMS and color usage table shown on this sheet.

SIGN SUPPORT WEIGHTS

1. Weights used to keep signs from turning over should be sandbags filled with dry, cohesionless material.
2. The sandbags will be tied shut to keep the sand from spilling and to maintain a constant weight.
3. Rock, concrete, iron, steel or other solid objects will not be permitted for use as sign support weights.
4. Sandbags should weigh a minimum of 35 lbs and a maximum of 50 lbs.
5. Sandbags shall be made of a durable material that tears upon vehicular impact. Rubber, such as tire inner tubes, shall not be used.
6. Rubber ballasts designed for channelizing devices should not be used for ballast on portable sign supports. Sign supports designed and manufactured with rubber bases may be used when shown on the CWZTCD list.
7. Sandbags shall only be placed along or laid over the base supports of the traffic control device and shall not be suspended above ground level or hung with rope, wire, chains or other fasteners. Sandbags shall be placed along the length of the skids to weigh down the sign support.
8. Sandbags shall NOT be placed under the skid and shall not be used to level sign supports placed on slopes.

LEGEND	
	Sign
	Channelizing Devices
	Type 3 Barricade

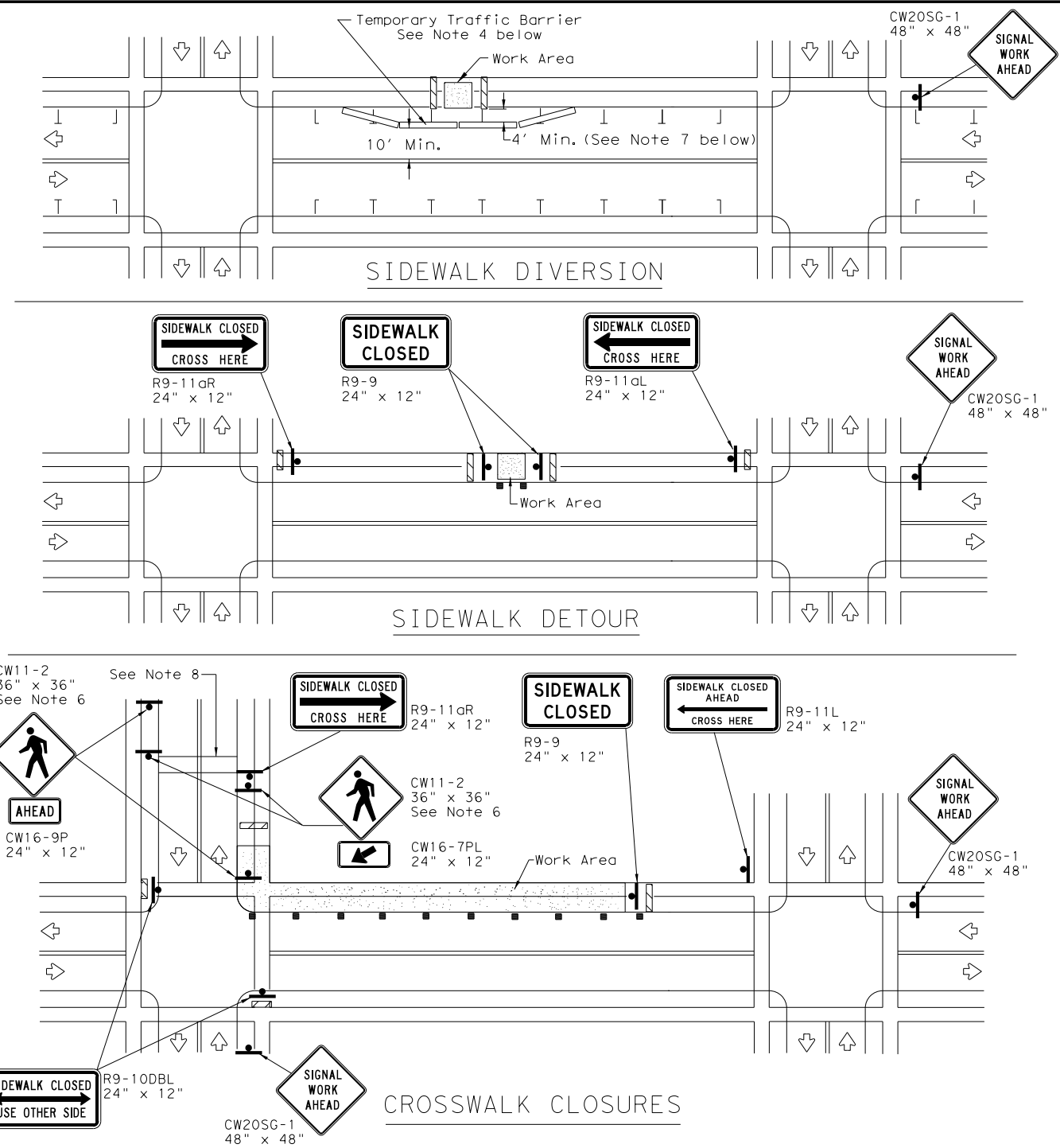
DEPARTMENTAL MATERIAL SPECIFICATIONS

SIGN FACE MATERIALS	DMS-8300
FLEXIBLE ROLL-UP REFLECTIVE SIGNS	DMS-8310

COLOR	USAGE	SHEETING MATERIAL
ORANGE	BACKGROUND	TYPE B _{FL} OR TYPE C _{FL} SHEETING
WHITE	BACKGROUND	TYPE A SHEETING
BLACK	LEGEND & BORDERS	ACRYLIC NON-REFLECTIVE SHEETING

Only pre-qualified products shall be used. A copy of the "Compliant Work Zone Traffic Control Devices List" (CWZTCD) describes pre-qualified products and their sources and may be found at the following web address:

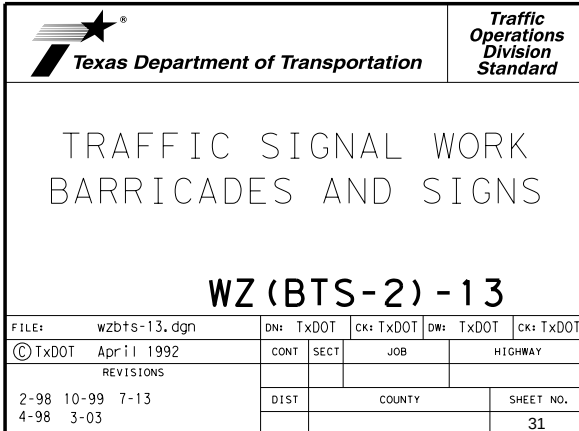
http://www.txdot.gov/txdot_library/publications/construction.htm



PEDESTRIAN CONTROL

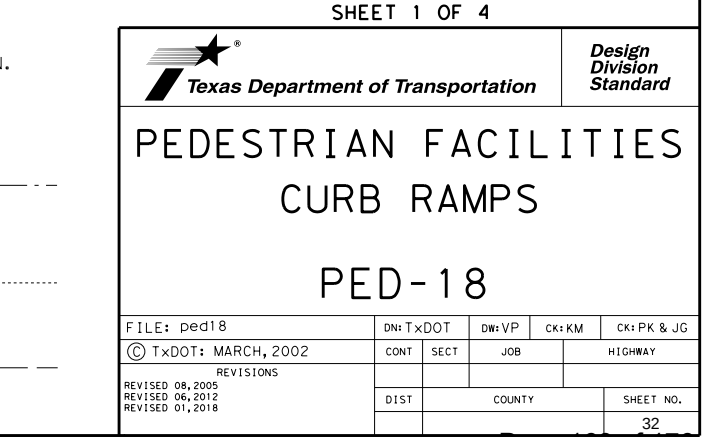
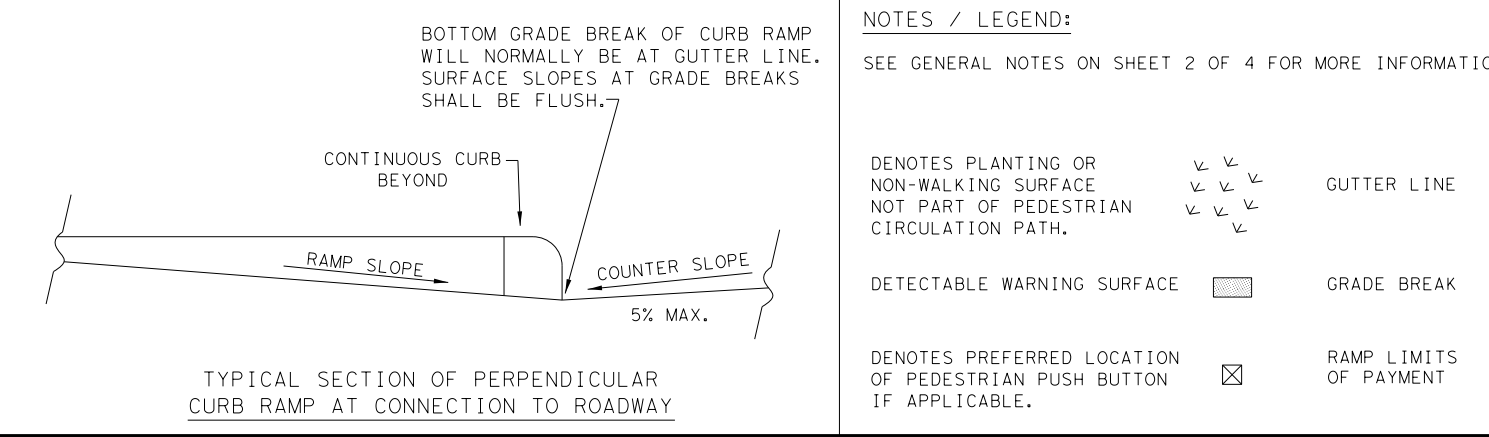
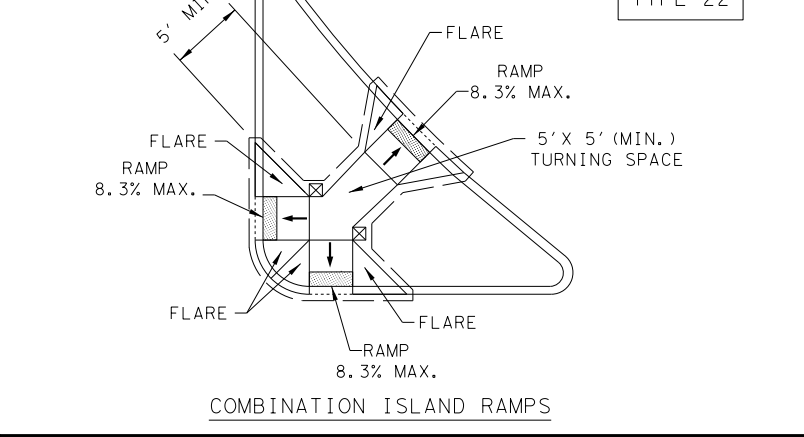
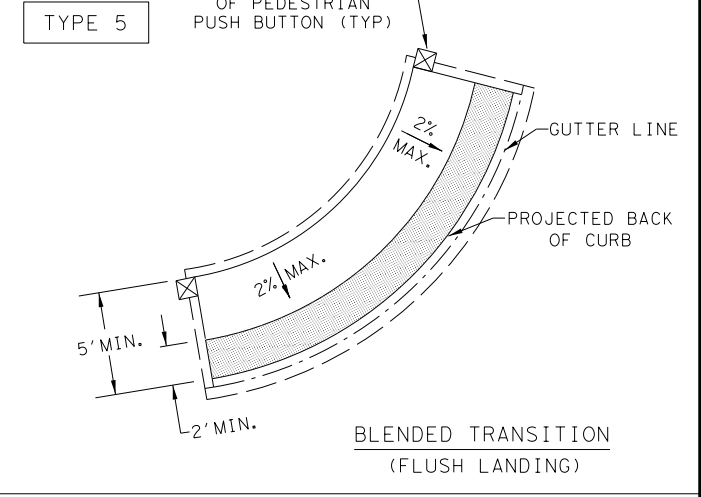
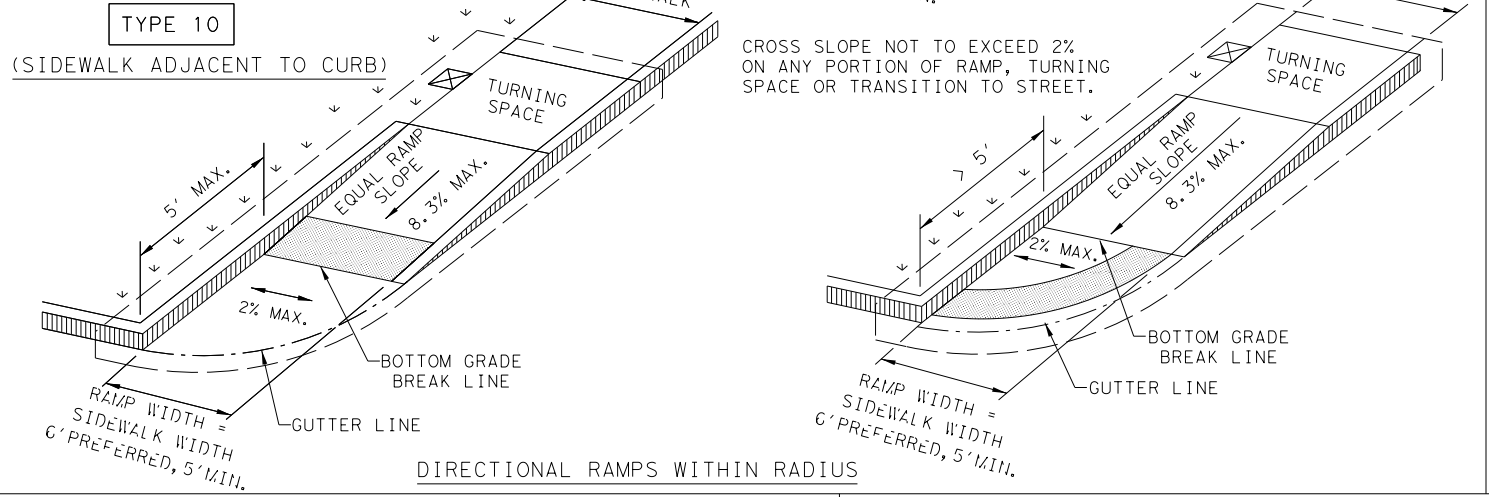
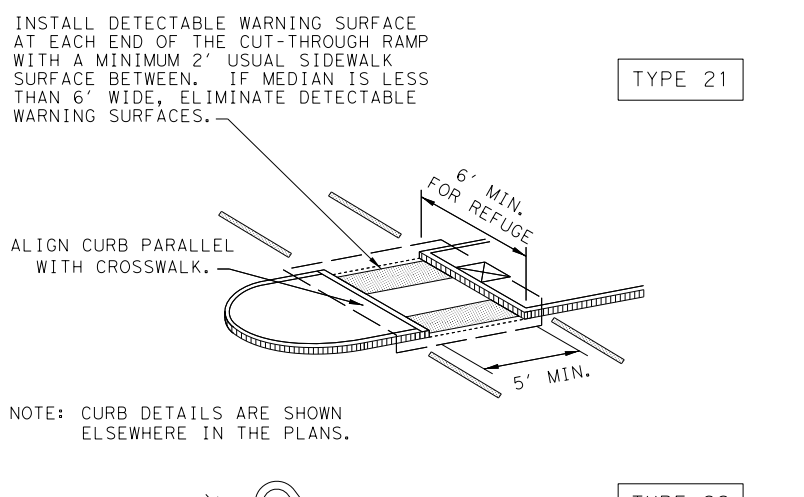
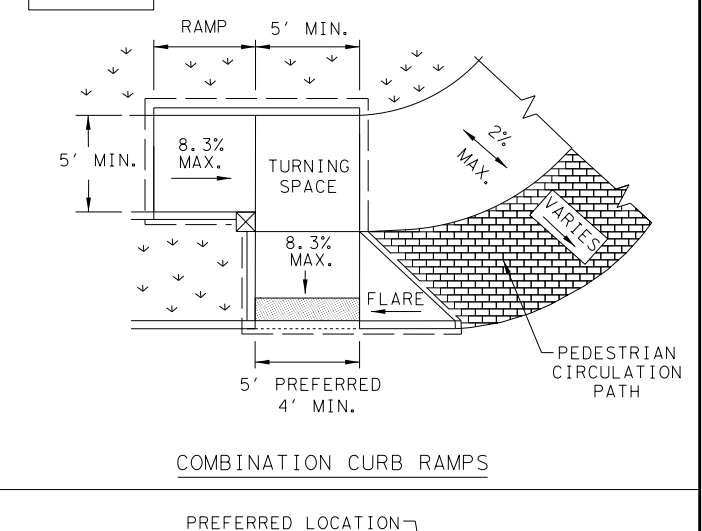
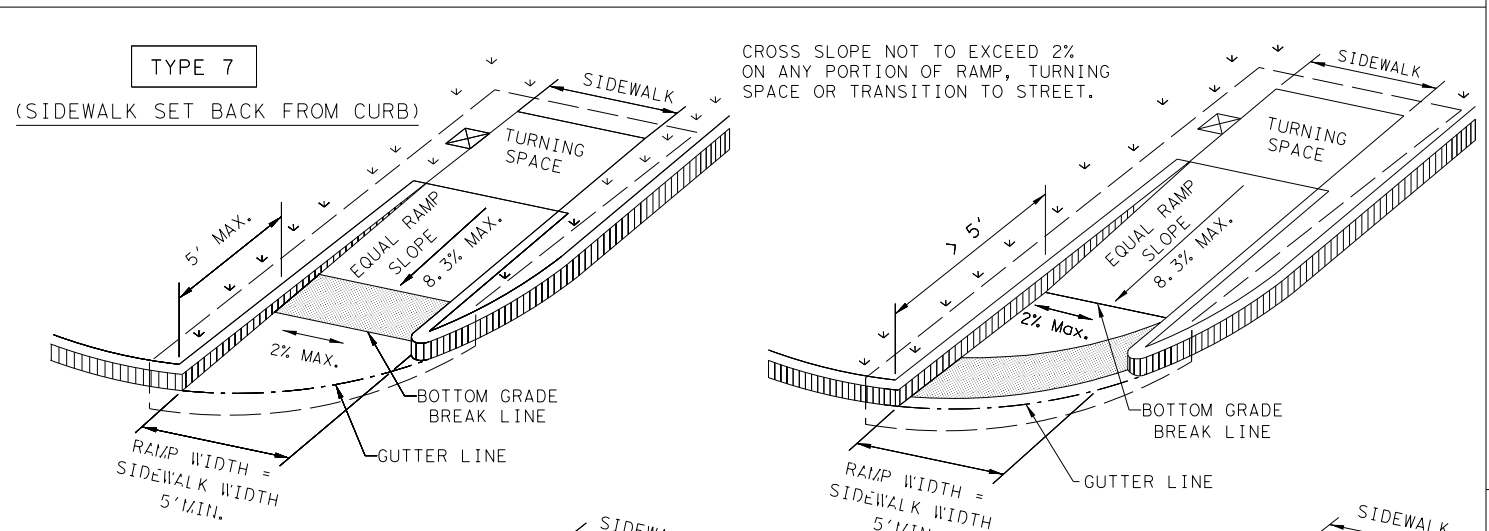
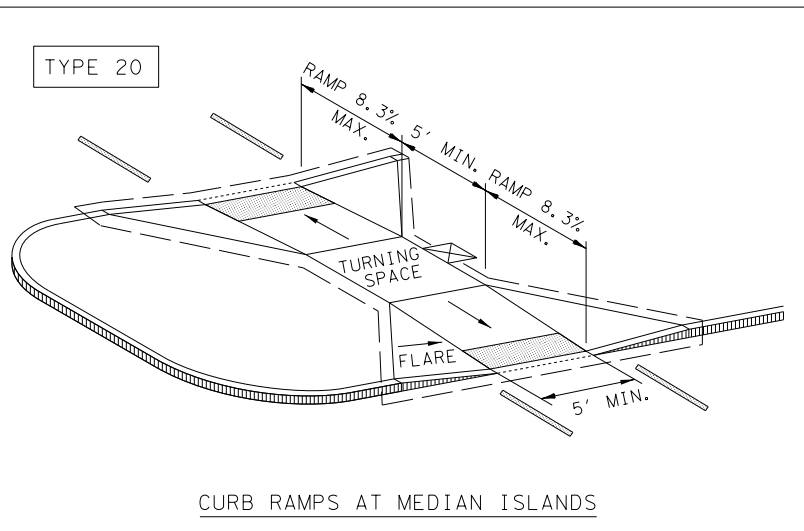
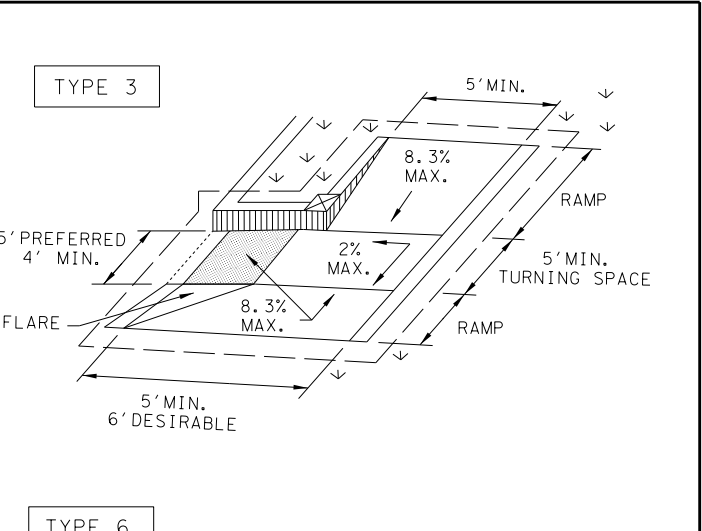
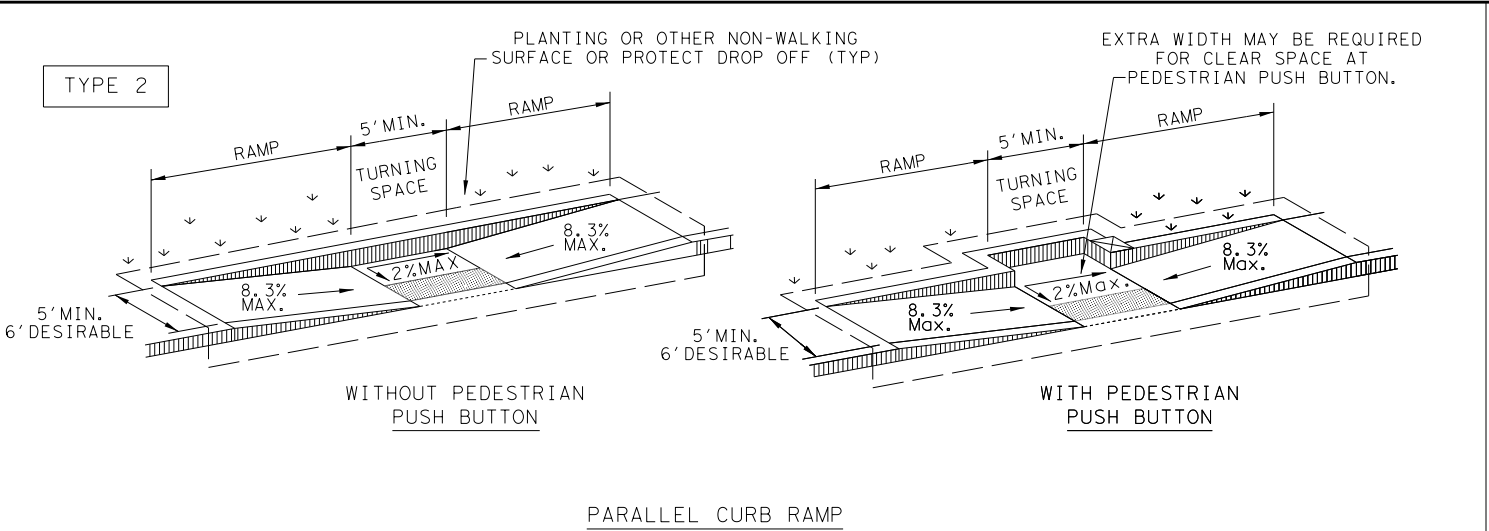
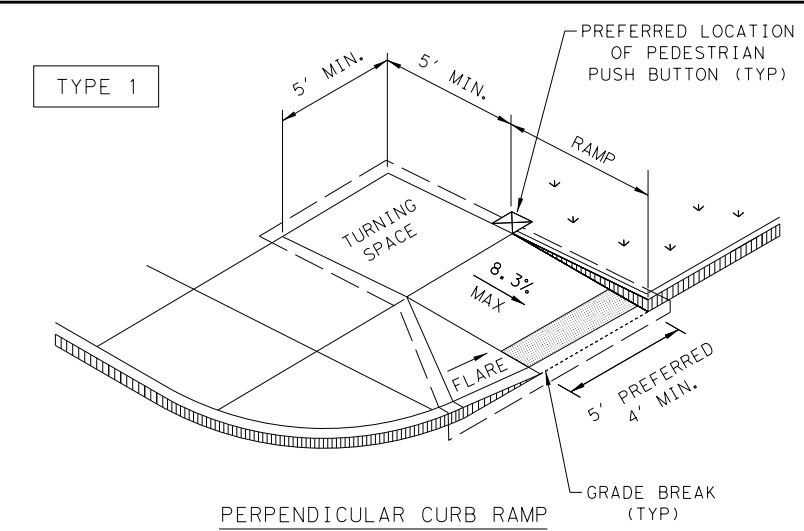
1. Holes, trenches or other hazards shall be adequately protected by covering, delineating or surrounding the hazard with orange plastic pedestrian fencing or longitudinal channelizing devices, or as directed by the Engineer.
2. "CROSSWALK CLOSURES" as detailed above will require the Engineer's approval prior to installation.
3. R9 series signs shown may be placed on supports detailed on the BC standards or CWZTCD list, or when fabricated from approved lightweight plastic substrates, they may be mounted on top of a plastic drum at or near the location shown.
4. For speeds less than 45 mph longitudinal channelizing devices may be used instead of traffic barriers when approved by the Engineer. Attenuation of blunt ends and installation of water filled devices shall be as per BC(9) and manufacturer's recommendations.
5. Location of devices are for general guidance. Actual device spacing and location must be field adjusted to meet actual conditions.
6. Where pedestrians with visual disabilities normally use the closed sidewalk Detectable Pedestrian Barricades should be used instead of the Type 3 Barricades shown.
7. The width of existing sidewalk should be maintained if practical.
8. Pavement markings for mid-block crosswalks shall be paid for under the appropriate bid items.
9. When crosswalks or other pedestrian facilities are closed or relocated, temporary facilities shall be detectable and shall include accessibility features consistent with the features present in the existing pedestrian facility.

SHEET 2 OF 2



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NOTES / LEGEND:

SEE GENERAL NOTES ON SHEET 2 OF 4 FOR MORE INFORMATION.

DENOTES PLANTING OR NON-WALKING SURFACE NOT PART OF PEDESTRIAN CIRCULATION PATH.

DENOTES PREFERRED LOCATION OF PEDESTRIAN PUSH BUTTON IF APPLICABLE.

GUTTER LINE

GRADE BREAK

RAMP LIMITS OF PAYMENT

SHEET 1 OF 4

Design Division Standard

PEDESTRIAN FACILITIES

CURB RAMPS

PED-18

FILE: ped18	DN: TxDOT	DW: VP	CK: KM	CK: PK & JG
© TxDOT: MARCH, 2002	CONT	SECT	JOB	HIGHWAY
REVISIONS				
REVISED 08, 2002				
REVISED 06, 2012				
REVISED 01, 2018				
DIST	COUNTY			SHEET NO.
				32

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DATE: 6/7/2023
FILE: _Projects\AUS-SP\008222 WestLake Hills Traffic Signal Design\07.00 CADD\WestLake\09-VIII Traffic Items\Standards\PED-18_02.dgn

GENERAL NOTES

CURB RAMPS

1. Install a curb ramp or blended transition at each pedestrian street crossing.
2. All slopes shown are maximum allowable. Cross slopes of 1.5% and lesser running should be used. Adjust curb ramp length or grade of approach sidewalks as directed.
3. Maximum allowable cross slope on sidewalk and curb ramp surfaces is 2%.
4. The minimum sidewalk width is 5'. Where the sidewalk is adjacent to the back of curb, a 6' sidewalk width is desirable. Where a 5' sidewalk cannot be provided due to site constraints, sidewalk width may be reduced to 4' for short distances. 5'x 5' passing areas at intervals not to exceed 200' are required.
5. Turning Spaces shall be 5'x 5' minimum. Cross slope shall be maximum 2%.
6. Clear space at the bottom of curb ramps shall be a minimum of 4'x 4' wholly contained within the crosswalk and wholly outside the parallel vehicular travel path.
7. Provide flared sides where the pedestrian circulation path crosses the curb ramp. Flared sides shall be sloped at 10% maximum, measured parallel to the curb. Returned curbs may be used only where pedestrians would not normally walk across the ramp, either because the adjacent surface is planted, substantially obstructed, or otherwise protected.
8. Additional information on curb ramp location, design, light reflective value and texture may be found in the latest draft of the Proposed Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published by the U.S. Architectural and Transportation Barriers Compliance Board (Access Board).
9. To serve as a pedestrian refuge area, the median should be a minimum of 6' wide, measured from back of curbs. Medians should be designed to provide accessible passage over or through them.
10. Small channelization islands, which do not provide a minimum 5'x 5' landing at the top of curb ramps, shall be cut through level with the surface of the street.
11. Crosswalk dimensions, crosswalk markings and stop bar locations shall be as shown elsewhere in the plans. At intersections where crosswalk markings are not required, curb ramps shall align with theoretical crosswalks unless otherwise directed.
12. Provide curb ramps to connect the pedestrian access route at each pedestrian street crossing. Handrails are not required on curb ramps.
13. Curb ramps and landings shall be constructed and paid for in accordance with Item 531 "Sidewalks".
14. Place concrete at a minimum depth of 5" for ramps, flares and landings, unless otherwise directed.
15. Furnish and install No. 3 reinforcing steel bars at 18" o.c. both ways, unless otherwise directed.
16. Provide a smooth transition where the curb ramps connect to the street.
17. Curbs shown on sheet 1 within the limits of payment are considered part of the curb ramp for payment, whether it is concrete curb, gutter, or combined curb and gutter.
18. Existing features that comply with applicable standards may remain in place unless otherwise shown on the plans.

DETECTABLE WARNING MATERIAL

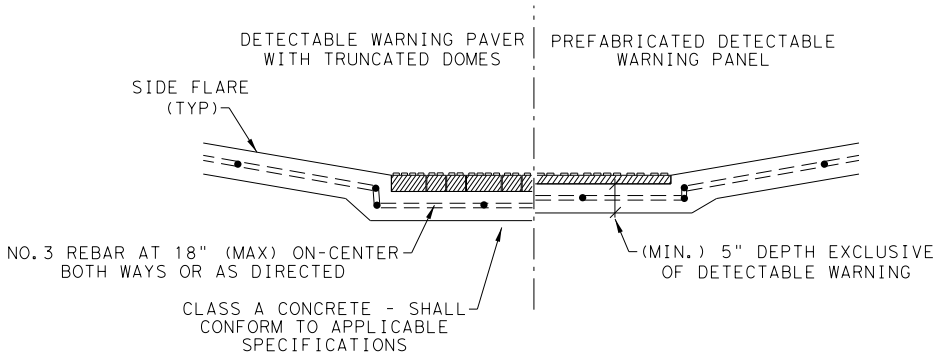
19. Curb ramps must contain a detectable warning surface that consists of raised truncated domes complying with PROWAG. The surface must contrast visually with adjoining surfaces, including side flares. Furnish and install an approved cast-in-place dark brown or dark red detectable warning surface material adjacent to uncolored concrete, unless specified elsewhere in the plans.
20. Detectable Warning Materials must meet TxDOT Departmental Materials Specification DMS 4350 and be listed on the Material Producer List. Install products in accordance with manufacturer's specifications.
21. Detectable warning surfaces must be firm, stable and slip resistant.
22. Detectable warning surfaces shall be a minimum of 24 inches in depth in the direction of pedestrian travel, and extend the full width of the curb ramp or landing where the pedestrian access route enters the street.
23. Detectable warning surfaces shall be located so that the edge nearest the curb line is at the back of curb and neither end of that edge is greater than 5 feet from the back of curb. Detectable warning surfaces may be curved along the corner radius.
24. Shaded areas on Sheet 1 of 4 indicate the approximate location for the detectable warning surface for each curb ramp type.

DETECTABLE WARNING PAVERS (IF USED)

25. Furnish detectable warning paver units meeting all requirements of ASTM C-936, C-33. Lay in a two by two unit basket weave pattern or as directed.
26. Lay full-size units first followed by closure units consisting of at least 25 percent (25%) of a full unit. Cut detectable warning paver units using a power saw.

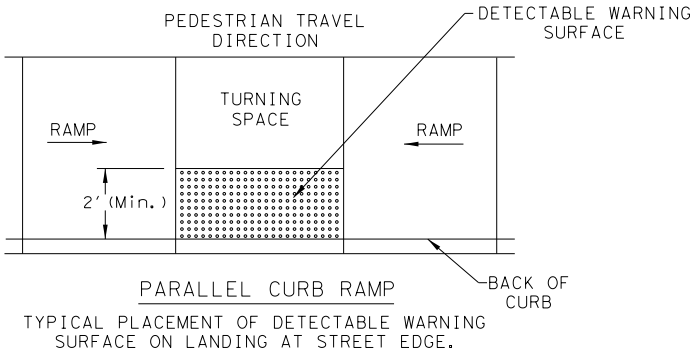
SIDEWALKS

27. Provide clear ground space at operable parts, including pedestrian push buttons. Operable parts shall be placed within unobstructed reach range specified in PROWAG section R406.
28. Place traffic signal or illumination poles, ground boxes, controller boxes, signs, drainage facilities and other items so as not to obstruct the pedestrian access route or clear ground space.
29. Street grades and cross slopes shall be as shown elsewhere in the plans.
30. Changes in level greater than 1/4 inch are not permitted.
31. The least possible grade should be used to maximize accessibility. The running slope of sidewalks and crosswalks within the public right of way may follow the grade of the parallel roadway. Where a continuous grade greater than five percent (5%) must be provided, handrails may be desirable to improve accessibility. Handrails may also be needed to protect pedestrians from potentially hazardous conditions. If provided, handrails shall comply with PROWAG R409.
32. Handrail extensions shall not protrude into the usable landing area or into intersecting pedestrian routes.
33. Driveways and turnouts shall be constructed and paid for in accordance with Item "Intersections, Driveways and Turnouts". Sidewalks shall be constructed and paid for in accordance with Item, "Sidewalks".
34. Sidewalk details are shown elsewhere in the plans.

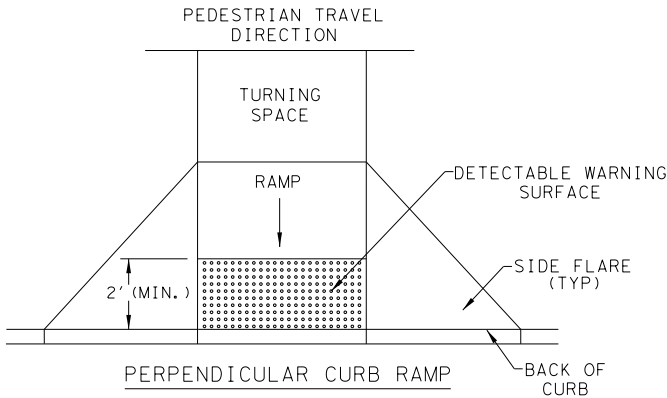


SECTION VIEW DETAIL
CURB RAMP AT DETECTIBLE WARNINGS

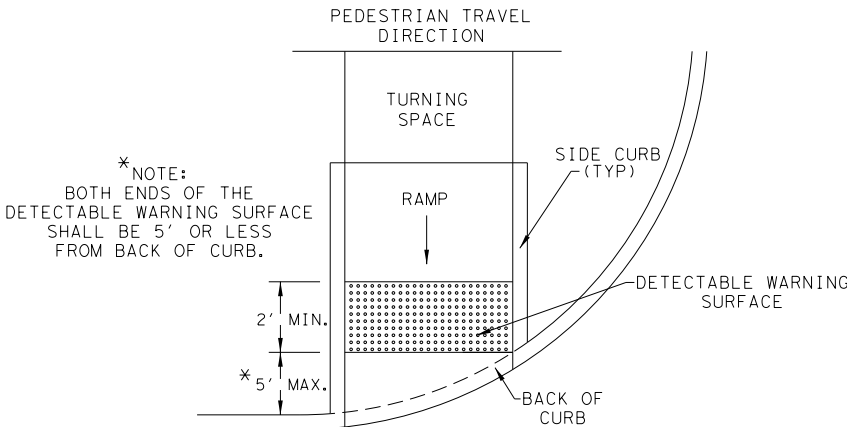
DETECTABLE WARNING SURFACE DETAILS



TYPICAL PLACEMENT OF DETECTABLE WARNING SURFACE ON LANDING AT STREET EDGE.



TYPICAL PLACEMENT OF DETECTABLE WARNING SURFACE ON SLOPING RAMP RUN.



* NOTE:
BOTH ENDS OF THE
DETECTABLE WARNING SURFACE
SHALL BE 5' OR LESS
FROM BACK OF CURB.

DIRECTIONAL CURB RAMP

TYPICAL PLACEMENT OF DETECTABLE WARNING SURFACE ON SLOPING RAMP RUN.

SHEET 2 OF 4



Design
Division
Standard

PEDESTRIAN FACILITIES
CURB RAMPS

PED-18

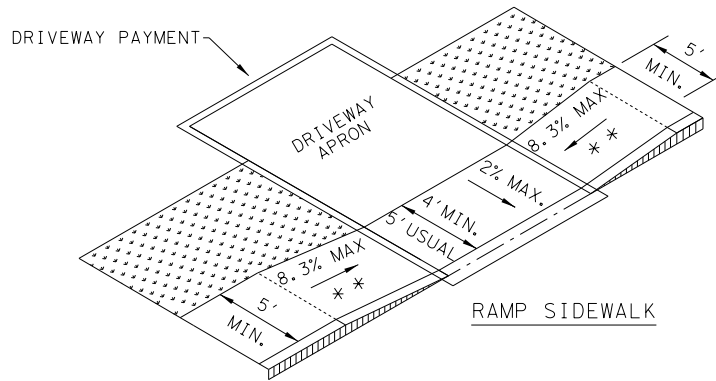
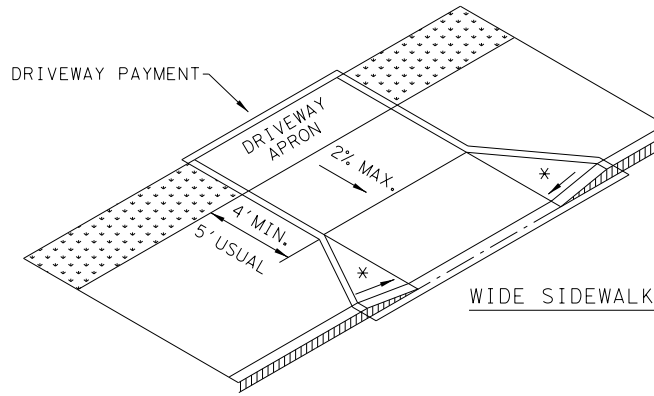
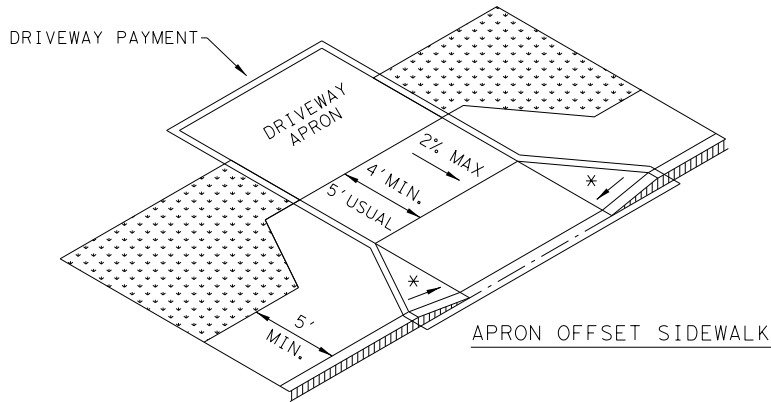
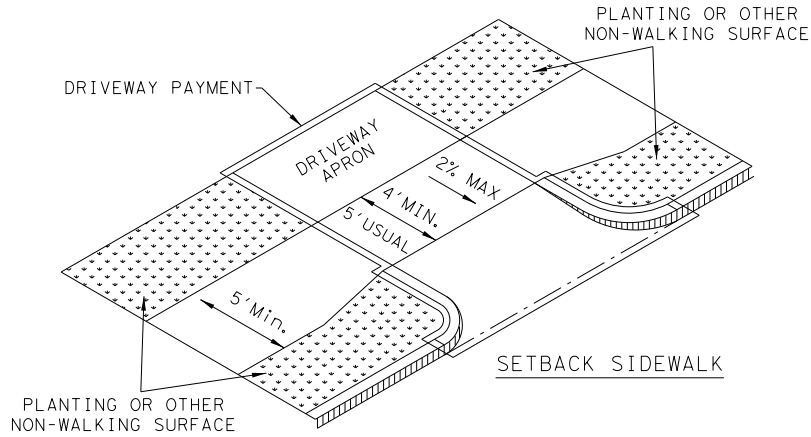
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© TxDOT: MARCH, 2002	CONT	SECT	JOB	HIGHWAY
REVISIONS				
REVISED 08, 2005				
REVISED 06, 2012				
REVISED 01, 2018				
	DIST	COUNTY		SHEET NO.
				33

DISCLAIMER:

DATE: 6/7/2023

DATE: 6/7/2023

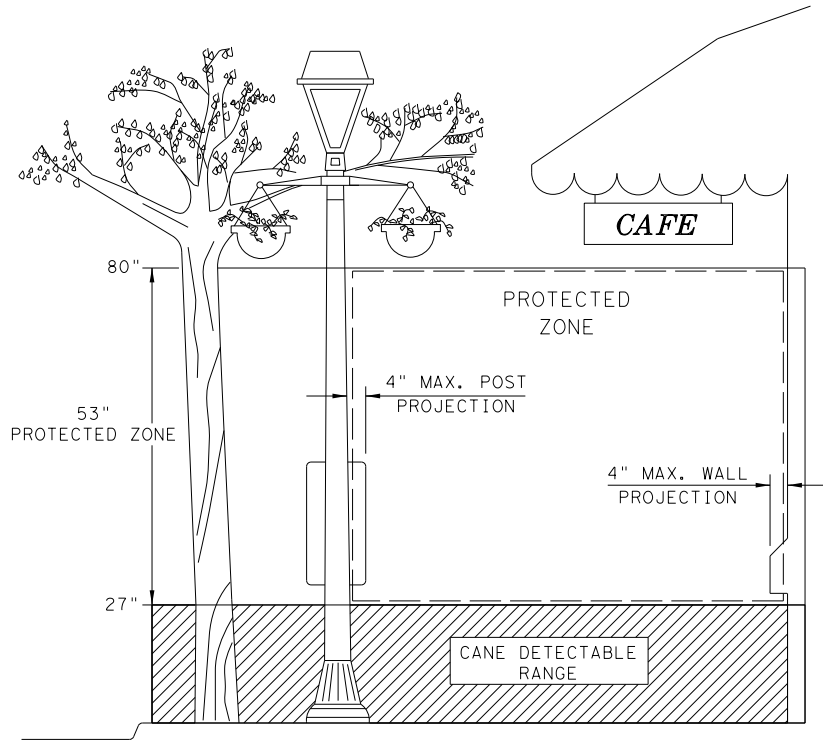
SIDEWALK TREATMENT AT DRIVEWAYS



NOTES:

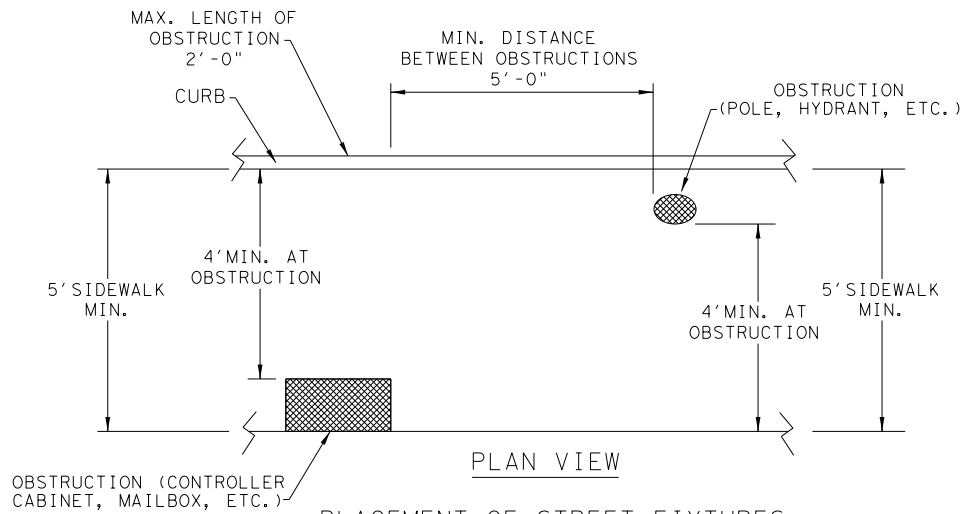
* WHERE DRIVEWAYS CROSS THE PEDESTRIAN ROUTE,
SIDES SHALL BE FLARED AT 10% MAX SLOPE.

✱ ✱ IF CURB HEIGHT IS GREATER THAN 6 INCHES, USE GRADE LESS THAN OR EQUAL TO 5%. HANDRAIL AND DETECTABLE WARNING ARE NOT REQUIRED.



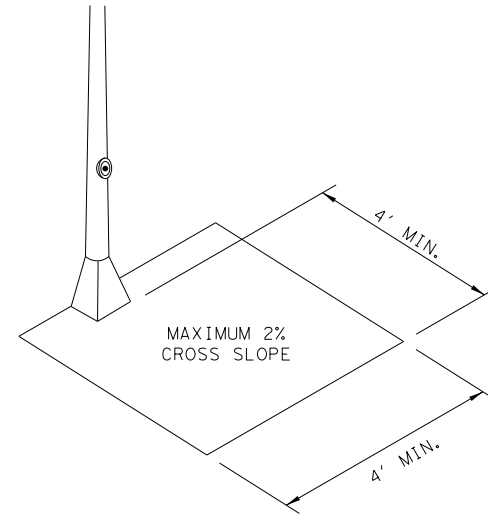
PROTECTED ZONE

NOTE: IN PEDESTRIAN CIRCULATION AREA, MAXIMUM 4" PROJECTION FOR POST OR WALL MOUNTED OBJECTS BETWEEN 27" AND 80" ABOVE THE SURFACE.

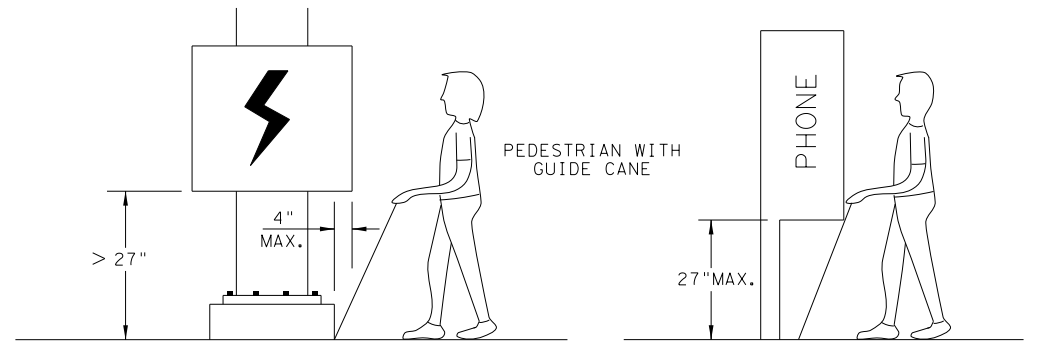


PLACEMENT OF STREET FIXTURES

NOTE: ITEMS NOT INTENDED FOR PUBLIC USE.
MINIMUM 4' X 4' CLEAR GROUND SPACE
REQUIRED AT PUBLIC USE FIXTURES.



CLEAR SPACE ADJACENT
TO PEDESTRIAN PUSH BUTTON



WHEN AN OBSTRUCTION OF A HEIGHT GREATER THAN
27" FROM THE SURFACE WOULD CREATE A PROTRUSION
OF MORE THAN 4" INTO THE PEDESTRIAN CIRCULATION
AREA, CONSTRUCT ADDITIONAL CURB OR FOUNDATION
AT THE BOTTOM TO PROVIDE A MAXIMUM 4" OVERHANG.

PROTRUDING OBJECTS OF A HEIGHT $\leq 27"$
ARE DETECTABLE BY CANE AND DO NOT
REQUIRE ADDITIONAL TREATMENT.

DETECTION BARRIER FOR
VERTICAL CLEARANCE < 80"

SHEET 3 OF 4



Texas Department of Transportation

design
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standard

PEDESTRIAN FACILITIES
CURB RAMPS

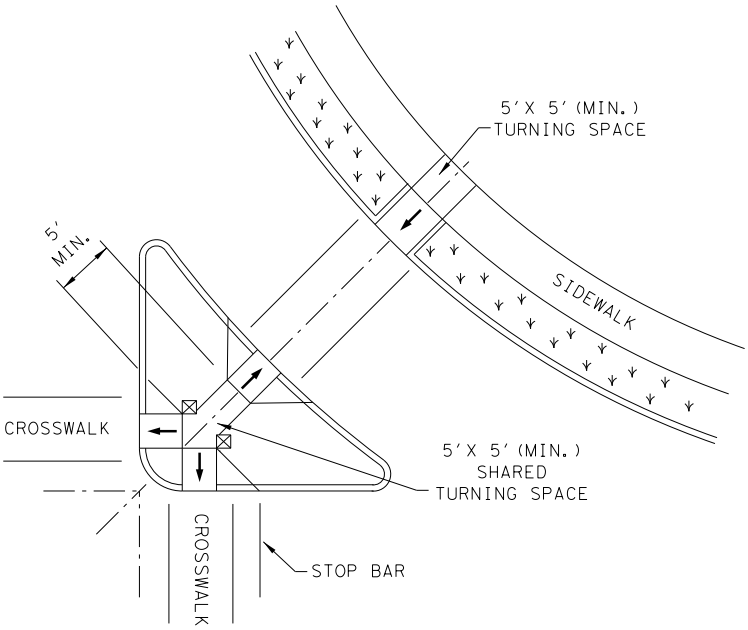
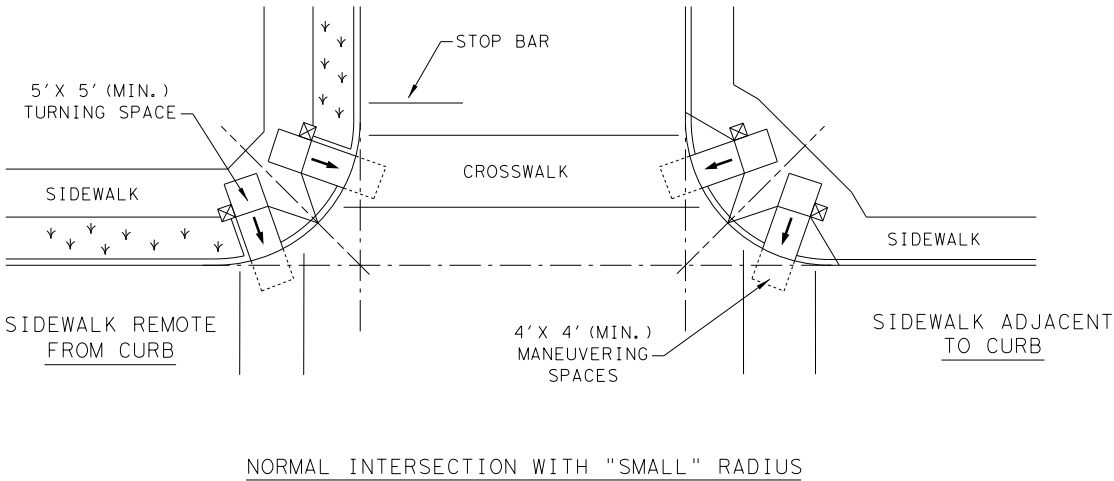
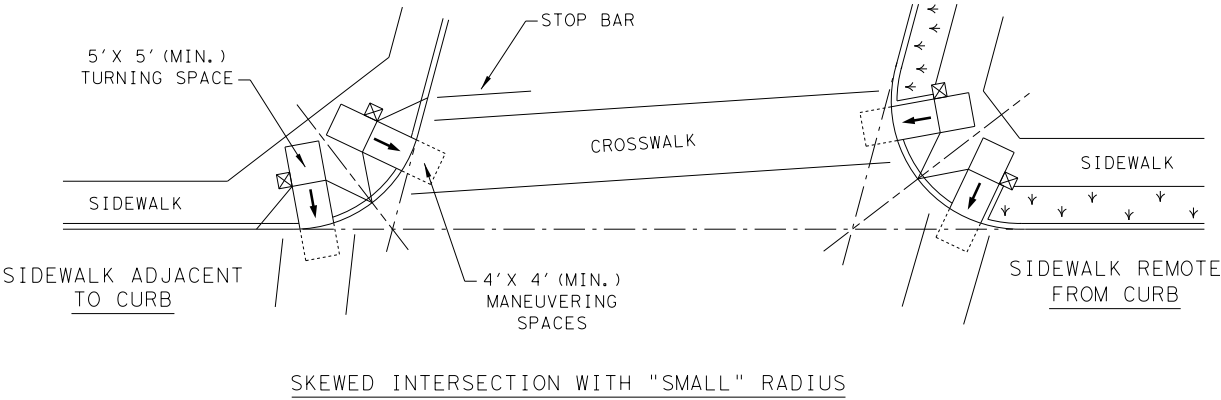
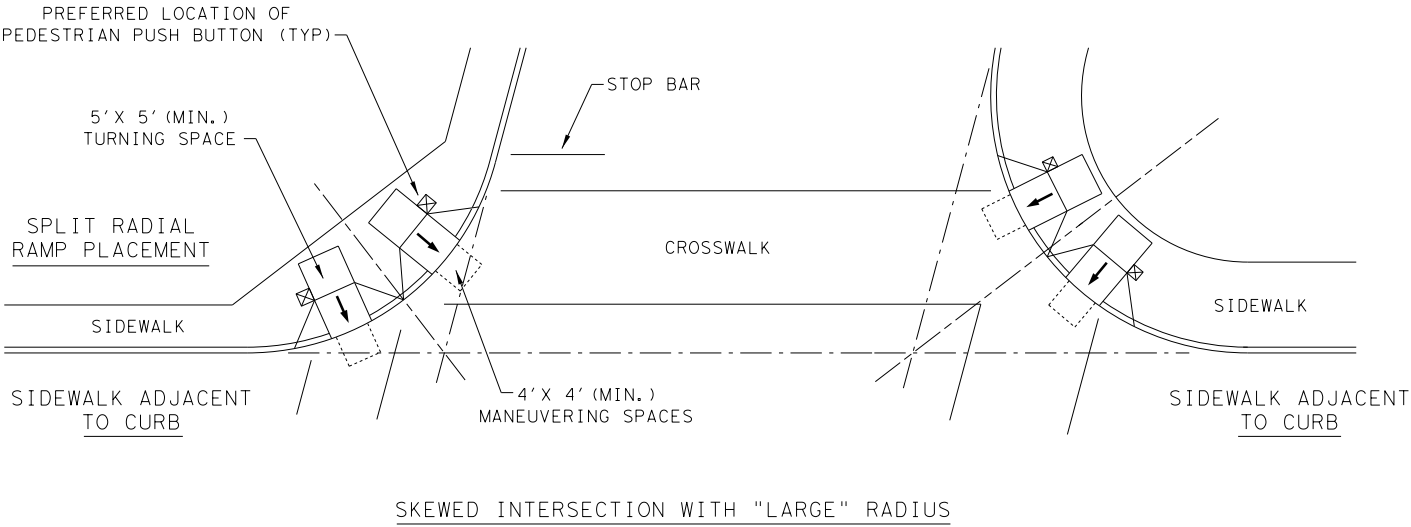
PED-18

FILE: ped18		DN: TxDOT		DW: VP	CK: KM	CK: PK & JG
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REVISIONS						
REVISED 08, 2005		DIST	COUNTY			SHEET NO.
REVISED 06, 2012						
REVISED 01, 2018						
						34

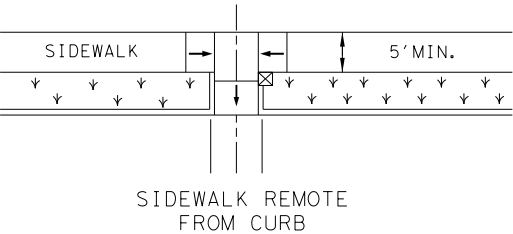
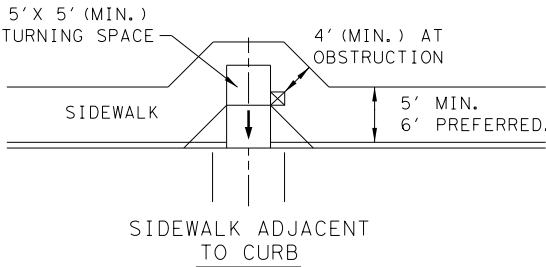
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DATE: 6/7/2023
FILE: _Projects\AUS-SP\008222 Westlake Hills Traffic Signal Design\07.00 CADD\Westlake\09-VIII Traffic Items\Standards\PED-18_04.dgn

TYPICAL CROSSING LAYOUTS
SEE SHEET 1 OF 4 FOR DETAILS AND DIMENSIONS



AT INTERSECTION
W/FREE RIGHT TURN & ISLAND



MID-BLOCK PLACEMENT
PERPENDICULAR RAMPs

LEGEND:

SHOWS DOWNWARD SLOPE.



DENOTES PREFERRED LOCATION OF PEDESTRIAN
PUSH BUTTON (IF APPLICABLE).



DENOTES PLANTING OR NON-WALKING SURFACE
NOT PART OF PEDESTRIAN CIRCULATION PATH.



SHEET 4 OF 4



Design
Division
Standard

PEDESTRIAN FACILITIES
CURB RAMPS

PED-18

FILE: ped18	DN: TxDOT	DW: VP	CK: KM	CK: PK & JG
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REVISIONS	DIST	COUNTY	SHEET NO.	
REVISED 08, 2005				
REVISED 06, 2012				
REVISED 01, 2018				



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>11</u>
Department:	<u>Administration</u>		
	<u>Trey Fletcher,</u>		
Prepared By:	<u>City Administrator</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u></u>	Source of Funds:	<u>n/a</u>

Subject

Receive an update and discuss authorizing Travis County ESD #9 to enforce certain provisions of the city code related to health, safety, and fire prevention.

Recommendation

Staff recommends approval.

Discussion

Travis County Emergency Services District Number 9 (ESD 9) overlaps the cities of West Lake Hills and Rollingwood as well as unincorporated areas providing fire suppression and first response. The ESD 9, often referred to as the Westlake Fire Department, also employs a Fire Marshal.

The purpose of this item is to inform the City Council of the opportunity to augment the city's efforts regarding the enforcement of various provisions of the city code that are also in the interest of the fire department. Currently, the department has the authority to issue citations but only in the unincorporated areas of the District in which those citations are processed through the Justice of the Peace.

The city code defines the Fire Marshal in Section 8.03.022. Definitions as follows:

The person designated or appointed by the city council to serve in the capacity of fire marshal for the city. For the purposes of this article, the fire marshal may be employed or otherwise engaged by another entity or political subdivision.

To effectively leverage the role of the Fire Marshal for the enforcement of applicable code provisions and support the city's building and development process, the preparation of an interlocal cooperation agreement is recommended designating the Fire Marshal as noted above.

Preliminary discussion with Chief Wilson and District Chief Lacey has shown support for this effort as well.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>12</u>
Department:	<u>Administration</u>		
	<u>Trey Fletcher,</u>		
Prepared By:	<u>City Administrator</u>	Cost / Budget:	<u></u>
Exhibits:	<u></u>	Source of Funds:	<u>2022 Bond Funds / 2023 COs</u>

Subject

Discuss and consider action to accept the design development phase pricing and estimate for the new municipal complex and to authorize progression of the construction documents.

Recommendation

Staff recommends approval.

Discussion

The purpose of this item is to accept the Design Development phase documents as complete. Utilizing the construction manager at risk (CMAR) process, the contractor has also provided pricing information which helps the project team ascertain the viability of the project to continue forward. Initial pricing indicated that due to a number of factors, adjustments were needed in the form of consideration of value engineering options (cuts in scope) and movement of some components to be considered alternates, outside of the base bid. This exercise has enabled the project team to make these adjustments enabling the progression of the plans to proceed with construction documents. This is the final phase of design.

Approving this item the City Council accepts the completion of design development and receives the cost estimate for the New Municipal Complex and authorize the Architect (BSW Architects) and the Construction Manager (SpawGlass) to progress into the Construction Document phase. The Architect submitted the Design Development phase documents for review on July 20, 2023. Those documents were reviewed by City Staff, The Construction Manager team, and the Project Management team and review comments were submitted by August 7, 2023. The Construction Management team provided an estimate package based on the Design Development documents on August 23, 2023. City Staff, the Design Team, and the Project Management team reviewed the estimate package and, working closely with the Construction Management team, arrived at an in-budget Design Development scope on September 8, 2023.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>September 13, 2023</u>	Item Number:	<u>13</u>
Department:	<u>Building & Development Services</u>		
Prepared By:	<u>Jennifer C. Bills</u>	Cost / Budget:	<u>\$121,700.00</u>
Exhibits:	<u>See Attached</u>	Source of Funds:	<u>N/A</u>

Subject

Discuss and consider action to award a bid to DigDug Construction LLC for dead vegetative debris removal in the city-maintained drainage easements and city-owned lots and authorize the City Administrator to execute all required documents.

Recommendation

Staff recommend approval of a contract with DigDug Construction LLC.

Discussion

The City issued a request for bids for tree pruning, removal, and flush cuts (dead vegetative debris removal) on city owned property for 10 sites on August 18, 2023. The city also requested a rate for additional locations that may be identified. Two bids were received by 2:00 p.m. September 7, 2023, and the bids were opened immediately after the deadline. DigDug Construction LLC is the lowest bid with a proposal of \$121,700.00 for the 10 sites identified in the bid.

With the Federal emergency declaration for Winter Storm Mara, expenses for storm damage clean up are eligible for reimbursement.



City of West Lake Hills

City of West Lake Hills Street Index

- Legend**
- WLH City Limits
 - Extraterritorial Jurisdiction
 - Parcels
 - Streets
 - Public Services**
 - Church
 - School



Street Name	WLH Grid	Street Name	WLH Grid	Street Name	WLH Grid
Allegro Lane	C3	Jeffery Place	F3,F2	Rocky Ridge Road	E5
Basin Ledge	E1	Juniper Road	F7	Rocky River Cove	D5,E5,E4
Basin Ledge East (2 & 6)	D7	Kennan Road (1106 & up PAE)	C2,D2	Rocky River Drive	D5,E5,E4
Beaver Trail (910 Only)	A3,B3,B4,C4,C5,D6,E7	Las Brisas Drive	C7,C8	Rollingwood Drive	F3
Ben Cave Road (5300 - 6000)	E6,F6	Las Lomas Drive	D6,E6,E5	Skyline Drive	E2,E3,F3
Bent Tree Court	B3,C3,C4	Las Lomas Court	E7,F7,F6,F5	Spiller Lane (440 & up PAE)	C4,C5
Big Bend	E6,F7	Laurel Valley Road	D6	Spill Trail	F5,F6
Blackacre Trail (PAE)	C4	Laurel Valley West	D3	Sprague Lane (PAE)	B4,B3
Blue Ridge Trail (100,101,200)	E5	Laurelwood Trail (C04 only)	E6,F7	Spurlock Valley	E1,E2
Bluff Park Circle	C5,D5,D4,E4	Ledgeview East	E6,F6,F5	Stratford Reserve Place	F5
Brady Lane (412-442)	E7,E6,F6,F5	Limerick Lane (PAE)	D3	Sugar Creek Drive	F7,F6
Buckeye Trail	D3	Ledgeview West	D2	Sugar Shack Drive	F8,G6,G5
Buena Vista Circle	D1,D2	Little Bend Road	C3,D3	Sweet Sky Road	D4
Bullan Lane (601 & Up)	C7,C6,D6	Live Oak Ridge	C2,C3	Sweet Sky Road	D4
Calhoun Road	E1	Loma Linda	E1	Terrace Mountain Cove #1	C2
Camp Craft Road	B1,B2,A1,A3,A4,A5,B5,B6,B7,C7	Lost Canyon	C3,C4	Terrace Mountain Cove #2	C4
Canyon View	D5	Madrone Road	F6	Valencia Drive	E2
Caravan Circle	D2	Manor Ridge Court	F6	Washington Cut Off	E3
Carra	D5	McCormell Drive	F6	Westbank Drive (911,925,950,1000,1001 & 4300)	D7,D6
Cedar Oak Drive (PAE)	D3	Mulberry Lane	B3,C3	Westbrook Drive (101,103,609, & up)	D6,D5
Cedar Park Drive	E5,F5	Nob Hill Circle	E3	Westlake Drive (100 - 1801)	C6,C5,D5,D4,E3,E2
Circle Ridge Drive	E5,F5	North Peak Road	F7	West Spring Drive	E2
Coquina Lane (PAE)	D4,D5	Oak Valley Drive	E5,F5	Wild Basin Drive (201,203,205,206)	D6,E6,E5
Cortona Drive	D4,D5	Old Bee Cave Road	B4,C4	Wild Basin South	E1
Crest Wood Court	F6	Old Stable Lane	D3	Wild Cat Hollow (1521 & up PAE)	E2
Cue Trail (3612 & up PAE)	D7	Old Stoneledge	D1	Windsong Trail	O1
Double Bend Back Road	B2	Ox Eye Trail	D3	Wood Trail	C4,C5
Double Fork Road	D5	Parkwood Court	B2	Woodview Court	F6,F7
Downie Place (PAE)	D5	Redbud Cove	F7	Wren Valley Cove (PAE)	C2
Downie Place (1507 & up PAE & exclude 301)	C8	Redbud Trail	F8	Yaupon Valley Road	B2,B3,C3,C4,D4,E4
Forest View Drive (701-903)	E5,F5	Rivella Road	F6		
Gentry Drive (3303, 3313, 3315)	F7	Ridgmont Court	F7		
Gregory Place	F3	Ridgmont Court	F7		
Harbor View Drive	E3,E2,F2,F3	Ridgmont Court	F7		
Hidden Cove (PAE)	F2	Ridgmont Court	F7		
Hillcrest Court	F2	Ridgmont Court	F7		