NOTICE OF REGULAR TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
TUESDAY, FEBRUARY 20, 2024 AT 6:00 P.M.
LOCATION:
IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227
OR
VIRTUALLY by Zoom Meeting
https://us02web.zoom.us/j/82651335580
Meeting ID: 826 5133 5580
One tap mobile
+13462487799,,82651335580# US (Houston)

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

1. Call to Order

2. Roll Call

3. Invocation – Pastor Jeff Kosack, Trilogy Church

4. Pledge of Allegiance – Council Member Ron King

5. Citizens Input (Items on the agenda and not on the agenda)
   If commenting via Zoom, please use the Raise Your Hand feature. Please state your full name before speaking. Please limit your comments to three minutes in duration. You are restricted from passing your time or any portion of unused minutes to another citizen for comment.

6. Council Members' announcements and updates

7. Mayor's announcements and updates.

8. Updates; Discussion of the Same.
   a. Town Administrator Announcements and Updates – Kristi Gilbert
   b. Financial Reports – Kristi Gilbert
   c. Building Permits and Development – Rodney Patterson & Kristi Gilbert
   d. Law Enforcement – Shaun Short
   e. Fire Department – Paul Rust
   f. Committee Reports – MDD, Parks, Connectivity Committee, Historical Committee, Roads Committee

CONSENT AGENDA

9. Consider approval of the January 16, 2024 Council Meeting Minutes.

10. Consider approval of the January 2024 Financials.

11. Consider approval of a resolution amending the 2024 holiday schedule.

12. Consider approval of reimbursing the City of Krugerville for $5,576.70 representing 30% of a software refund received by the Town of Cross Roads for Northeast Municipal Court software expenditures.

13. Consider approval of a resolution amending the pay plan for the 2024 Fiscal Year for Town employees to include the position of Communications and Special Projects Coordinator.

14. Consider acceptance of the 2023 Cross Roads Police Department's Racial Profiling Analysis.

REGULAR SESSION

15. Discuss and consider approval of a preliminary plat application for a 1.76 acre parcel located just to the East of 11911 US 380, Cross Roads, Denton County, Texas. The purpose of this plat is to create a lot to develop a car care facility. *(2023-1204-01PPLAT)*

16. Discuss and consider approval of a resolution adopting the Cross Roads Adopt-OUR-Roads Program.

EXECUTIVE SESSION

17. The Town Council may convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
    a. Section 551.071 Consultation with Attorney – Duties and responsibilities of Council Members.
    b. Section 551.087 Deliberation Regarding Economic Development Negotiations – Project Alpha, Project Bravo, Project Charlie and Denton ISD.
    c. Section 551.072 - Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person: Project Bravo and Naylor
    d. Section 551.074 Personnel – Police Chief Performance Evaluation Follow Up and extension of Town Administrator and Police Chief Employment Agreements

18. Take action as may be necessary or appropriate on matters discussed in Executive Session.

ADJOURN

Future Meetings and Events:
All citizens are invited to participate; schedule may change.

- *Town Council Meeting – Monday, March 4, 2024 at 6:00 p.m.*
- *Planning and Zoning Commission Meeting – Tuesday, March 5, 2024 at 7:00 p.m.*
- *Parks and Recreation Board Meeting - Wednesday, March 6, 2024 at 6:00 p.m.*
- *Municipal Development District Meeting – Thursday, March 14, 2024 at 6:00 p.m.*
- *Town Council Meeting – Monday, March 18, 2024 at 6:00 p.m.*

CERTIFICATION

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board at the Town Hall of the Town of Cross Roads, Texas on or before Friday, February 16, 2024, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

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

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for seeking confidential legal advice from the Town Attorney on any agenda item listed herein.
This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at 940-365-9693. Reasonable accommodation will be made to assist your needs.

_____
Donna Butler, Town Secretary

I certify that the attached notice and agenda of items to be considered by the Town Council of the Town of Cross Roads was removed by me from the front window of the Town of Cross Roads Town Hall, 1401 FM 424, Cross Roads, Texas, on the _____ day of _____, 2024.

_____, Title: Town Secretary

CROSS ROADS POLICE DEPARTMENT

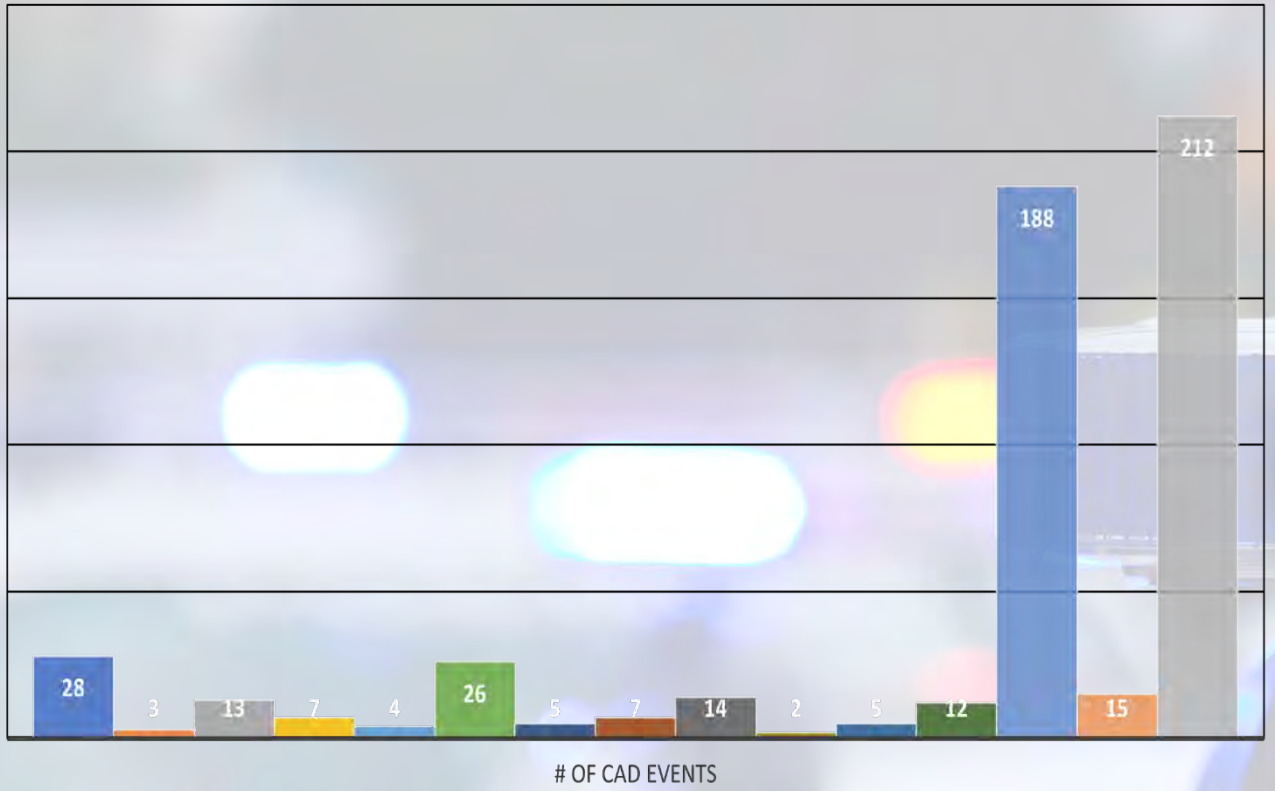
Police Department Council Report

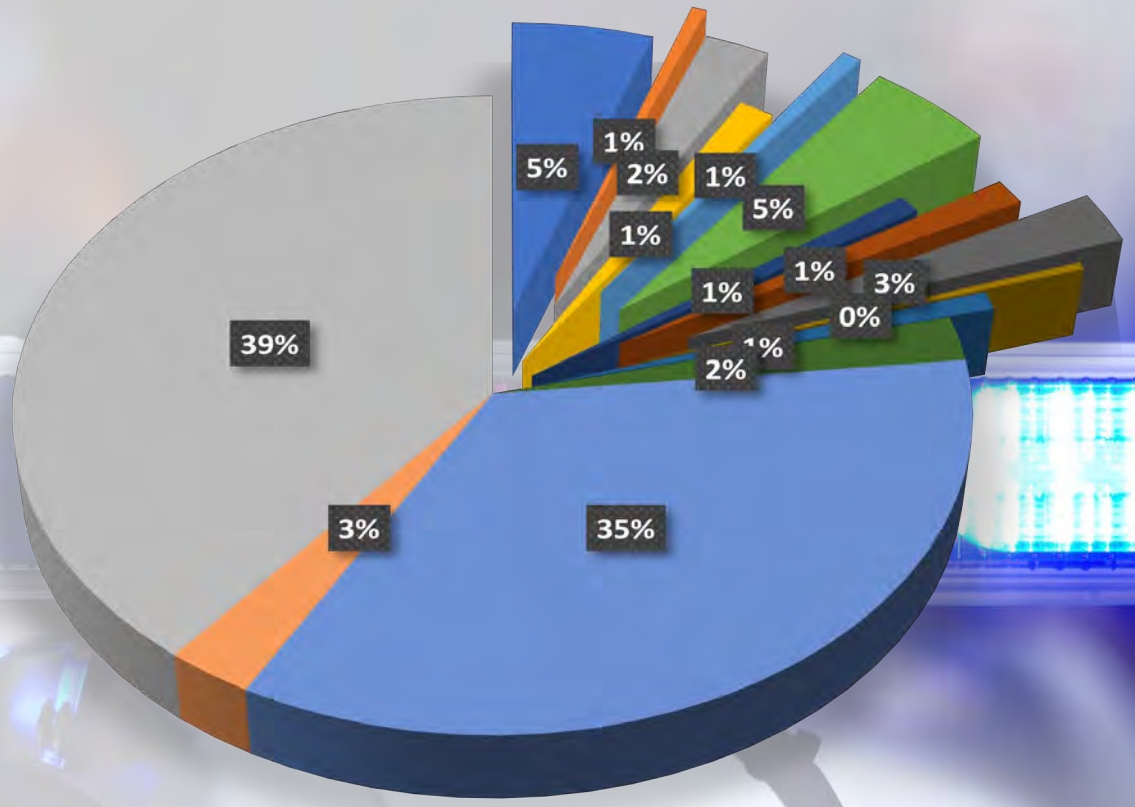
Chief Shaun Short

February 20, 2024

Police Operations – Incidents January 2024

541 Total Incidents





- Crash Invesigations
- Agency Assist
- Motorist Assist
- Traffic Stop
- Crimes Against Persons
- Alarms
- Domestic Distubances
- Welfare Concern
- Property Crimes
- Animal Complaints
- Road Blockage
- Unclassified
- Socitey (DWI/ Drug Paraphernalia)
- Disturbances
- Suspicious Person

Police Operations - Reports

- December Police Reports
  - 10 Crash Investigations
    - 8 - US HWY 380
    - 1 - FM 424/ Fishtrap
    - 1 - HWY377/ Fishtrap
  - 12 Property Crime
    - 6 - Retail Theft
    - 6 - Criminal Trespass
  - 4 Society
    - 1 - Intoxicated Driving
    - 3 - Drugs / Paraphernalia / MIP / PI

- January Police Reports
  - 10 Crash Investigations
    - 4 - US HWY 380
    - 2 - FM 424/ Fishtrap
    - 3 - HWY 377/ Fishtrap
    - 1 – Naylor/ Historic
  - 10 Property Crime
    - 5 - Retail Theft
    - 4 - Criminal Trespass
    - 1 – Criminal Mischief
  - 7 Society
    - 0 - Intoxicated Driving
    - 7 - Drugs / Paraphernalia / MIP / PI

Police Administrative

- Project Updates
  - Fords received by upfitter
  - Parking Lot Illumination Completed
  - Continuing Proof Submission for Accreditation
- Training
  - Sergeant Draut – Servant Leadership
  - Sexual Assault, Family Violence Investigator Course
- Community
  - Citizen Police Academy

MINUTES OF EMERGENCY TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
TUESDAY, JANUARY 16, 2024 AT 6:00 P.M.
LOCATION:
IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227
OR
VIRTUALLY by Zoom Meeting

1. **Called to Order at 6:02 P.M.**

2. Roll Call: **Mayor Tompkins; Council Members Housewright, Meek, King, and Paus. Council Member Zuczek was absent.**

   Mayor Tompkins called for the Invocation led by Dr. Jeff Williams, Senior Pastor of First Denton.

   Mayor Tompkins called for the Pledge of Allegiance led by Town Administrator, Kristi Gilbert.

3. Citizens Input (Items on the agenda and not on the agenda)
   None.

   Mayor Tompkins asked for Council Member announcements.
   - **Housewright announced intention to run for Council.**
   - **Meek announced his support for Housewright's candidacy and announced his intention to run for Council.**
   - **King announced his support for Housewright and Meek's candidacy.**
   - **Paus announced his support for Housewright, Meek, and Mayor Tompkin's candidacy.**

4. Mayor's announcement.
   Mayor Tompkins announced the outcome of the Red Kettle Challenge, the Town Secretary's certification, the Town's partnership with Denton ISD, gave an update on revenues and expenditures, announced Citizens' Fire Academy, and Town volunteer opportunities.

REGULAR SESSION

5. Discuss and consider action related to damage to Town Hall facilities.
   Mayor Tompkins announced there was a flood that damaged Town Hall.
   No action was taken.

ADJOURNED TO REGULAR SCHEDULED JANUARY 16, 2024 COUNCIL MEETING
at 6:25 P.M.

_____
T. Lynn Tompkins, Jr., Mayor

_____
Donna Butler, Town Secretary

MINUTES OF REGULAR TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
TUESDAY, JANUARY 16, 2024 AT 6:00 P.M.
LOCATION:
IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227
OR
VIRTUALLY by Zoom Meeting

1. Call to Order – **6:25 P.M.**

2. ~~Roll Call~~ **Present: Mayor Tompkins; Council Members Housewright, Meek, King, and Paus. Council Member Zuczek was absent.**

3. ~~Invocation – Dr. Jeff Williams, Senior Pastor First Denton~~ **Moved to Emergency Meeting.**

4. ~~Pledge of Allegiance – Kristi Gilbert, Town Administrator~~ **Moved to Emergency Meeting.**

5. ~~Citizens Input (Items on the agenda and not on the agenda~~) **Moved to Emergency Meeting.**

6. ~~Council Members' announcements and updates~~ **Moved to Emergency Meeting.**

7. ~~Mayor's announcements and updates.~~ **Moved to Emergency Meeting.**

8. Updates; Discussion of the Same.
   a. Town Administrator Announcements and Updates – **Kristi Gilbert**
   b. Financial Reports – **Kristi Gilbert**
   c. Building Permits and Development – **Kristi Gilbert**
   d. Law Enforcement – ~~Shaun Short~~ **Sergeant Draught gave the December Police Department Report.**
   e. Fire Department – ~~Paul Rust~~ **Assistant Fire Chief Jeromy Porter gave the December LEFD Report.**
   f. Committee Reports – MDD, Parks, Connectivity Committee, Historical Committee, Roads Committee **Paula Paus, Parks and Recreation Board Chair, gave the Parks update.**

<u>CONSENT AGENDA</u>

9. Consider approval of the December 11, 2023 Council Meeting Minutes.

10. Consider approval of the November and December 2023 Financials.

11. Consider approval of an ordinance ordering the May 4, 2024 General Election for Municipal Officers.

12. Consider approval of an Interlocal Cooperation Agreement between Denton County

and the Town of Cross Roads for engineering and construction for the future East-West Collector Road between Potter Shop and FM 720.

13. Consider approval of a professional services agreement with Catalyst Commercial, Inc. for the development of a Cross Roads Hwy 380 Zoning Overlay district and authorize the Mayor to execute the same.

14. Consider approval of an agreement with Halff Associates, Inc. for Professional Engineering Services on a task order basis.

15. Consider approval of a resolution adopting the Town of Cross Roads Investment Policy in accordance with the Public Funds Investment Act.

16. Consider approval of a request from Daniel Williamson, on behalf of property owner SitePro Rentals Inc., requesting an extension of the final plat (2022-0404-04FPLAT) for the property located at 7557 S. Hwy 377.

Motion to approve the Consent Agenda made by King;
Second by Paus;
Consent Agenda approved 4 to 0.

REGULAR SESSION

17. CONDUCT A PUBLIC HEARING, discuss and consider approval of a request by applicant Ramon Aranda on behalf of owner Margarito Espinoza for the expansion of a special use permit to allow for outdoor retail sales for additional property recently acquired at 8801 US 380, Cross Roads, Denton County, Texas. *(2023-1009-04SUP)*
Mayor Tompkins opened the Public Hearing at 6:43 P.M.
Town Administrator Gilbert briefed Council;
Applicant was not present;
Mayor Tompkins closed the Public Hearing at 6:46 P.M.

Motion to deny an expansion of the SUP made by Meek;
Second by Housewright;
Denial of expansion of SUP passed 4 to 0.

18. CONDUCT A PUBLIC HEARING, discuss and consider approval of a request by Raviteja Vesangi on behalf of land owner Akhanda Rentals LLC. to add an amendment to the Town of Cross Roads Code of Ordinances to provide a definition for an “Outdoor Restaurant” to include a permanent food truck. *(2023-1204-03ZC)*
Mayor Tompkins opened the Public Hearing at 6:51 P.M.
Town Administrator Gilbert briefed Council;
Applicant was not present;
Mayor Tompkins closed the Public Hearing at 6:54 P.M.

Motion to deny the text amendment made by Meek;
Second by King;
Denial of text amendment passed 4 to 0.

19. Discuss and consider action on a request from applicant, Majed J. Khalaf, on behalf of property owner 1856 Investments LLC., requesting a waiver from the requirement for a minimum ten foot (10') landscape buffer adjacent to a public roadway to allow existing parking spaces to remain in place to serve an existing restaurant located at 10001 US 380.
Town Administrator Gilbert briefed Council;
Applicant was not present.

Motion to deny the waiver from the landscape buffer made by Meek;
Second by Housewright;
Denial of waiver from landscape buffer passed 4 to 0.

EXECUTIVE SESSION - Council did not convene into Executive Session.

20. ~~The Town Council may convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:~~
    a. ~~Section 551.071 Consultation with Attorney – Lovett 380 Agreement~~
    b. ~~Section 551.087 Deliberation Regarding Economic Development Negotiations – Project Alpha, Project Bravo, Project Charlie and Denton ISD.~~
    c. ~~Section 551.072 - Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person: Project Bravo and Naylor~~

21. ~~Take action as may be necessary or appropriate on matters discussed in Executive Session.~~

ADJOURNED AT 7:06 P.M.

_____
T. Lynn Tompkins, Jr., Mayor

_____
Donna Butler, Town Secretary

TOWN COUNCIL RETREAT MINUTES
JANUARY 19TH – 21ST, 2024
HOTEL INDIGO WACO – BAYLOR, 211 CLAY AVENUE
WACO, TEXAS 76706
JUDGE'S BOARD ROOM

FRIDAY, JANUARY 19, 2024, 2023 – 9:00 am

1. **Call to Order at 9:01 am**
   Present: Mayor Tompkins, Council Members King, Paus and Meek. Absent: Council Members Zuczek and Housewright.

2. **Discussion on items to include:**
   Liaison Reports, Strategic Plan Components, Land Use Plan Components, Future Facility Needs, Police and Administration Updates, Code Enforcement, Infrastructure and Future Development

3. **Retreat adjourn for Friday at 3:28 pm**

SATURDAY, JANUARY 20, 2024 – 9:00 am

1. **Call to Order at 9:00 am**
   Present: Mayor Tompkins, Council Members King, Paus and Meek. Absent: Council Members Zuczek and Housewright.

2. **Discussion on items to include:**
   Liaison Reports, Strategic Plan Components, Land Use Plan Components, Future Facility Needs, Police and Administration Updates, Code Enforcement, Infrastructure and Future Development

3. **Retreat adjourned for Saturday at 3:31pm**

SUNDAY, JANUARY 21, 2024 – 9:00 am

1. **Call to Order at 9:00 am**
   Present: Mayor Tompkins, Council Members King, Paus and Meek. Absent: Council Members Zuczek and Housewright.

2. **Discussion on items to include:**
   Liaison Reports, Strategic Plan Components, Land Use Plan Components, Future Facility Needs, Police and Administration Updates, Code Enforcement, Infrastructure and Future Development

3. **Retreat adjourned for Sunday at 10:40 am**

Approved:

_____
T. Lynn Tompkins, Jr., Mayor

_____
Donna Butler, Town Secretary

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
February 20, 2024

Agenda Item:
Consider action on the Town's monthly financial reports –January 2024.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
The attached financials are the unaudited financials as of January 31, 2024. The report is reflective of four months (33.3%) of the fiscal year. Most revenues should be tracking at 66.7% or lower, indicative of revenues at or exceeding budget projections. Most expenses should be tracking at 66.7% or higher, indicative of expenses at or lower than budget projections. Overall, general fund revenues are tracking at 69.07% and expenses are tracking at 86.48% with revenues exceeding expense by $286,772.27 for the month and $84,151.77 for the fiscal year to date. Note that these numbers include transfers in and out as a result of changing bank accounts. Further information is provided later in this report.

The following are exceptions of note:

- Municipal Court revenue is less than anticipated.
- Fines and Fees are less than anticipated, but expected to pick up as development continues.
- Donations is a new item associated with revenue from Founder's Day Sponsors. We currently have almost $10,000 pledged for the 2024 Founder's Day event with fees not due until early summer.
- Contractual Services appear higher than budgeted, however, software, insurance, and fire are primarily paid quarterly or annually. Legal Fees are exceeding the proposed budgeted amounts.
- Building maintenance at the Police Department was higher due to electrical repairs necessary for the septic system and monument sign lights.
- Code Enforcement services has exceeded budgeted amounts due to investigation of unauthorized tree removal.

A new report included for this month is a Fiscal Year to Date transaction detail of Transfers In and Transfers Out of the General Fund. With a change from Point Bank to Independent Bank and with moving funds from TexPool to maximize interest earnings, there has been an increase in activity in both accounts that result in a net zero to all funds, however, can appear abnormal when reviewing the General Fund Revenue versus Expense for each individual month. This new report will provide greater transparency on activities during the bank transition.

Recommended Action:
Staff recommends approval.

Attachments:
FY 24 Revenues and Expenditures as of January 31, 2024
January Transaction Detail
1st Quarter FY 24 Balance Sheets as of December 31, 2023
4th Quarter 2023 Sales Tax Report
General Fund Transfer In and Transfer Out Detail

Town of Cross Roads
Revenue And Expense Report
As of January 31, 2024

100 - General	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	591,579.23	1,189,920.11	3,847,605.00	2,657,684.89	69.07%	1,306,329.04	4,076,318.13
Revenue Totals	591,579.23	1,189,920.11	3,847,605.00	2,657,684.89	69.07%	1,306,329.04	4,076,318.13
Expense Summary							
110-Administration	181,962.21	546,591.51	1,536,211.50	989,619.99	64.42%	536,069.64	1,443,360.53
210-Municipal Court	1,417.61	15,654.21	55,754.00	40,099.79	71.92%	14,382.23	39,744.92
310-Police	105,913.62	496,726.76	1,632,885.00	1,136,158.24	69.58%	442,746.08	1,361,857.46
410-Parks & Recreation	1,351.39	3,343.51	21,300.00	17,956.49	84.30%	3,488.74	20,471.52
510-Community Development	0.00	4,361.51	3,000.00	(1,361.51)	(45.38%)	100.00	400.00
520-Inspection	5,530.00	13,844.61	63,000.00	49,155.39	78.02%	7,508.51	42,524.90
610-Public Works	8,632.13	25,246.23	136,000.00	110,753.77	81.44%	13,179.70	96,025.93
Expense Totals	304,806.96	1,105,768.34	3,448,150.50	2,342,382.16	86.48%	1,017,474.90	3,004,385.26
Revenues Over(Under) Expenditures	286,772.27	84,151.77	399,454.50	315,302.73	0.00%	288,854.14	1,071,932.87
710-Transfers Out	154,966.24	(639,736.37)	0.00	639,736.37	0.00%	149,415.55	468,753.92

Summary sheet has Transfers In and Out that involve switching bank accounts which may skew data. The details are included further in this report.

Town of Cross Roads
Revenue and Expense Report
As of January 31, 2024

100 - General Department Rever	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Sales Taxes							
-40100 Sales Tax Revenue	256,909.99	1,076,027.54	3,000,000.00	1,923,972.46	64.13%	1,139,501.86	3,289,646.48
-40110 Mixed Beverage Tax Revenue	2,889.45	9,720.87	25,000.00	15,279.13	61.12%	7,649.09	25,422.48
Total Sales Taxes	259,799.44	1,085,748.41	3,025,000.00	1,939,251.59	64.11%	1,147,150.95	3,315,068.96
Franchise Taxes							
-40120 Franchise Tax Telecom	18.78	764.21	3,300.00	2,535.79	76.84%	914.77	3,392.19
-40121 Franchise Tax Waste	1,940.08	8,084.71	27,300.00	19,215.29	70.39%	5,764.56	27,478.28
-40122 Franchise Tax Electric	124,205.53	125,725.65	148,050.00	22,324.35	15.08%	2,251.74	142,345.37
-40123 Franchise Tax Gas	18,247.41	18,247.41	30,780.00	12,532.59	40.72%	0.00	28,533.85
-40124 Franchise Tax Mustang SUD	13,394.72	25,897.01	29,925.00	4,027.99	13.46%	8,931.75	30,394.08
Total Franchise Taxes	157,806.52	178,718.99	239,355.00	60,636.01	25.33%	17,862.82	232,143.77
Licenses & Permits							
-40200 Development/Plattng/Permit Fees	936.75	34,524.69	30,000.00	(4,524.69)	(15.08%)	5,119.50	19,523.70
-40201 Infrastructure Inspection Fees	0.00	1,000.00	75,000.00	74,000.00	98.67%	21,748.00	95,029.41
-40202 Residential Bldg Permits and Inspections	8,318.98	15,964.94	40,000.00	24,035.06	60.09%	26,839.47	53,049.78
-40203 Commercial Bldg Permits and Inspections	0.00	14,777.92	50,000.00	35,222.08	70.44%	6,234.64	46,431.58
-40204 Septic Permits and Fees	0.00	2,050.00	3,250.00	1,200.00	36.92%	650.00	4,550.00
-40206 Health Inspection and Fees	3,180.00	14,082.50	29,000.00	14,917.50	51.44%	9,986.00	20,718.50
-40207 Alcohol Permit/License	2,175.00	4,580.00	5,000.00	420.00	8.40%	3,595.00	5,095.00
-40208 Signs Permit and Fees	0.00	1,150.00	6,000.00	4,850.00	80.83%	3,600.00	5,450.00
Total Licenses & Permits	14,610.73	88,130.05	238,250.00	150,119.95	63.01%	77,772.61	249,847.97
Court Revenue							
-40210 Municipal Court Fines	12,516.79	44,234.54	190,000.00	145,765.46	76.72%	52,295.31	178,246.07
Total Court Revenue	12,516.79	44,234.54	190,000.00	145,765.46	76.72%	52,295.31	178,246.07
Fines and Fees							
-40300 Administrative Fees	2,794.66	5,781.56	25,000.00	19,218.44	76.87%	7,884.75	26,013.89

-40314 Credit Card Processing Fee	135.33	855.48	3,500.00	2,644.52	75.56%	1,287.57	3,914.67
-40330 Founder's Day Revenue	0.00	0.00	500.00	500.00	100.00%	0.00	925.00
Total Fines and Fees	2,929.99	6,637.04	29,000.00	22,362.96	77.11%	9,172.32	30,853.56
Contributions							
-40304 MDD Contribution	6,901.25	17,818.75	57,500.00	39,681.25	69.01%	5,562.50	27,605.00
Total Contributions	6,901.25	17,818.75	57,500.00	39,681.25	69.01%	5,562.50	27,605.00
Investment Income							
-40306 Interest Revenue	9,520.20	37,055.52	47,500.00	10,444.48	21.99%	2,193.79	53,852.87
Total Investment Income	9,520.20	37,055.52	47,500.00	10,444.48	21.99%	2,193.79	53,852.87
Miscellaneous							
-40315 Miscellaneous Income	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	1,578.06
Total Miscellaneous	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	1,578.06
Donations							
-40455 Donations	0.00	0.00	20,000.00	20,000.00	100.00%	0.00	22,511.00
Total Donations	0.00	0.00	20,000.00	20,000.00	100.00%	0.00	22,511.00
Transfers							
-40910 Transfers In	127,494.31	(268,423.19)	0.00	268,423.19	0.00%	(5,681.26)	(35,389.13)
Total Transfers	127,494.31	(268,423.19)	0.00	268,423.19	0.00%	(5,681.26)	(35,389.13)
Total	591,579.23	1,189,920.11	3,847,605.00	2,657,684.89	69.07%	1,306,329.04	4,076,318.13
Total Revenue	591,579.23	1,189,920.11	3,847,605.00	2,657,684.89	69.07%	1,306,329.04	4,076,318.13

100 - General Department Exper	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
110-Administration							
Personnel and Benefits							
110-51101 Payroll Expenses: Wages	38,585.19	152,653.62	510,000.00	357,346.38	70.07%	154,934.87	463,465.81
110-51102 Overtime	0.00	0.00	800.00	800.00	100.00%	360.18	360.18
110-51105 Longevity Pay	0.00	1,148.00	1,200.00	52.00	4.33%	908.00	908.00
110-51109 Auto Allowance	150.00	600.00	1,800.00	1,200.00	66.67%	600.00	1,800.00
110-51210 Payroll Expenses: Company Contributions: Retirement	3,030.12	12,223.90	52,500.00	40,276.10	76.72%	11,920.14	36,869.41
110-51215 Payroll Expenses: Taxes	2,963.24	11,798.27	41,500.00	29,701.73	71.57%	12,056.70	35,747.09
110-51216 Employee Health Benefits	4,293.75	17,278.76	55,000.00	37,721.24	68.58%	16,573.09	46,027.74
110-51220 Workers Compensation	574.00	3,143.64	2,750.00	(393.64)	(14.31%)	2,986.83	2,986.83
110-51230 Unemployment	0.00	7.51	200.00	192.49	96.25%	10.84	73.60
110-51250 Mileage Reimbursements-Non Tax	0.00	0.00	100.00	100.00	100.00%	0.00	0.00
110-51255 Miscellaneous Reimbursements	0.00	0.00	100.00	100.00	100.00%	0.00	0.00
Total Personnel and Benefits	49,596.30	198,853.70	665,950.00	467,096.30	70.14%	200,350.65	588,238.66
Supplies							
110-52014 Office Supplies	527.23	887.47	6,500.00	5,612.53	86.35%	1,203.34	3,332.26
110-52030 Postage	188.91	265.90	1,250.00	984.10	78.73%	174.99	706.23
110-52100 Minor Tools and Equipment	290.74	990.72	5,250.00	4,259.28	81.13%	1,869.00	4,920.60
Total Supplies	1,006.88	2,144.09	13,000.00	10,855.91	83.51%	3,247.33	8,959.09
Contractual Services							
110-53001 Accounting and Auditing Fees	0.00	375.00	18,000.00	17,625.00	97.92%	0.00	13,843.75
110-53002 Advertising and Promotion	0.00	461.12	3,000.00	2,538.88	84.63%	2,335.25	8,276.44
110-53004 Software	1,331.84	16,509.72	30,000.00	13,490.28	44.97%	15,138.16	27,276.40
110-53006 Codification Services	0.00	0.00	4,250.00	4,250.00	100.00%	0.00	1,365.01
110-53010 Property and Liability Insurance	0.00	6,521.00	6,600.00	79.00	1.20%	3,424.64	3,424.64
110-53012 Legal Fees	143.10	35,254.06	75,000.00	39,745.94	52.99%	13,381.69	84,210.98
110-53015 Dues and Subscriptions	17.98	35.96	1,000.00	964.04	96.40%	0.00	1,335.92
110-53016 Public Notices/Dues	0.00	788.00	2,000.00	1,212.00	60.60%	205.97	2,103.74
110-53022 Training and Travel	1,936.00	4,428.63	17,750.00	13,321.37	75.05%	5,865.77	12,858.54
110-53030 Credit Card Charge	238.83	706.91	3,500.00	2,793.09	79.80%	1,162.02	3,262.79

110-53033 Community Events	75.00	113.80	20,000.00	19,886.20	99.43%	0.00	21,299.73
110-53045 Lease and CAM Pmts - Town Hall	5,404.93	21,619.72	71,000.00	49,380.28	69.55%	18,592.42	70,948.84
110-53050 Careflite Services	1,890.00	1,890.00	2,000.00	110.00	5.50%	24.00	1,536.00
110-53055 City of Aubrey Library Fund	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00
110-53080 Engineering Services	0.00	7,667.05	40,000.00	32,332.95	80.83%	3,047.67	12,481.52
110-53083 Professional Services	1,645.89	5,920.37	45,000.00	39,079.63	86.84%	25,948.07	83,558.25
110-53110 Utilities	505.08	1,698.12	7,750.00	6,051.88	78.09%	1,529.80	5,371.78
110-53225 Interlocal Fire	115,901.88	231,803.76	463,607.50	231,803.74	50.00%	226,150.00	452,300.00
110-53610 Election Expense	0.00	0.00	6,500.00	6,500.00	100.00%	0.00	3,803.15
110-53800 Sales Tax Overpmt 12/21 to 5/25 Payback	1,692.00	6,768.00	20,304.00	13,536.00	66.67%	6,768.00	20,304.00
Total Contractual Services	130,782.53	342,561.22	842,261.50	499,700.28	59.33%	323,573.46	829,561.48
Maintenance							
110-54010 Building Maintenance/Cleaning	576.50	3,032.50	15,000.00	11,967.50	79.78%	8,898.20	16,601.30
Total Maintenance	576.50	3,032.50	15,000.00	11,967.50	79.78%	8,898.20	16,601.30
Total Administration	181,962.21	546,591.51	1,536,211.50	989,619.99	64.42%	536,069.64	1,443,360.53
210-Municipal Court							
Personnel and Benefits							
210-51101 Payroll Expenses: Wages	800.00	2,700.00	12,000.00	9,300.00	77.50%	2,800.00	10,600.00
210-51215 Payroll Expenses: Taxes	61.20	206.55	936.00	729.45	77.93%	214.20	810.90
210-51230 Unemployment	0.00	0.20	18.00	17.80	98.89%	1.80	10.60
Total Personnel and Benefits	861.20	2,906.75	12,954.00	10,047.25	77.56%	3,016.00	11,421.50
Supplies							
210-52014 Office Supplies	318.78	881.73	2,400.00	1,518.27	63.26%	1,288.41	1,940.23
210-52020 Court Supplies	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	100.47
210-52030 Postage	0.00	0.00	1,700.00	1,700.00	100.00%	0.00	515.00
210-52100 Minor Tools and Equipment	0.00	253.83	1,350.00	1,096.17	81.20%	79.32	295.47
Total Supplies	318.78	1,135.56	6,450.00	5,314.44	82.39%	1,367.73	2,851.17
Contractual Services							
210-53004 Software	237.63	8,819.40	10,750.00	1,930.60	17.96%	7,236.00	7,236.00
210-53015 Dues and Subscriptions	0.00	0.00	250.00	250.00	100.00%	0.00	0.00
210-53022 Training and Travel	0.00	0.00	300.00	300.00	100.00%	0.00	0.00
210-53075 Prosecutor	0.00	2,792.50	24,000.00	21,207.50	88.36%	2,762.50	18,236.25
210-53076 Jury	0.00	0.00	350.00	350.00	100.00%	0.00	0.00

210-53077 Interpreter	0.00	0.00	400.00	400.00	100.00%	0.00	0.00
210-53078 Arrest/Jail Fees	0.00	0.00	300.00	300.00	100.00%	0.00	0.00
Total Contractual Services	237.63	11,611.90	36,350.00	24,738.10	68.06%	9,998.50	25,472.25
Total Municipal Court	1,417.61	15,654.21	55,754.00	40,099.79	71.92%	14,382.23	39,744.92
310-Police							
Personnel and Benefits							
310-51101 Payroll Expenses: Wages	68,904.64	278,250.21	988,000.00	709,749.79	71.84%	243,262.80	842,687.69
310-51102 Overtime	1,153.38	11,525.44	43,000.00	31,474.56	73.20%	14,529.93	40,172.95
310-51105 Longevity Pay	0.00	848.00	2,000.00	1,152.00	57.60%	488.00	488.00
310-51108 Incentive Pay	0.00	3,000.00	8,340.00	5,340.00	64.03%	3,750.00	3,750.00
310-51210 Payroll Expenses: Company Contributions: Retirement	5,667.71	24,156.59	95,000.00	70,843.41	74.57%	20,238.23	71,931.36
310-51215 Payroll Expenses: Taxes	5,359.42	22,462.12	84,000.00	61,537.88	73.26%	20,045.31	67,862.88
310-51216 Employee Health Benefits	6,926.70	31,122.76	110,000.00	78,877.24	71.71%	30,220.35	93,537.62
310-51220 Workers Compensation	574.00	40,688.96	41,500.00	811.04	1.95%	34,060.53	34,060.53
310-51230 Unemployment	0.00	8.52	500.00	491.48	98.30%	6.78	103.35
Total Personnel and Benefits	88,585.85	412,062.60	1,372,340.00	960,277.40	69.97%	366,601.93	1,154,594.38
Supplies							
310-52005 Uniforms	892.67	1,962.85	8,000.00	6,037.15	75.46%	(985.84)	4,520.08
310-52010 Law Enforcement Supplies	0.00	104.73	2,000.00	1,895.27	94.76%	601.51	3,976.96
310-52014 Office Supplies	120.14	1,315.89	5,000.00	3,684.11	73.68%	1,201.64	4,543.77
310-52015 Evidence Supplies	0.00	37.96	1,500.00	1,462.04	97.47%	0.00	3,064.74
310-52030 Postage	73.46	253.70	1,300.00	1,046.30	80.48%	432.77	1,305.41
310-52050 Fuel	1,888.96	6,390.49	40,000.00	33,609.51	84.02%	6,703.50	29,961.71
310-52100 Minor Tools and Equipment	230.33	692.14	5,500.00	4,807.86	87.42%	1,811.86	5,382.18
Total Supplies	3,205.56	10,757.76	63,300.00	52,542.24	83.01%	9,765.44	52,754.85
Contractual Services							
310-53004 Software	0.00	3,599.64	15,500.00	11,900.36	76.78%	4,193.38	5,646.58
310-53010 Property and Liability Insurance	0.00	15,396.00	15,500.00	104.00	0.67%	9,462.74	9,462.74
310-53012 Legal Fees	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	275.00
310-53015 Dues and Subscriptions	0.00	0.00	1,645.00	1,645.00	100.00%	0.00	940.00
310-53022 Training and Travel	811.87	2,484.40	12,300.00	9,815.60	79.80%	1,157.64	8,223.30
310-53033 Community Events	651.74	1,321.30	3,500.00	2,178.70	62.25%	439.19	946.22
310-53081 Information Technology Services	871.50	4,186.00	19,500.00	15,314.00	78.53%	3,448.97	9,168.96

310-53083 Professional Services	4,787.50	5,276.50	9,700.00	4,423.50	45.60%	725.00	7,892.20
310-53091 Landscaping	0.00	0.00	3,000.00	3,000.00	100.00%	11.99	161.14
310-53110 Utilities	669.50	2,044.46	10,000.00	7,955.54	79.56%	2,781.14	9,330.23
310-53130 Telephone Mobile	646.99	3,028.56	10,000.00	6,971.44	69.71%	2,621.79	7,862.00
310-53210 Animal Control	2,622.38	6,572.14	16,500.00	9,927.86	60.17%	5,035.00	15,395.00
310-53230 County Public Safety Contracts	0.00	13,971.00	37,000.00	23,029.00	62.24%	18,703.05	29,981.11
Total Contractual Services	11,061.48	57,880.00	156,645.00	98,765.00	63.05%	48,579.89	105,284.48
Maintenance							
310-54010 Building Maintenance/Cleaning	1,265.50	8,104.59	10,600.00	2,495.41	23.54%	10,653.66	23,655.51
310-54020 Vehicles Maintenance	1,795.23	7,921.81	30,000.00	22,078.19	73.59%	7,145.16	25,568.24
Total Maintenance	3,060.73	16,026.40	40,600.00	24,573.60	60.53%	17,798.82	49,223.75
Total Police	105,913.62	496,726.76	1,632,885.00	1,136,158.24	69.58%	442,746.08	1,361,857.46
410-Parks & Recreation							
Contractual Services							
410-53002 Advertising and Promotion	0.00	1,408.18	2,000.00	591.82	29.59%	0.00	607.25
410-53035 Park Events	130.35	463.82	10,500.00	10,036.18	95.58%	801.25	9,895.16
410-53110 Utilities	114.04	241.51	1,800.00	1,558.49	86.58%	549.18	1,114.54
Total Contractual Services	244.39	2,113.51	14,300.00	12,186.49	85.22%	1,350.43	11,616.95
Maintenance							
410-54030 Park Maintenance	1,107.00	1,230.00	7,000.00	5,770.00	82.43%	2,138.31	8,854.57
Total Maintenance	1,107.00	1,230.00	7,000.00	5,770.00	82.43%	2,138.31	8,854.57
Total Parks & Recreation	1,351.39	3,343.51	21,300.00	17,956.49	84.30%	3,488.74	20,471.52
510-Community Development							
Contractual Services							
510-53084 Code Enforcement Services	0.00	4,361.51	3,000.00	(1,361.51)	(45.38%)	100.00	400.00
Total Contractual Services	0.00	4,361.51	3,000.00	(1,361.51)	(45.38%)	100.00	400.00
Total Community Development	0.00	4,361.51	3,000.00	(1,361.51)	(45.38%)	100.00	400.00
520-Inspection							
Contractual Services							
520-53080 Engineering Inspection Services	0.00	3,164.61	20,000.00	16,835.39	84.18%	2,958.51	10,144.46
520-53085 Res & Com Building Review & Insp	4,180.00	4,180.00	20,000.00	15,820.00	79.10%	0.00	15,230.00
520-53090 Sanitation Services	1,350.00	6,500.00	18,000.00	11,500.00	63.89%	4,550.00	12,800.44
520-53095 Fire Inspection Services	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	4,350.00

Total Contractual Services	5,530.00	13,844.61	63,000.00	49,155.39	78.02%	7,508.51	42,524.90
Total Inspection	5,530.00	13,844.61	63,000.00	49,155.39	78.02%	7,508.51	42,524.90
610-Public Works							
Contractual Services							
610-53060 Street Materials and Signs	0.00	0.00	8,000.00	8,000.00	100.00%	787.22	5,406.77
610-53065 Mowing and ROW Cleanup	8,429.18	24,525.80	75,000.00	50,474.20	67.30%	11,658.98	54,404.84
610-53070 Street Contract/Repairs	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	34,027.45
610-53110 Utilities	202.95	720.43	3,000.00	2,279.57	75.99%	733.50	2,186.87
Total Contractual Services	8,632.13	25,246.23	136,000.00	110,753.77	81.44%	13,179.70	96,025.93
Total Public Works	8,632.13	25,246.23	136,000.00	110,753.77	81.44%	13,179.70	96,025.93
710-Transfers Out							
Capital Outlay							
710-59100 Transfers Out	154,966.24	(639,736.37)	0.00	639,736.37	0.00%	149,415.55	468,753.92
Total Capital Outlay	154,966.24	(639,736.37)	0.00	639,736.37	0.00%	149,415.55	468,753.92
Total Transfers Out	154,966.24	(639,736.37)	0.00	639,736.37	0.00%	149,415.55	468,753.92
Total Expense	459,773.20	466,031.97	3,448,150.50	2,982,118.53	86.48%	1,166,890.45	3,473,139.18

100-40910 FYTD includes $50,000 transferred in from Point Bank General Fund Account to Independent General Fund Account to establish accounts at new depository. There was also a transfer of $350,000 to the Excess Reserve General Fund Account which earns higher interest.

100-710-59100 includes a December FYTD transfer of $350,000 from excess reserve to the COVID account that was incorrectly sent by bank as well as reduction for transfers from the previous Point Bank and TexPool accounts to the new Independent Bank account and documenting transfers to excess fund to offset the income included in 100-40910 which includes $50,000 on 10/31/23, $454,462.65 on 11/9/23, $410,395.96 on 1/3/24, and $276,000 on 1/11/24.

Town of Cross Roads
Transaction Detail Report
1/1/2024 - 1/31/2024

100 - General **Account 100-110-51216**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/22/2024	1/22/2024	LTD - Metlife feb 2024 chgs	Metlife	LTD - Metlife feb 2	12125	141.88	0.00	141.88
					Total	141.88	0.00	

100 - General **Account 100-110-51220**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Adjmt to worker's comp chg due to Town EE reclassification and due to audit of CRPD wages - R. Patterson reclass of title	Texas Municipal League	contract 3559 adj	12122	574.00	0.00	574.00
					Total	574.00	0.00	

100 - General **Account 100-110-52014**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - Bathroom towels, P towels, copy paper, T paper, file folders, hand soap, keybd, trash bags, banker boxes	Amazon Capital Services	1V71-M1F3-V7FG	12105	398.47	0.00	398.47
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Wal Mart	Point Bank	Final Point Bank C	12118	68.91	0.00	467.38
					Total	467.38	0.00	

100 - General **Account 100-110-52030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Additional postage-refill CRPD Court Admin - Admin 31%	U.S. Postal Service	52704038-fill post	12115	155.00	0.00	155.00
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Fed Ex	Point Bank	Final Point Bank C	12118	33.91	0.00	188.91
					Total	188.91	0.00	

100 - General **Account 100-110-52100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Printer 11-21-23 to 12-21-23 - Inv 020429579 CRPD / 020429584 Town - Town cust 726102197	Xerox Corporation	020429579 CRPD	12116	290.74	0.00	290.74
					Total	290.74	0.00	

100 - General **Account 100-110-53004**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Maintainx	Point Bank	Final Point Bank C	12118	212.80	0.00	212.80
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-23 Mailchimp	Point Bank	Final Point Bank C	12118	26.50	0.00	239.30
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Soundcloud	Point Bank	Final Point Bank C	12118	105.34	0.00	344.64
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Maintainx removed sales tax	Point Bank	Final Point Bank C	12118	0.00	12.80	331.84
1/29/2024	1/29/2024	Weblink hosting annual fee-archived minutes scanning (weblink to view docs)	MCCi, LLC	SC16239R	12146	1,000.00	0.00	1,331.84
					Total	1,344.64	12.80	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/29/2024	1/29/2024	Year 2024 membership - to manage rate review cases	Oncor Cities Steering Committee	24-158	12147	143.10	0.00	143.10
					Total	143.10	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Denton Rcd Chronicle	Point Bank	Final Point Bank C	12118	8.99	0.00	8.99
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Denton Rcd Chronicle	Elan Financial Services	CC chgs to 01-09-	12140	8.99	0.00	17.98
					Total	17.98	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Top Golf event 12-15-2023	Point Bank	Final Point Bank C	12118	733.47	0.00	733.47
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Topgolf	Elan Financial Services	CC chgs to 01-09-	12140	1,202.53	0.00	1,936.00
					Total	1,936.00	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/2/2024	1/3/2024	Fee that Evolv charges for use of CC system-chg is for December-deducted 01/02/2024				236.45	0.00	236.45
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Internat'l fee	Point Bank	Final Point Bank C	12118	2.38	0.00	238.83

		thru 12-22-2023 - Internat Fee - relates to fraud case-to avoid opening new fraud case pay intl fee here on last stmt						
					Total	238.83	0.00	

100 - General **Account 100-110-53033**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Final Point Bank CC charges stmt - thru 12-22-2023 - Eventcreate	Point Bank	Final Point Bank C	12118	75.00	0.00	75.00
					Total	75.00	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/29/2024	1/29/2024	Rent month of Feb 2024 - Lease and cam town hall operating exp	West Crossroads LTD	2134	12148	1,842.72	0.00	1,842.72
1/29/2024	1/29/2024	Rent month of Feb 2024 - Lease and cam town hall rent	West Crossroads LTD	2134	12148	3,562.21	0.00	5,404.93
					Total	5,404.93	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/29/2024	1/29/2024	New enrollment period 1/1/2024 to 12/31/2024 - 126 residents X 15	CareFlite	M240117-700	12143	1,890.00	0.00	1,890.00
					Total	1,890.00	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Stmt thru 12-31-2023: Developers 2802, 2815 / Oak Shores Drainage	Halff Associates, Inc.	10111217-Genl Cl	12121	816.89	0.00	816.89
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Top Golf	Elan Financial Services	CC chgs to 01-09-	12140	125.00	0.00	941.89
1/30/2024	1/30/2024	Inv 4706 - services January 2024 - CRPD and Admin and Court - Admin PC and Cloud Backup	Local Circuit	4706	12155	164.00	0.00	1,105.89
1/30/2024	1/30/2024	Inv 4706 - services January 2024 - CRPD and Admin and Court - IT Services	Local Circuit	4706	12155	540.00	0.00	1,645.89
					Total	1,645.89	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Town & CRPD phones to 01-01-2024 - Town 60% / CRPD 40%	Intermedia Inc.	2401144564	12111	260.09	0.00	260.09
1/29/2024	1/29/2024	Phones and Hot Spots service to 01/07/2024 - Town Hall	AT&T Mobility	287310473254x0	12142	83.70	0.00	343.79

1/29/2024	1/29/2024	Town Hall internet service to 02/05/2024	AT&T	service to 02-05-2	12141	161.29	0.00	505.08
					Total	505.08	0.00	

100 - General **Account 100-110-53225**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Town of Little Elm qutrly $115,901.88 - Fire/EMS - Jan Feb Mar 2024	Town of Little Elm	Quarterly pmt Jan	12123	115,901.88	0.00	115,901.88
					Total	115,901.88	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/29/2024	1/29/2024	Record 100-40100 Rev with Sales Tax Overpmt Payback - 01/2024 Rev and Payback				1,692.00	0.00	1,692.00
					Total	1,692.00	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Cleaning CRPD $150 and Town Hall $175.50 - to 01-04-2024	Maid Up Cleaners LLC	Cleaning to 01-04	12108	175.50	0.00	175.50
1/29/2024	1/29/2024	Weekly thru 01/24/2024 and also CRPD week of flood even though Town Hall not serviced that week - Town Hall thru 01/24/2024 - 2nd floor area	Maid Up Cleaners LLC	Cleaning thru Wee	12145	175.50	0.00	351.00
1/29/2024	1/29/2024	Weekly thru 01/24/2024 and also CRPD week of flood even though Town Hall not serviced that week - Court chamber thru 01/24/2024	Maid Up Cleaners LLC	Cleaning thru Wee	12145	50.00	0.00	401.00
1/30/2024	1/30/2024	Cleaning thru 01-31-2024: CRPD / Town Hall - - Town Hall	Maid Up Cleaners LLC	cleaning thru 01-3	12156	175.50	0.00	576.50
					Total	576.50	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - envelopes, sticky notes	Amazon Capital Services	1V71-M1F3-V7FG	12105	33.78	0.00	33.78
1/10/2024	1/10/2024	Additional postage-refill CRPD Court Admin - Court 57%	U.S. Postal Service	52704038-fill post	12115	285.00	0.00	318.78
					Total	318.78	0.00	

100 - General **Account 100-210-53004**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/30/2024	1/30/2024	Inv 4706 - services January 2024 - CRPD and Admin and Court - Court	Local Circuit	4706	12155	237.63	0.00	237.63

CRPD and Admin and Court - Court PC and Cloud Backup

					Total	237.63	0.00	

100 - General **Account 100-310-51216**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/22/2024	1/22/2024	LTD - Metlife feb 2024 chgs	Metlife	LTD - Metlife feb 2	12125	263.49	0.00	263.49
					Total	263.49	0.00	

100 - General **Account 100-310-51220**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Adjmt to worker's comp chg due to Town EE reclassification and due to audit of CRPD wages - CRPD wages audit	Texas Municipal League	contract 3559 adj	12122	574.00	0.00	574.00
					Total	574.00	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	metal expansion strap - Qty 1	Galls LLC	26596586	12107	22.36	0.00	22.36
1/22/2024	1/22/2024	Pant and shirt - (1 each)	Galls LLC	26772254	12138	210.38	0.00	232.74
1/22/2024	1/22/2024	Nameplate - qty 1	Galls LLC	26707850	12138	15.94	0.00	248.68
1/22/2024	1/22/2024	Nametag - qty 1	Galls LLC	26653177	12138	25.95	0.00	274.63
1/29/2024	1/29/2024	Nametag - qty 1	Galls LLC	26911759	12149	17.77	0.00	292.40
1/29/2024	1/29/2024	Armorskin - Qty 1, shirt (1) pant (2) base shirt (2)	Galls LLC	26868859	12149	582.67	0.00	875.07
1/29/2024	1/29/2024	ID cards printed - Officer Burns	The Police and Sheriffs Press	188345	12153	17.60	0.00	892.67
					Total	892.67	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - P towels, T paper, wipes, mouse pad qty 2	Amazon Capital Services	1V71-M1F3-V7FG	12105	120.14	0.00	120.14
					Total	120.14	0.00	

100 - General **Account 100-310-52030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Additional postage-refill CRPD Court Admin - CRPD 12%	U.S. Postal Service	52704038-fill post	12115	60.00	0.00	60.00
1/29/2024	1/29/2024	CC charges to 01/09/2024 - UPS	Elan Financial Services	CC chgs to 01-09-	12140	13.46	0.00	73.46
					Total	73.46	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance

1/3/2024	1/3/2024	CRPD - fuel charges in Dec 2023	WEX Bank	December 2023 fu	12110	1,888.96	0.00	1,888.96
					Total	1,888.96	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Printer 11-21-23 to 12-21-23 Inv 020429579 CRPD / 020429584 Town - CRPD cust 101342699	Xerox Corporation	020429579 CRPD	12116	230.33	0.00	230.33
					Total	230.33	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/22/2024	1/22/2024	Challenge Coins (qty 50)	Lone Star Challenge Coins LLC	5705	12133	561.45	0.00	561.45
1/22/2024	1/22/2024	Taser Instructor class completed 01-10-2024 - Kris Tyler	Axon Enterprises Inc.	INUS218403	12131	495.00	0.00	1,056.45
1/22/2024	1/29/2024	Crctn-Lone Star Challenge invoice 5705 s/be 100-310-53033 Comm events - not 100-310-53022 Training				0.00	561.45	495.00
1/29/2024	1/29/2024	CC charges to 01/09/2024 - HomeGoods	Elan Financial Services	CC chgs to 01-09-	12140	129.94	0.00	624.94
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Academy Sports	Elan Financial Services	CC chgs to 01-09-	12140	186.93	0.00	811.87
					Total	1,373.32	561.45	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/22/2024	1/29/2024	Crctn-Lone Star Challenge invoice 5705 s/be 100-310-53033 Comm events - not 100-310-53022 Training				561.45	0.00	561.45
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Wal Mart, Chick fil A	Elan Financial Services	CC chgs to 01-09-	12140	90.29	0.00	651.74
					Total	651.74	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/30/2024	1/30/2024	Inv 4706 - services January 2024 - CRPD and Admin and Court - CRPD January 2024	Local Circuit	4706	12155	871.50	0.00	871.50
					Total	871.50	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	Inv 26109 Tech service- CRPD update users and extensions - Inv 26117 Line issue repaired	Protel	26109 / 26117	12113	285.00	0.00	285.00

1/10/2024	1/10/2024	Inv 26109 Tech service- CRPD update users and extensions - Inv 26117 Line issue repaired	Protel	26109 / 26117	12113	47.50	0.00	332.50
1/22/2024	1/22/2024	Electronics labor/radio programming	Stolz Telecom Inc.	3935	12135	580.00	0.00	912.50
1/22/2024	1/22/2024	December 2023 servies - computer research service	Transunion Risk and Alternative Data Solutions Inc	6265812-202312-	12136	75.00	0.00	987.50
1/22/2024	1/22/2024	Psyche Test for applicant: John Styne-Burns	Pro Wellness Services PLLC	01202024-CRPD	12134	300.00	0.00	1,287.50
1/22/2024	1/22/2024	Background investigation - John Styne-Burns	Wayne Eichel	002-CRPD-2024	12137	500.00	0.00	1,787.50
1/29/2024	1/29/2024	Annual Racial Profiling report - year 2024	Justice Research Consultants LLC	20240123	12151	2,500.00	0.00	4,287.50
1/29/2024	1/29/2024	Background investigation - James John Vogt	Wayne Eichel	001-CRPD-2024	12154	500.00	0.00	4,787.50
					Total	4,787.50	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Water - CRPD / Parks to 12/15/23 - CRPD	Mustang Special Utility District	Water service to 1	12109	34.68	0.00	34.68
1/10/2024	1/10/2024	Town & CRPD phones to 01-01-2024 - Town 60% / CRPD 40%	Intermedia Inc.	2401144564	12111	173.39	0.00	208.07
1/10/2024	1/10/2024	various accts service to - acct xx2762 - CRPD	CoServ	service to 12-27-2	12117	284.48	0.00	492.55
1/22/2024	1/22/2024	CRPD - Internet service to 12/31/2023	ACC Business	233650465	12129	176.95	0.00	669.50
					Total	669.50	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/29/2024	1/29/2024	Phones and Hot Spots service to 01/07/2024 - CRPD	AT&T Mobility	287310473254x0:	12142	646.99	0.00	646.99
					Total	646.99	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	12/28/2023	new ck issued to replace ck#11782 Point Bank Genl ckg- lost in U S mail - Animal Control service for month August 2023	All American Dogs	5243-B	12102	1,295.00	0.00	1,295.00
1/22/2024	1/22/2024	Service for month: December 2023 Animal Control	All American Dogs	5391	12130	1,327.38	0.00	2,622.38
					Total	2,622.38	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance

1/3/2024	1/3/2024	Cleaning CRPD $150 and Town Hall $175.50 - to 01-04-2024	Maid Up Cleaners LLC	Cleaning to 01-04	12108	150.00	0.00	150.00
1/10/2024	1/10/2024	Cleaning thru Wk ending 01/11/2024: CRPD $150, Town Hall $175.50 Chambers $50	Maid Up Cleaners LLC	Cleaning to 01/11	12112	375.50	0.00	525.50
1/29/2024	1/29/2024	Weekly thru 01/24/2024 and also CRPD week of flood even though Town Hall not serviced that week - week thru 01-24-2024 - CRPD	Maid Up Cleaners LLC	Cleaning thru Wee	12145	150.00	0.00	675.50
1/29/2024	1/29/2024	Weekly thru 01/24/2024 and also CRPD week of flood even though Town Hall not serviced that week - week thru 01-18-2024 - CRPD	Maid Up Cleaners LLC	Cleaning thru Wee	12145	150.00	0.00	825.50
1/29/2024	1/29/2024	Agreement for 3 Septic System visits year 2024 4/1/2024 - 4/1/2025	NTW Service Co	Septic systems 4/	12152	290.00	0.00	1,115.50
1/30/2024	1/30/2024	Cleaning thru 01-31-2024: CRPD / Town Hall - - CRPD	Maid Up Cleaners LLC	cleaning thru 01-3	12156	150.00	0.00	1,265.50
					Total	1,265.50	0.00	

100 - General **Account 100-310-54020**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - license bracket	Amazon Capital Services	1V71-M1F3-V7FG	12105	31.09	0.00	31.09
1/22/2024	1/22/2024	5001090 2020 Chev Tahoe replace radiator / 5001103 2018 Chev Tahoe replace Evap system puge vent hose - - Inv 5001090	Fifth Gear	5001090-5001103	12132	989.94	0.00	1,021.03
1/22/2024	1/22/2024	5001090 2020 Chev Tahoe replace radiator / 5001103 2018 Chev Tahoe replace Evap system puge vent hose - - Inv 5001103	Fifth Gear	5001090-5001103	12132	376.52	0.00	1,397.55
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Car wash	Elan Financial Services	CC chgs to 01-09-	12140	83.50	0.00	1,481.05
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Atwoods	Elan Financial Services	CC chgs to 01-09-	12140	1.19	0.00	1,482.24
1/29/2024	1/29/2024	Oil change on 2023 Tahoe vin xx2554	Fifth Gear	5001163	12150	104.33	0.00	1,586.57
1/29/2024	1/29/2024		Fifth Gear	5001147	12150	104.33	0.00	1,690.90
1/29/2024	1/29/2024	Oil change on 2020 Tahoe vin xx7717	Fifth Gear	500142	12150	104.33	0.00	1,795.23
					Total	1,795.23	0.00	

100 - General **Account 100-410-53035**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - Park events materials - markers, ornaments	Amazon Capital Services	1V71-M1F3-V7FG	12105	30.98	0.00	30.98
1/10/2024	1/10/2024	Printer 11-21-23 to 12-21-23 - Inv 020429579 CRPD / 020429584	Xerox Corporation	020429579 CRPD	12116	10.12	0.00	41.10

		020429579 CRPD / 020429584 Town - Parks Dept 200 copies at .0506						
1/22/2024	1/22/2024	4 week rental 1/17/24 to 2/13/24	Texas Johns	200501	12127	89.25	0.00	130.35
					Total	130.35	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Water - CRPD / Parks to 12/15/23 - Parks	Mustang Special Utility District	Water service to 1	12109	40.27	0.00	40.27
1/10/2024	1/10/2024	various accts service to - acct xx2764 - Parks	CoServ	service to 12-27-2	12117	73.77	0.00	114.04
					Total	114.04	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Storage King	Elan Financial Services	CC chgs to 01-09-	12140	57.00	0.00	57.00
1/31/2024	1/31/2024	General Tree Work - Parks Dept - dead post oak, pruning, cleanup	MD Golden Tree	193696	12157	1,050.00	0.00	1,107.00
					Total	1,107.00	0.00	

100 - General **Account 100-520-53085**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Inspections in October 2023 Residential and Comml - Residential Qty 16 at $70	SAFEbuilt LLC	139707	12103	1,120.00	0.00	1,120.00
1/3/2024	1/3/2024	Inspections in October 2023 Residential and Comml - Comml Qty 8 at $85	SAFEbuilt LLC	139707	12103	680.00	0.00	1,800.00
1/3/2024	1/3/2024	Inspections in November 2023 - Residential and Plan review - Residential Qty 18 @ $70	SAFEbuilt LLC	153546	12104	1,260.00	0.00	3,060.00
1/10/2024	1/10/2024	Inspections Dec 2023 - Residential Qty 16 - Plan review Qty 1	SAFEbuilt LLC	176634	12114	1,120.00	0.00	4,180.00
					Total	4,180.00	0.00	

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

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Inspections in November 2023 - Residential and Plan review - Permit Plan Review - 7557 S. Hwy 377, 1800 Mill Creek (2 @ $450)	SAFEbuilt LLC	153546	12104	900.00	0.00	900.00
1/10/2024	1/10/2024	Inspections Dec 2023 - Residential	SAFEbuilt LLC	176634	12114	450.00	0.00	1,350.00

Inspections Dec 2023 - Residential
Qty 16 - Plan review Qty 1

					Total	1,350.00	0.00	

100 - General **Account 100-610-53065**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - trash bags	Amazon Capital Services	1V71-M1F3-V7FG	12105	51.88	0.00	51.88
1/3/2024	1/3/2024	Contract for period 12/18 to 12/29/2023 - total 50 hours	Billy Joe Lerma	Contract for perio	12106	2,500.00	0.00	2,551.88
1/17/2024	1/17/2024	Contract 12/30/2023 to 01/14/2024 - 50 hours	Billy Joe Lerma	Contract 12/30/20	12124	2,500.00	0.00	5,051.88
1/29/2024	1/29/2024	Contract 01-15-2024 to 01/26/2024 - 50 hours plus extra work-boxes from flood/tree trimming - - contract work	Billy Joe Lerma	Contract 01-15-20	12139	2,500.00	0.00	7,551.88
1/29/2024	1/29/2024	Contract 01-15-2024 to 01/26/2024 - 50 hours plus extra work-boxes from flood/tree trimming - - addtnl help moving boxes from flood - 10 hours X $15	Billy Joe Lerma	Contract 01-15-20	12139	150.00	0.00	7,701.88
1/29/2024	1/29/2024	Contract 01-15-2024 to 01/26/2024 - 50 hours plus extra work-boxes from flood/tree trimming - - addtnl person tree trimming - 25 hours X $15	Billy Joe Lerma	Contract 01-15-20	12139	375.00	0.00	8,076.88
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Lowes	Elan Financial Services	CC chgs to 01-09-	12140	174.56	0.00	8,251.44
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Lowes	Elan Financial Services	CC chgs to 01-09-	12140	152.74	0.00	8,404.18
1/29/2024	1/29/2024	CC charges to 01/09/2024 - land fill fee	Elan Financial Services	CC chgs to 01-09-	12140	25.00	0.00	8,429.18
					Total	8,429.18	0.00	

100 - General **Account 100-610-53110**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/10/2024	1/10/2024	various accts service to - acct xx2767 - light	CoServ	service to 12-27-2	12117	34.66	0.00	34.66
1/10/2024	1/10/2024	various accts service to - acct xx2766 - light	CoServ	service to 12-27-2	12117	17.33	0.00	51.99
1/10/2024	1/10/2024	various accts service to - acct xx2765 - light	CoServ	service to 12-27-2	12117	17.33	0.00	69.32
1/10/2024	1/10/2024	various accts service to - acct xx2769 - light	CoServ	service to 12-27-2	12117	12.32	0.00	81.64
1/29/2024	1/29/2024	Naylor rd lights elec service thru 01/09/2024	CoServ	acct 9000272768	12144	121.31	0.00	202.95
					Total	202.95	0.00	

100 - General **Account 100-710-59100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	Cut a check from Point Bank Fund Balance to move to Independent Financial corresponding bank account	Town of Cross Roads	Cut a check from I	11878	410,395.56	0.00	410,395.56
1/4/2024	1/4/2024	MDD to General ckg-Qtrly transfer for salary and office exp				0.00	6,901.25	403,494.31
1/5/2024	1/8/2024	Indep Fincl transfer to Excess Reserve acct - from Road Improv acct				0.00	600,000.00	(196,505.69)
1/5/2024	1/31/2024	Indep Fincl transfer to Excess Reserve acct - from Road Improv acct - Reversal				600,000.00	0.00	403,494.31
1/11/2024	1/11/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				0.00	328,000.00	75,494.31
1/11/2024	1/11/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				0.00	276,000.00	(200,505.69)
1/11/2024	1/11/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				0.00	340,000.00	(540,505.69)
1/11/2024	1/11/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				0.00	475,000.00	(1,015,505.69)
1/11/2024	1/31/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate - Reversal				328,000.00	0.00	(687,505.69)
1/11/2024	1/31/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate - Reversal				340,000.00	0.00	(347,505.69)
1/11/2024	1/31/2024	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate - Reversal				475,000.00	0.00	127,494.31
1/29/2024	1/29/2024	Trsf Out debit - 14.29% of $$ credited to 100-40100 01/2024 Revenue moved to 370-11054 ckg				36,712.44	0.00	164,206.75
1/31/2024	2/8/2024	Interest Jan 2024 Excess Res Indep xxx5714 from 100-40306-Allocate to various Funds Int income				0.00	9,240.51	154,966.24
					Total	2,190,108.00	2,035,141.76	

Town of Cross Roads
Balance Sheet
As of December 31, 2023

Account Type	Account Number	Description	Balance	Total
100 - General				
Assets				
	100-10000	Operating Cash Consolidated	95,407.01	
	100-10001	New Consolidated Fund	1,524,816.02	
	100-10060	Excess Reserve	507,138.99	
	100-10110	TexPool General Operating	566,511.99	
	100-11000	Accounts Receivable	(0.04)	
	100-11010	Accounts Receivable Other	592,222.84	
	100-11030	Franchise Fees Receivable	17,040.36	
	100-12010	Changes after Audit	3,143.70	
	100-14010	Prepaid Expenses	18,142.84	
	Total Assets		3,324,423.71	
				3,324,423.71
Liabilities				
	100-20100	Accounts Payable Consolidated	5,447.85	
	100-21100	Accrued Wages	1,349.85	
	100-21105	Accrued Wages Fiscal Year End	29,271.57	
	100-21125	FICA/Medicare Taxes Payable	(0.02)	
	100-21128	State Unemployment Taxes Payable	16.18	
	100-21130	Retirement Payable - Employee	(602.40)	
	100-21140	ER share & EE Dependent Dental Payable	(347.26)	
	100-21145	Employer Share & Dependent Medical Payable	4,409.33	
	100-21146	Life/AD&D Vol Life & ER share & Depend Vision Payable	(472.21)	
	100-23014	NEPD Credit Card Reimbursement	(4,752.40)	
	100-23015	NE Court Credit Card Reimbursement	(192.27)	
	100-24016	CARES Act Funds	582.81	
	100-24022	380 Agreement Payable	162,132.97	
	100-24040	State Court Fees	17,499.13	
	100-24045	Court Collection Fees	2,207.25	
	100-25020	MDD Payable	(2,371.30)	
	100-27000	Developer Deposits	49,792.76	
	100-27040	Landlord Payable	18,555.00	
	100-27050	Police Escrow	2,912.67	
	Total Liabilities		285,439.51	
Fund Balance				
	100-30050	Fund Balance Beginning	428,134.71	
	100-30100	Fund Balance	2,044,850.49	

Total Fund Balance		2,472,985.20	
	Total Revenue	598,340.88	
	Total Expenses	6,258.77	
	Current Year Increase (Decrease)	565,999.00	
	Fund Balance Total	2,472,985.20	
	Current Year Increase (Decrease)	565,999.00	
	Total Fund Balance/Equity	3,038,984.20	
Total Liabilities & Fund Balance			3,324,423.71

150 - Legal Contingency Fund

Assets

150-10053	Restricted Cash-Legal Contingency Fund xxx0167	153,464.74	
150-10139	Texpool Legal Contingency	368,338.21	
Total Assets		521,802.95	
			521,802.95

Fund Balance

150-30100	Fund Balance	516,203.42	
Total Fund Balance		516,203.42	
	Total Revenue	5,420.56	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	5,599.53	
	Fund Balance Total	516,203.42	
	Current Year Increase (Decrease)	5,599.53	
	Total Fund Balance/Equity	521,802.95	
Total Liabilities & Fund Balance			521,802.95

210 - Municipal Development District

Assets

210-10090	MDD Cash / Checking xxx9987	88,743.33	
210-10138	Texpool Municipal Development District	301,098.68	
210-11020	Sales Tax Receivable	85,749.70	
210-11090	New Municipal Development Fund	861,252.16	
Total Assets		1,336,843.87	
			1,336,843.87

Fund Balance

210-30100	Fund Balance	1,230,924.41	
Total Fund Balance		1,230,924.41	
	Total Revenue	378,920.54	
	Total Expenses	271,270.70	
	Current Year Increase (Decrease)	105,919.46	
	Fund Balance Total	1,230,924.41	
	Current Year Increase (Decrease)	105,919.46	
	Total Fund Balance/Equity	1,336,843.87	
Total Liabilities & Fund Balance			1,336,843.87

240 - Court Technology

Assets

240-10000	Operating Cash Consolidated	1,900.36	
240-10001	New Consolidated Fund	(4,909.09)	
Total Assets		(3,008.73)	
			(3,008.73)

Liabilities

240-20100	Accounts Payable Consolidated	(6,900.00)	
Total Liabilities		(6,900.00)	

Fund Balance

240-30100	Fund Balance	8,648.73	
Total Fund Balance		8,648.73	
	Total Revenue	807.24	
	Total Expenses	5,576.70	
	Current Year Increase (Decrease)	(4,757.46)	
	Fund Balance Total	8,648.73	
	Current Year Increase (Decrease)	(4,757.46)	
	Total Fund Balance/Equity	3,891.27	
Total Liabilities & Fund Balance			(3,008.73)

241 - Court Security

Assets

241-10000	Operating Cash Consolidated	36,404.66	
241-10001	New Consolidated Fund	481.95	
Total Assets		36,886.61	

				36,886.61
Liabilities				
	241-20100	Accounts Payable Consolidated	248.85	
	Total Liabilities		248.85	
Fund Balance				
	241-30100	Fund Balance	35,970.05	
	Total Fund Balance		35,970.05	
		Total Revenue	961.56	
		Total Expenses	308.55	
		Current Year Increase (Decrease)	667.71	
		Fund Balance Total	35,970.05	
		Current Year Increase (Decrease)	667.71	
		Total Fund Balance/Equity	36,637.76	
	Total Liabilities & Fund Balance			36,886.61

242 - Truancy Prevention

Assets				
	242-10000	Operating Cash Consolidated	23,820.88	
	242-10001	New Consolidated Fund	764.84	
	Total Assets		24,585.72	
				24,585.72
Fund Balance				
	242-30100	Fund Balance	23,631.39	
	Total Fund Balance		23,631.39	
		Total Revenue	939.33	
		Total Expenses	0.00	
		Current Year Increase (Decrease)	954.33	
		Fund Balance Total	23,631.39	
		Current Year Increase (Decrease)	954.33	
		Total Fund Balance/Equity	24,585.72	
	Total Liabilities & Fund Balance			24,585.72

243 - Jury Fund

Assets

243-10000	Operating Cash Consolidated	475.13	
243-10001	New Consolidated Fund	15.36	
Total Assets		490.49	
			490.49

Fund Balance

243-30100	Fund Balance	471.33	
Total Fund Balance		471.33	
	Total Revenue	18.86	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	19.16	
	Fund Balance Total	471.33	
	Current Year Increase (Decrease)	19.16	
	Total Fund Balance/Equity	490.49	
Total Liabilities & Fund Balance			490.49

260 - LEOSE Fund

Assets

260-10000	Operating Cash Consolidated	1,577.67	
Total Assets		1,577.67	
			1,577.67

Fund Balance

260-30100	Fund Balance	1,577.67	
Total Fund Balance		1,577.67	
	Total Revenue	0.00	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	0.00	
	Fund Balance Total	1,577.67	
	Current Year Increase (Decrease)	0.00	
	Total Fund Balance/Equity	1,577.67	
Total Liabilities & Fund Balance			1,577.67

265 - Police Donations

Assets

265-10000	Operating Cash Consolidated	7,033.26	
Total Assets		7,033.26	
			7,033.26

Fund Balance

265-30100	Fund Balance	7,033.26	
Total Fund Balance		7,033.26	
	Total Revenue	0.00	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	0.00	
	Fund Balance Total	7,033.26	
	Current Year Increase (Decrease)	0.00	
	Total Fund Balance/Equity	7,033.26	
Total Liabilities & Fund Balance			7,033.26

310 - Capital Improvement Fund

Assets

310-10000	Operating Cash Consolidated	90,328.04	
Total Assets		90,328.04	
			90,328.04

Fund Balance

310-30100	Fund Balance	90,328.04	
Total Fund Balance		90,328.04	
	Total Revenue	0.00	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	0.00	
	Fund Balance Total	90,328.04	
	Current Year Increase (Decrease)	0.00	
	Total Fund Balance/Equity	90,328.04	
Total Liabilities & Fund Balance			90,328.04

320 - Park Improvement Fund

Assets

320-10000	Operating Cash Consolidated	90,387.68	
Total Assets		90,387.68	
			90,387.68

Fund Balance

320-30100	Fund Balance	90,387.68	
Total Fund Balance		90,387.68	

	Total Revenue	0.00	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	0.00	
	Fund Balance Total	90,387.68	
	Current Year Increase (Decrease)	0.00	
	Total Fund Balance/Equity	90,387.68	
Total Liabilities & Fund Balance			90,387.68

330 - Vehicle/Equipment Replacement Fund

Assets

330-10000	Operating Cash Consolidated/ Vehicle Replacement	54,853.94	
330-10001	New Consolidated Fund	(37,173.06)	
Total Assets		17,680.88	
			17,680.88

Liabilities

330-20100	Accounts Payable Consolidated	(500.00)	
Total Liabilities		(500.00)	

Fund Balance

330-30100	Fund Balance	(35,014.04)	
Total Fund Balance		(35,014.04)	
	Total Revenue	9,553.11	
	Total Expenses	(43,641.81)	
	Current Year Increase (Decrease)	53,194.92	
	Fund Balance Total	(35,014.04)	
	Current Year Increase (Decrease)	53,194.92	
	Total Fund Balance/Equity	18,180.88	
Total Liabilities & Fund Balance			17,680.88

350 - Public Safety Building fund

Assets

350-10020	Restricted Cash-Public Safety Fund xxx6978	208,368.51	
350-10140	Texpool Public Safety	500,115.29	
Total Assets		708,483.80	
			708,483.80

Fund Balance

350-30100	Fund Balance	700,880.93	
Total Fund Balance		700,880.93	
	Total Revenue	7,359.87	
	Total Expenses	0.00	
	Current Year Increase (Decrease)	7,602.87	
	Fund Balance Total	700,880.93	
	Current Year Increase (Decrease)	7,602.87	
	Total Fund Balance/Equity	708,483.80	
Total Liabilities & Fund Balance			708,483.80

370 - Road Improvement fund

Assets

370-10054	Restricted Cash-Road Improvement Fund xxx8122	329,288.60	
370-10137	TexPool Road Improvements	353,225.25	
370-11054	New Road Improvement Fund	366,949.12	
Total Assets		1,049,462.97	
			1,049,462.97

Fund Balance

370-30100	Fund Balance	1,286,503.85	
Total Fund Balance		1,286,503.85	
	Total Revenue	(168,718.55)	
	Total Expenses	134,762.58	
	Current Year Increase (Decrease)	(237,040.88)	
	Fund Balance Total	1,286,503.85	
	Current Year Increase (Decrease)	(237,040.88)	
	Total Fund Balance/Equity	1,049,462.97	
Total Liabilities & Fund Balance			1,049,462.97

400 - PID #1 - Villages of Cross Roads

Assets

400-10040	Cash-PID #1 xxx1639	4,582.55	
400-11040	New Public Improvement Fund	53,147.87	
Total Assets		57,730.42	
			57,730.42

Fund Balance

400-30100	Fund Balance	8,108.77	
Total Fund Balance		8,108.77	
	Total Revenue	50,814.61	
	Total Expenses	1,274.97	
	Current Year Increase (Decrease)	49,621.65	
	Fund Balance Total	8,108.77	
	Current Year Increase (Decrease)	49,621.65	
	Total Fund Balance/Equity	57,730.42	
Total Liabilities & Fund Balance			57,730.42

510 - COVID Grant Fund

Assets

510-10055	Restricted Cash/COVID xxx9664	76,215.83	
Total Assets		76,215.83	
			76,215.83

Fund Balance

510-30100	Fund Balance	250,659.09	
Total Fund Balance		250,659.09	
	Total Revenue	(524,736.84)	
	Total Expenses	(350,000.00)	
	Current Year Increase (Decrease)	(174,443.26)	
	Fund Balance Total	250,659.09	
	Current Year Increase (Decrease)	(174,443.26)	
	Total Fund Balance/Equity	76,215.83	
Total Liabilities & Fund Balance			76,215.83

4th QUARTER 2023 SALES TAX REVENUE

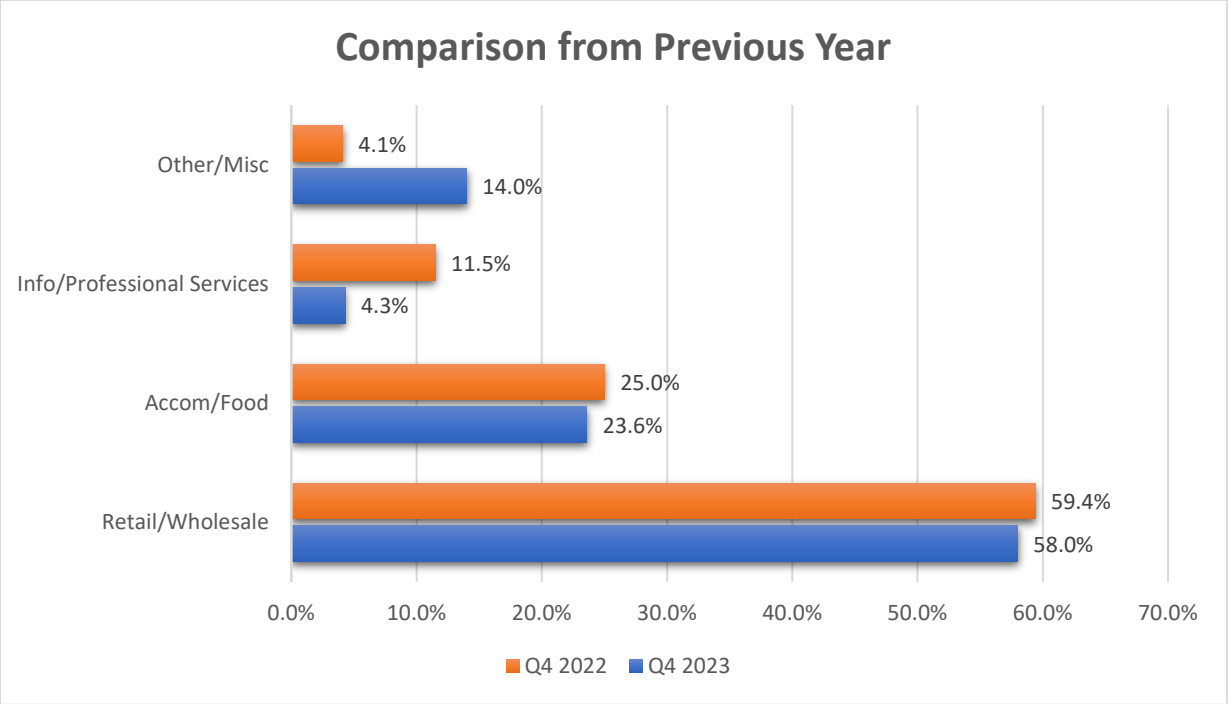
Dates of Transaction: July 2023 – October 2023

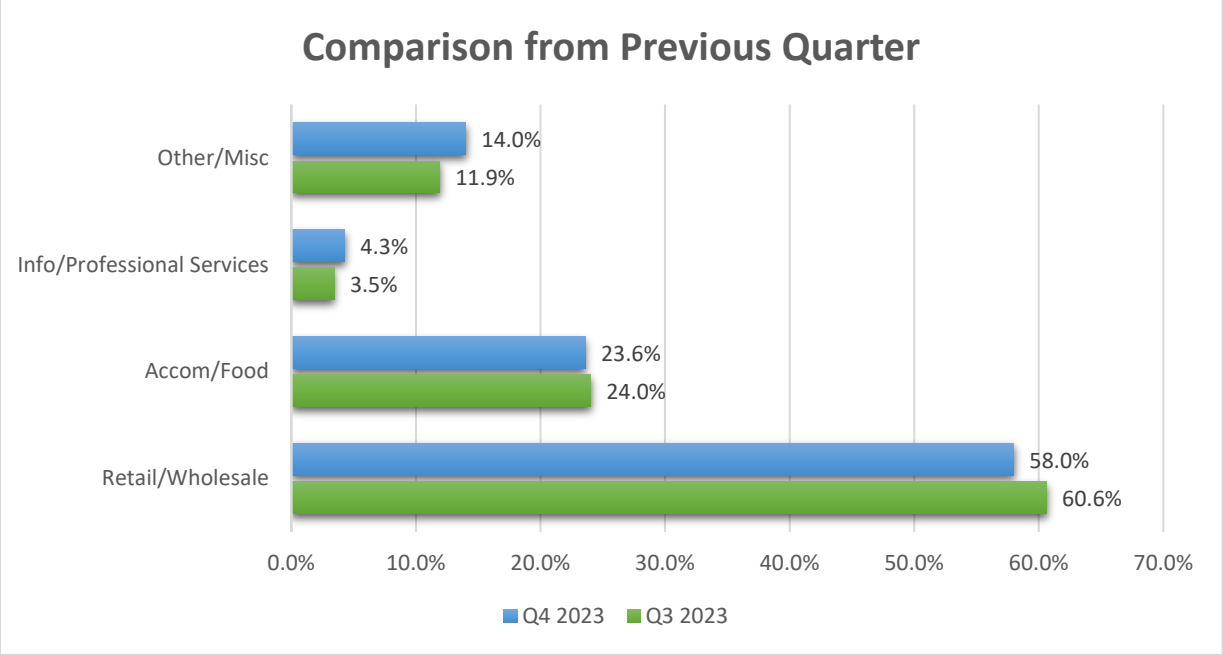
Dates of Collection: October 2023 – December 2023

Revenue to Town 4th Quarter 2022: $851,707

Revenue to Town 4th Quarter 2023: $814,042 decrease of 4.4%

The above dollars indicates actual revenue received less the 2% State Comptroller service fee and amounts retained by the Comptrollers office to insure payment. Note that, due to a change in reporting software, Construction/Utilities has been moved to Info/Professional Services effective 4th Quarter 2022.





100-40910 Transfers In - Account History

Post Date	Transaction Date	Transaction ID	Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
2/8/2024	2/8/2024	GL-5548	MDD to General ckg-Qtrly transfer for salary and office exp				$7,414.07	$0.00	($275,837.26)
1/31/2024	1/31/2024	GL-5487	Crct Excess Reserve to NOT include MDD monies moved from MDD Texpool				$276,000.00	$0.00	($268,423.19)
1/4/2024	1/4/2024	GL-5354	Deposit ck into Indep Fincl to transfer Fund Balance from Point Bank				$0.00	$410,395.56	$7,576.81
1/4/2024	1/4/2024	GL-5353	MDD to General ckg-Qtrly transfer for salary and office exp				$6,901.25	$0.00	($402,818.75)
11/29/2023	12/6/2023	GL-5157	Nov 2023 actual activity-from Genl xx 9321 to Road Improv xx8122 - will crct from Covid in Dec				$85,000.00	$0.00	($395,917.50)
11/9/2023	11/27/2023	GL-5090	Record initial auto sweep Excess Reserve transaction before turned auto sweep off 11-22-23				$350,000.00	$0.00	($310,917.50)
11/1/2023	11/2/2023	GL-4973	Genl at Point Bank ck to fund Genl at Independent Fincl-Point Bk ck#11869 deposit to Indep Bank				$0.00	$50,000.00	$39,082.50
10/12/2023	10/12/2023	GL-4840	MDD to General ckg-Qtrly transfer for salary and office exp $6901.25 plus catchup transfer past FY23 mos higher rate				$10,917.50	$0.00	($10,917.50)

Provided for detail of Transfers In and Out Related to Changing Banks

Transfer Out Detail

100-710-59100 Transfers Out - Account History

Post Date	Transaction Da	Transaction ID	Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
2/8/2024	2/8/2024	GL-5548	MDD to General ckg-Qtrly transfer for salary and office exp				$0.00	$7,414.07	($647,150.44)
1/31/2024	2/8/2024	GL-5547	Interest Jan 2024 Excess Res Indep xxx5714 from 100-40306-Allocate to various Funds Int income				$0.00	$9,240.51	($639,736.37)
1/29/2024	1/29/2024	GL-5446	Trsf Out debit - 14.29% of $$ credited to 100-40100 01/2024 Revenue moved to 370-11054 ckg				$36,712.44	$0.00	($630,495.86)
1/11/2024	1/31/2024	GL-5483	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate - Reversal				$475,000.00	$0.00	($667,208.30)
1/11/2024	1/31/2024	GL-5481	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate - Reversal				$340,000.00	$0.00	($1,142,208.30)
1/11/2024	1/31/2024	GL-5477	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate - Reversal				$328,000.00	$0.00	($1,482,208.30)
1/11/2024	1/11/2024	GL-5402	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				$0.00	$475,000.00	($1,810,208.30)
1/11/2024	1/11/2024	GL-5401	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				$0.00	$340,000.00	($1,335,208.30)
1/11/2024	1/11/2024	GL-5400	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				$0.00	$276,000.00	($995,208.30)
1/11/2024	1/11/2024	GL-5399	Withdraw from Texpool-transfer to Indep Excess Reserve for higher interest rate				$0.00	$328,000.00	($719,208.30)
1/5/2024	1/31/2024	GL-5485	Indep Fincl transfer to Excess Reserve acct - from Road Improv acct - Reversal				$600,000.00	$0.00	($391,208.30)
1/5/2024	1/8/2024	GL-5366	Indep Fincl transfer to Excess Reserve acct - from Road Improv acct				$0.00	$600,000.00	($991,208.30)
1/4/2024	1/4/2024	GL-5353	MDD to General ckg-Qtrly transfer for salary and office exp				$0.00	$6,901.25	($391,208.30)

Post Date	Transaction Da	Transaction ID	Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2024	1/3/2024	AP Invoice-5328	Cut a check from Point Bank Fund Balance to move to Independent Financial corresponding bank account	Town of Cross	Cut a check from Point Bank Fund Balance to move to Independent Financial corresponding bank account	11878	$410,395.56	$0.00	($384,307.05)
12/20/2023	12/20/2023	GL-5242	Trsf Out debit - 14.29% of $$ credited to 100-40100 12/23 to 100-40100 Revenue moved to 370-11054 ckg				$36,711.70	$0.00	($794,702.61)
12/14/2023	12/27/2023	GL-5280	Reimbmt from Tyler Tech prepay for Brazos Tyler S/W yr 2020 ret'd				$0.00	$18,589.00	($831,414.31)
12/12/2023	12/12/2023	GL-5191	Crctn to Nov transfer-s/have had FROM Covid xx9664 Point Bank so transfer now crcts $85,000				$0.00	$85,000.00	($812,825.31)
11/30/2023	12/4/2023	GL-5129	Crtcn to GL-5126 Transf Out acct # - (Reverse Transfer sweep Excess Reserve into Covid)				$0.00	$350,000.00	($727,825.31)
11/20/2023	11/20/2023	GL-5055	Child Safety Revenue/Reimbmt 11-20-23 $1753.05				$0.00	$1,753.05	($377,825.31)
11/16/2023	11/30/2023	GL-5128	Trsf Out debit - 14.29% of $$ credited to 100-40100 11/23 to 100-40100 Revenue moved to 370-11054 ckg				$41,032.30	$0.00	($376,072.26)
11/16/2023	11/27/2023	GL-5100	Record initial auto sweep Excess Reserve transaction before turned auto sweep off 11-22-23				$0.00	$41,032.30	($417,104.56)
11/9/2023	11/27/2023	GL-5097	Record initial auto sweep Excess Reserve transaction before turned auto sweep off 11-22-23				$0.00	$454,462.65	($376,072.26)
10/31/2023	10/31/2023	AP Invoice-4932	Town of CR - Fund addtnl to new Bank Genl Fund	Town of Cross	Addtnl Funding	11869	$50,000.00	$0.00	$78,390.39
10/24/2023	10/25/2023	GL-4893	Trsf Out debit - 14.29% of $$ credited to 100-40100 Oct				$39,307.89	$0.00	$28,390.39
10/20/2023	10/25/2023	GL-4892	14.29% of $$ credited to 100-40100 in Oct 2023 now moved to 370-10054 Bk acct - Reversal				$0.00	$39,307.89	($10,917.50)
10/20/2023	10/23/2023	GL-4879	14.29% of $$ credited to 100-40100 in Oct 2023 now moved to 370-10054 Bk acct				$39,307.89	$0.00	$28,390.39

Post Date	Transaction Da	Transaction ID	Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/12/2023	10/12/2023	GL-4840	MDD to General ckg-Qtrly transfer for salary and office exp $6901.25 plus catchup transfer past FY23 mos higher rate				$0.00	$10,917.50	($10,917.50)

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
February 20, 2024

Agenda Item:
Consider approval of a resolution amending the 2024 holiday schedule.

Prepared by:
Donna Butler, Town Secretary

Description:
The Town's Personnel Handbook lists dates observed as holidays. Council approved the 2024 Holiday Schedule at their November meeting. The Thanksgiving Holiday was incorrectly listed as November 21st and 22nd on the approved schedule. The attached resolution will amend the 2024 holiday schedule to correct the Thanksgiving Holiday to the November 28th and 29th dates.

Recommended Action:
Staff recommends approval.

Attachments:
Proposed Resolution

TOWN OF CROSS ROADS
RESOLUTION NO. 2024-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS AMENDING THE HOLIDAY SCHEDULE FOR THE 2024 CALENDAR YEAR AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town of Cross Roads observes holidays on the same days as Denton County when possible.

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

SECTION 1.

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

1. Monday, January 1, 2024 – New Year's
2. Monday, January 15, 2024 – Martin Luther King, Jr. Day
3. Monday, February 19, 2024 – President's Day
4. Friday, March 29, 2024 – Good Friday
5. Monday, May 27, 2024 – Memorial Day
6. Wednesday, June 19, 2024 – Juneteenth Day
7. Thursday, July 4, 2024 – Independence Day
8. Monday, September 2, 2024 – Labor Day
9. Monday, November 11, 2024 – Veteran's Day
10. Thursday, November 28, 2024 – Thanksgiving Day
11. Friday, November 29, 2024 – Thanksgiving
12. Tuesday, December 24, 2024 – Christmas Eve
13. Wednesday, December 25, 2024 – Christmas Day
14. Wednesday, January 1, 2025- New Year's Day

SECTION 2.

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

PASSED AND APPROVED by the Town Council of the Town of Cross Roads, Texas, on this **20th day of February 2024.**

APPROVED:

_____
T. Lynn Tompkins, Jr., Mayor

ATTEST:

_____
Donna Butler, Town Secretary

APPROVED AS TO FORM:

_____
Town Attorney

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
February 20, 2024

Agenda Item:
Consider approval of reimbursing the City of Krugerville for $5,576.70 representing 30% of a software refund received by the Town of Cross Roads for Northeast Municipal Court software expenditures.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
The Northeast Municipal Court (NEMC) transitioned court technology in 2020, prior to the dissolution in 2021. The Town of Cross Roads recently discovered that NEMC had made a payment to Tyler Technologies in the amount of $18,589 for future technology and support services. The Town received a full refund of the amount. When the NEMC was dissolved in 2021, the decision was made to split assets and funds with 70% going to Cross Roads and 30% going to Krugerville. Since the funds were expended as part of NEMC's operations and were not used, Staff is of the opinion that $5,576.70, representing 30% of the refund, should be paid to Krugerville.

Recommended Action:
Staff recommends approval of paying Krugerville $5,576.70 for their 30% portion of the refunded software expenses.

Attachments:
Check Request with backup

Town of Cross Roads
3201 US HWY 380, Suite 105
Cross Roads, TX 76227
(940) 365-9693

Check Request

Department: Town of Cross Roads – Independent Find Genl ckg.acct

Date: 12-27-23

Vendor Information

Vendor name (Payee) City of Krugerville

30% share of Tyler Technology Reimbmt ck

Payment Information

Fund	Account Dept	Acct	Description	Amount
240	210	52510	Krugerville share [30%] of reimbmt from Tyler Technologies – had prepaid for Software in year 2020 + that prepay now returned to Cross Roads + Krugerville	5576.70

Total: 5576.70

Mgr Approval

Approved By: [signature]

Date: 12/27/23

8043

DEPOSIT TICKET

INDEPENDENT FINANCIAL

DATE 12-13-23

	DOLLARS	CENTS
CURRENCY		
COIN		
LIST EACH CHECK		
1		
Tyler Technol	18589	00
3		
credit bal		
5		
70% is Cross Roads		
30% is Krugerville		
9		
10		
11		
12		
13		
14		
15		
16		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
$	18589	00

2620 S/W chg

240-40215
Court technology Revenue
Deposit full ck amt

30% to City of Krugerville
Court technology Expense
acct 240-210-52510

"prepay for Brazos Tyler Software + services"

TOWN OF CROSS ROADS
GENERAL FUND ACCOUNT
3201 US HIGHWAY 380 STE# 105
CROSS ROADS, TEXAS 76227
(940) 365-9693

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT

PLEASE ENTER TOTAL

TOTAL ITEMS

88-1632/1119

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

Ck to Krugerville 30% $5576.70

Town of Cross Roads 70% 13012.30

18589.00

Karen Padilla

From: Accounts.Receivable <Accounts.Receivable@tylertech.com>
Sent: Tuesday, November 21, 2023 2:02 PM
To: Karen Padilla
Subject: RE: Credit for CROSS ROADS, TX TOWN OF

Notice: External Email

Hello

Per our conversation, we can only remit the refund to Cross Roads. Please verify the address that y ou want the check mailed to

Thank you

Theresa A. Brown

Collection Advocate

207.405.6232

From: k.padilla@crossroadstx.gov
Sent: November 20, 2023
To: accounts.receivable@corp.tylertechnologies.com;accounts.receivable@tylertech.com
Cc:
Subject: RE: Credit for CROSS ROADS, TX TOWN OF

For the $18,589.00 credit on your books (Inv 1152 Cust No. 53867, could you please mail checks out to clear the credit as follows:
Check to City of Krugerville $5,576.70
Check to Town of Cross Roads $13,012.30
Thank you,
Karen Padilla
Town of Cross Roads
Ph: 940 365-9693

Note: 30% of this belongs to City of Krugerville

From: Accounts.Receivable <Accounts.Receivable@tylertech.com>
Sent: Monday, November 20, 2023 11:12 AM
To: Finance <finance@crossroadstx.gov>
Subject: Credit for CROSS ROADS, TX TOWN OF

"prepay for Brazos Tyler S/W + services"

Notice: External Email

DATE: 12/05/2023 CHECK NUMBER: 129002

Invoice number	Invoice date	Description	Gross amount	Discount	Net Amount
1152	9/30/2020		18,589.00	0.00	18,589.00
Total					18,589.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE

Tyler Technologies, Inc.
One Tyler Dr.
Yarmouth, ME 04096

Wells Fargo, N.A.

11-24/1210

DATE	12/5/2023	CHECK NUMBER	129002

*** Eighteen Thousand Five Hundred Eighty Nine and 00/100

Amount	18,589.00***

VOID AFTER 90 DAYS

PAY TO THE ORDER OF

CROSS ROADS, TX TOWN OF
1401 SM 424
CROSSROADS, TX 76227-7284

Brian K Miller

[redacted]

Karen Padilla

From: Accounts.Receivable <Accounts.Receivable@tylertech.com>
Sent: Monday, November 20, 2023 11:12 AM
To: Finance
Subject: Credit for CROSS ROADS, TX TOWN OF

Notice: External Email

Re: Account Number 53867
Account Name CROSS ROADS, TX TOWN OF

Dear Sir / Madam:

Invoice	Invoice Date	Due Date	PO #	Invoiced Amount	Balance
1152	11/30/20	9/30/20		(18,589.00)	(18,589.00)

Please call me if you have any questions or concerns regarding the items on this list.

Email her to request checks

Sincerely,

$ 13012.30 70% Town of CR
5576.70 30% Krugerville

Theresa Brown
Collections Advocate
+1 207.405.6232

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
February 20, 2024

Agenda Item:
Discuss and consider approval of a resolution amending the pay plan for the 2024 Fiscal Year for Town employees to include the position of Communications and Special Projects Coordinator.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
The attached pay plan was adopted in conjunction with the FY 2024 Budget and sets forth the pay for all employees of the Town. During discussions at the January 2024 Council retreat, discussions were held regarding Staff responsibilities and duties. As a result of the discussion, Staff is requesting that a new position entitled Communications and Special Projects Coordinator be created at the same pay level as the Deputy Town Secretary position. The Deputy Town Secretary position is currently vacant. The intention would be to leave the position vacant and to expand the part-time Communications Coordinator to a full-time, hourly Communications and Special Project Coordinator position. Staff would then advertise for a part-time Administrative Assistant for approximately 20-25 hours per week which would result in no change to the number of full-time equivalents for the Town and would remain within the adopted FY 2024 Budget.

Recommended Action:
Approval of a resolution amending the Fiscal Year 2024 Pay Plan for Town employees to add the position of Communications and Special Projects Coordinator.

Attachments:
Proposed Resolution

TOWN OF CROSS ROADS, TEXAS
RESOLUTION NO. 2024-____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS AMENDING THE FISCAL YEAR 2024 PAY AND STEP PLAN SCHEDULE FOR THE TOWN OF CROSS ROADS.

WHEREAS, the Town of Cross Roads' intent is to maintain a compensation system that establishes fair and equitable compensation within the organization, reflects relevant market conditions outside the organization and is maintained in accordance with best business practices; and

WHEREAS, the Town Council is fully supportive and committed to implementing and maintaining a pay for performance system and agrees to appropriately fund.

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

Section 1. THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 2. THAT, the Town Council hereby adopts the Amended FY 24 Pay and Step Plan Schedule attached as Exhibit "A", to add the position of Communications and Special Projects Coordinator.

Section 3. THAT, it is the intention of the Town Council to promote employees to the next appropriate step only upon completion of a successful performance evaluation as determined by the Town Administrator or Police Chief.

AND IT IS SO RESOLVED.

PASSED AND APPROVED this the 20th day of February 2024.

TOWN OF CROSS ROADS, TEXAS

_____
T. Lynn Tompkins, Jr., Mayor

ATTEST:

_____
Donna Butler, Town Secretary

APPROVED AS TO FORM:

_____
Town Attorney

EXHIBIT "A"

FY 24 PAY SCHEDULE

NON-SWORN EMPLOYEES

Grade	FLSA Status	Job Title	Basis	Minimum	Midpoint	Maximum
100	NE	Intern	A	$32,101.67	$38,522.00	$44,942.33
			M	$2,675.14	$3,210.17	$3,745.19
			B	$1,234.68	$1,481.62	$1,728.55
			H	$15.43	$18.52	$21.61
101			A	$33,706.75	$40,448.10	$47,189.45
			M	$2,808.90	$3,370.68	$3,932.45
			B	$1,296.41	$1,555.70	$1,814.98
			H	$16.21	$19.45	$22.69
102			A	$35,392.09	$42,470.51	$49,548.92
			M	$2,949.34	$3,539.21	$4,129.08
			B	$1,361.23	$1,633.48	$1,905.73
			H	$17.02	$20.42	$23.82
103			A	$37,161.69	$44,594.03	$52,026.37
			M	$3,096.81	$3,716.17	$4,335.53
			B	$1,429.30	$1,715.16	$2,001.01
			H	$17.87	$21.44	$25.01
104	NE	Permit Tech	A	$39,019.78	$46,823.73	$54,627.69
	NE	Communications Coordinator	M	$3,251.65	$3,901.98	$4,552.31
	NE	Administrative Assistant	B	$1,500.76	$1,800.91	$2,101.06
			H	$18.76	$22.51	$26.26
105			A	$40,970.77	$49,164.92	$57,359.07
			M	$3,414.23	$4,097.08	$4,779.92
			B	$1,575.80	$1,890.96	$2,206.12
			H	$19.70	$23.64	$27.58
106			A	$43,019.30	$51,623.16	$60,227.02
			M	$3,584.94	$4,301.93	$5,018.92
			B	$1,654.59	$1,985.51	$2,316.42
			H	$20.68	$24.82	$28.96
107	NE	Records Technician	A	$45,170.27	$54,204.32	$63,238.38
			M	$3,764.19	$4,517.03	$5,269.86
			B	$1,737.32	$2,084.78	$2,432.25
			H	$21.72	$26.06	$30.40
108	NE	Accounting Tech/Payroll Specialist	A	$47,428.78	$56,914.54	$66,400.30
			M	$3,952.40	$4,742.88	$5,533.36
			B	$1,824.18	$2,189.02	$2,553.86
			H	$22.80	$27.36	$31.92
109			A	$49,800.22	$59,760.27	$69,720.31
			M	$4,150.02	$4,980.02	$5,810.03
			B	$1,915.39	$2,298.47	$2,681.55
			H	$23.94	$28.73	$33.52

Grade	FLSA Status	Job Title	Basis	Minimum	Midpoint	Maximum
110	NE	Deputy Town Secretary	A	$52,290.23	$62,748.28	$73,206.33
	NE	Communications & Special Projects Coordinator	M	$4,357.52	$5,229.02	$6,100.53
			B	$2,011.16	$2,413.40	$2,815.63
			H	$25.14	$30.17	$35.20
111			A	$54,904.74	$65,885.69	$76,866.64
			M	$4,575.40	$5,490.47	$6,405.55
			B	$2,111.72	$2,534.07	$2,956.41
			H	$26.40	$31.68	$36.96
112	E	Court Administrator	A	$57,649.98	$69,179.98	$80,709.97
			M	$4,804.17	$5,765.00	$6,725.83
			B	$2,217.31	$2,660.77	$3,104.23
			H	$27.72	$33.26	$38.80
113	E	Building Official	A	$60,532.48	$72,638.98	$84,745.47
	E	Town Secretary	M	$5,044.37	$6,053.25	$7,062.12
			B	$2,328.17	$2,793.81	$3,259.44
			H	$29.10	$34.92	$40.74
114			A	$63,559.10	$76,270.93	$88,982.75
			M	$5,296.59	$6,355.91	$7,415.23
			B	$2,444.58	$2,933.50	$3,422.41
			H	$30.56	$36.67	$42.78
115			A	$66,737.06	$80,084.47	$93,431.88
			M	$5,561.42	$6,673.71	$7,785.99
			B	$2,566.81	$3,080.17	$3,593.53
			H	$32.09	$38.50	$44.92
Contract	E	Town Administrator	A	Determined by contract		
	E	Police Chief				

FY 24 POLICE STEP PLAN

Annual Salary Based on 2080

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Recruit	$ 66,950.00					
Officer	$ 71,070.00	$ 73,912.80	$ 76,869.31	$ 79,944.08	$ 83,141.85	$ 86,467.52
Sergeant	$ 91,155.00	$ 94,801.20	$ 98,593.25			

Hourly

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Recruit	$ 32.19					
Officer	$ 34.17	$ 35.54	$ 36.96	$ 38.43	$ 39.97	$ 41.57
Sergeant	$ 43.82	$ 45.58	$ 47.40			

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
February 20, 2024

Agenda Item:
Consider acceptance of the 2023 Cross Roads Police Department's Racial Profiling Analysis.

Prepared by:
Shaun Short, Chief of Police

Description:
This report details an analysis of the Cross Roads Police Department's policies, training, and statistical information on racial profiling for the year 2023. This report has been prepared to specifically comply with Article 2.132, 2.133, and 2.134 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of traffic stop data.

A copy of the Racial Profiling Analysis is available at the Town Secretary's Office.

Staff Recommended Action:
Acceptance of Annual Report.

Attachments:
Cross Roads Police Department 2023 Racial Profile Analysis

CROSS ROADS POLICE DEPARTMENT

2023

RACIAL PROFILING ANALYSIS

PREPARED BY:

Eric J. Fritsch, Ph.D.
Chad R. Trulson, Ph.D.
Justice Research Consultants, LLC

Executive Summary

Article 2.132-2.134 of the Texas Code of Criminal Procedure (CCP) requires the annual reporting to the local governing body of data collected on motor vehicle stops in which a ticket, citation, or warning was issued and to arrests made as a result of those stops, in addition to data collection and reporting requirements. Article 2.134 of the CCP directs that "a comparative analysis of the information compiled under 2.133" be conducted, with specific attention to the below areas:

1. evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;
2. examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction;
3. evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and
4. information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

The analysis of material and data from the Cross Roads Police Department revealed the following:

- **A COMPREHENSIVE REVIEW OF THE CROSS ROADS POLICE DEPARTMENT REGULATIONS, SPECIFICALLY POLICY 2.2 OUTLINING THE DEPARTMENT'S POLICY CONCERNING BIAS-BASED POLICING, AND POLICY 2.4 (INTERNAL INVESTIGATION PROCESS) SHOWS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.**

- **A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.**

- **A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT IN BOTH PRINT AND ELECTRONIC FORM REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.**

- **ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.**

- **THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE REPORTING OF INFORMATION TO TCOLE.**

- **THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW REGARDING CCP ARTICLES 2.132-2.134.**

Introduction

This report details an analysis of the Cross Roads Police Department's policies, training, and statistical information on racial profiling for the year 2023. This report has been prepared to specifically comply with Article 2.132, 2.133, and 2.134 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of traffic stop data. Specifically, the analysis will address Articles 2.131 – 2.134 of the CCP and make a determination of the level of compliance with those articles by the Cross Roads Police Department in 2023. The full copies of the applicable laws pertaining to this report are contained in Appendix A.

This report is divided into six sections: (1) Cross Roads Police Department's policy on racial profiling; (2) Cross Roads Police Department's training and education on racial profiling; (3) Cross Roads Police Department's complaint process and public education on racial profiling; (4) analysis of Cross Roads Police Department's traffic stop data; (5) additional traffic stop data to be reported to TCOLE; and (6) Cross Roads Police Department's compliance with applicable laws on racial profiling.

For the purposes of this report and analysis, the following definition of racial profiling is used: racial profiling means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Texas CCP Article 3.05).

Cross Roads Police Department Policy on Racial Profiling

A review of Cross Roads Police Department Policy 2.2 "Bias Based Policing" and Policy 2.4 "Internal Investigation Process" revealed that the department has adopted policies to be in compliance with Article 2.132 of the Texas CCP (see Appendix B). There are seven specific requirements mandated by Article 2.132 that a law enforcement agency must address. All seven are clearly covered in Policy 2.2 and Policy 2.4. Cross Roads Police Department regulations provide clear direction that any form of bias-based policing is prohibited and that officers found engaging in inappropriate profiling may be disciplined up to and including dismissal. The regulations also provide a very clear statement of the agency's philosophy regarding equal treatment of all persons regardless of race or ethnicity. Appendix C lists the applicable statute and corresponding Cross Roads Police Department regulation.

A COMPREHENSIVE REVIEW OF CROSS ROADS POLICE DEPARTMENT POLICY 2.2 SHOWS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.

Cross Roads Police Department Training and Education on Racial Profiling

Texas Occupation Code § 1701.253 and § 1701.402 require that curriculum be established and training certificates issued on racial profiling for all Texas Peace officers. Documentation provided by Cross Roads Police Department reveals that all officers have received bias-based/racial profiling training.

A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.

Cross Roads Police Department Complaint Process and Public Education on Racial Profiling

Article 2.132 §(b)3-4 of the Texas Code of Criminal Procedure requires that law enforcement agencies implement a complaint process on racial profiling and that the agency provide public education on the complaint process. Cross Roads Police Department Policy 2.2 section on "Complaints" and Section IV Procedures 2b satisfies these requirements. Policy 2.4 also supplements Policy 2.2 with regard to complaints and internal investigation procedures. Policy 2.2 notes that the "department shall publish "How to Make a Complaint" folders and make them available at all town facilities and other public locations throughout the town." Moreover, Policy 2.2 notes that officers shall provide information on the complaint process and give copies of the "How to Make a Complaint" document when requested. The department also has a clear area on their website which explains the complaint process and how to file a complaint (https://www.crossroadstx.gov/cross-roads-police-department/pages/complaints-commendations).

A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT IN BOTH PRINT AND ELECTRONIC FORM REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.

Cross Roads Police Department Statistical Data on Racial Profiling

Article 2.132(b) 6 and Article 2.133 requires that law enforcement agencies collect statistical information on motor vehicle stops in which a ticket, citation, or warning was issued and to arrests made as a result of those stops, in addition to other information noted previously. Cross Roads Police Department submitted statistical information on all motor vehicle stops in 2023 and accompanying information on the race/ethnicity of the person stopped. Accompanying this data was the relevant information required to be collected and reported by law.

ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.

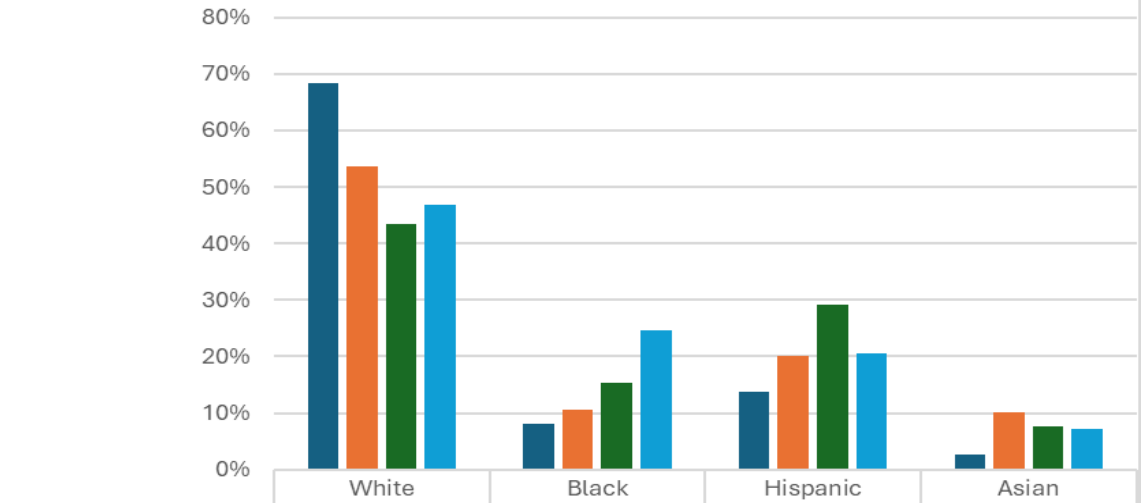
Analysis of the Data

Comparative Analysis #1:

Evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities. Texas Code of Criminal Procedure Article 2.134(c)(1)(A)

The first chart depicts the percentages of people stopped by race/ethnicity among the total 3,314 motor vehicle stops in which a ticket, citation, or warning was issued, including arrests made, in 2023.[1]

Chart 1: Percentage of Motor Vehicle Stops in Comparison to Benchmarks



	White	Black	Hispanic	Asian
% City Population	68.46%	8.03%	13.82%	2.70%
% County Population	53.58%	10.52%	20.16%	10.23%
% Region Population	43.43%	15.39%	29.06%	7.70%
% of Total Stops	46.80%	24.71%	20.52%	7.27%

White drivers constituted 46.80 percent of all drivers stopped, whereas Whites constitute 68.46 percent of the city population, 53.58 percent of the county population, and 43.43 percent of the region population.[2]

[1] There were 23 motor vehicle stops of drivers considered Alaska Native/American Indian. These motor vehicle stops were not charted in the first figure of this report due to the small number of cases relative to the population in Cross Roads and relative to the total number of motor vehicle stops among all drivers (3,314).

[2] City and County and Regional populations were derived from 2020 Decennial Census Redistricting Data (DEC) of the U.S. Census Bureau. Region is defined as the 16 county Dallas-Ft. Worth Area including the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise. City and County populations by gender noted later in this report are based on 2019 American Community Survey estimates.

Black drivers constituted 24.71 percent of all drivers stopped, whereas Blacks constitute 8.03 percent of the city population, 10.52 percent of the county population, and 15.39 percent of the region population.

Hispanic drivers constituted 20.52 percent of all drivers stopped, whereas Hispanics constitute 13.82 percent of the city population, 20.16 percent of the county population, and 29.06 percent of the region population.

Asian drivers constituted 7.27 percent of all drivers stopped, whereas Asians constitute 2.70 percent of the city population, 10.23 percent of the county population, and 7.70 percent of the region population.

The chart shows that White drivers are stopped at rates lower than the percentage of Whites found in the city and county population, but higher than the percentage of Whites found in the regional population. Black drivers are stopped at rates higher than the percentage of Blacks found in the city, county, and regional population. Hispanic drivers are stopped at rates higher than the percentage of Hispanics found in the city population, lower than the percentage of Hispanics in the regional population, and almost equal to the percentage of Hispanics in the county population. Asian drivers are stopped at rates lower than the percentage of Asians found in the county population, higher than the percentage of Asians in the city population, and almost equal to the percentage of Asians in the regional population.

Methodological Issues

Upon examination of the data, it is important to note that differences in overall stop rates of a particular racial or ethnic group, compared to that racial or ethnic group's proportion of the population, cannot be used to make determinations that officers have or have not racially profiled any given individual motorist. Claims asserting racial profiling of an individual motorist from the aggregate data utilized in this report are erroneous.

For example, concluding that a particular driver of a specific race/ethnicity was racially profiled simply because members of that particular racial/ethnic group as a whole were stopped at a higher rate than their proportion of the population—are as erroneous as claims that a particular driver of a specific race/ethnicity could NOT have been racially profiled simply because the percentage of stops among members of a particular racial/ethnic group as a whole were stopped at a lower frequency than that group's proportion of the particular population base (e.g., city or county population). In short, aggregate data as required by law and presented in this report cannot be used to prove or disprove that a member of a particular racial/ethnic group was racially profiled. Next, we discuss the reasons why using aggregate data—as currently required by the state racial profiling law—are inappropriate to use in making claims that any individual motorist was racially profiled.

<u>Issue #1: Using Group-Level Data to Explain Individual Officer Decisions</u>

The law dictates that police agencies compile aggregate-level data regarding the *rates* at which agencies *collectively* stop motorists in terms of their race/ethnicity. These aggregated data are to be subsequently analyzed in order to determine whether or not *individual* officers are "racially profiling" motorists. This methodological error, commonly referred to as the "ecological fallacy,"

defines the dangers involved in making assertions about individual officer decisions based on the examination of aggregate stop data. **In short, one cannot *prove* that an *individual* officer has racially profiled any *individual* motorist based on the rate at which a department stops any given *group* of motorists.** In sum, aggregate level data cannot be used to assess individual officer decisions, but the state racial profiling law requires this assessment.

Issue #2: Problems Associated with Population Base-Rates

There has been considerable debate as to what the most appropriate population "base-rate" is in determining whether or not racial/ethnic disparities exist. The base-rate serves as the benchmark for comparison purposes. The outcome of analyses designed to determine whether or not disparities exist is dependent on which base-rate is used. While this report utilized the most recent 2020 Census as a population base-rate, this population measure can become quickly outdated, can be inaccurate, and may not keep pace with changes experienced in city and county and regional population measures.

In addition, the validity of the benchmark base-rate becomes even more problematic if analyses fail to distinguish between residents and non-residents who are stopped. This is because the existence of significant proportions of non-resident stops will lead to invalid conclusions if racial/ethnic comparisons are made exclusively to resident population figures. **In sum, a valid measure of the driving population does not exist. As a proxy, census data is used which is problematic as an indicator of the driving population.** In addition, stopped motorists who are not residents of the city, county, or region where the motor vehicle stop occurred are not included in the benchmark base-rate.

Issue #3: Officers Do Not Know the Race/Ethnicity of the Motorist Prior to the Stop

As illustrated in Table 3 near the end of this report, of the 3,314 motor vehicle stops in 2023, the officer knew the race/ethnicity of the motorist prior to the stop in 0.33% of the stops (11/3,314). This percentage is consistent across law enforcement agencies throughout Texas. An analysis of all annual racial profiling reports submitted to the Texas Commission on Law Enforcement, as required by the Texas racial profiling law found that in 2.9% of the traffic stops in Texas, the officer knew the race/ethnicity of the motorist prior to the stop.[3] The analysis included 1,186 Texas law enforcement agencies and more than 3.25 million traffic stops.

As noted, the legal definition of racial profiling in the Texas Code of Criminal Procedure Article 3.05 is "a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity."

Almost always, Cross Roads PD officers do not know the race/ethnicity of the motorist prior to the stop. This factor further invalidates any conclusions drawn from the stop data presented in Chart 1. If an officer does not know the race/ethnicity of the motorist prior to the stop, then the officer cannot, by legal definition, be racial profiling. Racial profiling is a law-enforcement action based on the race/ethnicity of an individual. If the officer does not know the person's

[3] Winkler, Jordan M. (2016). *Racial Disparity in Traffic Stops: An Analysis of Racial Profiling Data in Texas.* Master's Thesis. University of North Texas.

race/ethnicity before the action (in this case, stopping a vehicle), then racial profiling cannot occur.

Based on this factor, post-stop outcomes are more relevant for a racial profiling assessment, as presented later in this report, in comparison to initial motor vehicle stop data disaggregated by race/ethnicity. Once the officer has contacted the motorist after the stop, the officer has identified the person's race/ethnicity and all subsequent actions are more relevant to a racial profiling assessment than the initial stop data.

In short, the methodological problems outlined above point to the limited utility of using aggregate level comparisons of the rates at which different racial/ethnic groups are stopped in order to determine whether or not racial profiling exists within a given jurisdiction.

Table 1 reports the summaries for the total number of motor vehicle stops in which a ticket, citation, or warning was issued, and to arrests made as a result of those stops, by the Cross Roads Police Department in 2023. Table 1 and associated analyses are utilized to satisfy the comparative analyses as required by Texas law, and in specific, Article 2.134 of the CCP.

Comparative Analysis #2:

Examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction. Texas Code of Criminal Procedure Article 2.134(c)(1)(B)

As shown in Table 1, there were a total of 3,314 motor vehicle stops in 2023 in which a ticket, citation, or warning was issued. The table also shows arrests made as a result of those stops. Roughly 68 percent of stops resulted in a written warning (2,242/3,314) and roughly 31 percent resulted in a citation. These actions accounted for roughly 99 percent of all stop actions and will be the focus of the below discussion.

Specific to **written warnings**, White motorists received a written warning in roughly 70 percent of stops involving White motorists (1,090/1,551), Black motorists received a written warning in roughly 68 percent of stops of Black motorists, Hispanic motorists received a written warning in roughly 63 percent of stops of Hispanic motorists, and Asian motorists received a written warning in roughly 60 percent of stops of Asian motorists.

White motorists received a **citation** in roughly 28 percent of stops involving White motorists (428/1,551), Black motorists received a citation in roughly 31 percent of stops of Black motorists, Hispanic motorists received a citation in roughly 35 percent of stops of Hispanic motorists, and Asian motorists received a citation in roughly 40 percent of stops of Asian motorists.

Finally, of the 4,211 total stops, 57 **arrests** were made [written warning and arrest (45) and citation and arrest (12)], and this accounts for 1.4 percent of all stops. White motorists were arrested in 2.1 percent of stops involving White motorists (33/1,551), Black motorists were arrested in 1.1 percent of stops involving Black motorists, Hispanic motorists were arrested in

2.2 percent of stops involving Hispanic motorists, and Asian motorists were not arrested pursuant to a traffic stop in 2023. As illustrated in Table 1, all arrests were based on a **violation of the penal code** (94.7%; 54/57) or an **outstanding warrant** (5.3%; 3/57).

Finally, as presented in Table 1, **physical force resulting in bodily injury** was not used in 2023. Of the 3,314 total stops, none involved physical force resulting in bodily injury.

Table 1: Traffic Stops and Outcomes by Race/Ethnicity

Stop Table	White	Black	Hispanic /Latino	Asian /Pacific Islander	Alaska Native /American Indian	Total
Number of Stops	1,551	819	680	241	23	3,314
Gender						
Female	640	324	200	42	2	1,208
Male	911	495	480	199	21	2,106
Reason for Stop						
Violation of Law	17	7	2	4	0	30
Preexisting Knowledge	13	6	7	1	0	27
Moving Traffic Violation	1,089	543	443	189	8	2,272
Vehicle Traffic Violation	432	263	228	47	15	985
Result of Stop						
Verbal Warning	0	0	0	0	0	0
Written Warning	1,090	560	430	144	18	2,242
Citation	428	250	235	97	5	1,015
Written Warning and Arrest	27	7	11	0	0	45
Citation and Arrest	6	2	4	0	0	12
Arrest	0	0	0	0	0	0
Arrest Based On						
Violation of Penal Code	31	8	15	0	0	54
Violation of Traffic Law	0	0	0	0	0	0
Violation of City Ordinance	0	0	0	0	0	0
Outstanding Warrant	2	1	0	0	0	3
Physical Force Resulting in Bodily Injury Used?						
No	1,551	819	680	241	23	3,314
Yes	0	0	0	0	0	0

Comparative Analysis #3:

Evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches. Texas Code of Criminal Procedure Article 2.134(c)(1)(c)

In 2023, a total of 169 **searches** of motorists were conducted, or roughly 5 percent of all stops resulted in a search (see Table 2). Among searches within each racial/ethnic group, White motorists were searched in 5.2 percent of all stops of White motorists (81/1,551), Black motorists were searched in 6.7 percent of all stops of Black motorists, Hispanic motorists were searched in 4.4 percent of all stops of Hispanic motorists, and Asian motorists were searched in 1.2 percent of all stops of Asian motorists.

Regarding searches, it should be noted that 69 out of 169 searches (see Table 2), or roughly 41 percent of all searches, were based on consent, which are regarded as discretionary as opposed to non-discretionary searches. Relative to the total number of stops (3,314), discretionary **consent searches** occurred in 2.1 percent of stops.

Among **consent searches** within each racial/ethnic group, White motorists were searched based on consent in roughly 47 percent of all searches of White motorists (38/81), Black motorists were searched based on consent in roughly 31 percent of all searches of Black motorists, Hispanic motorists were searched based on consent in 40 percent of all searches of Hispanic motorists, and Asian motorists were searched based on consent in roughly 67 percent of all searches of Asian motorists (2 consent searches out of 3 total searches of Asian motorists).

Of the searches that occurred in 2023, and as shown in Table 2, **contraband was discovered** in 114 or roughly 67 percent of all searches (114/169 total searches). Most commonly, the contraband discovered in searches was drugs; 65% of the contraband discovered was drugs.[4] Finally, as illustrated in Table 2, when contraband was discovered, motorists were arrested roughly 30% of the time (34/114).

[4] Please note that contraband was discovered in 114 of the 169 searches in 2023, but the "Description of Contraband" section in Table 2 totals 136. This is because more than one form of contraband (e.g., drugs and alcohol) can be found during a single search.

Table 2: Searches and Outcomes by Race/Ethnicity

Search Table	White	Black	Hispanic /Latino	Asian /Pacific Islander	Alaska Native /American Indian	Total
Search Conducted						
Yes	81	55	30	3	0	169
No	1,470	764	650	238	23	3,145
Reason for Search						
Consent	38	17	12	2	0	69
Contraband in Plain View	14	16	3	1	0	34
Probable Cause	15	20	8	0	0	43
Inventory	10	1	5	0	0	16
Incident to Arrest	4	1	2	0	0	7
Was Contraband Discovered						
Yes	52	38	23	1	0	114
No	29	17	7	2	0	55
Description of Contraband						
Drugs	37	33	19	0	0	89
Weapons	0	0	0	0	0	0
Currency	0	0	0	0	0	0
Alcohol	16	3	3	0	0	22
Stolen Property	0	0	0	0	0	0
Other	11	9	4	1	0	25
Did Discovery of Contraband Result in Arrest?						
Yes	18	6	10	0	0	34
No	34	32	13	1	0	80

Comparative Analysis #4:

Information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling. Texas Code of Criminal Procedure Article 2.134(c)(2)

In 2023, internal records indicate that the Cross Roads Police Department received no complaints alleging that a peace officer employed by the agency engaged in racial profiling (see Table 3).

Additional Analysis:

Statistical analysis of motor vehicle stops relative to the gender population of the agency's reporting area. This analysis is presented in the report based on a December 2020 email sent from TCOLE to law enforcement executives in Texas.

In 2023, 3,314 motor vehicle stops were made by the Cross Roads Police Department. Of these stops, 1,208 or roughly 36 percent were female drivers (1,208/3,314), and roughly 64 percent were male drivers (see Table 1).

According to 2019 American Community Survey (ACS) city and county population estimates of the U.S. Census Bureau, the Town of Cross Roads was composed of 52.3 percent females and 47.7 percent males. County population 2019 ACS estimates indicate that females accounted for 51 percent of the county population and males accounted for 49 percent of the county population.

Overall, in 2023, males were stopped at rates higher than their proportion of the city and county populations.

Additional Information Required to be Reported to TCOLE

Table 3 below provides additional information relative to motor vehicle stops in 2023 by the Cross Roads Police Department. The data are required to be collected by the Cross Roads Police Department under the Texas Code of Criminal Procedure Article 2.133.

As previously noted, the Cross Roads Police Department received no complaints alleging that a peace officer employed by the agency engaged in racial profiling in 2023. Furthermore, as previously discussed, of the 3,314 motor vehicle stops in 2023, the officer knew the race/ethnicity of the motorist prior to the stop in 0.33% of the stops (11/3,314).

Table 3: Additional Information

Additional Information	Total
Was Race/Ethnicity Known Prior to Stop	
Yes	11
No	3,303
Approximate Location of Stop	
City Street	857
US Highway	2,399
County Road	0
State Highway	14
Private Property/Other	44
Number of Complaints of Racial Profiling	**0**
Resulted in Disciplinary Action	0
Did Not Result in Disciplinary Action	0

Analysis of Racial Profiling Compliance by Cross Roads Police Department

The foregoing analysis shows that the Cross Roads Police Department is fully in compliance with all relevant Texas laws concerning racial profiling, including the existence of a formal policy prohibiting racial profiling by its officers, officer training and educational programs, a formalized complaint process, and the collection and reporting of data in compliance with the law.

In addition to providing summary reports and analysis of the data collected by the Cross Roads Police Department in 2023, this report also included an extensive presentation of some of the limitations involved in the level of data collection currently required by law and the methodological problems associated with analyzing such data for the Cross Roads Police Department as well as police agencies across Texas.

Appendix A: Racial Profiling Statutes and Laws

Texas Racial Profling Statutes

Art. 3.05. RACIAL PROFILING.
In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 2, eff. Sept. 1, 2001.

Art. 2.131. RACIAL PROFILING PROHIBITED.
A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.
(a) In this article:
(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.
(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
(3) "Race or ethnicity" means the following categories:
(A) Alaska native or American Indian;
(B) Asian or Pacific Islander;
(C) black;
(D) white; and
(E) Hispanic or Latino.
(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:
(1) clearly define acts constituting racial profiling;
(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search;

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency also shall examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by Section 1701.651, Occupations Code. If a law enforcement agency installs video or audio equipment or equips peace officers with body worn cameras as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

(h) A law enforcement agency shall review the data collected under Subsection (b)(6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 25, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.05, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 173 (H.B. 3051), Sec. 1, eff. September 1, 2017.
Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.01, eff. September 1, 2017.

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.
(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).
(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:
(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:
(A) the person's gender; and
(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;
(2) the initial reason for the stop;
(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;
(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;
(5) the reason for the search, including whether:
(A) any contraband or other evidence was in plain view;
(B) any probable cause or reasonable suspicion existed to perform the search; or
(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;
(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
(7) the street address or approximate location of the stop;
(8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and

(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop.

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.
Amended by:
Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 26, eff. September 1, 2009.
Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.02, eff. September 1, 2017.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Texas Commission on Law Enforcement and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;

(B) examine the disposition of motor vehicle stops made by officers employed by the agency,

categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Texas Commission on Law Enforcement, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 27, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.06, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.03, eff. September 1, 2017.

Art. 2.136. LIABILITY.

A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras. The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has taken the necessary actions to use and is using video and audio equipment and body worn cameras for those purposes.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.
Amended by:
Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.04, eff. September 1, 2017.

Art. 2.138. RULES.
The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.1385. CIVIL PENALTY.
(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in an amount not to exceed $5,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.
(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of $1,000 for each violation.
(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 29, eff. September 1, 2009.
Amended by:
Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.05, eff. September 1, 2017.

Appendix B: Agency Policy

	THE TOWN OF CROSS ROADS POLICE DEPARTMENT	
	Policy 2.2 Bias Based Policing	
	Effective Date:10-01-2021	**Replaces:**
	Approved: Chief of Police	
	Reference: TBP 2.01	

I. POLICY

We are committed to a respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect members of the community observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, sexual orientation, national origin, ethnicity, age, or religion. Respect for diversity and equitable enforcement of the law are essential to our mission.

All enforcement actions shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and by statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions that support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of individuals. Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

All departmental orders are informed and guided by this directive. Nothing in this order limits non-enforcement consensual contacts between officers and the public.

II. PURPOSE

The purpose of this order is to inform officers that bias-based policing is prohibited by the department. Additionally, this order will assist officers in identifying key contexts in which bias may influence these actions and emphasize the importance of the constitutional guidelines within which we operate.

III. DEFINITIONS

Most of the following terms appear in this policy statement. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

A. Bias: Prejudice or partiality based on preconceived ideas, a person's upbringing, culture, experience, or education.

B. Biased-based policing: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

C. Ethnicity: A cluster of characteristics that may include race but also cultural characteristics or traits that are shared by a group with a common experience or history.

D. Gender: Unlike sex, a psychological classification based on cultural characteristics or traits.

E. Probable cause: Specific facts and circumstances within an officer's knowledge that would lead a reasonable officer to believe that a specific offense has been or is being committed, and that the suspect has committed it. Probable cause will be determined by the courts reviewing the totality of the circumstances surrounding the arrest or search from an objective point of view.

F. Race: A category of people of a particular decent, including Caucasian, African, Hispanic, Asian, Middle Eastern, or Native American descent. As distinct from ethnicity, race refers only to physical characteristics sufficiently distinctive to group people under a classification.

G. Racial profiling: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

H. Reasonable suspicion: Specific facts and circumstances that would lead a reasonable officer to believe criminal activity is afoot and the person to be detained is somehow involved. Reasonable suspicion will be determined by the courts reviewing the totality of the circumstances surrounding the detention from an objective point of view .

I. Sex: A biological classification, male or female, based on physical and genetic characteristics.

J. Stop: An investigative detention of a person for a brief period of time, based on reasonable suspicion.

IV. PROCEDURES

A. General responsibilities

1. Officers are prohibited from engaging in bias-based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes. (TBP: 2.01)
2. Investigative detentions, traffic stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, subject stops, arrests, nonconsensual searches, and property seizures. Except as provided in number 3 below, officers shall not consider race/ethnicity in establishing either reasonable suspicion or probably cause. Similarly, except as provided below, officers shall not consider race/ethnicity in deciding to initiate even those nonconsensual encounters that do not amount to legal detentions or to request consent to search.
3. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race/ethnicity to a particular unlawful incident(s). Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion. Except as provided above, reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall be subjected to stops, seizures, or detentions only upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.
4. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
    a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.
    b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

2. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
    a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.

b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the department. Further, officers shall provide information on the complaint's process and shall give copies of "How to Make a Complaint" when requested or when it is reasonable to assume

3. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on the individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety.
4. When concluding an encounter, personnel shall thank him or her for cooperating.
5. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.
6. All personnel are accountable for their actions. Personnel shall justify their actions when required.

B. Supervisory responsibilities

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties and those of their subordinantes. Supervisors shall identify and correct instances of bias in the work of their subordinates.
2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.
3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are critical to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.
4. Supervisors are reminded that biased enforcement of the law engenders not only mistrust of law enforcement, but increases safety risks to personnel as well as exposing the employee(s) and department to liability.
5. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates if the supervisor knew, or should have known, of the subordinate's actions.
6. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable. Any enforcement action that begins as a consensual encounter will also have the circumstances of the initial encounter documented.
7. Supervisors shall facilitate the filing of any complaints about law-enforcement service.

8. Supervisors will randomly review at least three video tapes per officer (either body camera and/or in-car camera video) per quarter. For this policy a "quarter" is defined as a 3-month period of time. Supervisors are not required to watch each incident of an entire shift; however, reviewing the footage in a manner intended to gain an understanding of that officer's performance and adherence to policy and law is required. Supervisors will document the random review of the video in their daily activity logs and any violations of policy or law will be addressed through the use of existing internal affairs policy. (TBP: 2.01)
9. Section 8 above applies only to first-line uniformed officers and their immediate supervisors. In the absence of a first-line supervisor this responsibility will move to the patrol lieutenant.

C. Disciplinary consequences

Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

D. Training (TBP: 2.01)

Officers shall complete all training required by state law regarding bias- based profiling.

II. COMPLAINTS

A. The department shall publish "How to Make a Complaint" folders and make them available at all town facilities and other public locations throughout the town. The department's complaint process and its bias-based profiling policy will be posted on the department's website. The information shall include, but is not limited to, the email, physical address, and telephone contact information for making a complaint against an employee. Whenever possible, the media will be used to inform the public of the department's policy and complaint process.

B. Complaints alleging incidents of bias-based profiling will be fully investigated as described under Policy 2.4.

C. Complainants will be notified of the results of the investigations when the investigation is completed.

III. RECORD KEEPING

A. The department will maintain all required records on traffic stops where a citation or warning is issued or where an arrest is made subsequent to a traffic stop.

B. The information collected above will be reported to the town council as required by law.

C. The information will also be reported to TCOLE in the required format.

THE TOWN OF CROSS ROADS
POLICE DEPARTMENT

Policy 2.4 Internal Investigation Process

Effective Date:10-01-2021 | **Replaces:**

Approved: _____
Chief of Police

Reference: TBP 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, and 2.10.

I. POLICY

The department's image and reputation depend on the personal integrity and discipline of all departmental employees. To a large degree, the public image of the department is determined by what kind of response the department gives to allegations of misconduct against its employees. The department must competently and impartially investigate all allegations of misconduct by employees and complaints bearing on the department's response to community needs. The department recognizes that its personnel are often subject to intense pressures in the discharge of their duties. The employee must remain neutral under circumstances that are likely to generate tension, excitement, and emotion. In these situations, actions and events frequently result in misunderstanding and confusion. It is to the advantage of all employees to have a procedure for the investigation of the more serious allegations and underlying circumstances so that complaints can be resolved in light of the complicated pressures of law-enforcement work.

II. PURPOSE

The purpose of this policy is to describe the procedure that a citizen must follow in making a complaint against department personnel, to outline the procedure for investigating complaints, and to list and define the dispositions of complaints.

III. PROCEDURES – GENERAL (TBP: 2.04)

A. Receipt of complaints

The department encourages any person to bring forward grievances regarding misconduct by employees. Department members shall receive all complaints courteously and shall handle them efficiently. All officers are obligated to explain complaint procedures to anyone who inquires.

B. Responsibilities of supervisors

1. First-line supervisors are primarily responsible for enforcing conformance with departmental standards and orders.
2. First-line supervisors shall know the officers in their charge by closely observing their conduct and appearance.

3. First-line supervisors shall be alert to behavioral changes or problems in their subordinates and, if necessary, document these changes and confer with higher authorities. The first-line supervisor shall assess the behavior, and take or recommend appropriate action.
4. The supervisor shall recommend and, if appropriate, help conduct extra training for officers not performing according to established standards.
5. The first-line supervisor shall employ counseling techniques sanctioned by the department. Counseling is used to adjust and correct minor, infrequent errors or instances of poor performance and to ascertain the nature of any professional or personal problems that bear on performance.
6. The supervisor shall document all instances of counseling.

C. How to make a complaint

A copy of "How to Make a Complaint" will be posted in the public area of the department, provided to media representatives, and given to any person requesting information on how to make a complaint.

D. Responsibility for handling complaints

1. All complaints alleging a violation of the law or policy will be investigated.
2. Complaints regarding law-enforcement operations will usually be handled through the chain of command, beginning with the first-line supervisor.
3. Complaints involving how law-enforcement service is provided or a failure to provide service or improper attitudes or behavior may be investigated by an assigned supervisor or by the Chief of Police.
4. Depending on the nature of the complaint, the Chief of Police may request another agency or DPS to undertake the investigation. (TBP: 2.06)

E. Complaint-handling procedures. NOTE: This same procedure can also be used by agency employees who wish to file a complaint against another employee.

1. All complaints, regardless of nature, can be filed in person, by mail, or by phone at any time. As part of the follow-up investigation, persons making complaints by mail or phone normally shall be interviewed and a written, signed complaint prepared.
2. A signed letter of complaint will be accepted as a signed complaint without requiring any specific form. The preferred document for making a written complaint is attached to this policy and should be provided to the complainant.
3. Anonymous complaints shall be followed up to the extent possible. In case of an anonymous complaint, the officer or other person who receives the anonymous complaint shall reduce the complaint to writing in a memorandum with as much information as possible and forward the report to the Chief of Police.
4. Every effort shall be made to facilitate the convenient, courteous, and prompt receipt and processing of any person's complaint. An employee of the department who interferes with, discourages, or delays the making of complaints shall be subject to disciplinary action.

5. Normally, a person with a complaint shall be referred to a supervisor or the Chief of Police, who shall assist the individual in recording pertinent information. If initially reported to a supervisor, the first-line supervisor shall conduct a preliminary investigation. The Chief of Police may, if appropriate, conduct a preliminary investigation. The preliminary investigation consists of questioning the officer, complainants, or witnesses, and securing evidence. Upon completion of the preliminary investigation, the following documents shall be prepared and forwarded through the chain of command:
    a. a report of the alleged violation
    b. any documents and evidence pertinent to the investigation
    c. recommendations for further investigation or other disposition.
6. If the first-line supervisor or other investigators determine that the complainant is apparently under the influence of an intoxicant or drug, or displays any other trait or condition bearing on his or her credibility, the supervisor or investigator shall document these observations in an appropriate manner.
7. Any visible marks or injuries relative to the allegation shall be noted and photographed.
8. Prisoners or arrestees also may make complaints. Circumstances may require that a department representative meet the complainant at a jail or prison for an interview. If appropriate, the representative will have photographs taken of any injuries suffered by the complainant.
9. An employee who receives a complaint through U.S. mail shall place the correspondence and envelope in a sealed envelope and forward it to the Chief of Police, who shall determine investigative responsibility.
10. Complaints received by telephone by dispatchers or other employees shall be courteously and promptly referred to a supervisor or the Chief of Police. The dispatcher or employee shall record the name and telephone number of the complainant and state that the Chief of Police or, if unavailable, the supervisor will call back as soon as practical.
11. In every case, the Chief of Police will be notified of any complaint as soon as possible by the supervisor receiving the complaint. Complaints received overnight will be brought to the Chief's attention the next workday. Complaints alleging a violation of the law or any other serious violation should be reported immediately regardless of the time of day. (TBP: 2.07)

F. Disposition of complaints generally

The Chief of Police or his/her designee shall:

1. Notify the complainant, in writing, as soon as practical, that the department acknowledges receipt of the complaint, that it is under investigation and that the complainant will be advised of the outcome.
2. Enter the complaint into the complaint log, assign a complaint number, and have the complaint investigated. Minor complaints alleging rudeness, minor policy violations, and general performance issues may be assigned to a supervisor for investigation and resolution. Allegations of a violation of the law or serious policy violations will be investigated by the Chief of Police,

an investigator assigned by the Chief of Police, or an outside agency as determined by the Chief.

3. Maintain complaint files separate from personnel files.
4. Take disciplinary action following the investigation, if appropriate.

G. Disposition of a serious complaint

1. Allegations of misconduct that might result in discharge, suspension, or demotion, or allegations of criminal charges are serious complaints. The term "serious complaint," in this manual, means that there will be an "internal investigation." Internal investigations examine alleged brutality, gross excesses of legal authority, or allegations involving supervisory or multiple personnel.
2. If a criminal offense is alleged, two separate investigations shall be conducted: a criminal investigation and an administrative or internal investigation. The criminal investigation examines compliance with criminal law while the internal investigation determines compliance with policy and procedure. The Chief of Police will assign these investigations as required.
3. In cases of a serious complaint the Chief of Police shall:
    a. Determine if the officer complained of should remain on-duty, be relegated to non-contact assignments, or put on administrative leave until the investigation is complete.
    b. Determine and assign responsibility for the investigation.
    c. Cause the complaint to be registered and assigned an investigation number in the complaint log.
    d. Maintain close liaison with the district attorney in investigating alleged criminal conduct. Where liability is at issue, the Chief shall similarly maintain contact with the town attorney or legal counsel.
4. All investigations will be completed within 45 days to include the taking of disciplinary action when necessary. If additional time is necessary to conclude the investigation, a request for extension will be presented to the Chief in writing providing justification for the extension. If the Chief agrees to an extension a specific number of days will be approved. A copy of the request for extension will be provided to the involved officer and the original placed in the case file. (TBP: 2.05)
5. Upon completion of any investigation, the Chief of Police will notify the complainant in writing of the results of the investigation and any action taken. (TBP: 2.10)

IV. INVESTIGATIVE PROCEDURES

A. Two types of investigations may take place: administrative or criminal. Different rules govern interviews of employees in each case.

B. Assistance of legal counsel

1. Employees are permitted to have an attorney, supervisor, or other representative with them in the room during any interview regarding allegations of misconduct.
2. The employee's representative is limited to acting as an observer at the interview, except that where the interview focuses on, or leads to, evidence of criminality, the attorney may advise and confer with the employee during the interview.

C. All Interviews

1. Prior to being interviewed, the subject employee shall be advised of the nature of the complaint and provided a copy of the complaint.
2. All interviews will be conducted while the employee is on duty, unless the seriousness of the investigation is such that an immediate interview is required.
3. During interviews conducted by the department, one employee will be designated as the primary interviewer.
4. The complete interview shall be recorded. The recording will note the date and time of the interview, who is present at the interview, the time at which breaks are taken in the interview process, who requested the break, the time the interview resumed, and the time the interview was ended.
5. The employee shall be provided with the name, rank, and command of all persons present during the questioning.

D. Interviews for criminal investigative purposes

1. If the Chief of Police believes that criminal prosecutions are possible and wishes to use statements against the employee in a criminal proceeding, or at least wishes to maintain the option of their use, he/she or another interviewer shall:
    a. Give the employee the rights as specified in the Texas Code of Criminal Procedure, Article 38.22.
    b. In addition to the rights set forth in state law, the Chief or designee shall advise the employee that if he/she asserts the right not to answer questions no adverse administrative action will be taken based upon the refusal.
    c. If the employee decides to answer questions at this point, the responses may be used in both criminal and disciplinary proceedings.

E. Interview for administrative purposes

1. If the Chief of Police wishes to compel an employee to answer questions directly related to his or her official duties, the Chief of Police or another interviewer shall advise the employee of the following:
    a. You are advised that this is an internal administrative investigation only.
    b. You will be asked and are required to answer all questions specifically related to the performance of your duties and your fitness for office.
    c. All questions specifically related to employment must be fully and truthfully answered.

d. If you refuse to answer these questions, you can be subject to discipline that can be as much as discharge or removal from office.
e. Any answers given are to be used solely for internal administrative purposes and may not be used in any subsequent criminal prosecution should such occur.
f. The purpose of the interview is to obtain information to determine whether disciplinary action is warranted. The answers obtained may be used in disciplinary proceedings resulting in reprimand, demotion, suspension, or dismissal.

2. In an interview for administrative purposes, no Miranda rights are required.

V. INVESTIGATIVE TOOLS AND RESOURCES

A. In addition to interviews of the employee and witnesses, other activities in support of a complaint investigation or internal investigation may be required, including:

1. The Chief of Police may order medical and laboratory examinations.
2. The Chief of Police or officer in authority may, based on reasonable suspicion or his/her observation, require a department employee to submit to a test for alcohol or drug use while on duty. The results may be used in a disciplinary hearing. Refusal to submit to the examination will be grounds for disciplinary action and may result in the employee's dismissal.
3. If the employee is believed to be under the influence of alcohol, a licensed breathalyzer operator shall administer the test. The Chief of Police or officer in authority shall witness the test and sign the report.
4. If the employee has a reading of .02 or higher, or there is other competent evidence of impaired abilities to perform duties, the officer shall be relieved of duty by the Chief of Police or officers in authority.
5. If the employee is believed to be under the influence of self-administered drugs, he/she may be compelled to submit to a blood or urine test. The test shall be administered under medical supervision where hygienic safeguards are met. The sample shall be handled using the same safeguards as evidence in a criminal process.
6. If the test shows positive results, or there is other competent evidence of impaired abilities to perform duties, the employee shall be relieved of duty as soon as possible by the Chief of Police or other officers in authority.
7. If an employee refuses to submit to a test, (alcohol or drugs) the Chief of Police or other officer in authority shall immediately relieve the employee from duty (on paid leave) for failure to cooperate in an administrative investigation.
8. Property assigned to the employee but belonging to the department is subject to inspection if the department has a reasonable suspicion that evidence of work-related misconduct may be found therein. Department property includes files, storage lockers, desks, and vehicles.

B. Photograph and lineup identification procedures

1. Officers may be required to stand in a lineup for viewing for the purpose of identifying an employee accused of misconduct. Refusal to stand in a

properly conducted lineup is grounds for disciplinary action and may result in dismissal if criminal prosecution is not anticipated.

2. A book of photos of department employees may be maintained for the purpose of identification of an employee accused of misconduct.

C. Financial disclosure statements

An employee may be compelled to make financial disclosure statements when directly and narrowly related to allegations of misconduct involving any unlawful financial gain.

D. Polygraph

1. All personnel shall be required to submit to a polygraph if ordered to do so by the Chief of Police.

2. The Police Chief may order employees to take a polygraph under the following circumstances:
   a. The complainant has taken and passed a polygraph concerning the incident, unless the complainant is willing to submit to testing but the polygraph operator determines the complainant is not a fit subject due to mental condition, age, or medication.
   b. Regardless of whether or not the complainant takes a polygraph (or is positively identified), and the complaint is of such a nature as to bring severe discredit and suspicion on the department and cannot be satisfactorily resolved in any other manner.
3. The results of the polygraph examination shall not be used as the sole basis for disciplinary action against any employee.
4. Any polygraph examination given under the provisions of this order shall be administered by a private contractor licensed to administer polygraph examinations in the State of Texas or must be a licensed examiner from another law-enforcement agency. No employee shall administer an examination to another employee.
5. Refusal to submit to a polygraph examination or to answer all questions pertaining to the charges in the polygraph examination, or deliberately impeding the administration of the polygraph shall be grounds for disciplinary action and may result in dismissal from the department.

VI. ADJUDICATION OF COMPLAINTS

A. The Chief of Police will classify completed internal affairs investigations under the following headings:

1. Unfounded - no truth to allegations.
2. Exonerated - allegations true, but are the result of adherence to departmental policy or procedure. Exonerated complaints will be reviewed by the Chief of Police for consideration of policy revision.
3. Not sustained - unable to verify the truth of the matter under investigation.

4. Sustained - allegations are true. Complaints will not be classified as sustained unless the finding is based on facts determined during the investigation. (TBP: 2.04)

B. Completed investigations classified as unfounded, exonerated, or not sustained will be maintained in internal affairs files in the Chief's office. Sustained complaints shall be filed in the individual employee's department personnel file with a copy in the internal affairs files.

C. Disciplinary action taken shall be determined by the seriousness of the violation or the extent of injury to the victim, and the officer's prior disciplinary history. It shall be commensurate with the circumstances surrounding the incident, and the employee's service record, including prior sustained complaints, will be considered.

D. Disciplinary records (TBP: 2.09)

1. The department shall maintain a log of all complaints.
2. The complaints and internal investigative files shall be kept in a secure area and shall be maintained in accordance with state law and town policy.
3. The Chief shall direct a periodic audit of complaints to ascertain a need for training or a revision of policy.
4. The Chief shall publish an annual or other periodic summary of complaints that shall be made available to the public.

CROSS ROADS POLICE DEPARTMENT

A Message from the Chief

The core values of Integrity, Service, Teamwork, Accountability and Respect define our character and guide our interactions. We operate on the principle that all persons we deal with deserve to be treated fairly. Therefore, we welcome both criticism and praise and take it seriously. The men and women of the Cross Roads Police Department work hard each day in support of our mission, to serve as guardians of the Cross Roads community by protecting life and property, enforcing the law, detecting and deterring crime and preserving the peace through collaborative partnerships within the community.

The Texas Government Code (see Section 614.022 below) requires our agency to accept signed, notarized statements (originals) only. All signed complaints are reviewed at the executive level. We value your input. Thank you for taking the time to help us serve you better.

Shaun Short
Chief of Police

GOVERNMENT CODE

Chapter 614. PEACE OFFICERS AND FIRE FIGHTERS

Subchapter B. COMPLAINT AGAINST LAW ENFORCEMENT OFFICER OR FIRE FIGHTER

Sec. 614.021. APPLICABILITY OF SUBCHAPTER. (a) Except as provided by Subsection (b), this subchapter applies only to a complaint against: (1) a law enforcement officer of the State of Texas, including an officer of the Department of Public Safety or of the Texas Alcoholic Beverage Commission; (3) a peace officer under Article 2.12, Code of Criminal Procedure, or other law enforcement officer who is appointed or employed by a political subdivision of this state; ...

Sec. 614.022. COMPLAINT TO BE IN WRITING AND SIGNED BY COMPLAINANT. To be considered by the head of a state agency or by the head of a fire department or local law enforcement agency, the complaint must be: (1) in writing; and (2) signed by the person making the complaint.

CROSS ROADS POLICE DEPARTMENT

To file a complaint against a peace officer of the Cross Roads Police department please provide all the information requested on this form. Briefly describe the incident involving you and the officer. The Chief or his designee will review the completed form. To ensure a fair and thorough investigation, additional information may be required. Also, it may be necessary to speak with you directly about this matter.

Your name Date

Address City State Zip Code

DOB Sex Driver's License No & State

Phone: Home Work Cell

Email Address

Incident and Officer Information

Date of Incident Time of Incident Location

Officer's Name Badge No/Rank

Witness Information

Name

Address Phone

Name

Address Phone

CROSS ROADS POLICE DEPARTMENT

Important – Please read the following statement:

Texas Penal Code Title 8, Sec. 37.02. PURJURY.

A person commits an offense if, with intent to deceive and with knowledge of the statement's meaning:
(1) he (she) makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; ....
(b) An offense under this section is a Class A misdemeanor

Describe the incident and the nature of our complaint below.

CROSS ROADS POLICE DEPARTMENT

Use an additional page(s), if necessary.

The statements contained in this report, made by me, are true and correct.

_____

Affiant

Subscribed and sworn before me by _____

on this _____ day of, _____ 20_____ .

_____ Notary Public for the State of Texas

Return form to:
Chief of Police
Cross Roads Police Department
1401 FM 424
Cross Roads TX 76227

CROSS ROADS POLICE DEPARTMENT

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The core values of Integrity, Service, Teamwork, Accountability and Respect define our character and guide our interactions. We operate on the principle that all persons we deal with deserve to be treated fairly. Therefore, we welcome both criticism and praise and take it seriously. The men and women of the Cross Roads Police Department work hard each day in support of our mission, to serve as guardians of the Cross Roads community by protecting life and property, enforcing the law, detecting and deterring crime and preserving the peace through collaborative partnerships within the community.

The Texas Government Code (see Section 614.022 below) requires our agency to accept signed, notarized statements (originals) only. All signed complaints are reviewed at the executive level. We value your input. Thank you for taking the time to help us serve you better.

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Your name Date

Address City State Zip Code

DOB Sex Driver's License No & State

Phone: Home Work Cell

Email Address

Incident and Officer Information

Date of Incident Time of Incident Location

Officer's Name Badge No/Rank

Witness Information

Name

Address Phone

Name

Address Phone

CROSS ROADS POLICE DEPARTMENT

Important – Please read the following statement:

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(b) An offense under this section is a Class A misdemeanor

Describe the incident and the nature of our complaint below.

CROSS ROADS POLICE DEPARTMENT

Use an additional page(s), if necessary.

The statements contained in this report, made by me, are true and correct.

_____

Affiant

Subscribed and sworn before me by _____

on this _____ day of, _____ 20_____ .

_____ Notary Public for the State of Texas

Return form to:
Chief of Police
Cross Roads Police Department
1401 FM 424
Cross Roads TX 76227

Close Patrol Vacation Watch
Complaints & Commendations
History of CRPD
Resources
Work for CRPD

Contact Info

Phone:
Office: 940-441-4226
Non-Emergency Police Dispatch: (940) 349-1600

Emergency Numbers:
DIAL 911 For All EMERGENCIES

Address:
Cross Roads Police Department
1401 FM 424
Cross Roads, TX 76227
United States
See map: Google Maps

Complaints & Commendations

Racial/Biased-Based Profiling - Complaint Procedures

Police Officers with the Cross Roads Police Department are prohibited from engaging in racial profiling: a law enforcement initiated activity based solely on an individual's race, ethnicity, or national origin rather than on the individual's behavior, or based on information identifying the individual as having engaged in criminal activity. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.

The prohibition against racial profiling does not preclude the use of race, ethnicity, or national origin as factors in a detention decision by a police officer. Race, ethnicity, or national origin may be legitimate factors in such a decision when used as part of a description of a suspect or witness for whom a police officer is searching.

Complaint Process

A person wishing to file a complaint may do so with any Police Department employee. Complaint forms are available at the department or may be obtained here. The department prefers complaints be made within 30 days of the occurrence. The complaint will be investigated and you will be notified of the results.

Commendations

Feedback is vital to our profession and we encourage you to share with us your experience. Individuals may notify us of a commendation: 1) online; 2) phone; 3) email; 4) mail; and 5) in person.

Contact information

Appendix C: Racial Profiling Laws and Corresponding Standard Operating Procedures

Texas CCP Article	CROSS ROADS POLICE DEPARTMENT Policy 2.2 Bias Based Policing & Policy 2.4 Internal Investigation Process
2.132(b)1	Section III Definitions
2.132(b)2	Section I Policy & IV Procedures
2.132(b)3	Section II Complaints and Website & Policy 2.4
2.132(b)4	Section IV Procedures 2b and Website & Policy 2.4
2.132(b)5	Section IV Procedures C Disciplinary Consequences & Policy 2.4
2.132(b)6	Section III Record Keeping
2.132(b)7	Section III Record Keeping

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
February 20, 2024

Agenda Item:
Discuss and consider approval of a preliminary plat application for a 1.76 acre parcel located just to the East of 11911 US 380, Cross Roads, Denton County, Texas. The purpose of this plat is to create a lot to develop a car care facility. *(2023-1204-01PPLAT)*

Prepared by:
Rodney Patterson, Building Official

Description:
On December 4, 2023, applicant John Linton on behalf of landowner 720 & 380 LTD submitted a preliminary plat application for a 1.76 acre parcel of land located just to the east of 11911 US 380 also known as Lot 3, Block A, Greenway Cross Roads Addition. The purpose of the plat is to create a single commercial lot for the construction of a Take 5 vehicle maintenance facility. The Town Engineer performed a technical review of the preliminary plat application and construction drawings on December 15, 2023 several rounds of comments and resubmittals have been processed.

The applicant has submitted for a Letter of Map Amendment (LOMA) with Federal Emergency Management Agency (FEMA). Approval of the plat is contingent on receiving approval of the LOMA by FEMA. Additionally, the applicant has requested that they be permitted to pay the tree mitigation fee of $150 per caliper inch of trees not mitigated. For this project, they are proposing to mitigate 68” of trees and reimbursing the Town for 176.5” of trees not mitigated. If Council approves the mitigation request for the full 68” of trees, a payment of $26,475 into the Park Improvement Fund would be required.

Planning and Zoning Recommendation:
The Planning and Zoning Commission considered this item at their February 6, 2024 meeting. The Commission unanimously voted to recommend approval contingent upon receiving approval of the LOMA by FEMA and the Town Council approving the tree mitigation request.

Recommended Action:
Staff recommends approval of the preliminary plat contingent on receiving approval of the LOMA by FEMA and defers to Council on the appropriate inches of trees to be mitigated.

Attachments:
Application
Engineers Review Comments
Final version of Preliminary Plat

From:	Leigh Hollis
To:	Donna Butler
Cc:	Rodney Patterson
Subject:	RE: Take 5 Oil Review
Date:	Monday, January 29, 2024 10:19:42 AM
Attachments:	image001.png 23-029 T5O CROSS ROADS, TX PLAT AND CIVIL RESUBMITTAL 20240126.pdf

Notice: External Email

Donna,

We've completed the review for preliminary platting on Take 5 Oil Change. There are a couple of minor comments that we do not believe require a resubmittal. Here is a summary of the comments:

1) Delete some old linework for the pond easement.
2) Verify that the Town agrees to allow them to pay into the tree fund rather than provide the 150% of the caliper trees removed.
3) All acceptance is contingent on FEMA approval of the LOMA. If the LOMA is not approved, then we would more than likely end up back at preliminary platting.

The remainder of the comments previously provided to the applicant would transfer to the Final Plat. Please let me know if you have any questions or need anything else.
Thanks,

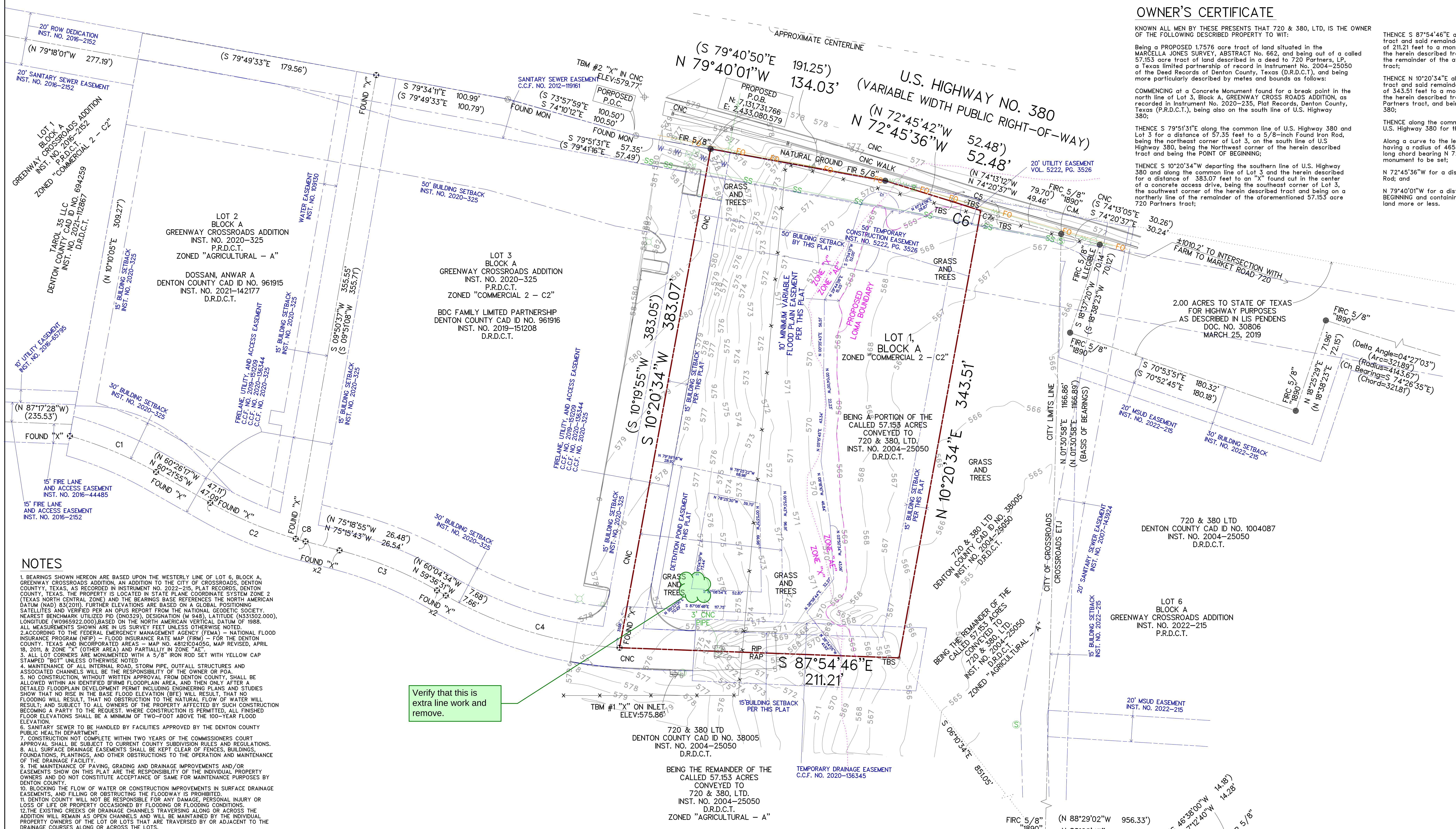
Leigh A. Hollis, PE
Senior Vice President

Halff
O: 817.764.7467
E: lhollis@halff.com

From: Donna Butler <d.butler@crossroadstx.gov>
Sent: Friday, January 26, 2024 2:30 PM
To: Leigh Hollis <lhollis@halff.com>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>
Subject: FW: Take 5 Oil Review

Leigh, below is the resubmittal from the applicants for Take 5 Oil Preliminary Plat. I think we need comments back by end of day Tuesday because the P&Z agenda will be posted Wednesday, the 31st.

Donna Butler, TRMC
Town Secretary



OWNER'S CERTIFICATE

KNOWN ALL MEN BY THESE PRESENTS THAT 720 & 380, LTD, IS THE OWNER OF THE FOLLOWING DESCRIBED PROPERTY TO WIT:

Being a PROPOSED 1.7576 acre tract of land situated in the MARCELLA JONES SURVEY, ABSTRACT No. 662, and being out of a called 57.153 acre tract of land described in a deed to 720 Partners, LP, a Texas limited partnership of record in Instrument No. 2004-25050 of the Deed Records of Denton County, Texas (D.R.D.C.T), and being more particularly described by metes and bounds as follows:

COMMENCING at a Concrete Monument found for a break point in the north line of Lot 3, Block A, GREENWAY CROSS ROADS ADDITION, as recorded in Instrument No. 2020-235, Plat Records, Denton County, Texas (P.R.D.C.T.), being also on the south line of U.S. Highway 380;

THENCE S 79°51'31"E along the common line of U.S. Highway 380 and Lot 3 for a distance of 57.35 feet to a 5/8-inch Found Iron Rod, being the northeast corner of Lot 3, on the south line of U.S Highway 380, being the Northwest corner of the herein described tract and being the POINT OF BEGINNING;

THENCE S 10°20'34"W departing the southern line of U.S. Highway 380 and along the common line of Lot 3 and the herein described for a distance of 383.07 feet to an "X" found cut in the center of a concrete access drive, being the southeast corner of Lot 3, the southwest corner of the herein described tract and being on a northerly line of the remainder of the aforementioned 57.153 acre 720 Partners tract;

THENCE S 87°54'46"E along a common line of the herein described tract and said remainder of the 720 Partners tract for a distance of 211.21 feet to a monument to be set at the southeast corner of the herein described tract, and being an interior ell corner of the remainder of the aforementioned 57.153 acre 720 Partners tract;

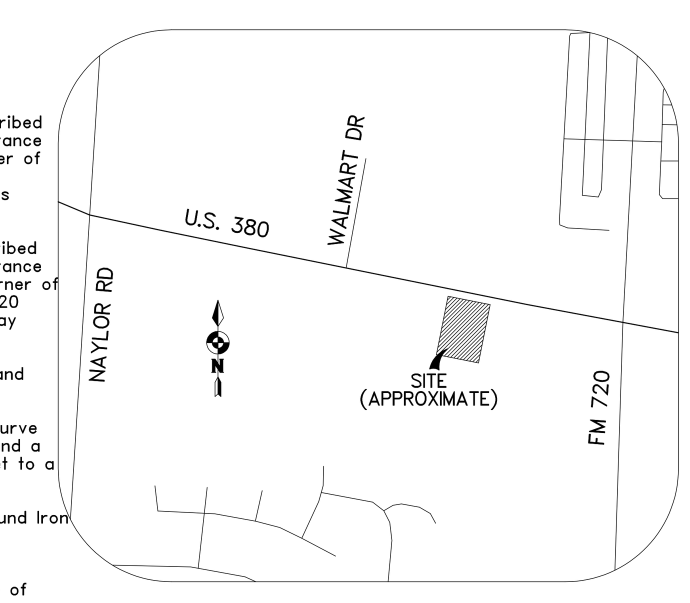
THENCE N 10°20'34"E along a common line of the herein described tract and said remainder of the 720 Partners tract for a distance of 343.51 feet to a monument to be set for the northeast corner of the herein described tract, being a northwest corner of the 720 Partners tract, and being located on the south line U.S. Highway 380;

THENCE along the common line of the herein described tract and U.S. Highway 380 for the following courses and distances:

Along a curve to the left for a distance of 23.07 feet. Said curve having a radius of 4658.33 feet, a delta angle of 00°17'02", and a long chord bearing N 72°18'44"W with a distance of 23.07 feet to a monument to be set;

N 72°45'36"W for a distance of 52.48 feet to a 5/8-inch Found Iron Rod; and

N 79°40'01"W for a distance of 134.03 feet to the POINT OF BEGINNING and containing 1.7576 Acres (76,559.8 Square Feet) of land more or less.



VICINITY MAP
N.T.S.

ENGINEER'S CERTIFICATE

I ____________, A TEXAS LICENSED ENGINEER, DO HEREBY AFFIRM THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF AND BASED UPON THE INFORMATION PROVIDED, THE DRAINAGE IMPROVEMENTS SHOWN ON THIS PLAT WILL HAVE NO ADVERSE EFFECT ON ANY PROPERTY ADJACENT TO THE PROPERTY SHOWN. I FURTHER DECLARE THAT I WILL ACCEPT FULL RESPONSIBILITY AND HOLD HARMLESS DENTON COUNTY FROM ANY CLAIM OR LITIGATION ARISING OUT OF ANY CLAIM OR LITIGATION ARISING OUT OF ANY ERRORS, OMISSIONS OR OTHER ACTS OF NEGLIGENCE IN THE PREPARATION OF SAME.

PRELIMINARY
THIS PLAT IS FOR REVIEW PURPOSES ONLY,
NOT TO BE RECORDED FOR ANY PURPOSE.
____
ENGINEERS NAME
OFFICIAL TITLE
LICENSE #

SURVEYOR'S CERTIFICATE

I, DAVID M. HENDERSON, REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON ACCURATELY REPRESENTS THE PROPERTY AS DETERMINED BY AN ON THE GROUND SURVEY, MADE UNDER MY DIRECTION AND SUPERVISION IN NOVEMBER, 2021, AND THAT ALL CORNERS ARE AS SHOWN,

PRELIMINARY
THIS PLAT IS FOR REVIEW PURPOSES ONLY,
NOT TO BE RECORDED FOR ANY PURPOSE.
____
David M. Henderson
Registered Public Land Surveyor No. 4489

NOTARY CERTIFICATE

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED _______________, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED AND AS THE ACT AND DEED THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
THIS ________ DAY OF _________, 2023.

____
NOTARY'S SIGNATURE

NOTES

1. BEARINGS SHOWN HEREON ARE BASED UPON THE WESTERLY LINE OF LOT 6, BLOCK A, GREENWAY CROSSROADS ADDITION, AN ADDITION TO THE CITY OF CROSSROADS, DENTON COUNTYY, TEXAS, AS RECORDED IN INSTRUMENT NO. 2022-215, PLAT RECORDS, DENTON COUNTY, TEXAS. THE PROPERTY IS LOCATED IN STATE PLANE COORDINATE SYSTEM ZONE 2 (TEXAS NORTH CENTRAL ZONE) AND THE BEARINGS BASE REFERENCES THE NORTH AMERICAN DATUM (NAD) 83(2011). FURTHER ELEVATIONS ARE BASED ON A GLOBAL POSITIONING SATELLITES AND VERIFIED PER AN OPUS REPORT FROM THE NATIONAL GEODETIC SOCIETY. NEAREST BENCHMARK UTILIZED PID (DN0329), DESIGNATION (M 948), LATITUDE (N331302.000), LONGITUDE (W0965922.000),BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988. ALL MEASUREMENTS SHOWN ARE IN US SURVEY FEET UNLESS OTHERWISE NOTED.
2.ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – NATIONAL FLOOD INSURANCE PROGRAM (NFIP) – FLOOD INSURANCE RATE MAP (FIRM) – FOR THE DENTON COUNTY. TEXAS AND INCORPORATED AREAS – MAP NO. 48121C0405G, MAP REVISED, APRIL 18, 2011, & ZONE "X" (OTHER AREA) AND PARTIALLIY IN ZONE "AE".
3. ALL LOT CORNERS ARE MONUMENTED WITH A 5/8" IRON ROD SET WITH YELLOW CAP STAMPED "BGT" UNLESS OTHERWISE NOTED
4. MAINTENANCE OF ALL INTERNAL ROAD, STORM PIPE, OUTFALL STRUCTURES AND ASSOCIATED CHANNELS WILL BE THE RESPONSIBILITY OF THE OWNER OR POA.
5. NO CONSTRUCTION, WITHOUT WRITTEN APPROVAL FROM DENTON COUNTY, SHALL BE ALLOWED WITHIN AN IDENTIFIED FIRM FLOODPLAIN AREA, AND THEN ONLY AFTER A DETAILED FLOODPLAIN DEVELOPMENT PERMIT INCLUDING ENGINEERING PLANS AND STUDIES SHOW THAT NO RISE IN THE BASE FLOOD ELEVATION (BFE) WILL RESULT, THAT NO FLOODING WILL RESULT, THAT NO OBSTRUCTION TO THE NATURAL FLOW OF WATER WILL RESULT; AND SUBJECT TO ALL OWNERS OF THE PROPERTY AFFECTED BY SUCH CONSTRUCTION BECOMING A PARTY TO THE REQUEST. WHERE CONSTRUCTION IS PERMITTED, ALL FINISHED FLOOR ELEVATIONS SHALL BE A MINIMUM OF TWO-FOOT ABOVE THE 100-YEAR FLOOD ELEVATION.
6. SANITARY SEWER TO BE HANDLED BY FACILITIES APPROVED BY THE DENTON COUNTY PUBLIC HEALTH DEPARTMENT.
7. CONSTRUCTION NOT COMPLETE WITHIN TWO YEARS OF THE COMMISSIONERS COURT APPROVAL SHALL BE SUBJECT TO CURRENT COUNTY SUBDIVISION RULES AND REGULATIONS.
8. ALL SURFACE DRAINAGE EASEMENTS SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, FOUNDATIONS, PLANTINGS, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
9. THE MAINTENANCE OF PAVING, GRADING AND DRAINAGE IMPROVEMENTS AND/OR EASEMENTS SHOW ON THIS PLAT ARE THE RESPONSIBILITY OF THE INDIVIDUAL PROPERTY OWNERS AND DO NOT CONSTITUTE ACCEPTANCE OF SAME FOR MAINTENANCE PURPOSES BY DENTON COUNTY.
10. BLOCKING THE FLOW OF WATER OR CONSTRUCTION IMPROVEMENTS IN SURFACE DRAINAGE EASEMENTS, AND FILLING OR OBSTRUCTING THE FLOODWAY IS PROHIBITED.
11. DENTON COUNTY WILL NOT BE RESPONSIBLE FOR ANY DAMAGE, PERSONAL INJURY OR LOSS OF LIFE OR PROPERTY OCCASIONED BY FLOODING OR FLOODING CONDITIONS.
12.THE EXISTING CREEKS OR DRAINAGE CHANNELS TRAVERSING ALONG OR ACROSS THE ADDITION WILL REMAIN AS OPEN CHANNELS AND WILL BE MAINTAINED BY THE INDIVIDUAL PROPERTY OWNERS OF THE LOT OR LOTS THAT ARE TRAVERSED BY OR ADJACENT TO THE DRAINAGE COURSES ALONG OR ACROSS THE LOTS.
13. DENTON COUNTY SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES; AND THE OWNERS SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF PRIVATE STREETS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES, AND SAID OWNERS AGREE TO INDEMNIFY AND HOLD HARMLESS DENTON COUNTY, FROM ALL CLAIMS, DAMAGES AND LOSSES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF THE OBLIGATIONS OF SAID OWNERS SET FORTH IN THIS PARAGRAPH.

DEVELOPER

Greenway Investment Company
2808 Fairmount Street, Suite 100
Dallas, Texas 75201
PHONE 214-213-7926
Ryan Petty
rpetty@greenwayinvestment.com

DEVELOPER

Greenway Investment Company
2808 Fairmount Street, Suite 100
Dallas, Texas 75201
PHONE 214-213-7926
Ryan Petty
rpetty@greenwayinvestment.com

OWNER

720 & 380, Ltd., a Texas limited partnership
2808 Fairmount,, Suite 100, LB 7
Dallas, TX, 75201
Todd Petty
todd@greenwayinvestment.com

0' 40' 80' 120'
SCALE 1" = 40'

LEGEND

CNC	Concrete
NTS	Not to Scale
C.M.	Controlling Monument
●	Found Iron Rod (FIR)
○	Set Iron Rod (SIR)
◦	To Be Set 5/8" SIR
⊗	"X" Found In Concrete
△	Found Hwy Monument (MON)
()	Record Bearing and/or Distance
P.O.C.	Point of Commencing
P.O.B.	Point of Beginning
	Utility Pole
	Light Pole
	Water Valve
	Fire Hydrant
(S)	Sanitary Sewer Manhole
	Storm Manhole
◦	Guard Post (Bollard)
	Sign
—x—	Barbed Wire Fence
	Guard Rail
	Guy Wire
R	Telephone Riser

OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: WE 720 & 380, LTD ARE THE OWNERS OF THE TRACTS OF LAND SHOWN HEREON AND DO ACCEPT THIS AS ITS PLAN FOR SUBDIVIDING INTO LOTS AND BLOCKS AND DO DEDICATE TO THE PUBLIC FOREVER THE STREETS, ALLEYS, AND EASEMENTS AS SHOWN, AND DOES DEDICATE TO DENTON COUNTY: (1) EASEMENTS FOR THE PURPOSES SHOWN ON THIS PLAT AND FOR THE MUTUAL BENEFIT, USE, AND ACCOMMODATION OF ALL PUBLIC UTILITY ENTITIES INCLUDING THE TOWN PROVIDING SERVCES TO THE ADDITION CREATED HEREBY AND DESIRING TO USE OR USING THE SAME, AND ALSO AN EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON ALL LOTS SHOWN HEREON FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, OPERATION, INSPECTION, REMOVAL, AND RECONSTRUCTION OF THE FACILITIES, EQUIPMENT, AND SYTEMS OF SUCH PUBLIC UTILITY ENTITIES; AND (2) FOR THE USE, BENEFIT, AND ACCOMMODATION OF DENTON COUNTY. AND EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON AS SHOWN HEREON FOR ANY PURPOSE RELATED TO THE EXERCISE OF A GOVERNMENTAL SERVICE OR FUNCTION INCLUDING, BUT NOT LIMITED TO, FIRE AND POL ICE PROTECTION, GARBAGE COLLECTION, INSPECTION AND CODE ENFORCEMENT, AND THE REMOVAL OF ANY VEHICLE OR OBSTACLE THAT IMPAIRS EMERGENCY ACCESS. EXCEPT FOR PRIVATE STREETS AND RELATED IMPROVEMENTS, NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED OR PLACED UPON, OR ACROSS THE EASEMENTS DEDICATED HEREIN. THE TOWN AND PUBLIC UTILITY ENTITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER PROHIBITED IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THEIR REPSECTIVE EASEMENTS. THIS PLAT APPROVED SUBJECT TO ALL PLATTING ORDINANCES, RULES, REGULATIONS AND RESOLUTIONS OF DENTON COUNTY, TEXAS.

IN WITNESS WHEREOF, I HEREBY SET MY SIGNATURE HERETO FOR THE PURPOSES AND CONSIDERATION EXPRESSED THIS ________ DAY OF _________, 2023.

____
Todd Petty

NOTARY CERTIFICATE

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED _______________, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED AND AS THE ACT AND DEED THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
THIS ________ DAY OF _________, 2023.

____
NOTARY'S SIGNATURE

EASEMENT CURVE TABLE

CURVE	DELTA	ARC	RADIUS	BEARING	CHORD
C1	170°49'50"	44.80'	15.03'	S 80°30'39"E	29.96'

RECOMMEND FOR APPROVAL

______________________________________ ____________
CHAIRPERSON, PLANNING AND ZONING COMMISSION DATE

______________________________________ ____________
MAYOR TOWN OF CROSSROADS DATE

THE UNDERSIGNED, THE TOWN SECRETARY, OF THE TOWN OF CROSS ROADS, TEXAS HEREBY CERTIFIES THAT THE FOREGOING FINAL PLAT OF THE TAKE 5 – CROSS ROADS ADDITION TO THE TOWN OF CROSS ROADS WAS SUBMITTED TO THE TOWN COUNCIL ON THE ____ DAY OF ____________ 20___ AND THE COUNCIL BY FORMAL ACTION, THEN AND THERE ACCEPTED THE DEDICATION OF STREETS, ALLEYS, PARKS, EASEMENTS, PUBLIC PARKS, AND WATER AND SEWER LINES, AS SHOWN AND SET FORTH IN AND UPON SAID PLAT, AND SAID COUNCIL FURTHER AUTHORIZES THE MAYOR TO NOTE THE ACCEPTANCE THEREOF FOR CONSTRUCTION BY SIGNING HIS/HER NAME AS HEREIN ABOVE DESCRIBED.

WITNESS MY HAND THIS ____ DAY OF __________ 20___.

____

CURVE TABLE

CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD
C1	13°30'04"	300.00'	70.69'	N 67°19'49"W	70.53'
C2	14°52'05"	300.00'	77.85'	S 67°54'47"E	77.63'
C3	15°14'23"	300.00'	79.80'	S 67°39'57"E	79.56'
C4	26°23'53"	300.00'	138.22'	S 73°16'31"E	137.00'
C5	00°27'13"	4658.33'	36.88'	S 72°13'38"E	36.88'
C6	00°17'02"	4658.33'	23.07'	N 72°18'44"W	23.07'
C7	00°10'11"	4658.33'	13.80'	N 72°05'07"W	13.80'
C8	01°28'01"	300.00'	7.68'	S 74°36'49"E	7.68'

LOT TABULATION

1 LOT (COMMERCIAL)
76,559.8 SQ. FT. AND/OR 1.7576 ACRES

PRELIMINARY PLAT
LOT 1, BLOCK A
TAKE 5 – CROSSROADS

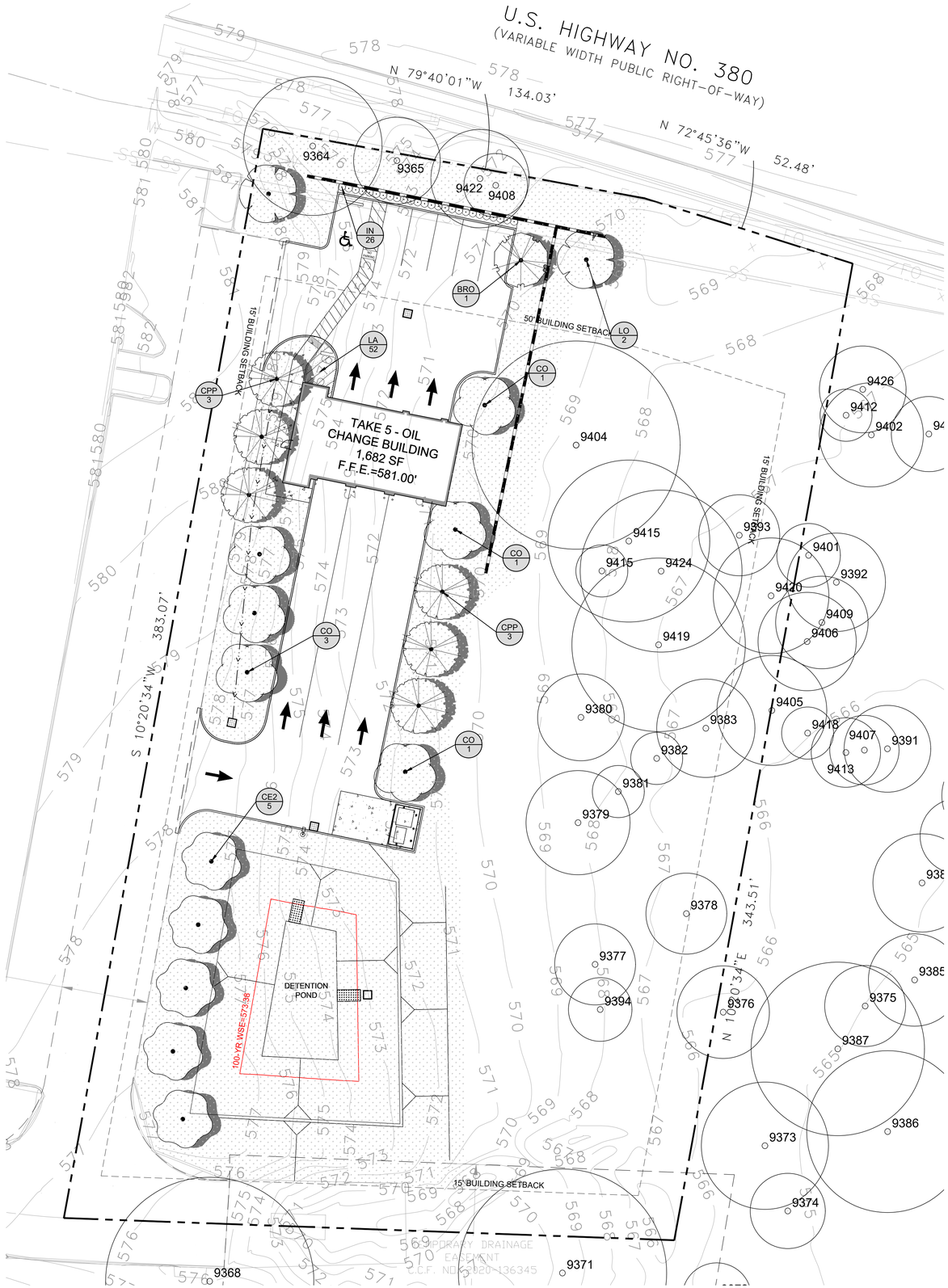
AN ADDITION TO THE TOWN CROSSROADS, TEXAS
BEING A 1.7576 ACRE TRACT OF LAND
LOCATED IN THE MARCELLA JONES SURVEY,
ABSTRACT NO. 662, DENTON COUNTY, TEXAS

Date of Plat: 05/03/2022 Blocks: One (A)
Scale: 1" = 40' Lots: 1 SHEET 1 OF 1

LAND SURVEYORS
Benchmark Group of Texas, Inc.
899 Presidential Drive, Suite 110, Richardson, Texas 75081
Phone (972) 680-3037 Fax (972) 680-3052
Licences No. 10120700

163064.23R000-001.462_Take_5_Oil_Change-_Cross_Roads,_TX_Legal_Description___Exhibit__Plat_ver10.pdf

C:\Users\Benny\Benchmark Group Of Texas, INC\Commercial - Documents\Archive Only 24\2024dwg\2330025\Platting\2330025 - PLAT.gxd -- 01/23/2024 -- 07:16 AM -- Scale 1 : 480.00



NORTH

0' 10' 20' 40'

Scale 1" = 20'

NOTE: PRINTED DRAWING SIZE MAY HAVE CHANGED FROM ORIGINAL. VERIFY SCALE USING BAR SCALE ABOVE.

PLANT_SCHEDULE

2024-01-07 12:10

TREES	CODE	COMMON / BOTANICAL NAME	SIZE	CONTAINER	QTY
	CPP	Chinese Pistache / Pistancia chinensis min. 14' ht.; mitigation tree	CONT.	4"Cal	6
	BRO	Burr Oak / Quercus macrocarpa min. 12' ht.; parking lot tree	CONT.	3"Cal	1
	CO	Chinquapin Oak / Quercus muhlenbergii min. 14' ht.; mitigation tree	CONT.	4"Cal	6
	LO	Live Oak / Quercus virginiana min. 12' ht.; street tree	CONT.	3"Cal	2
	CE2	Cedar Elm / Ulmus crassifolia min. 14' ht.; mitigation tree	CONT.	4"Cal	5

SHRUBS	CODE	COMMON / BOTANICAL NAME	SIZE	QTY
	IN	Dwarf Yaupon / Ilex vomitoria `Nana` 24" o.c.	3 gal	26

SHRUB AREAS	CODE	COMMON / BOTANICAL NAME	SIZE	SPACING	QTY
	LA	Aztec Grass / Liriope muscari `Aztec`	1 gal	18" o.c.	52

GROUND COVERS	CODE	COMMON / BOTANICAL NAME	SIZE	QTY
	CD	Bermuda Grass / Cynodon dactylon `tif 419`	sod	21,125 sf

GENERAL GRADING AND PLANTING NOTES

1. BY SUBMITTING A PROPOSAL FOR THE LANDSCAPE PLANTING SCOPE OF WORK, THE CONTRACTOR CONFIRMS THAT HE HAS READ, AND WILL COMPLY WITH, THE ASSOCIATED NOTES, SPECIFICATIONS, AND DETAILS WITH THIS PROJECT.
2. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL EXISTING VEGETATION (EXCEPT WHERE NOTED TO REMAIN).
3. IN THE CONTEXT OF THESE PLANS, NOTES, AND SPECIFICATIONS, "FINISH GRADE" REFERS TO THE FINAL ELEVATION OF THE SOIL SURFACE (NOT TOP OF MULCH) AS INDICATED ON THE GRADING PLANS.
   a. BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE ROUGH GRADES OF ALL LANDSCAPE AREAS ARE WITHIN +/-0.1' OF FINISH GRADE. SEE SPECIFICATIONS FOR MORE DETAILED INSTRUCTION ON TURF AREA AND PLANTING BED PREPARATION.
   b. CONSTRUCT AND MAINTAIN FINISH GRADES AS SHOWN ON GRADING PLANS, AND CONSTRUCT AND MAINTAIN SLOPES AS RECOMMENDED BY THE GEOTECHNICAL REPORT. ALL LANDSCAPE AREAS SHALL HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURES AT THE MINIMUM SLOPE SPECIFIED IN THE REPORT AND ON THE GRADING PLANS, AND AREAS OF POTENTIAL PONDING SHALL BE REGRADED TO BLEND IN WITH THE SURROUNDING GRADES AND ELIMINATE PONDING POTENTIAL.
   c. THE LANDSCAPE CONTRACTOR SHALL DETERMINE WHETHER OR NOT THE EXPORT OF ANY SOIL WILL BE NEEDED, TAKING INTO ACCOUNT THE ROUGH GRADE PROVIDED, THE AMOUNT OF SOIL AMENDMENTS TO BE ADDED (**BASED ON A SOIL TEST**, PER SPECIFICATIONS), AND THE FINISH GRADES TO BE ESTABLISHED.
   d. ENSURE THAT THE FINISH GRADE IN SHRUB AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 3" BELOW THE ADJACENT FINISH SURFACE, IN ORDER TO ALLOW FOR PROPER MULCH DEPTH. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
   e. ENSURE THAT THE FINISH GRADE IN TURF AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 1" BELOW THE FINISH SURFACE OF THE WALKS. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
   f. SHOULD ANY CONFLICTS AND/OR DISCREPANCIES ARISE BETWEEN THE GRADING PLANS, GEOTECHNICAL REPORT, THESE NOTES AND PLANS, AND ACTUAL CONDITIONS, THE CONTRACTOR SHALL IMMEDIATELY BRING SUCH ITEMS TO THE ATTENTION OF THE LANDSCAPE ARCHITECT, GENERAL CONTRACTOR, AND OWNER.
4. ALL PLANT LOCATIONS ARE DIAGRAMMATIC. ACTUAL LOCATIONS SHALL BE VERIFIED WITH THE LANDSCAPE ARCHITECT OR DESIGNER PRIOR TO PLANTING. THE LANDSCAPE CONTRACTOR SHALL ENSURE THAT ALL REQUIREMENTS OF THE PERMITTING AUTHORITY ARE MET (I.E., MINIMUM PLANT QUANTITIES, PLANTING METHODS, TREE PROTECTION METHODS, ETC.).
   a. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR DETERMINING PLANT QUANTITIES; PLANT QUANTITIES SHOWN ON LEGENDS AND CALLOUTS ARE FOR GENERAL INFORMATION ONLY. IN THE EVENT OF A DISCREPANCY BETWEEN THE PLAN AND THE PLANT LEGEND, THE PLANT QUANTITY AS SHOWN ON THE PLAN (FOR INDIVIDUAL SYMBOLS) OR CALLOUT (FOR GROUNDCOVER PATTERNS) SHALL TAKE PRECEDENCE.
   b. **NO SUBSTITUTIONS OF PLANT MATERIALS SHALL BE ALLOWED WITHOUT THE WRITTEN PERMISSION OF THE LANDSCAPE ARCHITECT.** IF SOME OF THE PLANTS ARE NOT AVAILABLE, THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT IN WRITING (VIA PROPER CHANNELS).
   c. THE CONTRACTOR SHALL, AT A MINIMUM, PROVIDE REPRESENTATIVE PHOTOS OF ALL PLANTS PROPOSED FOR THE PROJECT. THE CONTRACTOR SHALL ALLOW THE LANDSCAPE ARCHITECT AND THE OWNER/OWNER'S REPRESENTATIVE TO INSPECT, AND APPROVE OR REJECT, ALL PLANTS DELIVERED TO THE JOBSITE. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS FOR SUBMITTALS.
5. THE CONTRACTOR SHALL MAINTAIN THE LANDSCAPE IN A HEALTHY CONDITION FOR 90 DAYS AFTER ACCEPTANCE BY THE OWNER. REFER TO SPECIFICATIONS FOR CONDITIONS OF ACCEPTANCE FOR THE START OF THE MAINTENANCE PERIOD, AND FOR FINAL ACCEPTANCE AT THE END OF THE MAINTENANCE PERIOD.
6. SEE SPECIFICATIONS AND DETAILS FOR FURTHER REQUIREMENTS.

LANDSCAPE CALCULATIONS - CROSS ROADS, TX.

TOTAL SITE AREA:	76,556 SF
LANDSCAPE AREA REQUIRED:	11,483 SF (15% OF SITE AREA)
LANDSCAPE AREA PROVIDED:	56,648 SF (74% OF SITE AREA)
PERIMETER LANDSCAPE	
LANDSCAPE EDGE:	10' LANDSCAPE EDGE PROVIDED
LANDSCAPE EDGE AREA (187 X 10):	1,870 SF
1,870 SF LANDSCAPE EDGE / 500:	6 TREES REQUIRED 6 TREES PROVIDED (4 EXISTING + 2 PROPOSED)
INTERIOR	
LANDSCAPE AREA OF 7% PARKING AREA REQ'D.	
3,436 SF x 7%:	241 SF LANDSCAPE AREA REQUIRED
	450+ SF LANDSCAPE AREA PROVIDED
1 TREE PER LANDSCAPE ISLANDS:	1 TREE REQUIRED 1 TREE PROVIDED
MITIGATION	
MITIGATION REQUIRED:	244.5"
MITIGATION PROVIDED (17 - 4" CALIPER):	68"

Verify Town has agreed to this

THE REMAINDER OF REQUIRED MITIGATION (176.5") TO BE PAID INTO TREE FUND AT A NEGOTIATED RATE TO BE DETERMINED BY THE TOWN OF CROSS ROADS.

IRRIGATION CONCEPT

1. AN AUTOMATIC IRRIGATION SYSTEM SHALL BE INSTALLED AND OPERATIONAL BY THE TIME OF FINAL INSPECTION. THE ENTIRE IRRIGATION SYSTEM SHALL BE INSTALLED BY A LICENSED AND QUALIFIED IRRIGATION CONTRACTOR.
2. THE IRRIGATION SYSTEM WILL OPERATE ON POTABLE WATER, AND THE SYSTEM WILL HAVE APPROPRIATE BACKFLOW PREVENTION DEVICES INSTALLED TO PREVENT CONTAMINATION OF THE POTABLE SOURCE.
3. ALL NON-TURF PLANTED AREAS SHALL BE DRIP IRRIGATED. SODDED AND SEEDED AREAS SHALL BE IRRIGATED WITH SPRAY OR ROTOR HEADS AT 100% HEAD-TO-HEAD COVERAGE.
4. ALL PLANTS SHARING SIMILAR HYDROZONE CHARACTERISTICS SHALL BE PLACED ON A VALVE DEDICATED TO PROVIDE THE NECESSARY WATER REQUIREMENTS SPECIFIC TO THAT HYDROZONE.
5. THE IRRIGATION SYSTEM SHALL BE DESIGNED AND INSTALLED, TO THE MAXIMUM EXTENT POSSIBLE, TO CONSERVE WATER BY USING THE FOLLOWING DEVICES AND SYSTEMS: MATCHED PRECIPITATION RATE TECHNOLOGY ON ROTOR AND SPRAY HEADS (WHEREVER POSSIBLE), RAIN SENSORS, AND MULTI-PROGRAM COMPUTERIZED IRRIGATION CONTROLLERS FEATURING SENSORY INPUT CAPABILITIES.

PLANTING NOTE:

LANDSCAPING/VEGETATION MUST BE PLANTED WITH CONSIDERATION FOR FUTURE GROWTH POTENTIAL. THIS INCLUDES TREES THAT MAY MATURE WITH AN OVERHANGING CANOPY, AS WELL AS LANDSCAPING THAT MAY BE PLANTED IN THE CURBED AREA WHERE GATES SWING OVER LANDSCAPED SPACE TO OPEN THE REQUIRED 120 DEGREES.

PLANTING AND IRRIGATION GUARANTEE

THE LANDSCAPE CONTRACTOR SHALL GUARANTEE THAT ALL NEWLY INSTALLED AND EXISTING PLANTS SHALL SURVIVE FOR ONE YEAR AFTER FINAL OWNER ACCEPTANCE OF THE INSTALLATION WORK. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR APPROPRIATE WATERING OF THE LANDSCAPE THROUGH INSTALLATION OF A PROPERLY DESIGNED IRRIGATION SYSTEM. THE OWNER SHALL APPROVE THE SYSTEM DESIGN BEFORE INSTALLATION OF PLANTS OR IRRIGATION.

ROOT BARRIERS

THE CONTRACTOR SHALL INSTALL ROOT BARRIERS NEAR ALL NEWLY-PLANTED TREES THAT ARE LOCATED WITHIN FIVE (5) FEET OF PAVING OR CURBS. ROOT BARRIERS SHALL BE "CENTURY" OR "DEEP-ROOT" 24" DEEP PANELS (OR EQUAL). BARRIERS SHALL BE LOCATED IMMEDIATELY ADJACENT TO HARDSCAPE. INSTALL PANELS PER MANUFACTURER'S RECOMMENDATIONS. UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR USE ROOT BARRIERS OF A TYPE THAT COMPLETELY ENCIRCLE THE ROOTBALL.

MULCHES

AFTER ALL PLANTING IS COMPLETE, CONTRACTOR SHALL INSTALL 3" THICK LAYER OF 1-1/2" SHREDDED WOOD MULCH, NATURAL (UNDYED), OVER LANDSCAPE FABRIC IN ALL PLANTING AREAS (EXCEPT FOR TURF AND SEEDED AREAS). CONTRACTOR SHALL SUBMIT SAMPLES OF ALL MULCHES TO LANDSCAPE ARCHITECT AND OWNER FOR APPROVAL PRIOR TO CONSTRUCTION. ABSOLUTELY NO EXPOSED GROUND SHALL BE LEFT SHOWING ANYWHERE ON THE PROJECT AFTER MULCH HAS BEEN INSTALLED (SUBJECT TO THE CONDITIONS AND REQUIREMENTS OF THE "GENERAL GRADING AND PLANTING NOTES" AND SPECIFICATIONS).

ALTAR GROUP
ARCHITECTURE
ENGINEERING

REGISTERED LANDSCAPE ARCHITECT
DANIEL REECE
STATE OF TEXAS
1-24-24

EVERGREEN DESIGN GROUP
(800) 680-6630
15455 Dallas Pkwy., Ste 600
Addison, TX 75001
www.EvergreenDesignGroup.com

TAKE 5 OIL CHANGE®

PROTOTYPE: 3 BAY

US HWY 380
CROSS ROADS, TX 76227

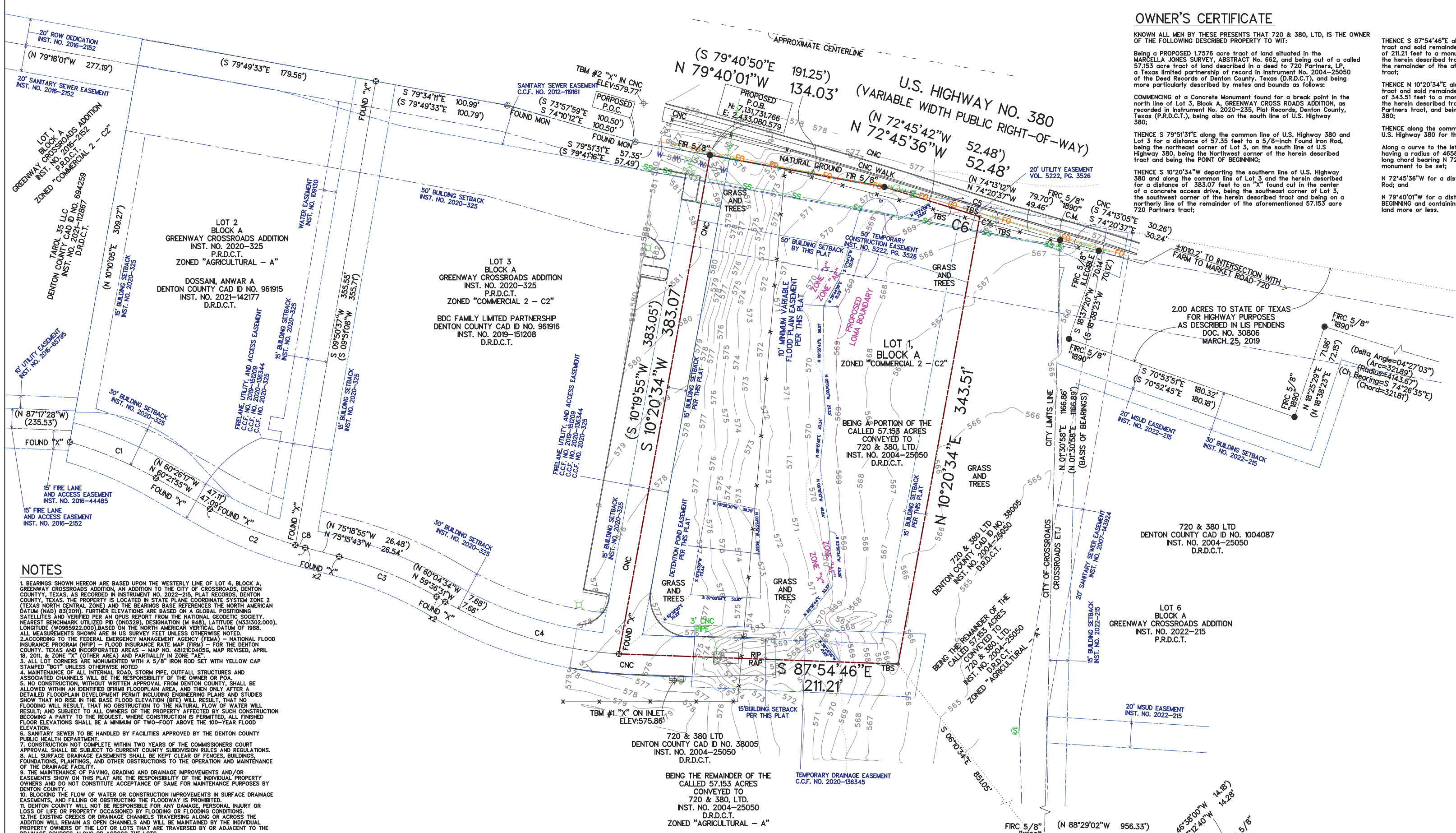
1	08/07/23	ISSUE FOR PERMIT

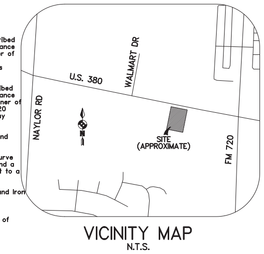
DRAWN BY: DR
CHECKED BY: RM

23–029

LANDSCAPE PLANTING

LP-1





VICINITY MAP
N.T.S.

OWNER'S CERTIFICATE

KNOWN ALL MEN BY THESE PRESENTS THAT 720 & 380, LTD, IS THE OWNER OF THE FOLLOWING DESCRIBED PROPERTY TO WIT:

Being a PROPOSED 1.7576 acre tract of land situated in the MARCELLA JONES SURVEY, ABSTRACT No. 662, and being out of a called 57.153 acre tract of land described in a deed to 720 Partners, LP, a Texas limited partnership of record in Instrument No. 2004-25050 of the Deed Records of Denton County, Texas (D.R.D.C.T), and being more particularly described by metes and bounds as follows:

COMMENCING at a Concrete Monument found for a break point in the north line of Lot 3, Block A, GREENWAY CROSS ROADS ADDITION, as recorded in Instrument No. 2020-235, Plat Records, Denton County, Texas (P.R.D.C.T.), being also on the south line of U.S. Highway 380;

THENCE S 79°51'31"E along the common line of U.S. Highway 380 and Lot 3 for a distance of 57.35 feet to a 5/8-inch Found Iron Rod, being the northeast corner of Lot 3, on the south line of U.S Highway 380, being the Northwest corner of the herein described tract and being the POINT OF BEGINNING;

THENCE S 10°20'34"W departing the southern line of U.S. Highway 380 and along the common line of Lot 3 and the herein described for a distance of 383.07 feet to an "X" found cut in the center of a concrete access drive, being the southeast corner of Lot 3, the southwest corner of the herein described tract and being on a northerly line of the remainder of the aforementioned 57.153 acre 720 Partners tract;

THENCE S 87°54'46"E along a common line of the herein described tract and said remainder of the 720 Partners tract for a distance of 211.21 feet to a monument to be set at the southeast corner of the herein described tract, and being an interior ell corner of the remainder of the aforementioned 57.153 acre 720 Partners tract;

THENCE N 10°20'34"E along a common line of the herein described tract and said remainder of the 720 Partners tract for a distance of 343.51 feet to a monument to be set for the northeast corner of the herein described tract, being a northwest corner of the 720 Partners tract, and being located on the south line U.S. Highway 380;

THENCE along the common line of the herein described tract and U.S. Highway 380 for the following courses and distances:

Along a curve to the left for a distance of 23.07 feet. Said curve having a radius of 4658.33 feet, a delta angle of 00°17'02", and a long chord bearing N 72°18'44"W with a distance of 23.07 feet to a monument to be set;

N 72°45'36"W for a distance of 52.48 feet to a 5/8-inch Found Iron Rod; and

N 79°40'01"W for a distance of 134.03 feet to the POINT OF BEGINNING and containing 1.7576 Acres (76,559.8 Square Feet) of land more or less.

NOTES

1. BEARINGS SHOWN HEREON ARE BASED UPON THE WESTERLY LINE OF LOT 6, BLOCK A, GREENWAY CROSSROADS ADDITION, AN ADDITION TO THE CITY OF CROSSROADS, DENTON COUNTYY, TEXAS, AS RECORDED IN INSTRUMENT NO. 2022-215, PLAT RECORDS, DENTON COUNTY, TEXAS. THE PROPERTY IS LOCATED IN STATE PLANE COORDINATE SYSTEM ZONE 2 (TEXAS NORTH CENTRAL ZONE) AND THE BEARINGS BASE REFERENCES THE NORTH AMERICAN DATUM (NAD) 83(2011). FURTHER ELEVATIONS ARE BASED ON A GLOBAL POSITIONING SATELLITES AND VERIFIED PER AN OPUS REPORT FROM THE NATIONAL GEODETIC SOCIETY. NEAREST BENCHMARK UTILIZED PID (DN0329), DESIGNATION (M 948), LATITUDE (N331302.000), LONGITUDE (W0965922.000),BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988. ALL MEASUREMENTS SHOWN ARE IN US SURVEY FEET UNLESS OTHERWISE NOTED.
2.ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – NATIONAL FLOOD INSURANCE PROGRAM (NFIP) – FLOOD INSURANCE RATE MAP (FIRM) – FOR THE DENTON COUNTY. TEXAS AND INCORPORATED AREAS – MAP NO. 48121C0405G, MAP REVISED, APRIL 18, 2011, & ZONE "X" (OTHER AREA) AND PARTIALLIY IN ZONE "AE".
3. ALL LOT CORNERS ARE MONUMENTED WITH A 5/8" IRON ROD SET WITH YELLOW CAP STAMPED "BGT" UNLESS OTHERWISE NOTED
4. MAINTENANCE OF ALL INTERNAL ROAD, STORM PIPE, OUTFALL STRUCTURES AND ASSOCIATED CHANNELS WILL BE THE RESPONSIBILITY OF THE OWNER OR POA.
5. NO CONSTRUCTION, WITHOUT WRITTEN APPROVAL FROM DENTON COUNTY, SHALL BE ALLOWED WITHIN AN IDENTIFIED FIRM FLOODPLAIN AREA, AND THEN ONLY AFTER A DETAILED FLOODPLAIN DEVELOPMENT PERMIT INCLUDING ENGINEERING PLANS AND STUDIES SHOW THAT NO RISE IN THE BASE FLOOD ELEVATION (BFE) WILL RESULT, THAT NO FLOODING WILL RESULT, THAT NO OBSTRUCTION TO THE NATURAL FLOW OF WATER WILL RESULT; AND SUBJECT TO ALL OWNERS OF THE PROPERTY AFFECTED BY SUCH CONSTRUCTION BECOMING A PARTY TO THE REQUEST. WHERE CONSTRUCTION IS PERMITTED, ALL FINISHED FLOOR ELEVATIONS SHALL BE A MINIMUM OF TWO-FOOT ABOVE THE 100-YEAR FLOOD ELEVATION.
6. SANITARY SEWER TO BE HANDLED BY FACILITIES APPROVED BY THE DENTON COUNTY PUBLIC HEALTH DEPARTMENT.
7. CONSTRUCTION NOT COMPLETE WITHIN TWO YEARS OF THE COMMISSIONERS COURT APPROVAL SHALL BE SUBJECT TO CURRENT COUNTY SUBDIVISION RULES AND REGULATIONS.
8. ALL SURFACE DRAINAGE EASEMENTS SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, FOUNDATIONS, PLANTINGS, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
9. THE MAINTENANCE OF PAVING, GRADING AND DRAINAGE IMPROVEMENTS AND/OR EASEMENTS SHOW ON THIS PLAT ARE THE RESPONSIBILITY OF THE INDIVIDUAL PROPERTY OWNERS AND DO NOT CONSTITUTE ACCEPTANCE OF SAME FOR MAINTENANCE PURPOSES BY DENTON COUNTY.
10. BLOCKING THE FLOW OF WATER OR CONSTRUCTION IMPROVEMENTS IN SURFACE DRAINAGE EASEMENTS, AND FILLING OR OBSTRUCTING THE FLOODWAY IS PROHIBITED.
11. DENTON COUNTY WILL NOT BE RESPONSIBLE FOR ANY DAMAGE, PERSONAL INJURY OR LOSS OF LIFE OR PROPERTY OCCASIONED BY FLOODING OR FLOODING CONDITIONS.
12.THE EXISTING CREEKS OR DRAINAGE CHANNELS TRAVERSING ALONG OR ACROSS THE ADDITION WILL REMAIN AS OPEN CHANNELS AND WILL BE MAINTAINED BY THE INDIVIDUAL PROPERTY OWNERS OF THE LOT OR LOTS THAT ARE TRAVERSED BY OR ADJACENT TO THE DRAINAGE COURSES ALONG OR ACROSS THE LOTS.
13. DENTON COUNTY SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES; AND THE OWNERS SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF PRIVATE STREETS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION AREAS AND OPEN SPACES, AND SAID OWNERS AGREE TO INDEMNIFY AND HOLD HARMLESS DENTON COUNTY, FROM ALL CLAIMS, DAMAGES AND LOSSES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF THE OBLIGATIONS OF SAID OWNERS SET FORTH IN THIS PARAGRAPH.

ENGINEER'S CERTIFICATE

I ____________, A TEXAS LICENSED ENGINEER, DO HEREBY AFFIRM THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF AND BASED UPON THE INFORMATION PROVIDED, THE DRAINAGE IMPROVEMENTS SHOWN ON THIS PLAT WILL HAVE NO ADVERSE EFFECT ON ANY PROPERTY ADJACENT TO THE PROPERTY SHOWN. I FURTHER DECLARE THAT I WILL ACCEPT FULL RESPONSIBILITY AND HOLD HARMLESS DENTON COUNTY FROM ANY CLAIM OR LITIGATION ARISING OUT OF ANY CLAIM OR LITIGATION ARISING OUT OF ANY ERRORS, OMISSIONS OR OTHER ACTS OF NEGLIGENCE IN THE PREPARATION OF SAME.

PRELIMINARY
THIS PLAT IS FOR REVIEW PURPOSES ONLY,
NOT TO BE RECORDED FOR ANY PURPOSE.
____
ENGINEERS NAME
OFFICIAL TITLE
LICENSE #

SURVEYOR'S CERTIFICATE

I, DAVID M. HENDERSON, REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT SHOWN HEREON ACCURATELY REPRESENTS THE PROPERTY AS DETERMINED BY AN ON THE GROUND SURVEY, MADE UNDER MY DIRECTION AND SUPERVISION IN NOVEMBER, 2021, AND THAT ALL CORNERS ARE AS SHOWN,

PRELIMINARY
THIS PLAT IS FOR REVIEW PURPOSES ONLY,
NOT TO BE RECORDED FOR ANY PURPOSE.
____
David M. Henderson
Registered Public Land Surveyor No. 4489

NOTARY CERTIFICATE

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED ______________, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED AND AS THE ACT AND DEED THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
THIS ________ DAY OF _________, 2023.

____
NOTARY'S SIGNATURE

OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: WE 720 & 380, LTD ARE THE OWNERS OF THE TRACTS OF LAND SHOWN HEREON AND DO ACCEPT THIS AS ITS PLAN FOR SUBDIVIDING INTO LOTS AND BLOCKS AND DO DEDICATE TO THE PUBLIC FOREVER THE STREETS, ALLEYS, AND EASEMENTS AS SHOWN, AND DOES DEDICATE TO DENTON COUNTY: (1) EASEMENTS FOR THE PURPOSES SHOWN ON THIS PLAT AND FOR THE MUTUAL BENEFIT, USE, AND ACCOMMODATION OF ALL PUBLIC UTILITY ENTITIES INCLUDING THE TOWN PROVIDING SERVCES TO THE ADDITION CREATED HEREBY AND DESIRING TO USE OR USING THE SAME, AND ALSO AN EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON ALL LOTS SHOWN HEREON FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, OPERATION, INSPECTION, REMOVAL, AND RECONSTRUCTION OF THE FACILITIES, EQUIPMENT, AND SYTEMS OF SUCH PUBLIC UTILITY ENTITIES; AND (2) FOR THE USE, BENEFIT, AND ACCOMMODATION OF DENTON COUNTY. AND EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON AS SHOWN HEREON FOR ANY PURPOSE RELATED TO THE EXERCISE OF A GOVERNMENTAL SERVICE OR FUNCTION INCLUDING, BUT NOT LIMITED TO, FIRE AND POL ICE PROTECTION, GARBAGE COLLECTION, INSPECTION AND CODE ENFORCEMENT, AND THE REMOVAL OF ANY VEHICLE OR OBSTACLE THAT IMPAIRS EMERGENCY ACCESS. EXCEPT FOR PRIVATE STREETS AND RELATED IMPROVEMENTS, NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED OR PLACED UPON, OR ACROSS THE EASEMENTS DEDICATED HEREIN. THE TOWN AND PUBLIC UTILITY ENTITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER PROHIBITED IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THEIR REPSECTIVE EASEMENTS. THIS PLAT APPROVED SUBJECT TO ALL PLATTING ORDINANCES, RULES, REGULATIONS AND RESOLUTIONS OF DENTON COUNTY, TEXAS.

IN WITNESS WHEREOF, I HEREBY SET MY SIGNATURE HERETO FOR THE PURPOSES AND CONSIDERATION EXPRESSED THIS ________ DAY OF _________, 2023.

____
Todd Petty

NOTARY CERTIFICATE

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED ______________, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED AND AS THE ACT AND DEED THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE,
THIS ________ DAY OF _________, 2023.

____
NOTARY'S SIGNATURE

RECOMMEND FOR APPROVAL

_________________________________ ____________
CHAIRPERSON, PLANNING AND ZONING COMMISSION DATE

_________________________________ ____________
MAYOR TOWN OF CROSSROADS DATE

THE UNDERSIGNED, THE TOWN SECRETARY, OF THE TOWN OF CROSS ROADS, TEXAS HEREBY CERTIFIES THAT THE FOREGOING FINAL PLAT OF THE TAKE 5 – CROSS ROADS ADDITION TO THE TOWN OF CROSS ROADS WAS SUBMITTED TO THE TOWN COUNCIL ON THE ____ DAY OF ____________ 20___ AND THE COUNCIL BY FORMAL ACTION, THEN AND THERE ACCEPTED THE DEDICATION OF STREETS, ALLEYS, PARKS, EASEMENTS, PUBLIC PARKS, AND WATER AND SEWER LINES, AS SHOWN AND SET FORTH IN AND UPON SAID PLAT, AND SAID COUNCIL FURTHER AUTHORIZES THE MAYOR TO NOTE THE ACCEPTANCE THEREOF FOR CONSTRUCTION BY SIGNING HIS/HER NAME AS HEREIN ABOVE DESCRIBED.

WITNESS MY HAND THIS ____ DAY OF ___________ 20___.

____

LEGEND

CNC	Concrete
NTS	Not to Scale
C.M.	Controlling Monument
●	Found Iron Rod (FIR)
○	Set Iron Rod (SIR)
○	To Be Set 5/8" SIR
⊗	"X" Found In Concrete
	Found Hwy Monument (MON)
()	Record Bearing and/or Distance
P.O.C.	Point of Commencing
P.O.B.	Point of Beginning
	Utility Pole
	Light Pole
	Water Valve
	Fire Hydrant
Ⓢ	Sanitary Sewer Manhole
	Storm Manhole
	Guard Post (Bollard)
	Sign
	Barbed Wire Fence
	Guard Rail
	Guy Wire
R	Telephone Riser

DEVELOPER

Greenway Investment Company
2808 Fairmount Street, Suite 100
Dallas, Texas 75201
PHONE 214-213-7926
Ryan Petty
rpetty@greenwayinvestment.com

OWNER

720 & 380, Ltd., a Texas limited partnership
2808 Fairmount,, Suite 100, LB 7
Dallas, TX, 75201
Todd Petty
todd@greenwayinvestment.com

0' 40' 80' 120'
SCALE 1" = 40'

EASEMENT CURVE TABLE

CURVE	DELTA	ARC	RADIUS	BEARING	CHORD
C1	170°49'50"	44.80'	15.03'	S 80°30'39"E	29.96'

CURVE TABLE

CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD
C1	13°30'04"	300.00'	70.69'	N 67°19'49"W	70.53'
C2	14°52'05"	300.00'	77.85'	S 67°54'47"E	77.63'
C3	15°14'23"	300.00'	79.80'	S 67°39'57"E	79.56'
C4	26°23'53"	300.00'	138.22'	S 73°16'31"E	137.00'
C5	00°27'13"	4658.33'	36.88'	S 72°13'38"E	36.88'
C6	00°17'02"	4658.33'	23.07'	N 72°18'44"W	23.07'
C7	00°10'11"	4658.33'	13.80'	N 72°05'07"W	13.80'
C8	01°28'01"	300.00'	7.68'	S 74°36'49"E	7.68'

LOT TABULATION

1 LOT (COMMERCIAL)
76,559.8 SQ. FT. AND/OR 1.7576 ACRES

PRELIMINARY PLAT
LOT 1, BLOCK A
TAKE 5 – CROSSROADS

AN ADDITION TO THE TOWN CROSSROADS, TEXAS
BEING A 1.7576 ACRE TRACT OF LAND
LOCATED IN THE MARCELLA JONES SURVEY,
ABSTRACT NO. 662, DENTON COUNTY, TEXAS

Date of Plat: 05/03/2022 Blocks: One (A)
Scale: 1" = 40' Lots: 1 SHEET 1 OF 1

LAND SURVEYORS

Benchmark Group
of Texas, Inc.
899 Presidential Drive, Suite 110, Richardson, Texas 75081
Phone (972) 680-3037 Fax (972) 680-3052
Licences No. 10120700

163064.23R000-001.462_Take_5_Oil_Change-_Cross_Roads,_TX_Legal_Description___Exhibit__Plat_ver9-Prelim.pdf

C:\Users\Benny\Benchmark Group Of Texas, INC\Commercial - Documents\Archive Only 24\2024dwg\2330025\Platting\2330025 - PLAT.gxd -- 01/08/2024 -- 01:14 PM -- Scale 1 : 480.00

PERMIT DOCUMENTS

FOR

TAKE 5 OIL CHANGE

US HWY 380
CROSS ROADS, TX 76227

JANUARY 2024

OWNER:
DRIVEN BRANDS, INC
CHURCH STREET, SUITE 700
CHARLOTTE, NC 28202
CONTACT: FAITH BURNETT
PHONE: 980-224-4537
E-MAIL: FAITH.BURNETT@DRIVENBRANDS.COM

ARCHITECT:
ALTAR GROUP, PLLC
PO BOX 1305
CYPRESS, TX 77410
CONTACT: JOHN LINTON
PHONE: 713-248-7752
E-MAIL: JOHN@ALTARGRP.COM

CIVIL ENGINEER:
ALTAR GROUP, PLLC
PO BOX 1305
CYPRESS, TEXAS 77410
CONTACT: AUSTIN HAYNES
PHONE: 281-794-3015
E-MAIL: AUSTIN@ALTARGRP.COM

SURVEYOR:
BENCHMARK GROUP OF TEXAS
899 PRESIDENTAIL DRIVE, SUITE 110,
RICHARDSON, TX 75081
PHONE: 972-680-3037
E-MAIL: COMMBGT@GMAIL.COM

GEOTECHNICAL ENGINEER:
TERRACON CONSULTANTS, INC
FORT WORTH, TEXAS
PROJECT NUMBER: 95235047
REPORT DATE: MAY 25, 2023

LOCATION MAP
SCALE : 1" = 5,000'

VICINITY MAP
SCALE : 1" = 1,000'

Sheet Number	Sheet Title
	PRELIMINARY PLAT
C-001	COVER SHEET
C-002	GENERAL CONSTRUCTION NOTES
	SURVEY
C-030	DEMO PLAN
C-100	SITE PLAN
C-130	EROSION AND SEDIMENT CONTROL PLAN
C-131	EROSION AND SEDIMENT CONTROL PLAN DETAILS
C-200	PAVING PLAN
C-300	GRADING PLAN
C-400	DRAINAGE PLAN
C-401	EXISTING VS PROPOSED DRAINAGE PLAN
C-402	DRAINAGE CALCULATIONS
C-500	UTILITY PLAN
C-501	SEWER PROFILES
C-502	STORM PROFILES
C-510	SITE PLAN DETAILS
C-520	PAVING DETAILS
C-530	DRAINAGE DETAILS
C-540	UTILITY DETAILS
C-541	UTILITY DETAILS
LP-1	LANDSCAPE PLATING
L-2	LANDSCAPE PLANTING DETAILS AND SPECS
TD	TREE DISPOSITION
TD-2	TREE DISPOSITION DETAILS AND SPECS

FLOOD PLAIN STATEMENT:

ACCORDING TO MAP NO. 48121C0405G OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS, AND INCORPORATED AREAS DATED APRIL 18, 2011. THE SUBJECT TRACT IS SITUATED WITHIN ZONE X (AREAS OF MODERATE TO MINIMAL FLOOD HAZARD) AND PARTIALLY IN ZONE AE (AREAS THAT PRESENT A 1% ANNUAL CHANCE OF FLOODING). BFE=569, LOMR 12-06-0686P.

ALTAR GROUP
ARCHITECTURE
ENGINEERING

PO BOX 1305
CYPRESS, TEXAS 77410

GENERAL CONSTRUCTION NOTES

1. **STANDARDS AND SPECIFICATIONS:** ALL MATERIALS, CONSTRUCTION METHODS, WORKMANSHIP, EQUIPMENT, SERVICES AND TESTING FOR ALL PUBLIC IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE GOVERNING AUTHORITIES' ORDINANCES, REGULATIONS, REQUIREMENTS, STATUTES, SPECIFICATIONS AND DETAILS, LATEST PRINTING AND AMENDMENTS THERETO. THE GOVERNING AUTHORITIES' PUBLIC WORKS AND WATER DEPARTMENT REQUIREMENTS, PLUMBING CODES, AND FIRE DEPARTMENT REGULATIONS SHALL TAKE PRECEDENT FOR ALL PRIVATE IMPROVEMENTS WHERE APPLICABLE. ALL OTHER PRIVATE CONSTRUCTION, NOT REGULATED BY THE GOVERNING AUTHORITY, SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, TOWN OF CROSS ROADS, DENTON COUNTY, TEXAS COUNCIL OF GOVERNMENTS, LATEST PRINTING AND AMENDMENTS THERETO, EXCEPT AS MODIFIED OR AMENDED BY THE PROJECT CONTRACT DOCUMENTS.

2. **EXAMINATION OF SITE:** THE CONTRACTOR ACKNOWLEDGES THAT HE HAS INVESTIGATED AND SATISFIED HIMSELF AS TO THE CONDITIONS AFFECTING THE WORK, INCLUDING BUT NOT RESTRICTED TO THOSE BEARING UPON TRANSPORTATION, DISPOSAL, HANDLING AND STORAGE OF MATERIALS, AVAILABILITY OF LABOR, WATER, ELECTRIC POWER, ROADS AND UNCERTAINTIES OF WEATHER, OR SIMILAR PHYSICAL CONDITIONS AT THE SITE, CONDITIONS OF THE GROUND, THE CHARACTER OF EQUIPMENT AND FACILITIES NEEDED PRELIMINARY TO AND DURING PERFORMANCE OF THE WORK. THE CONTRACTOR ACKNOWLEDGES THAT HE HAS INSPECTED THE SITE OF THE WORK AND IS FAMILIAR WITH THE SOIL CONDITIONS TO BE ENCOUNTERED. ANY FAILURE BY THE CONTRACTOR TO ACQUAINT HIMSELF WITH THE AVAILABLE INFORMATION WILL NOT RELIEVE HIM FROM RESPONSIBILITY FOR ESTIMATING PROPERLY THE DIFFICULTY OR COST OF SUCCESSFULLY PERFORMING THE WORK. THE DEVELOPER ASSUMES NO RESPONSIBILITY FOR ANY CONCLUSIONS OR INTERPRETATIONS MADE BY THE CONTRACTOR ON THE BASIS OF THE INFORMATION MADE AVAILABLE BY THE DEVELOPER.

3. **SUBSURFACE INVESTIGATION:** SUBSURFACE EXPLORATION TO ASCERTAIN THE NATURE OF SOILS, INCLUDING THE AMOUNT OF ROCK, IF ANY, IS THE RESPONSIBILITY OF THE CONTRACTOR. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO MAKE SUCH SUBSURFACE INVESTIGATIONS AS HE DEEMS NECESSARY TO DETERMINE THE NATURE OF THE MATERIAL TO BE ENCOUNTERED. SOME SUBSURFACE EXPLORATION HAS BEEN PERFORMED BY THE GEOTECHNICAL ENGINEER OF RECORD ON THE PROJECT AND IS PROVIDED FOR INFORMATIONAL PURPOSES. THE DEVELOPER AND ENGINEER DISCLAIM ANY RESPONSIBILITY FOR THE ACCURACY, TRUE LOCATION AND EXTENT OF THE SOILS INFORMATION THAT HAS BEEN PREPARED BY OTHERS. THEY FURTHER DISCLAIM RESPONSIBILITY FOR INTERPRETATION OF THAT DATA BY THE CONTRACTOR, AS IN PROJECTING SOIL BEARING VALUES, ROCK PROFILES, SOILS STABILITY AND THE PRESENCE, LEVEL AND EXTENT OF UNDERGROUND WATER.

4. **TOPOGRAPHIC SURVEY:** TOPOGRAPHIC SURVEY INFORMATION SHOWN ON THE PLANS IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT THE INFORMATION SHOWN IS CORRECT AND SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY ERRORS, DISCREPANCIES OR OMISSIONS TO THE SURVEY INFORMATION PROVIDED. ANY COSTS INCURRED AS THE RESULT OF NOT CONFIRMING THE ACTUAL SURVEY SHALL BE BORNE BY THE CONTRACTOR.

5. **COMPLIANCE WITH LAWS:** THE CONTRACTOR SHALL FULLY COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS, INCLUDING ALL CODES, ORDINANCES AND REGULATIONS APPLICABLE TO THIS CONTRACT AND THE WORK TO BE DONE THEREUNDER, WHICH EXIST OR MAY BE ENACTED LATER BY GOVERNMENTAL BODIES HAVING JURISDICTION OR AUTHORITY FOR SUCH ENACTMENT. ALL WORK REQUIRED UNDER THIS CONTRACT SHALL COMPLY WITH ALL REQUIREMENTS OF LAW, REGULATION, PERMIT OR LICENSE. IF THE CONTRACTOR FINDS THAT THERE IS A VARIANCE, HE SHALL IMMEDIATELY REPORT THIS TO THE DEVELOPER FOR RESOLUTION.

6. **PUBLIC CONVENIENCE AND SAFETY:** IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.

   MATERIALS STORED ON THE WORK SITE SHALL BE SO PLACED, AND THE WORK SHALL AT ALL TIMES BE SO CONDUCTED, AS TO CAUSE NO GREATER OBSTRUCTION TO THE TRAVELING PUBLIC THAN IS CONSIDERED ACCEPTABLE BY THE GOVERNING AUTHORITIES AND THE DEVELOPER. THE MATERIALS EXCAVATED SHALL BE PLACED SO AS NOT TO ENDANGER THE WORK OR PREVENT FREE ACCESS TO ALL FIRE HYDRANTS, WATER VALVES, GAS VALVES, MANHOLES, AND FIRE ALARM OR POLICE CALL BOXES IN THE VICINITY.

   THE DEVELOPER RESERVES THE RIGHT TO REMEDY ANY NEGLECT ON THE PART OF THE CONTRACTOR WITH REGARDS TO THE PUBLIC CONVENIENCE AND SAFETY WHICH MAY COME TO THE DEVELOPER'S ATTENTION. AFTER 24 HOURS NOTICE IN WRITING TO THE CONTRACTOR, SAVE IN CASES OF EMERGENCY, WHEN THE DEVELOPER SHALL HAVE THE RIGHT TO REMEDY ANY NEGLECT WITHOUT NOTICE; AND, IN EITHER CASE, THE COST OF SUCH WORK DONE BY THE DEVELOPER SHALL BE DEDUCTED FROM THE MONIES DUE OR TO BECOME DUE TO THE CONTRACTOR. THE CONTRACTOR SHALL NOTIFY THE DEVELOPER AND THE GOVERNING AUTHORITIES WHEN ANY STREET IS TO BE CLOSED OR OBSTRUCTED. THE CONTRACTOR SHALL KEEP ANY STREET OR STREETS IN CONDITION FOR UNOBSTRUCTED USE BY EMERGENCY SERVICES. WHERE THE CONTRACTOR IS REQUIRED TO CONSTRUCT TEMPORARY BRIDGES OR TO MAKE OTHER ARRANGEMENTS FOR CROSSING OVER DITCHES OR STREAMS, HIS RESPONSIBILITY FOR ACCIDENTS SHALL INCLUDE THE ROADWAY APPROACHES AS WELL AS THE STRUCTURES OF SUCH CROSSINGS.

7. **STORM WATER POLLUTION PREVENTION PLAN (SWP3):** THE CONTRACTOR SHALL COMPLY WITH THE CONDITIONS OF THE SWP3 WHILE CONDUCTING HIS ACTIVITIES ON THE PROJECT. IN ADDITION TO CONSTRUCTING THOSE ITEMS INDICATED ON THE PLAN SHEETS, COMPLIANCE WITH THE SWP3 INCLUDES CONFORMANCE TO CERTAIN PRACTICES AND PROCEDURES (IDENTIFIED IN THE SWP3) DURING PROJECT CONSTRUCTION.

8. **PERMITS AND LICENSES:** THE CONTRACTOR SHALL SECURE AND PAY FOR ALL PERMITS AND LICENSES NECESSARY FOR THE EXECUTION OF THE WORK AND SHALL FULLY COMPLY WITH ALL THEIR TERMS AND CONDITIONS. WHENEVER THE WORK UNDER THIS CONTRACT REQUIRES THE OBTAINING OF PERMITS FROM THE GOVERNING AUTHORITIES, THE CONTRACTOR SHALL FURNISH DUPLICATE COPIES OF SUCH PERMITS TO THE DEVELOPER BEFORE THE WORK COVERED THEREBY IS STARTED. NO WORK WILL BE ALLOWED TO PROCEED BEFORE SUCH PERMITS ARE OBTAINED.

9. **IMPACT FEES:** THE DEVELOPER WILL PAY ALL IMPACT FEES APPLICABLE TO THE PROJECT.

10. **BONDS:** PERFORMANCE, PAYMENT AND MAINTENANCE BONDS WILL BE REQUIRED FROM THE CONTRACTOR FOR ALL WORK CONSIDERED TO BE "PUBLIC" IMPROVEMENTS. BONDS SHALL BE IN THE FORM AND IN THE AMOUNTS AS REQUIRED BY THE GOVERNING AUTHORITIES.

11. **VENDOR'S CERTIFICATION:** ALL MATERIALS USED IN CONSTRUCTION SHALL HAVE A VENDOR'S CERTIFIED TEST REPORT. TEST REPORTS SHALL BE DELIVERED TO THE ENGINEER BEFORE PERMISSION WILL BE GRANTED FOR USE OF THE MATERIAL. ALL VENDOR'S TEST REPORTS SHALL BE SUBJECT TO REVIEW BY THE ENGINEER AND SHALL BE SUBJECT TO VERIFICATION BY TESTING FROM SAMPLES OF MATERIALS AS RECEIVED FOR USE ON THE PROJECT. IN THE EVENT ADDITIONAL TESTS ARE REQUIRED, THEY SHALL BE PERFORMED BY AN APPROVED INDEPENDENT TESTING LABORATORY AND SHALL BE PAID FOR BY THE CONTRACTOR.

12. **TESTING:** THE TESTING AND CONTROL OF ALL MATERIALS USED IN THE WORK SHALL BE DONE BY AN INDEPENDENT TESTING LABORATORY, EMPLOYED AND PAID DIRECTLY BY THE DEVELOPER. IN THE EVENT THE RESULTS OF INITIAL TESTING DO NOT COMPLY WITH THE PLANS AND SPECIFICATIONS, SUBSEQUENT TESTS NECESSARY TO DETERMINE THE ACCEPTABILITY OF MATERIALS OR CONSTRUCTION SHALL BE FURNISHED AND PAID BY THE CONTRACTOR AS DIRECTED BY THE DEVELOPER. PAYMENT WILL BE MADE BY DEDUCTION FROM PAYMENT DUE THE CONTRACTOR.

13. **INSPECTION:** INSPECTION OF THE PROPOSED CONSTRUCTION WILL BE PROVIDED BY THE GOVERNING AUTHORITIES AND/OR THE DEVELOPER. COSTS FOR INSPECTION SERVICES WILL BE PAID BY THE DEVELOPER. THE CONTRACTOR SHALL PROVIDE ASSISTANCE BY PROVIDING EXCAVATION, TRENCH SAFETY, OR OTHER WORK NECESSARY TO FACILITATE INSPECTION ACTIVITIES, AND SHALL GIVE SUFFICIENT NOTICE WELL IN ADVANCE OF PENDING CONSTRUCTION ACTIVITIES TO THE GOVERNING AUTHORITIES AND/OR DEVELOPER FOR SCHEDULING OF INSPECTION SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DETERMINATION OF ANY REQUIRED INSPECTIONS, THE SCHEDULING, CONTROL OF INSPECTIONS AND THE ACCEPTANCE OF ALL PUBLIC AND/OR PRIVATE UTILITIES BY THE APPROPRIATE GOVERNING AUTHORITY PRIOR TO TRENCH BACKFILLING.

14. **SHOP DRAWINGS:** THE CONTRACTOR SHALL PROVIDE, REVIEW, APPROVE AND SUBMIT ALL SHOP DRAWINGS, PRODUCT DATA AND SAMPLES REQUIRED BY THE GOVERNING AUTHORITIES AND THE PROJECT CONTRACT DOCUMENTS IN ACCORDANCE WITH ITEM 1.28 OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, TOWN OF CROSS ROADS, DENTON COUNTY, TEXAS COUNCIL OF GOVERNMENTS.

15. **SURVEYING:** ALL SURVEYING REQUIRED FOR CONSTRUCTION STAKING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE DEVELOPER SHALL PROVIDE THE PROPERTY CORNERS AND TWO BENCHMARKS FOR USE AS HORIZONTAL AND VERTICAL DATUM. THE CONTRACTOR SHALL EMPLOY A REGISTERED PROFESSIONAL LAND SURVEYOR TO PERFORM ALL ADDITIONAL SURVEY, LAYOUT AND MEASUREMENT WORK NECESSARY FOR THE COMPLETION OF THE PROJECT.

16. **PROTECTION OF PROPERTY CORNERS AND BENCHMARKS:** THE CONTRACTOR SHALL PROTECT ALL PROPERTY CORNER MARKERS AND BENCHMARKS, AND WHEN ANY SUCH MARKERS OR MONUMENTS ARE IN DANGER OF BEING DISTURBED, THEY SHALL BE PROPERLY REFERENCED AND IF DISTURBED SHALL BE RESET BY A REGISTERED PUBLIC SURVEYOR AT THE EXPENSE OF THE CONTRACTOR.

17. **EXISTING STRUCTURES:** THE PLANS SHOW THE LOCATION OF ALL KNOWN SURFACE AND SUBSURFACE STRUCTURES; HOWEVER, THE DEVELOPER AND ENGINEER ASSUME NO RESPONSIBILITY FOR FAILURE TO SHOW ANY OR ALL OF THESE STRUCTURES ON THE PLANS, OR TO SHOW THEM IN THEIR EXACT LOCATION. SUCH FAILURE SHALL NOT BE CONSIDERED SUFFICIENT BASIS FOR CLAIMS FOR ADDITIONAL COMPENSATION FOR EXTRA WORK OR FOR INCREASING THE PAY QUANTITIES IN ANY MANNER WHATSOEVER, UNLESS THE OBSTRUCTION ENCOUNTERED IS SUCH AS TO REQUIRE CHANGES IN THE LINES OR GRADES, OR REQUIRE THE CONSTRUCTION OF SPECIAL WORK, FOR WHICH PROVISIONS ARE NOT MADE IN THE PLANS.

18. **PROTECTION OF EXISTING UTILITIES:** AS REQUIRED BY "THE TEXAS UNDERGROUND FACILITY DAMAGE PREVENTION AND SAFETY ACT", TEXAS ONE CALL SYSTEM MUST BE CONTACTED (800-344-8377) AT LEAST 48 HOURS PRIOR TO ANY EXCAVATION OPERATIONS BEING PERFORMED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT TEXAS ONE CALL SYSTEM. THE LOCATION AND DIMENSIONS SHOWN ON THE PLANS RELATIVE TO EXISTING UTILITIES ARE BASED ON THE BEST RECORDS AND/OR FIELD INFORMATION AVAILABLE AND ARE NOT GUARANTEED BY THE DEVELOPER OR ENGINEER TO BE ACCURATE AS TO LOCATION AND DEPTH. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY LOCATIONS OF ADJACENT AND/OR CONFLICTING UTILITIES SUFFICIENTLY IN ADVANCE OF HIS ACTIVITIES IN ORDER THAT HE MAY NEGOTIATE SUCH LOCAL ADJUSTMENTS AS NECESSARY IN THE CONSTRUCTION PROCESS TO PROVIDE ADEQUATE CLEARANCES. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS IN ORDER TO PROTECT ALL EXISTING UTILITIES, SERVICES AND STRUCTURES ENCOUNTERED, WHETHER OR NOT THEY ARE INDICATED ON THE PLANS. ANY DAMAGE TO UTILITIES RESULTING FROM THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED AT HIS EXPENSE. TO AVOID UNNECESSARY INTERFERENCE'S OR DELAYS, THE CONTRACTOR SHALL COORDINATE ALL UTILITY REMOVALS, REPLACEMENTS AND CONSTRUCTION WITH THE APPROPRIATE GOVERNING AUTHORITIES, THEN REQUEST WRITTEN AUTHORIZATION FROM THE ENGINEER. THE DEVELOPER WILL NOT BE LIABLE FOR DAMAGES DUE TO DELAY AS A RESULT OF THE ABOVE.

19. **DAMAGE TO EXISTING FACILITIES:** ALL UTILITIES, PAVEMENT, SIDEWALKS, WALLS, FENCES, ETC. NOT DESIGNATED TO BE REMOVED BUT THAT ARE DAMAGED DURING CONSTRUCTION ACTIVITIES SHALL BE REPLACED TO A CONDITION AS GOOD AS OR BETTER THAN THE CONDITIONS PRIOR TO STARTING THE WORK, SOLELY AT THE EXPENSE OF THE CONTRACTOR.

20. **FIRE AND LIFE SAFETY SYSTEMS:** CONTRACTOR SHALL NOT REMOVE, DISABLE OR DISRUPT EXISTING FIRE OR LIFE SAFETY SYSTEMS WITHOUT WRITTEN PERMISSION FROM THE GOVERNING AUTHORITY.

21. **TRENCH SAFETY:** IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AND MAINTAIN A VIABLE TRENCH SAFETY SYSTEM AT ALL TIMES DURING CONSTRUCTION ACTIVITIES. THE CONTRACTOR IS DIRECTED TO BECOME KNOWLEDGEABLE AND FAMILIAR WITH THE STANDARDS AS SET BY THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND THE STATE OF TEXAS LAW CONCERNING TRENCHING AND SHORING. THE CONTRACTOR SHALL PROVIDE TRENCH SAFETY SYSTEM PLANS, PREPARED AND SEALED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF TEXAS, FOR THE IMPLEMENTATION OF SAFETY CONTROL MEASURES MEETING THE REQUIREMENTS OF THE GOVERNING AUTHORITIES THAT WILL BE IN EFFECT DURING THE PERIOD OF CONSTRUCTION OF THE PROJECT.

22. **SAFETY RESTRICTIONS - WORK NEAR HIGH VOLTAGE LINES:** THE FOLLOWING PROCEDURES WILL BE FOLLOWED REGARDING THE SUBJECT ITEM ON THIS CONTRACT:

    A. A WARNING SIGN NOT LESS THAN FIVE INCHES BY SEVEN INCHES PAINTED YELLOW WITH BLACK LETTERS THAT ARE LEGIBLE AT 12 FEET SHALL BE PLACED INSIDE AND OUTSIDE VEHICLES SUCH AS CRANES, DERRICKS, POWER SHOVELS, DRILLING RIGS, PILE DRIVER, HOISTING EQUIPMENT OR SIMILAR APPARATUS. THE WARNING SIGN SHALL READ AS FOLLOWS: "WARNING - UNLAWFUL TO OPERATE THIS EQUIPMENT WITHIN SIX FEET OF HIGH VOLTAGE LINES".

    B. EQUIPMENT THAT MAY BE OPERATED WITHIN TEN FEET OF HIGH VOLTAGE LINES SHALL HAVE AN INSULATING CAGE-TYPE OF GUARD ABOUT THE BOOM OR ARM, EXCEPT BACKHOES OR DIPPERS, AND INSULATOR LINKS ON THE LIFT HOOK CONNECTIONS.

    C. WHEN NECESSARY TO WORK WITHIN SIX FEET OF HIGH VOLTAGE ELECTRIC LINES, NOTIFY THE POWER COMPANY WHO WILL ERECT TEMPORARY MECHANICAL BARRIERS, DE-ENERGIZE THE LINE OR RAISE OR LOWER THE LINE. THE WORK DONE BY THE POWER COMPANY SHALL BE AT THE EXPENSE OF THE CONTRACTOR. THE NOTIFYING DEPARTMENT SHALL MAINTAIN AN ACCURATE LOG OF ALL SUCH CALLS TO THE POWER COMPANY AND SHALL RECORD ACTION TAKEN IN EACH CASE.

    D. THE CONTRACTOR IS REQUIRED TO MAKE ARRANGEMENTS WITH THE POWER COMPANY FOR THE TEMPORARY RELOCATION OR RAISING OF HIGH VOLTAGE LINES AT THE CONTRACTOR'S SOLE COST AND EXPENSE.

    E. NO PERSON SHALL WORK WITHIN SIX FEET OF A HIGH VOLTAGE LINE WITHOUT PROTECTION HAVING BEEN TAKEN AS OUTLINED IN PARAGRAPH C. ABOVE.

23. **TRAFFIC CONTROL:** IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO DEVELOP AND SUBMIT FOR APPROVAL BY THE GOVERNING AUTHORITIES, A TRAFFIC CONTROL PLAN, PREPARED AND SEALED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF TEXAS, OUTLINING TRAFFIC MANAGEMENT PROCEDURES TO BE PROVIDED DURING CONSTRUCTION. TRAFFIC CONTROL MEASURES SHALL BE PROVIDED IN ACCORDANCE WITH THE FOLLOWING ADDITIONAL REQUIREMENTS:

    A. CONSTRUCTION OF SIGNING AND BARRICADES SHALL CONFORM WITH THE "2011 TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", AS CURRENTLY AMENDED, TEXAS DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION.

    B. THE CONTRACTOR SHALL BE REQUIRED TO FURNISH BARRICADES, FLARES, FLAGMEN, ETC., FOR THE PROTECTION OF THE PUBLIC, EMPLOYEES AND THE WORK.

    C. THE CONTRACTOR SHALL PERFORM THEIR WORK IN SUCH A MANNER AS TO CREATE A MINIMUM OF INTERRUPTION TO TRAFFIC ALONG ADJACENT ROADWAYS. TWO WAY TRAFFIC MUST BE MAINTAINED ON ALL ROADWAYS AT ALL TIMES THROUGHOUT CONSTRUCTION UNLESS WRITTEN PERMISSION IS GRANTED BY THE GOVERNING AUTHORITIES.

    D. ALL SIGNAGE, MARKINGS, LIGHTING, BARRICADES, FLAGMEN AND OTHER DEVICES AND PERSONNEL REQUIRED FOR TRAFFIC CONTROL DURING CONSTRUCTION OF THE PROJECT WILL BE INCLUDED IN THE CONTRACT AMOUNT.

    E. ALL TRAFFIC CONTROL DEVICES USED DURING NIGHTTIME SHALL BE REFLECTORIZED, ILLUMINATED FROM WITHIN OR EXTERNALLY ILLUMINATED.

    F. THE CONTRACTOR SHALL NOT REMOVE ANY REGULATORY SIGN, INSTRUCTIONAL SIGN, WARNING SIGN, STREET NAME SIGN OR ANY SIGNAL WHICH CURRENTLY EXISTS WITHOUT THE CONSENT OF THE GOVERNING AUTHORITIES.

    G. THE CONTRACTOR SHALL MAINTAIN AND REPLACE, WHERE NECESSARY, ALL SIGNS, LIGHTS, MARKINGS AND TEMPORARY PAVEMENT THROUGHOUT THE CONSTRUCTION PERIOD.

    H. THE CONTRACTOR SHALL REMOVE ALL TRAFFIC CONTROL MEASURES AT THE END OF CONSTRUCTION AND RESTORE UNIMPROVED PAVEMENT AND OTHER DISTURBED AREAS TO THEIR ORIGINAL CONDITION.

24. **ACCESS TO ADJACENT PROPERTIES:** ACCESS TO ADJACENT PROPERTIES SHALL BE MAINTAINED AT ALL TIMES UNLESS OTHERWISE DIRECTED BY THE GOVERNING AUTHORITIES AND/OR DEVELOPER.

25. **ACCESS ROUTES, STAGING AREAS AND STORAGE AREAS:** ALL PRIVATE HAUL ROADS, ACCESS ROUTES, STAGING AND STORAGE AREAS SHALL BE SUBJECT TO THE APPROVAL OF THE DEVELOPER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING AND REPAIRING ALL ROADS AND OTHER FACILITIES USED DURING CONSTRUCTION. UPON COMPLETION OF THE PROJECT, ALL HAUL ROADS, ACCESS ROADS, STAGING AND STORAGE AREAS SHALL BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN THAT AT THE TIME THE CONTRACTOR COMMENCED WORK ON THE PROJECT.

26. **PARKING OF CONSTRUCTION EQUIPMENT:** AT NIGHT AND DURING ALL OTHER PERIODS OF TIME WHEN EQUIPMENT IS NOT BEING ACTIVELY USED FOR THE CONSTRUCTION WORK, THE CONTRACTOR SHALL PARK THE EQUIPMENT AT LOCATIONS APPROVED BY THE DEVELOPER. DURING THE CONSTRUCTION OF THE PROJECT, THE CONTRACTOR SHALL COMPLY WITH THE PRESENT ZONING REQUIREMENTS OF THE GOVERNING AUTHORITIES IN THE USE OF VACANT PROPERTY FOR STORAGE PURPOSES. THE CONTRACTOR SHALL ALSO PROVIDE ADEQUATE BARRICADES, MARKERS AND LIGHTS TO PROTECT THE DEVELOPER, THE GOVERNING AUTHORITIES, THE PUBLIC. ALL BARRICADES, LIGHTS, AND MARKERS MUST MEET THE REQUIREMENTS OF THE GOVERNING AUTHORITIES' REGULATIONS.

27. **WATER FOR CONSTRUCTION:** THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR PURCHASING WATER FROM THE GOVERNING AUTHORITY FOR HIS USE ON THE PROJECT SITE. COSTS ASSOCIATED WITH THIS SERVICE SHALL BE INCLUDED IN THE CONTRACT AMOUNT.

28. **TEMPORARY ELECTRIC AND COMMUNICATIONS FOR CONSTRUCTION:** THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR INSTALLATION AND PURCHASING OF TEMPORARY ELECTRIC AND COMMUNICATIONS SERVICES FROM THE GOVERNING AUTHORITIES FOR HIS USE ON THE PROJECT SITE. COSTS ASSOCIATED WITH THESE SERVICES SHALL BE INCLUDED IN THE CONTRACT AMOUNT.

29. **FENCES:** ALL FENCES ENCOUNTERED AND REMOVED DURING CONSTRUCTION, EXCEPT THOSE DESIGNATED TO BE REMOVED OR RELOCATED, SHALL BE RESTORED TO THE ORIGINAL OR BETTER THAN CONDITION UPON COMPLETION OF THE PROJECT. WHERE WIRE FENCING, EITHER WIRE MESH OR BARBED WIRE, IS TO BE CROSSED, THE CONTRACTOR SHALL SET CROSS-BRACED POSTS ON EITHER SIDE OF THE CROSSING. TEMPORARY FENCING SHALL BE ERECTED IN PLACE OF THE FENCING REMOVED WHENEVER THE WORK IS NOT IN PROGRESS, AND WHEN THE SITE IS VACATED OVERNIGHT AND/OR AT ALL TIMES TO PREVENT PERSONS AND/OR LIVESTOCK FROM ENTERING THE CONSTRUCTION AREA. THE COST OF FENCE REMOVAL, TEMPORARY CLOSURES AND REPLACEMENT SHALL BE INCLUDED IN THE CONTRACT.

30. **DRAINAGE CHANNELS:** WHERE EXISTING DRAINAGE CHANNELS ARE TEMPORARILY DISTURBED OR BLOCKED DURING CONSTRUCTION, IT SHALL BE RESTORED TO THE ORIGINAL CONDITION, GRADE AND CROSS SECTION AFTER CONSTRUCTION IS COMPLETED.

31. **COORDINATION WITH OTHERS:** IN THE EVENT THAT OTHER CONTRACTORS ARE DOING WORK IN THE SAME AREA SIMULTANEOUSLY WITH THE PROJECT, THE CONTRACTOR SHALL COORDINATE HIS PROPOSED CONSTRUCTION WITH THAT OF THE OTHER CONTRACTORS.

32. **CONDITION OF SITE DURING CONSTRUCTION:** DURING CONSTRUCTION OF THE WORK, THE CONTRACTOR SHALL, AT ALL TIMES, KEEP THE SITE OF THE WORK AND ADJACENT PREMISES AS FREE FROM MATERIAL, DEBRIS AND RUBBISH AS IS PRACTICABLE AND SHALL REMOVE SAME FROM ANY PORTION OF THE SITE IF, IN THE OPINION OF THE DEVELOPER, SUCH MATERIAL, DEBRIS OR RUBBISH CONSTITUTES A NUISANCE OR IS OBJECTIONABLE. IN CASE OF FAILURE ON THE PART OF THE CONTRACTOR UNDER HIS CONTRACT, OR WHERE SUFFICIENT CONTRACT FUNDS ARE UNAVAILABLE FOR THIS PURPOSE, THE CONTRACTOR OR HIS SURETY SHALL REIMBURSE THE DEVELOPER FOR ALL SUCH COSTS.

33. **EXISTING ROADWAYS:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE CLEANLINESS OF EXISTING PAVED ROADS. ALL COSTS ASSOCIATED WITH MAINTAINING THE CLEANLINESS OF EXISTING ROADS SHALL BE INCLUDED IN THE CONTRACT AMOUNT.

34. **DUST CONTROL:** THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO CONTROL DUST ON THE PROJECT SITE BY SPRINKLING OF WATER, OR ANY OTHER METHODS APPROVED BY THE GOVERNING AUTHORITIES, AND SHALL PROVIDE ALL EQUIPMENT AND PERSONNEL REQUIRED TO PREVENT DUST FROM BECOMING A NUISANCE TO THE ADJACENT PROPERTIES.

35. **CLEAN-UP FOR FINAL ACCEPTANCE:** THE CONTRACTOR SHALL MAKE A FINAL CLEAN UP OF ALL PARTS OF THE WORK BEFORE ACCEPTANCE BY THE DEVELOPER. THIS CLEAN UP SHALL INCLUDE REMOVAL OF ALL OBJECTIONABLE MATERIALS AND, IN GENERAL, PREPARING THE SITE OF THE WORK IN AN ORDERLY MANNER OF APPEARANCE.

36. **REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK:** ALL WORK WHICH HAS BEEN REJECTED OR CONDEMNED SHALL BE REPAIRED, OR IF IT CANNOT BE REPAIRED SATISFACTORILY, IT SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE. DEFECTIVE MATERIALS SHALL BE IMMEDIATELY REMOVED FROM THE WORK SITE. WORK DONE BEYOND THE LINE OR NOT IN CONFORMITY WITH THE GRADES SHOWN ON THE DRAWINGS OR AS PROVIDED, WORK DONE WITHOUT REQUIRED INSPECTION, OR ANY EXTRA OR UNCLASSIFIED WORK DONE WITHOUT WRITTEN AUTHORITY AND PRIOR AGREEMENT IN WRITING AS TO PRICES, SHALL BE AT THE CONTRACTOR'S RISK, AND WILL BE CONSIDERED UNAUTHORIZED, AND AT THE OPTION OF THE DEVELOPER MAY NOT BE MEASURED AND PAID FOR AND MAY BE ORDERED REMOVED AT THE CONTRACTOR'S EXPENSE. UPON FAILURE OF THE CONTRACTOR TO REPAIR SATISFACTORILY OR TO REMOVE AND REPLACE, IF SO DIRECTED, REJECTED, UNAUTHORIZED OR CONDEMNED WORK OR MATERIALS IMMEDIATELY AFTER RECEIVING NOTICE FROM THE DEVELOPER, THE DEVELOPER WILL, AFTER GIVING WRITTEN NOTICE TO THE CONTRACTOR, HAVE THE AUTHORITY TO CAUSE DEFECTIVE WORK TO BE REMEDIED OR REMOVED AND REPLACED, OR TO CAUSE UNAUTHORIZED WORK TO BE REMOVED AND TO DEDUCT THE COST THEREOF FROM ANY MONIES DUE OR TO BECOME DUE TO THE CONTRACTOR.

37. **DISPOSITION AND DISPOSAL OF EXCESS AND UNSUITABLE MATERIALS:** ALL MATERIALS TO BE REMOVED FROM THE SITE INCLUDING BUT NOT LIMITED TO EXCESS MATERIAL AND UNSUITABLE MATERIALS SUCH AS CONCRETE, ASPHALT, LARGE ROCKS, REFUSE, AND OTHER DEBRIS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OUTSIDE THE LIMITS OF THE PROJECT AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL ALSO COMPLY WITH ALL APPLICABLE LAWS GOVERNING SPILLAGE OF DEBRIS WHILE TRANSPORTING TO A DISPOSAL SITE.

38. **SEEDING:** THE CONTRACTOR SHALL PROVIDE SEEDING, WATERING, FERTILIZING AND REQUIRED MAINTENANCE FOR THE GRASSING OF ALL UNPAVED AREAS OF DEDICATED RIGHT-OF-WAY, EASEMENTS, AND ALL OTHER DISTURBED AREAS OF CONSTRUCTION NOT COVERED BY THE LANDSCAPE PLAN FOR THE PROJECT. SEEDING SHALL ALSO BE PROVIDED IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROJECT STORM WATER POLLUTION PREVENTION PLAN IN ORDER TO ESTABLISH A GRASS COVER ON DISTURBED AREAS SUBJECTED TO THE EROSION OF THE SOIL SURFACE.

39. **RECORD DRAWINGS:** THE CONTRACTOR SHALL MAINTAIN AN ACCURATE RECORD OF THE INSTALLATION OF ALL MATERIALS AND SYSTEMS COVERED BY THE PROJECT CONTRACT DOCUMENTS. THESE RECORD PRINTS WILL BE REVIEWED BY THE DEVELOPER EACH MONTH PRIOR TO THE PRELIMINARY REVIEW OF CONTRACTOR'S REQUEST FOR PAYMENT. IF THE DRAWINGS ARE NOT COMPLETE, ACCURATE AND UP-TO DATE, THE DEVELOPER WILL NOT ACCEPT THE PAYMENT REQUEST. THE COMPLETED SET OF "RECORD" DRAWINGS MUST BE DELIVERED TO THE DEVELOPER BEFORE REQUESTING FINAL PAYMENT.

ALTAR GROUP
ARCHITECTURE ENGINEERING

SEAL

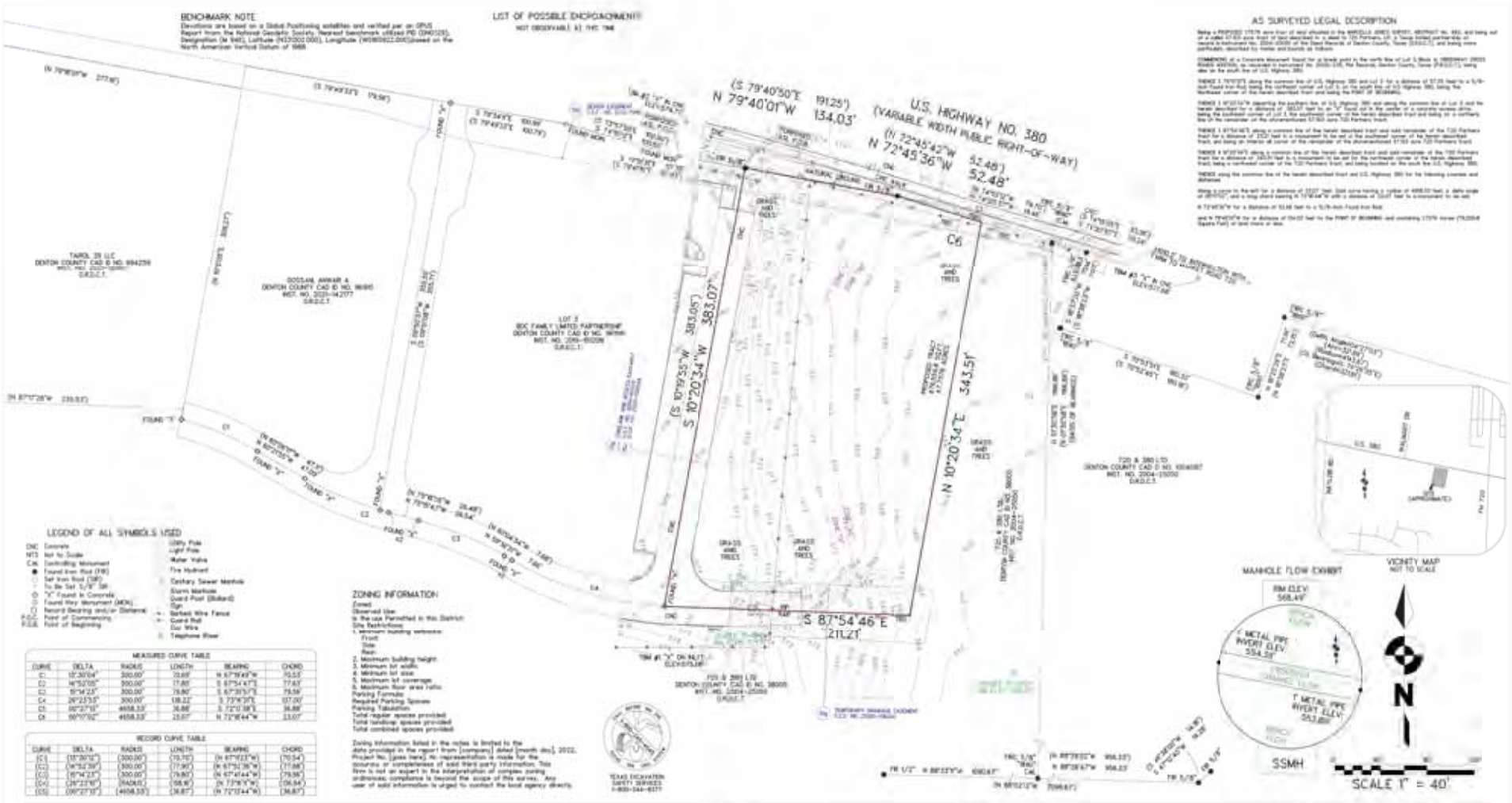
01/08/2024
FIRM# 20340

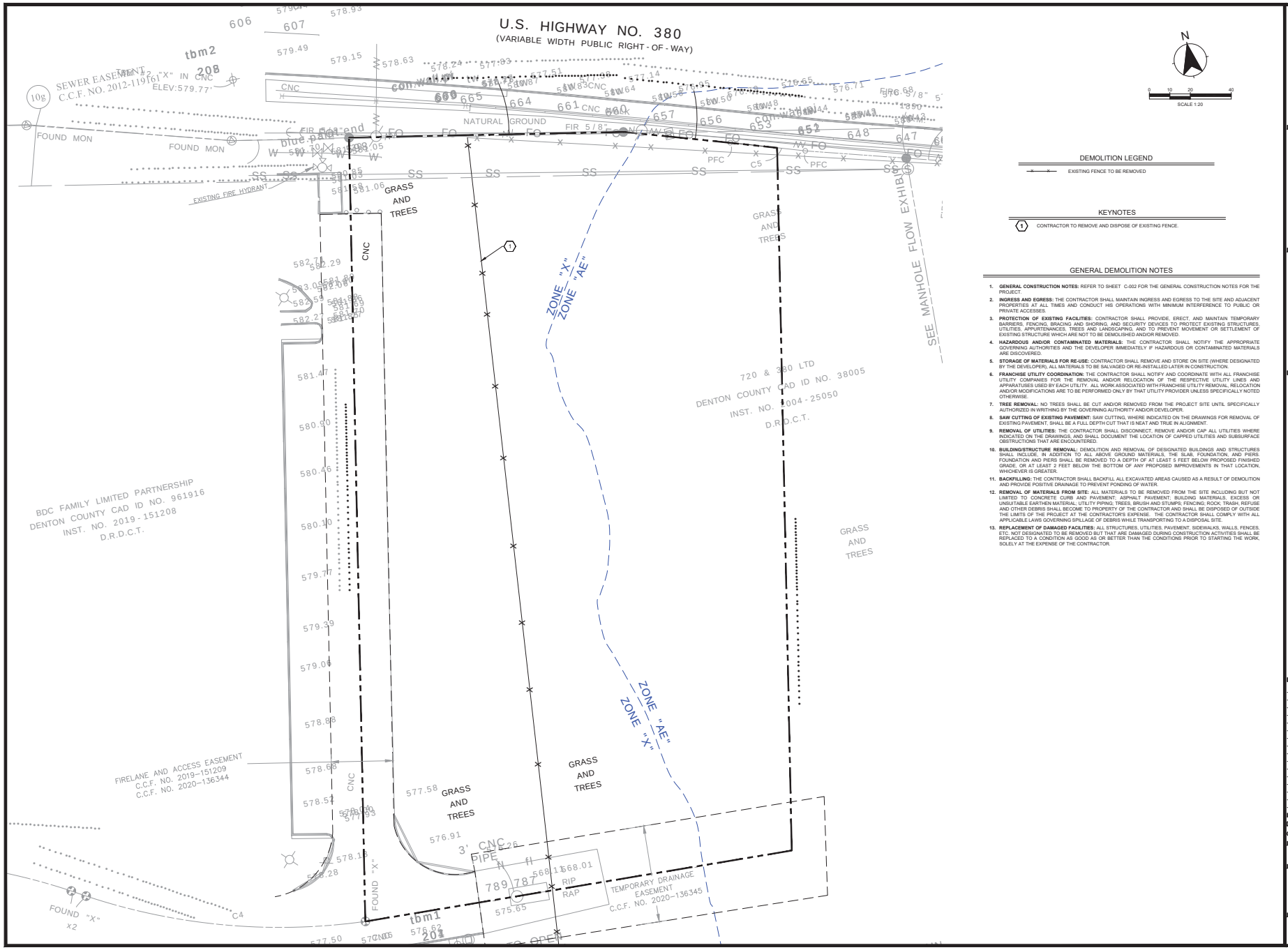
CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: GENERAL CONSTRUCTION NOTES
SHEET NUMBER: C-002


BENCHMARK NOTE
LIST OF POSSIBLE ENCROACHMENTS
AS SURVEYED LEGAL DESCRIPTION
U.S. HIGHWAY NO. 380
(VARIABLE WIDTH PUBLIC RIGHT-OF-WAY)
N 79°40'01"W 134.03'
N 72°45'36"W 52.48'
S 10°20'34"W 383.07'
N 10°20'34"E 543.51'
S 87°54'46"E 211.21'
LEGEND OF ALL SYMBOLS USED
ZONING INFORMATION
MEASURED CURVE TABLE
RECORD CURVE TABLE
MANHOLE FLOW EXHIBIT
VICINITY MAP
NOT TO SCALE
SSMH
SCALE 1" = 40'
REVISIONS
ALTA / NSPS LAND TITLE SURVEY
Take 5 Oil Change– Cross Roads, TX
Adjacent to 1911 US-380
Crossroads, Denton County, Texas
RESPONSIBLE SURVEYOR CONTACT INFORMATION
Benchmark Group of Texas
Survey Coordinated by
Bureau Veritas
BUREAU VERITAS



DEMOLITION LEGEND

EXISTING FENCE TO BE REMOVED

KEYNOTES

1. CONTRACTOR TO REMOVE AND DISPOSE OF EXISTING FENCE.

GENERAL DEMOLITION NOTES

1. **GENERAL CONSTRUCTION NOTES:** REFER TO SHEET C-002 FOR THE GENERAL CONSTRUCTION NOTES FOR THE PROJECT.
2. **INGRESS AND EGRESS:** THE CONTRACTOR SHALL MAINTAIN INGRESS AND EGRESS TO THE SITE AND ADJACENT PROPERTIES AT ALL TIMES AND CONDUCT HIS OPERATIONS WITH MINIMUM INTERFERENCE TO PUBLIC OR PRIVATE ACCESSES.
3. **PROTECTION OF EXISTING FACILITIES:** CONTRACTOR SHALL PROVIDE, ERECT, AND MAINTAIN TEMPORARY BARRIERS, FENCING, BRACING AND SHORING, AND SECURITY DEVICES TO PROTECT EXISTING STRUCTURES, UTILITIES, APPURTENANCES, TREES AND LANDSCAPING; AND TO PREVENT MOVEMENT OR SETTLEMENT OF EXISTING STRUCTURE WHICH ARE NOT TO BE DEMOLISHED AND/OR REMOVED.
4. **HAZARDOUS AND/OR CONTAMINATED MATERIALS:** THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE GOVERNING AUTHORITIES AND THE DEVELOPER IMMEDIATELY IF HAZARDOUS OR CONTAMINATED MATERIALS ARE DISCOVERED.
5. **STORAGE OF MATERIALS FOR RE-USE:** CONTRACTOR SHALL REMOVE AND STORE ON SITE (WHERE DESIGNATED BY THE DEVELOPER), ALL MATERIALS TO BE SALVAGED OR RE-INSTALLED LATER IN CONSTRUCTION.
6. **FRANCHISE UTILITY COORDINATION:** THE CONTRACTOR SHALL NOTIFY AND COORDINATE WITH ALL FRANCHISE UTILITY COMPANIES FOR THE REMOVAL AND/OR RELOCATION OF THE RESPECTIVE UTILITY LINES AND APPARATUSES USED BY EACH UTILITY. ALL WORK ASSOCIATED WITH FRANCHISE UTILITY REMOVAL, RELOCATION AND/OR MODIFICATIONS ARE TO BE PERFORMED ONLY BY THAT UTILITY PROVIDER UNLESS SPECIFICALLY NOTED OTHERWISE.
7. **TREE REMOVAL:** NO TREES SHALL BE CUT AND/OR REMOVED FROM THE PROJECT SITE UNTIL SPECIFICALLY AUTHORIZED IN WRITHING BY THE GOVERNING AUTHORITY AND/OR DEVELOPER.
8. **SAW CUTTING OF EXISTING PAVEMENT:** SAW CUTTING, WHERE INDICATED ON THE DRAWINGS FOR REMOVAL OF EXISTING PAVEMENT, SHALL BE A FULL DEPTH CUT THAT IS NEAT AND TRUE IN ALIGNMENT.
9. **REMOVAL OF UTILITIES:** THE CONTRACTOR SHALL DISCONNECT, REMOVE AND/OR CAP ALL UTILITIES WHERE INDICATED ON THE DRAWINGS, AND SHALL DOCUMENT THE LOCATION OF CAPPED UTILITIES AND SUBSURFACE OBSTRUCTIONS THAT ARE ENCOUNTERED.
10. **BUILDING/STRUCTURE REMOVAL:** DEMOLITION AND REMOVAL OF DESIGNATED BUILDINGS AND STRUCTURES SHALL INCLUDE, IN ADDITION TO ALL ABOVE GROUND MATERIALS, THE SLAB, FOUNDATION, AND PIERS. FOUNDATION AND PIERS SHALL BE REMOVED TO A DEPTH OF AT LEAST 5 FEET BELOW PROPOSED FINISHED GRADE, OR AT LEAST 2 FEET BELOW THE BOTTOM OF ANY PROPOSED IMPROVEMENTS IN THAT LOCATION, WHICHEVER IS GREATER.
11. **BACKFILLING:** THE CONTRACTOR SHALL BACKFILL ALL EXCAVATED AREAS CAUSED AS A RESULT OF DEMOLITION AND PROVIDE POSITIVE DRAINAGE TO PREVENT PONDING OF WATER.
12. **REMOVAL OF MATERIALS FROM SITE:** ALL MATERIALS TO BE REMOVED FROM THE SITE INCLUDING BUT NOT LIMITED TO CONCRETE CURB AND PAVEMENT; ASPHALT PAVEMENT; BUILDING MATERIALS, EXCESS OR UNSUITABLE EARTHEN MATERIAL; UTILITY PIPING; TREES, BRUSH AND STUMPS; FENCING; ROCK; TRASH, REFUSE AND OTHER DEBRIS SHALL BECOME TO PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OUTSIDE THE LIMITS OF THE PROJECT AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS GOVERNING SPILLAGE OF DEBRIS WHILE TRANSPORTING TO A DISPOSAL SITE.
13. **REPLACEMENT OF DAMAGED FACILITIES:** ALL STRUCTURES, UTILITIES, PAVEMENT, SIDEWALKS, WALLS, FENCES, ETC. NOT DESIGNATED TO BE REMOVED BUT THAT ARE DAMAGED DURING CONSTRUCTION ACTIVITIES SHALL BE REPLACED TO A CONDITION AS GOOD AS OR BETTER THAN THE CONDITIONS PRIOR TO STARTING THE WORK, SOLELY AT THE EXPENSE OF THE CONTRACTOR.

ALTAR GROUP
ARCHITECTURE ENGINEERING

SEAL

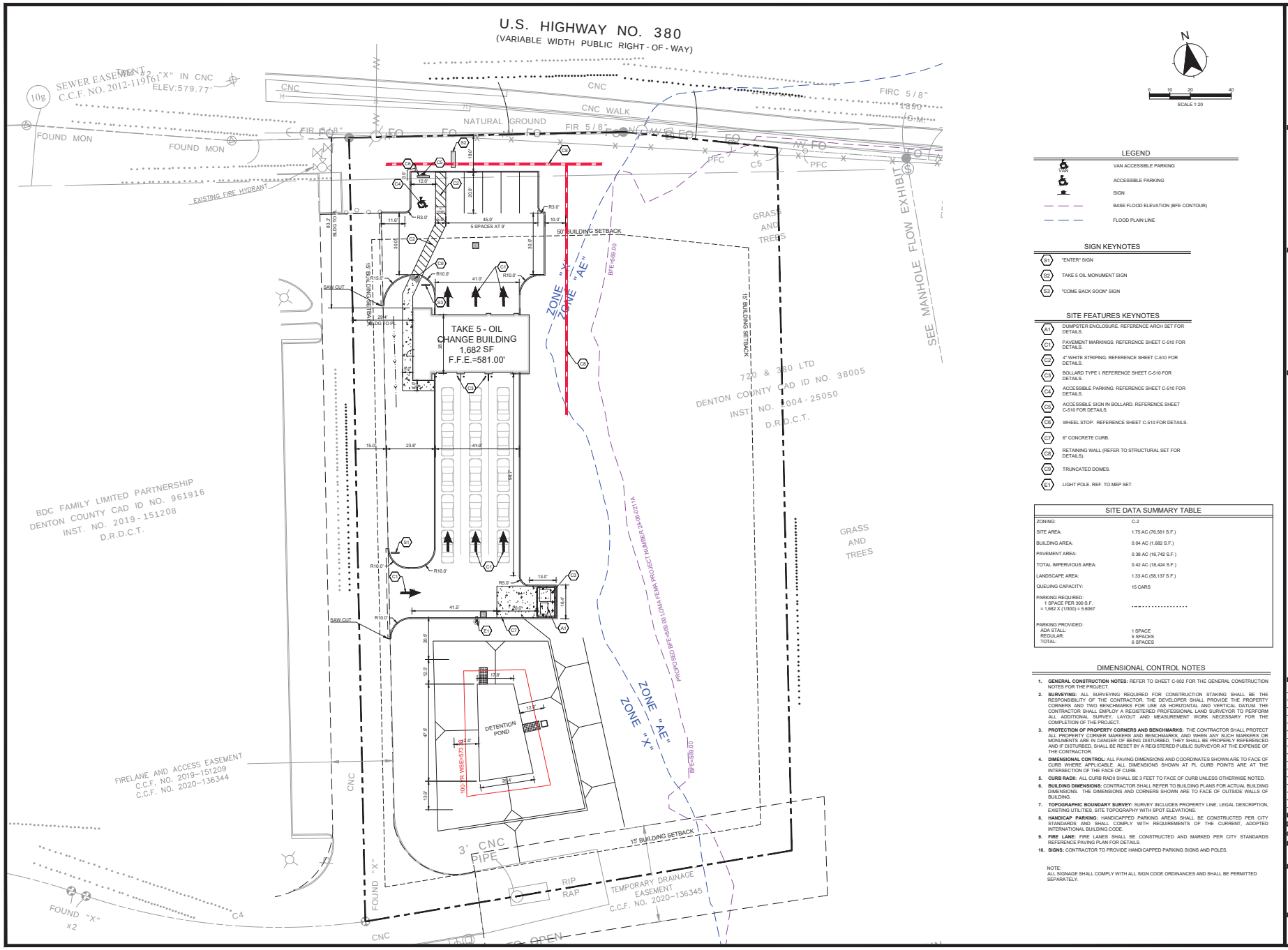
FIRM# 20340
01/08/2024

CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: DEMOLITION PLAN
SHEET NUMBER: C-030



LEGEND

- VAN ACCESSIBLE PARKING
- ACCESSIBLE PARKING
- SIGN
- BASE FLOOD ELEVATION (BFE CONTOUR)
- FLOOD PLAIN LINE

SIGN KEYNOTES

- S1 "ENTER" SIGN
- S2 TAKE 5 OIL MONUMENT SIGN
- S3 "COME BACK SOON" SIGN

SITE FEATURES KEYNOTES

- A1 DUMPSTER ENCLOSURE. REFERENCE ARCH SET FOR DETAILS.
- C1 PAVEMENT MARKINGS. REFERENCE SHEET C-510 FOR DETAILS.
- C2 4" WHITE STRIPING. REFERENCE SHEET C-510 FOR DETAILS.
- C3 BOLLARD TYPE I. REFERENCE SHEET C-510 FOR DETAILS.
- C4 ACCESSIBLE PARKING. REFERENCE SHEET C-510 FOR DETAILS.
- C5 ACCESSIBLE SIGN IN BOLLARD. REFERENCE SHEET C-510 FOR DETAILS.
- C6 WHEEL STOP. REFERENCE SHEET C-510 FOR DETAILS.
- C7 6" CONCRETE CURB.
- C8 RETAINING WALL (REFER TO STRUCTURAL SET FOR DETAILS).
- C9 TRUNCATED DOMES.
- E1 LIGHT POLE. REF. TO MEP SET.

SITE DATA SUMMARY TABLE

ZONING:	C-2
SITE AREA:	1.75 AC (76,561 S.F.)
BUILDING AREA:	0.04 AC (1,682 S.F.)
PAVEMENT AREA:	0.38 AC (16,742 S.F.)
TOTAL IMPERVIOUS AREA:	0.42 AC (18,424 S.F.)
LANDSCAPE AREA:	1.33 AC (58,137 S.F.)
QUEUING CAPACITY:	15 CARS
PARKING REQUIRED: 1 SPACE PER 300 S.F. = 1,682 X (1/300) = 5.6067	
PARKING PROVIDED:	
ADA STALL:	1 SPACE
REGULAR:	5 SPACES
TOTAL:	6 SPACES

DIMENSIONAL CONTROL NOTES

1. **GENERAL CONSTRUCTION NOTES:** REFER TO SHEET C-002 FOR THE GENERAL CONSTRUCTION NOTES FOR THE PROJECT.
2. **SURVEYING:** ALL SURVEYING REQUIRED FOR CONSTRUCTION STAKING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE DEVELOPER SHALL PROVIDE THE PROPERTY CORNERS AND TWO BENCHMARKS FOR USE AS HORIZONTAL AND VERTICAL DATUM. THE CONTRACTOR SHALL EMPLOY A REGISTERED PROFESSIONAL LAND SURVEYOR TO PERFORM ALL ADDITIONAL SURVEY, LAYOUT AND MEASUREMENT WORK NECESSARY FOR THE COMPLETION OF THE PROJECT.
3. **PROTECTION OF PROPERTY CORNERS AND BENCHMARKS:** THE CONTRACTOR SHALL PROTECT ALL PROPERTY CORNER MARKERS AND BENCHMARKS, AND WHEN ANY SUCH MARKERS OR MONUMENTS ARE IN DANGER OF BEING DISTURBED, THEY SHALL BE PROPERLY REFERENCED AND IF DISTURBED, SHALL BE RESET BY A REGISTERED PUBLIC SURVEYOR AT THE EXPENSE OF THE CONTRACTOR.
4. **DIMENSIONAL CONTROL:** ALL PAVING DIMENSIONS AND COORDINATES SHOWN ARE TO FACE OF CURB WHERE APPLICABLE. ALL DIMENSIONS SHOWN AT PL CURB POINTS ARE AT THE INTERSECTION OF THE FACE OF CURB.
5. **CURB RADII:** ALL CURB RADII SHALL BE 3 FEET TO FACE OF CURB UNLESS OTHERWISE NOTED.
6. **BUILDING DIMENSIONS:** CONTRACTOR SHALL REFER TO BUILDING PLANS FOR ACTUAL BUILDING DIMENSIONS. THE DIMENSIONS AND CORNERS SHOWN ARE TO FACE OF OUTSIDE WALLS OF BUILDING.
7. **TOPOGRAPHIC BOUNDARY SURVEY:** SURVEY INCLUDES PROPERTY LINE, LEGAL DESCRIPTION, EXISTING UTILITIES, SITE TOPOGRAPHY WITH SPOT ELEVATIONS.
8. **HANDICAP PARKING:** HANDICAPPED PARKING AREAS SHALL BE CONSTRUCTED PER CITY STANDARDS AND SHALL COMPLY WITH REQUIREMENTS OF THE CURRENT, ADOPTED INTERNATIONAL BUILDING CODE.
9. **FIRE LANE:** FIRE LANES SHALL BE CONSTRUCTED AND MARKED PER CITY STANDARDS REFERENCE PAVING PLAN FOR DETAILS.
10. **SIGNS:** CONTRACTOR TO PROVIDE HANDICAPPED PARKING SIGNS AND POLES.

NOTE:
ALL SIGNAGE SHALL COMPLY WITH ALL SIGN CODE ORDINANCES AND SHALL BE PERMITTED SEPARATELY.

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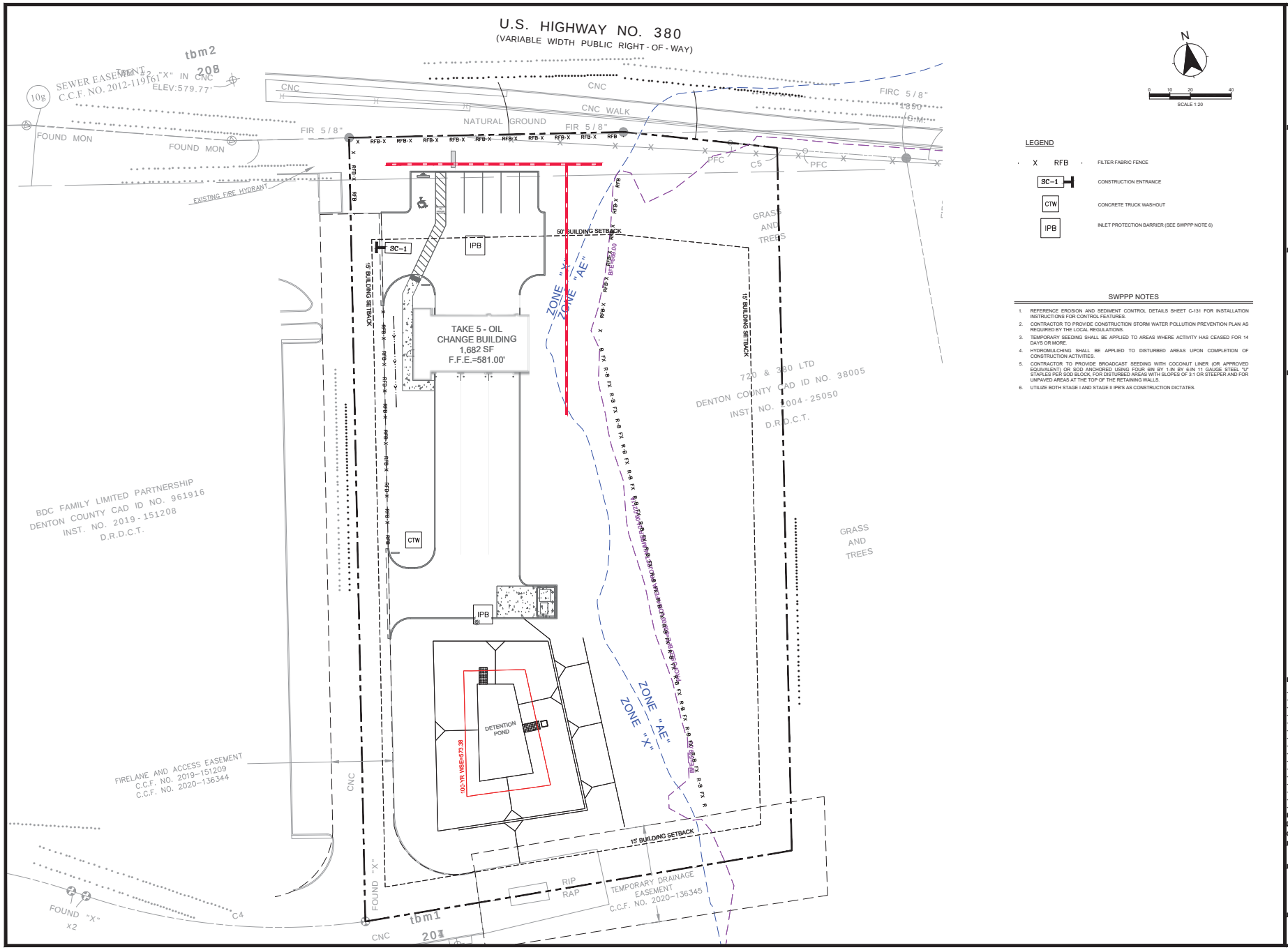
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: SITE PLAN
SHEET NUMBER: C-100



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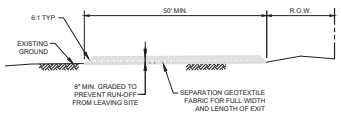
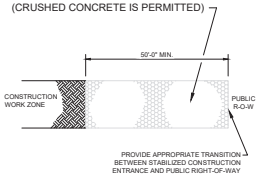
DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: EROSION AND SEDIMENT CONTROL PLAN
SHEET NUMBER: C-130



PROFILE

COARSE AGGREGATE - 3" TO 5"
GRANULAR FILL. BULL ROCK
(CRUSHED CONCRETE IS PERMITTED)



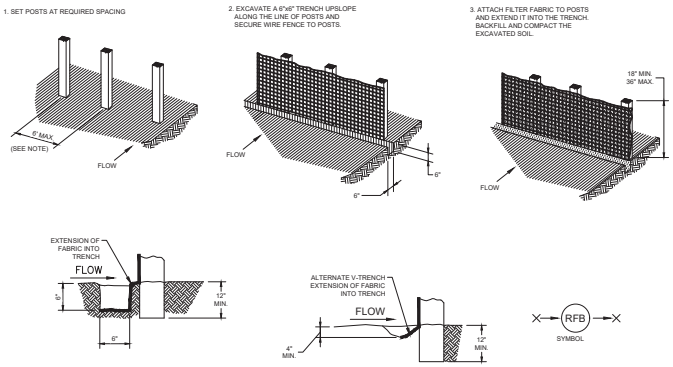
PLAN

GENERAL NOTES:

1. MINIMUM LENGTH IS AS SHOWN ON CONSTRUCTION DRAWINGS OR 50 FEET, WHICHEVER IS MORE.
2. CONSTRUCT AND MAINTAIN CONSTRUCTION EXIT WITH CONSTANT WIDTH ACROSS ITS LENGTH, INCLUDING ALL POINTS OF INGRESS OR EGRESS.
3. UNLESS SHOWN ON THE CONSTRUCTION DRAWINGS, STABILIZATION FOR OTHER AREAS WILL HAVE THE SAME AGGREGATE THICKNESS AND WIDTH REQUIREMENTS AS THE STABILIZED CONSTRUCTION EXIT.
4. WHEN SHOWN ON THE CONSTRUCTION DRAWINGS, WIDEN OR ENGTHEN STABILIZED AREA TO ACCOMMODATE A TRUCK WASHING AREA. PROVIDE OUTLET SEDIMENT TRAP FOR THE TRUCK WASHING AREA.
5. PROVIDE PERIODIC TOP DRESSING WITH ADDITIONAL COARSE AGGREGATE TO MAINTAIN THE REQUIRED DEPTH OR WHEN SURFACE BECOMES PACKED WITH MUD.
6. PERIODICALLY TURN AGGREGATE TO EXPOSE A CLEAN DRIVING SURFACE.
7. MINIMUM 14' WIDTH FOR ONE WAY TRAFFIC AND 20' WIDTH FOR TWO WAY TRAFFIC.

SC-1
SYMBOL

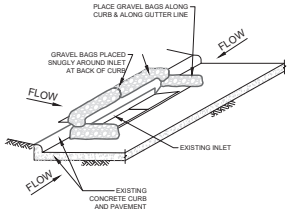
01 STABILIZED CONSTRUCTION ACCESS



GENERAL NOTES:

1. SECURELY FASTEN MESH FENCING TO POSTS WITH STAPLES OR TIE WIRES.
2. SECURELY FASTEN FILTER FABRIC TO MESH FENCING.
3. WHEN TWO SECTIONS OF FILTER FABRIC ADJOIN EACH OTHER, OVERLAP 6 INCHES AT A POST, FOLD TOGETHER, AND ATTACH TO A POST.
4. REMOVE SEDIMENT DEPOSITS WHEN SILT REACHES ONE-THIRD OF THE HEIGHT OF THE FENCE IN DEPTH.

02 REINFORCED FILTER FABRIC BARRIER

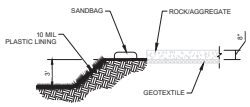


GENERAL NOTES:

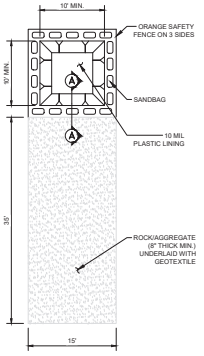
1. REMOVE SEDIMENT DEPOSIT WHEN THE SEDIMENT HAS ACCUMULATED TO ONE-THIRD THE HEIGHT OF THE BARRIER.
2. GRAVEL BAGS SHALL NOT BLOCK THROAT OF INLET UNLESS DIRECTED BY ENGINEER.

IPB
SYMBOL

03 INLET PROTECTION BARRIERS FOR STAGE II INLETS



SECTION A-A

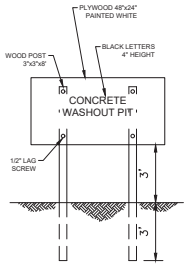


PLAN

GENERAL NOTES:

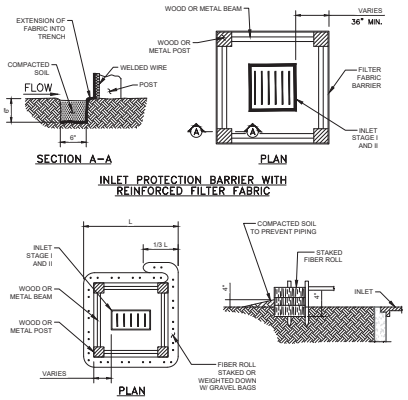
1. POST A SIGN READING "CONCRETE WASHOUT PIT" NEXT TO THE PIT.
2. VERBALLY INSTRUCT THE CONCRETE TRUCK DRIVERS WHERE THE PIT IS AND TO WASHOUT THEIR TRUCKS IN THE PIT AND NOWHERE ELSE.
3. UPON THE CONCRETE SETTING UP (CURING, DRYING OUT), THE CONCRETE WASTE SHALL BE REMOVED FROM THE PROJECT SITE AND DISPOSED OF PROPERLY BY THE CONTRACTOR. AFTER REMOVAL OF THE CONCRETE WASTE, THE WASHOUT PIT SHALL BE FILLED WITH CLEAN FILL MATERIAL AND COMPACTED TO IN-SITU CONDITIONS, OR AS DIRECTED BY THE PROJECT SPECIFICATIONS.
4. CONCRETE WASHOUT PITS SHALL NOT BE LOCATED DIRECTLY ADJACENT TO, NOR AT ANY TIME DRAIN INTO THE STORM SEWER SYSTEM OR ANY OTHER SWALE, DITCH, OR WATERWAY.
5. CONSTRUCT ENTRY ROAD AND BOTTOM OF WASHOUT AREA TO SUPPORT EXPECTED LOADINGS FROM TRUCKS EQUIPMENT.

CTW
SYMBOL



SIGN DETAIL
(OR EQUIVALENT)

04 CONCRETE TRUCK WASHOUT AREA



GENERAL NOTES:

1. FIBER ROLLS WILL BE UTILIZED ONLY WHEN SITE CONDITIONS DO NOT PERMIT THE USE OF FILTER FABRIC BARRIER, AND AS APPROVED BY THE ENGINEER.

INLET PROTECTION BARRIERS FOR STAGE I INLETS

IPB
SYMBOL

05 INLET PROTECTION BARRIERS FOR STAGE I INLETS

ALTAR GROUP
ARCHITECTURE ENGINEERING

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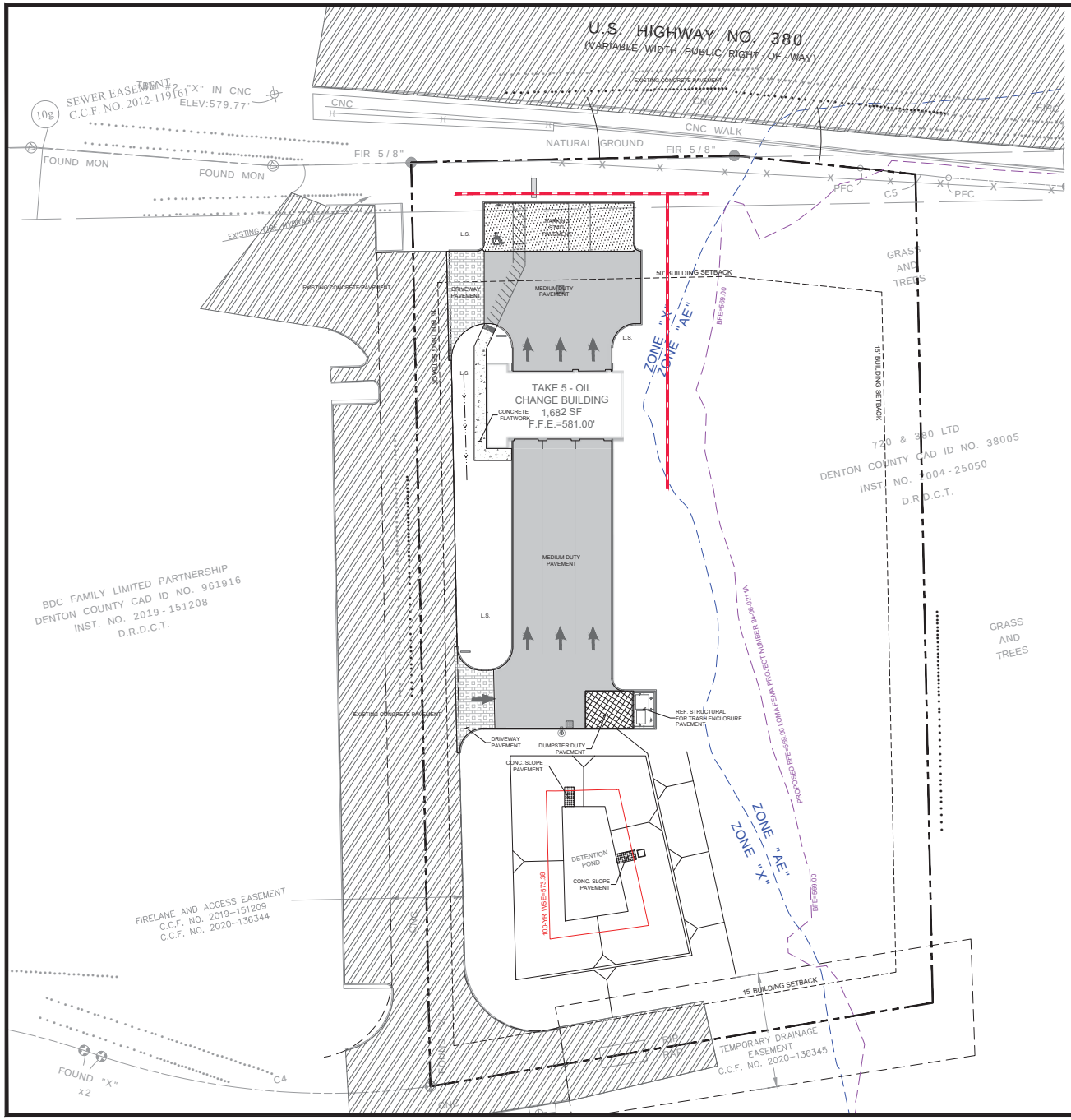
DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: EROSION AND SEDIMENT CONTROL PLAN DETAILS
SHEET NUMBER: C-131



PAVING LEGEND

- **EXISTING ASPHALT PAVEMENT**
- **EXISTING CONCRETE PAVEMENT**
- **MEDIUM DUTY PAVEMENT**
  6" 3,500 PSI REINFORCED CONCRETE PAVEMENT W/ #3 BARS @ 18" O.C.E.W. ON 6" COMPACTED SUBGRADE AT A MINIMUM OF 95% MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D-698) WITHIN 0 TO +3 PERCENTAGE POINTS OF OPTIMUM MOISTURE CONTENT.
- **DRIVE WAY PAVEMENT**
  6" 4,000 PSI REINFORCED CONCRETE PAVEMENT W/ #4 BARS @ 24" O.C.E.W. ON 6" COMPACTED SUBGRADE AT A MINIMUM OF 95% MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D-698) WITHIN 0 TO +3 PERCENTAGE POINTS OF OPTIMUM MOISTURE CONTENT.
- **SIDEWALK & FLATWORK**
  4" REINFORCED CONCRETE SIDEWALK FLATWORK (3,500 PSI AT 28 DAYS) W/ #3 BARS @ 14" O.C.E.W. ON COMPACTED SUBGRADE TO 95% OF THE MAXIMUM DRY DENSITY WITHIN 2 PERCENTAGE POINTS OF OPTIMUM MOISTURE CONTENT.
- **DUMPSTER DUTY PAVEMENT**
  9" 3,500 PSI REINFORCED CONCRETE PAVEMENT W/ #3 BARS @ 18" O.C.E.W. ON 6" COMPACTED SUBGRADE AT A MINIMUM OF 95% MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D-698) WITHIN 0 TO +3 PERCENTAGE POINTS OF OPTIMUM MOISTURE CONTENT.
- **PARKING STALL PAVEMENT**
  9" 3,500 PSI REINFORCED CONCRETE PAVEMENT W/ #3 BARS @ 18" O.C.E.W. ON 6" COMPACTED SUBGRADE AT A MINIMUM OF 95% MAXIMUM STANDARD PROCTOR DRY DENSITY (ASTM D-698) WITHIN 0 TO +3 PERCENTAGE POINTS OF OPTIMUM MOISTURE CONTENT.
- **CONCRETE SLOPE PAVEMENT**
  REF. DRAINAGE DETAILS

GENERAL PAVING NOTES

1. **GENERAL CONSTRUCTION NOTES:** REFER TO SHEET C-002 FOR THE GENERAL CONSTRUCTION NOTES FOR THE PROJECT.
2. **PAVEMENT DESIGN:** ALL ON SITE CONCRETE PAVING SHALL BE OF THE THICKNESS AND STRENGTH SHOWN ON THE PLAN. CONCRETE SHALL BE THE DESIRED STRENGTH AT 28 DAYS AND REINFORCED PER PAVING LEGEND AND GEOTECHNICAL REPORT.
3. **REINFORCING BARS:** ALL REINFORCING BARS SHALL BE GRADE 40 KSI DEFORMED REINFORCING STEEL. REINFORCING SHALL BE SUPPORTED BY CHAIRS AND SPACED AT 16 SF MAX. INTERVALS. REFERENCE LEGEND FOR REINFORCEMENT SIZE AND SPACING.
4. **BAR CHAIRS:** ALL REINFORCING STEEL AND DOWEL BARS IN PAVEMENT SHALL BE SUPPORTED AND MAINTAINED AT THE CORRECT CLEARANCES BY THE USE OF BAR CHAIRS OR OTHER APPROVED SUPPORT.
5. **TEMPERATURE CONDITIONS FOR CONCRETE PLACEMENT:** CONCRETE SHALL NOT BE PLACED WHEN THE TEMPERATURE IS BELOW 40 DEGREES FAHRENHEIT AND FALLING, BUT MAY BE PLACED WHEN TEMPERATURE IS ABOVE 35 DEGREES FAHRENHEIT AND RISING. THE TEMPERATURE READING SHALL BE TAKEN IN THE SHADE AND AWAY FROM ARTIFICIAL HEAT.
6. **CONCRETE PAVEMENT CURING:** CONCRETE TO BE FLOAT FINISHED AND CURED FOR A MINIMUM OF 72 HOURS. MEMBRANE CURING TYPE 2, WHITE PIGMENTED, SHALL BE USED FOR CURING ALL CONCRETE SURFACES IMMEDIATELY AFTER FINISHING OF SURFACES AND SHALL BE IN ACCORDANCE WITH SECTION THE TEXAS HIGHWAY STANDARD SPECIFICATIONS, ITEM 1526.
7. **SUBGRADE PREPARATION:** SUBGRADE SHALL BE SCARIFIED TO A DEPTH OF 8 INCHES AND SHALL BE RECOMPACTED TO A (MIN.) OF 95% OF THE STANDARD PROCTOR (ASTM D698) MAXIMUM DRY DENSITY AT A MOISTURE CONTENT WITHIN 0 TO +3%. OPTIMUM MOISTURE CONTENT. REFER TO GEOTECHNICAL REPORT AND SUPPLEMENTS BY TERRACON, REPORT NO. 95235047, DATED MAY 25, 2023.
   - PREPARATION OF SUBGRADE UNDER PAVED AREAS SHALL BE PERFORMED IN ACCORDANCE WITH THE GOVERNING AUTHORITIES' SPECIFICATIONS OR THE GEOTECHNICAL REPORT. THE MORE RESTRICTIVE REQUIREMENTS SHALL APPLY.
   - PREPARATION OF THE SUBGRADE FOR PAVING WITHIN RIGHT-OF-WAY, ACCESS EASEMENTS AND/OR FIRE LANES SHALL NOT BE INITIATED UNTIL ALL TESTING OF UNDERGROUND UTILITIES HAS BEEN COMPLETED AND VERIFIED TO MEET THE GOVERNING AUTHORITIES' SPECIFICATIONS AND AUTHORIZATION TO PROCEED HAS BEEN RECEIVED FROM THE INSPECTOR.
   - PAVEMENT SUBGRADE SHALL NOT BE ALLOWED TO RETAIN WATER. WET MATERIAL SHALL BE REMOVED TO DRY, SOUND MATERIAL AND APPROPRIATE DENSITY ACHIEVED PRIOR TO PAVING OPERATIONS.
8. **PROOF-ROLL SUBGRADE:** THE SUBGRADE SHALL BE PROOF-ROLLED WITH HEAVY PNEUMATIC EQUIPMENT. ANY SOFT OR PUMPING AREAS SHALL BE EXCAVATED TO FIRM SUBGRADE AND BACKFILLED AND RE-COMPACTED IN CONFORMANCE WITH THE GEOTECHNICAL REPORT.
9. **LIMECEMENT STABILIZED SUBGRADE:** IF REQUIRED FOR PAVEMENT SUBGRADE TREATMENT PER THE GEOTECHNICAL REPORT, HYDRATED LIME SHALL MEET THE REQUIREMENTS OF TXDOT ITEM 260, LIME TREATMENT USED AS SUBGRADE. LIME SHALL BE APPLIED AT THE MINIMUM RATE OF 6% BY WEIGHT, THOROUGHLY MIXED AND BLENDED WITH THE TOP 6 INCHES OF SUBGRADE AND UNIFORMLY COMPACTED TO A MINIMUM OF 95% OF THE STANDARD PROCTOR (ASTM D698) DETERMINED BY THAT TEST. THE ACTUAL AMOUNT OF LIME REQUIRED SHOULD BE CONFIRMED BY ADDITIONAL LABORATORY TESTS PRIOR TO CONSTRUCTION. LIME STABILIZATION SHALL EXTEND AT LEAST 1 FOOT BEYOND THE EDGE OF THE PAVEMENT AREA. IT SHOULD BE PROTECTED AND MAINTAINED IN A MOIST CONDITION UNTIL THE PAVEMENT IS PLACED.
10. **SAND CUSHION PROHIBITED:** THE USE OF "LEVEL UP" SAND CUSHION UNDER PAVEMENT, INCLUDING SIDEWALKS, IS STRICTLY PROHIBITED.
11. **PAVEMENT REMOVAL:** BREAKOUTS FOR REMOVAL OF EXISTING PAVEMENT AND CURBS SHALL BE MADE BY A FULL-DEPTH SAWCUT WHEN ADJACENT TO PROPOSED PAVING AND/OR CURBS.
12. **CONNECTION TO EXISTING PAVEMENT:** IN ALL INSTANCES WHERE THE CONTRACTOR CONNECTS PROPOSED CONCRETE PAVEMENT TO EXISTING CONCRETE PAVEMENT, AT LEAST 15-INCHES OF REINFORCING STEEL SHALL BE EXPOSED FROM THE EXISTING CONCRETE PAVEMENT, OR THE CONTRACTOR SHALL PROVIDE HORIZONTAL DOWEL BARS PER THE DETAILS. PROPOSED CONCRETE CURBS SHALL MATCH ELEVATIONS OF EXISTING CURB.
13. **TESTING:** SAMPLES FOR STRENGTH TESTS OF THE CONCRETE PAVEMENT WILL BE TAKEN BY THE GEOTECHNICAL ENGINEER TO VERIFY DESIGN STRENGTH. PAVEMENT AREAS FOUND TO BE DEFICIENT IN STRENGTH SHALL BE REMOVED AND REPLACED SOLELY AT THE EXPENSE OF THE CONTRACTOR. THE GEOTECHNICAL ENGINEER SHALL ALSO RANDOMLY CORE THE PAVEMENT TO VERIFY THE THICKNESS OF CONCRETE. ANY AREA FOUND TO BE DEFICIENT IN THICKNESS SHALL BE REMOVED AND REPLACED SOLELY AT THE EXPENSE OF THE CONTRACTOR.
14. **SIDEWALKS AND RAMPS:** CONSTRUCTION OF SIDEWALKS, WHEELCHAIR RAMPS AND ACCESSIBLE ROUTES SHALL BE IN ACCORDANCE WITH THE AMERICANS DISABILITY ACT (ADA) OR TAS.
   - SLOPED SIDEWALKS ADJACENT TO BUILDING SHALL NOT HAVE SLOPES GREATER THAN 5% OR 1:20 ALONG THE TRAVEL PATH AND A MAX 2% CROSS FALL. NO RAMPS SHALL BE USED ADJACENT TO BUILDING.
15. **PAVEMENT MARKINGS:** CONCRETE FOR HANDICAP RAMPS SHALL BE COLOR CONDITIONED "TILE RED" WITH A COLORING ADD MIXTURE SPECIFICALLY FOR USE IN CONCRETE. CONTRACTOR SHALL USE CHROMIX ADD MIXTURES OR EQUIVALENT. AS MANUFACTURED BY L.M. SCHOFIELD STAIN COMPANY AT ALL SIDEWALKS AS NOTED ON PLAN.
   - PAVEMENT MARKINGS SHALL BE PROVIDED IN ACCORDANCE WITH THE 2011 TEXAS "UNIFORM TRAFFIC MANUAL FOR PAVEMENT MARKINGS". FIRE LANES SHALL BE STRIPED IN ACCORDANCE WITH THE GOVERNING AUTHORITIES' REQUIREMENTS. REFER TO THE DIMENSION CONTROL PLAN FOR EXACT PLACEMENT. ALL HANDICAP SYMBOLS, SIGNAGE AND PAVEMENT MARKINGS SHALL COMPLY WITH ADA AND THE TAS STANDARDS. ALL PARKING SPACES SHOWN ON PROPOSED CONSTRUCTION SHALL BE MARKED WITH 4-INCH WIDE WHITE PAINTED PAVEMENT STRIPING.
   - **IRRIGATION CONDUIT:** ALL IRRIGATION CONDUIT AND SLEEVES SHALL BE TWO 4-INCH SCHEDULE 40 PVC, INSTALLED WITH A MINIMUM OF 24-INCHES OF COVER. REFERENCE THE PAVING PLAN AND/OR LANDSCAPE PLANS FOR NUMBER OF CONDUITS, SIZE AND LOCATIONS OF PROPOSED IRRIGATION CONDUITS AND SLEEVES.
   - **PAVEMENT WARRANTY:** CONTRACTOR WILL PROVIDE A 2-YEAR UNCONDITIONAL MAINTENANCE FREE WARRANTY ON ALL PAVEMENT SURFACES.
   - **PAVEMENT WITHIN TXDOT RIGHT-OF-WAY:** ALL PAVEMENT CONSTRUCTION WITHIN TXDOT RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF TXDOT STANDARDS AND SPECIFICATIONS. THE ABOVE NOTES PERTAIN TO ALL PAVEMENT LOCATED WITHIN THE PROPERTY BOUNDARY AND SHALL NOT PERTAIN TO CONSTRUCTION OF PAVEMENT WITH IN TXDOT RIGHT-OF-WAY.

PAVEMENT JOINTING NOTES

1. **PAVEMENT JOINT LAYOUT:** CONTROL JOINTS SHALL BE INSTALLED AT A MAXIMUM SPACING OF 12 FEET O.C.E.W. EXPANSION JOINTS SHALL BE INSTALLED AT A MAXIMUM SPACING OF 60 FEET. LEVEL UP SAND COURSE WILL NOT BE ALLOWED. IF A PROPOSED PAVEMENT JOINT LAYOUT PLAN HAS BEEN PROVIDED BY THE ENGINEER, THE CONTRACTOR SHALL IMPLEMENT THAT PLAN OR PROVIDE AN ALTERNATE JOINT LAYOUT TO THE ENGINEER FOR REVIEW. IF A PAVEMENT JOINT LAYOUT PLAN HAS NOT BEEN PROVIDED, THE CONTRACTOR WILL BE RESPONSIBLE FOR PREPARATION OF THE PLAN AND SUBMITTAL TO THE ENGINEER FOR REVIEW. THE CONTRACTORS' JOINT LAYOUT PLAN SHALL BE PROVIDED TO THE ENGINEER FOR REVIEW A MINIMUM OF 2 WEEKS PRIOR TO BEGINNING PAVING CONSTRUCTION.
2. **SAW CUTTING:** SAW CUTTING SHALL BE DONE WITHIN EIGHT HOURS OF POUR OR AS SOON AS CONCRETE CAN SUPPORT WEIGHT. THE CONTRACTOR SHALL MARK JOINT LOCATIONS AT THE CENTERLINE OF THE DOWEL LENGTH DURING HIS PAVING OPERATIONS. ALL SAWED JOINTS ARE TO BE TRUE IN ALIGNMENT AND SHALL CONTINUE THROUGH THE CURB. RADIAL JOINTS SHALL BE NO SHORTER THAN 18 INCHES.
3. **JOINT SEALING:** ALL CONSTRUCTION & CONTROL JOINTS SHALL BE SAWN, CLEANED OF DEBRIS, DIRT, DUST, SCALE, CURING COMPOUND AND CONCRETE. BLOWN DRY AND IMMEDIATELY SEALED. JOINT SEALING MATERIAL SHALL BE HOT POURED RUBBER SEALANT OR AN APPROVED EQUAL. SPECIFICATIONS TO BE SUBMITTED TO ENGINEER PRIOR TO PLACEMENT.
4. **ODD SHAPED PANELS:** ODD SHAPED PANELS SHALL BE REINFORCED WITH #3 BARS AT 18 INCHES O.C.E.W. AN ODD SHAPED PANEL IS CONSIDERED TO BE ONE IN WHICH THE SLAB TAPERS TO A SHARP ANGLE WHEN THE LENGTH TO WIDTH RATIO EXCEEDS 3 TO 1 OR WHEN A SLAB IS NEITHER SQUARE NOR RECTANGULAR.
5. **EXPANSION JOINTS:** THE CONTRACTOR SHALL PROVIDE AN EXPANSION JOINT AROUND THE PERIMETER OF ANY BLOCKOUT IN THE CONCRETE PAVING.

NOTES:
REFERENCE SHEET C-520 FOR PAVING DETAILS

ALTAR GROUP
ARCHITECTURE ENGINEERING

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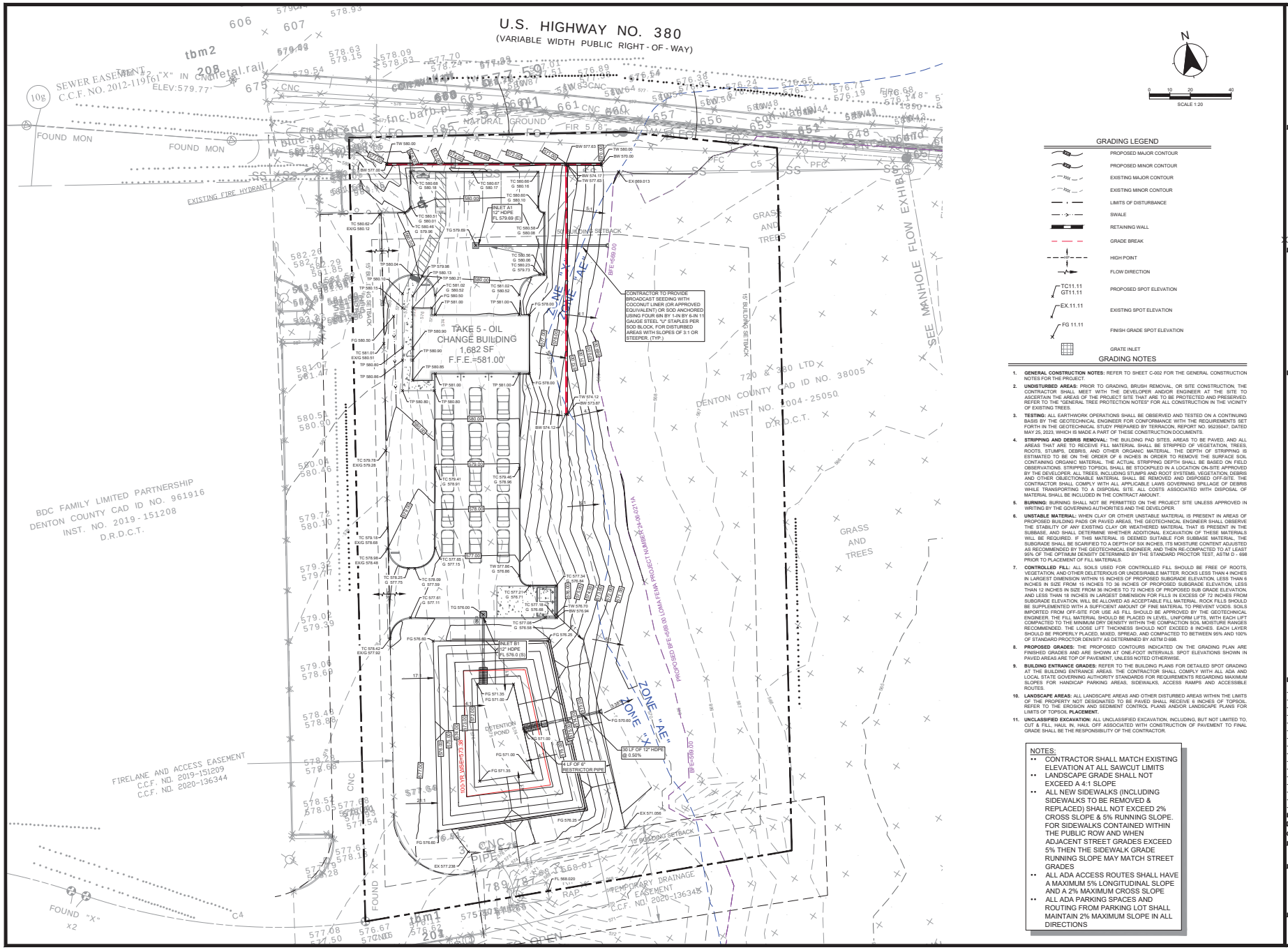
TEXAS REGISTERED ARCHITECT
01/08/2024
FIRM# 20340

CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: PAVING PLAN
SHEET NUMBER: C-200



GRADING LEGEND

- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- LIMITS OF DISTURBANCE
- SWALE
- RETAINING WALL
- GRADE BREAK
- HIGH POINT
- FLOW DIRECTION
- TC11.11 GT11.11 — PROPOSED SPOT ELEVATION
- EX.11.11 — EXISTING SPOT ELEVATION
- FG 11.11 — FINISH GRADE SPOT ELEVATION
- GRATE INLET

GRADING NOTES

1. **GENERAL CONSTRUCTION NOTES:** REFER TO SHEET C-002 FOR THE GENERAL CONSTRUCTION NOTES FOR THE PROJECT.
2. **UNDISTURBED AREAS:** PRIOR TO GRADING, BRUSH REMOVAL, OR SITE CONSTRUCTION, THE CONTRACTOR SHALL MEET WITH THE DEVELOPER AND/OR ENGINEER AT THE SITE TO ASCERTAIN THE AREAS OF THE PROJECT SITE THAT ARE TO BE PROTECTED AND PRESERVED. REFER TO THE "GENERAL TREE PROTECTION NOTES" FOR ALL CONSTRUCTION IN THE VICINITY OF EXISTING TREES.
3. **TESTING:** ALL EARTHWORK OPERATIONS SHALL BE OBSERVED AND TESTED ON A CONTINUING BASIS BY THE GEOTECHNICAL ENGINEER FOR CONFORMANCE WITH THE REQUIREMENTS SET FORTH IN THE GEOTECHNICAL STUDY PREPARED BY TERRACON, REPORT NO. 95235047, DATED MAY 25, 2023, WHICH IS MADE A PART OF THESE CONSTRUCTION DOCUMENTS.
4. **STRIPPING AND DEBRIS REMOVAL:** THE BUILDING PAD SITES, AREAS TO BE PAVED, AND ALL AREAS THAT ARE TO RECEIVE FILL MATERIAL SHALL BE STRIPPED OF VEGETATION, TREES, ROOTS, STUMPS, DEBRIS, AND OTHER ORGANIC MATERIAL. THE DEPTH OF STRIPPING IS ESTIMATED TO BE ON THE ORDER OF 6 INCHES IN ORDER TO REMOVE THE SURFACE SOIL CONTAINING ORGANIC MATERIAL. THE ACTUAL STRIPPING DEPTH SHALL BE BASED ON FIELD OBSERVATIONS. STRIPPED TOPSOIL SHALL BE STOCKPILED IN A LOCATION ON-SITE APPROVED BY THE DEVELOPER. ALL TREES, INCLUDING STUMPS AND ROOT SYSTEMS, VEGETATION, DEBRIS AND OTHER OBJECTIONABLE MATERIAL SHALL BE REMOVED AND DISPOSED OFF-SITE. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS GOVERNING SPILLAGE OF DEBRIS WHILE TRANSPORTING TO A DISPOSAL SITE. ALL COSTS ASSOCIATED WITH DISPOSAL OF MATERIAL SHALL BE INCLUDED IN THE CONTRACT AMOUNT.
5. **BURNING:** BURNING SHALL NOT BE PERMITTED ON THE PROJECT SITE UNLESS APPROVED IN WRITING BY THE GOVERNING AUTHORITIES AND THE DEVELOPER.
6. **UNSTABLE MATERIAL:** WHEN CLAY OR OTHER UNSTABLE MATERIAL IS PRESENT IN AREAS OF PROPOSED BUILDING PADS OR PAVED AREAS, THE GEOTECHNICAL ENGINEER SHALL OBSERVE THE STABILITY OF ANY EXISTING CLAY OR WEATHERED MATERIAL THAT IS PRESENT IN THE SUBBASE, AND SHALL DETERMINE WHETHER ADDITIONAL EXCAVATION OF THESE MATERIALS WILL BE REQUIRED. IF THIS MATERIAL IS DEEMED SUITABLE FOR SUBBASE MATERIAL, THE SUBGRADE SHALL BE SCARIFIED TO A DEPTH OF SIX INCHES, ITS MOISTURE CONTENT ADJUSTED AS RECOMMENDED BY THE GEOTECHNICAL ENGINEER, AND THEN RE-COMPACTED TO AT LEAST 95% OF THE OPTIMUM DENSITY DETERMINED BY THE STANDARD PROCTOR TEST, ASTM D - 698 PRIOR TO PLACEMENT OF FILL MATERIALS.
7. **CONTROLLED FILL:** ALL SOILS USED FOR CONTROLLED FILL SHOULD BE FREE OF ROOTS, VEGETATION, AND OTHER DELETERIOUS OR UNDESIRABLE MATTER. ROCKS LESS THAN 4 INCHES IN LARGEST DIMENSION WITHIN 15 INCHES OF PROPOSED SUBGRADE ELEVATION, LESS THAN 6 INCHES IN SIZE FROM 15 INCHES TO 36 INCHES OF PROPOSED SUBGRADE ELEVATION, LESS THAN 12 INCHES IN SIZE FROM 36 INCHES TO 72 INCHES OF PROPOSED SUB GRADE ELEVATION, AND LESS THAN 18 INCHES IN LARGEST DIMENSION FOR FILLS IN EXCESS OF 72 INCHES FROM SUBGRADE ELEVATION, WILL BE ALLOWED AS ACCEPTABLE FILL MATERIAL. ROCK FILLS SHOULD BE SUPPLEMENTED WITH A SUFFICIENT AMOUNT OF FINE MATERIAL TO PREVENT VOIDS. SOILS IMPORTED FROM OFF-SITE FOR USE AS FILL SHOULD BE APPROVED BY THE GEOTECHNICAL ENGINEER. THE FILL MATERIAL SHOULD BE PLACED IN LEVEL, UNIFORM LIFTS, WITH EACH LIFT COMPACTED TO THE MINIMUM DRY DENSITY WITHIN THE COMPACTION SOIL MOISTURE RANGES RECOMMENDED. THE LOOSE LIFT THICKNESS SHOULD NOT EXCEED 8 INCHES. EACH LAYER SHOULD BE PROPERLY PLACED, MIXED, SPREAD, AND COMPACTED TO BETWEEN 95% AND 100% OF STANDARD PROCTOR DENSITY AS DETERMINED BY ASTM D 698.
8. **PROPOSED GRADES:** THE PROPOSED CONTOURS INDICATED ON THE GRADING PLAN ARE FINISHED GRADES AND ARE SHOWN AT ONE-FOOT INTERVALS. SPOT ELEVATIONS SHOWN IN PAVED AREAS ARE TOP OF PAVEMENT, UNLESS NOTED OTHERWISE.
9. **BUILDING ENTRANCE GRADES:** REFER TO THE BUILDING PLANS FOR DETAILED SPOT GRADING AT THE BUILDING ENTRANCE AREAS. THE CONTRACTOR SHALL COMPLY WITH ALL ADA AND LOCAL STATE GOVERNING AUTHORITY STANDARDS FOR REQUIREMENTS REGARDING MAXIMUM SLOPES FOR HANDICAP PARKING AREAS, SIDEWALKS, ACCESS RAMPS AND ACCESSIBLE ROUTES.
10. **LANDSCAPE AREAS:** ALL LANDSCAPE AREAS AND OTHER DISTURBED AREAS WITHIN THE LIMITS OF THE PROPERTY NOT DESIGNATED TO BE PAVED SHALL RECEIVE 6 INCHES OF TOPSOIL. REFER TO THE EROSION AND SEDIMENT CONTROL PLANS AND/OR LANDSCAPE PLANS FOR LIMITS OF TOPSOIL **PLACEMENT.**
11. **UNCLASSIFIED EXCAVATION:** ALL UNCLASSIFIED EXCAVATION, INCLUDING, BUT NOT LIMITED TO, CUT & FILL, HAUL IN, HAUL OFF ASSOCIATED WITH CONSTRUCTION OF PAVEMENT TO FINAL GRADE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

NOTES:
- CONTRACTOR SHALL MATCH EXISTING ELEVATION AT ALL SAWCUT LIMITS
- LANDSCAPE GRADE SHALL NOT EXCEED A 4:1 SLOPE
- ALL NEW SIDEWALKS (INCLUDING SIDEWALKS TO BE REMOVED & REPLACED) SHALL NOT EXCEED 2% CROSS SLOPE & 5% RUNNING SLOPE. FOR SIDEWALKS CONTAINED WITHIN THE PUBLIC ROW AND WHEN ADJACENT STREET GRADES EXCEED 5% THEN THE SIDEWALK GRADE RUNNING SLOPE MAY MATCH STREET GRADES
- ALL ADA ACCESS ROUTES SHALL HAVE A MAXIMUM 5% LONGITUDINAL SLOPE AND A 2% MAXIMUM CROSS SLOPE
- ALL ADA PARKING SPACES AND ROUTING FROM PARKING LOT SHALL MAINTAIN 2% MAXIMUM SLOPE IN ALL DIRECTIONS

ALTAR GROUP
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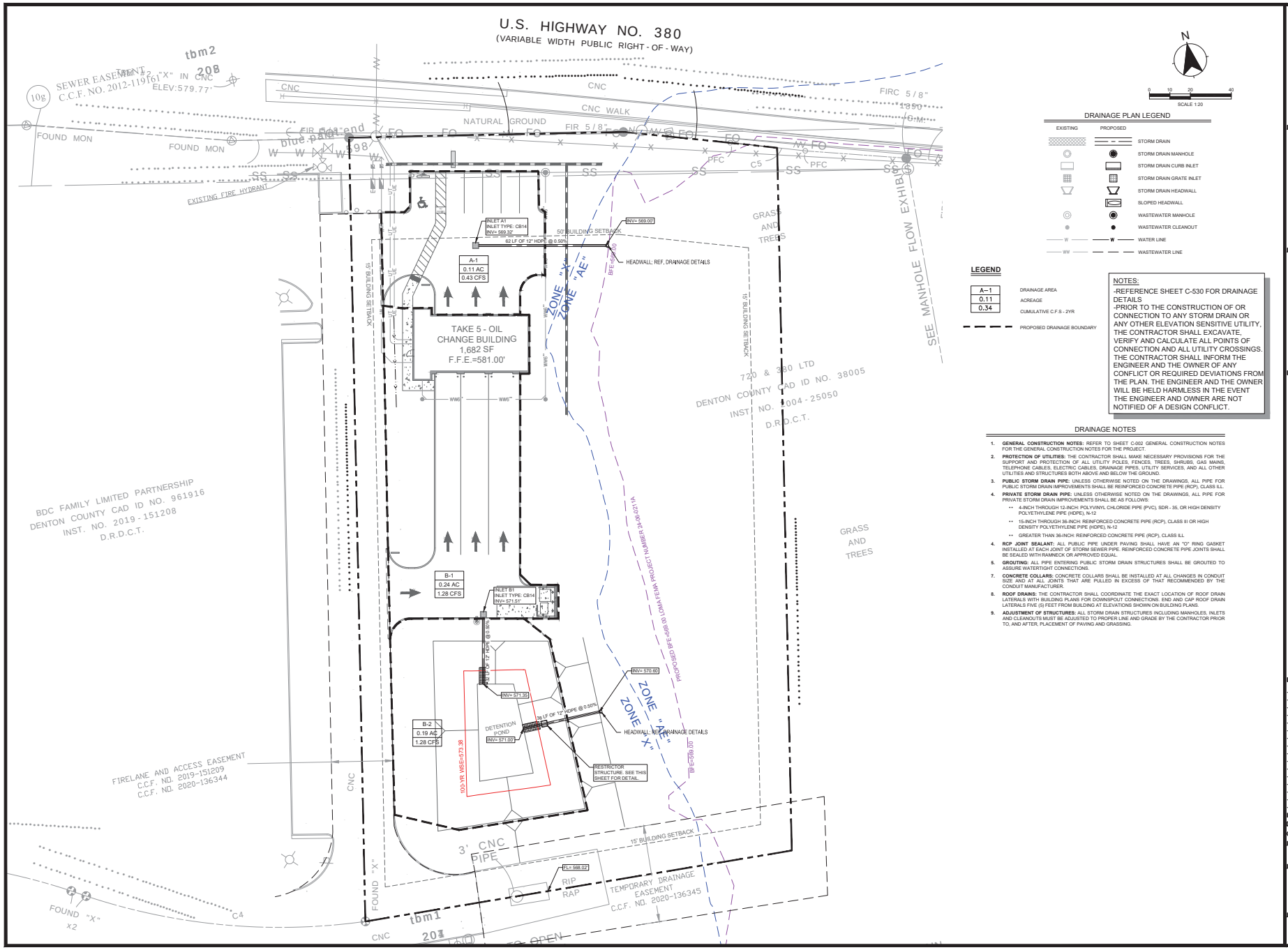
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: GRADING PLAN
SHEET NUMBER: C-300



DRAINAGE PLAN LEGEND

EXISTING	PROPOSED	
		STORM DRAIN
		STORM DRAIN MANHOLE
		STORM DRAIN CURB INLET
		STORM DRAIN GRATE INLET
		STORM DRAIN HEADWALL
		SLOPED HEADWALL
		WASTEWATER MANHOLE
		WASTEWATER CLEANOUT
W	W	WATER LINE
WW	WW	WASTEWATER LINE

LEGEND

A-1	DRAINAGE AREA
0.11	ACREAGE
0.34	CUMULATIVE C.F.S - 2YR
	PROPOSED DRAINAGE BOUNDARY

NOTES:
-REFERENCE SHEET C-530 FOR DRAINAGE DETAILS
-PRIOR TO THE CONSTRUCTION OF OR CONNECTION TO ANY STORM DRAIN OR ANY OTHER ELEVATION SENSITIVE UTILITY, THE CONTRACTOR SHALL EXCAVATE, VERIFY AND CALCULATE ALL POINTS OF CONNECTION AND ALL UTILITY CROSSINGS. THE CONTRACTOR SHALL INFORM THE ENGINEER AND THE OWNER OF ANY CONFLICT OR REQUIRED DEVIATIONS FROM THE PLAN. THE ENGINEER AND THE OWNER WILL BE HELD HARMLESS IN THE EVENT THE ENGINEER AND OWNER ARE NOT NOTIFIED OF A DESIGN CONFLICT.

DRAINAGE NOTES

1. **GENERAL CONSTRUCTION NOTES:** REFER TO SHEET C-002 GENERAL CONSTRUCTION NOTES FOR THE GENERAL CONSTRUCTION NOTES FOR THE PROJECT.
2. **PROTECTION OF UTILITIES:** THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS FOR THE SUPPORT AND PROTECTION OF ALL UTILITY POLES, FENCES, TREES, SHRUBS, GAS MAINS, TELEPHONE CABLES, ELECTRIC CABLES, DRAINAGE PIPES, UTILITY SERVICES, AND ALL OTHER UTILITIES AND STRUCTURES BOTH ABOVE AND BELOW THE GROUND.
3. **PUBLIC STORM DRAIN PIPE:** UNLESS OTHERWISE NOTED ON THE DRAWINGS, ALL PIPE FOR PUBLIC STORM DRAIN IMPROVEMENTS SHALL BE REINFORCED CONCRETE PIPE (RCP), CLASS III.
4. **PRIVATE STORM DRAIN PIPE:** UNLESS OTHERWISE NOTED ON THE DRAWINGS, ALL PIPE FOR PRIVATE STORM DRAIN IMPROVEMENTS SHALL BE AS FOLLOWS:
   - 4-INCH THROUGH 12-INCH: POLYVINYL CHLORIDE PIPE (PVC), SDR - 35, OR HIGH DENSITY POLYETHYLENE PIPE (HDPE), N-12
   - 15-INCH THROUGH 36-INCH: REINFORCED CONCRETE PIPE (RCP), CLASS III OR HIGH DENSITY POLYETHYLENE PIPE (HDPE), N-12
   - GREATER THAN 36-INCH: REINFORCED CONCRETE PIPE (RCP), CLASS III.
4. **RCP JOINT SEALANT:** ALL PUBLIC PIPE UNDER PAVING SHALL HAVE AN "O" RING GASKET INSTALLED AT EACH JOINT OF STORM SEWER PIPE. REINFORCED CONCRETE PIPE JOINTS SHALL BE SEALED WITH RAMNECK OR APPROVED EQUAL.
5. **GROUTING:** ALL PIPE ENTERING PUBLIC STORM DRAIN STRUCTURES SHALL BE GROUTED TO ASSURE WATERTIGHT CONNECTIONS.
7. **CONCRETE COLLARS:** CONCRETE COLLARS SHALL BE INSTALLED AT ALL CHANGES IN CONDUIT SIZE AND AT ALL JOINTS THAT ARE PULLED IN EXCESS OF THAT RECOMMENDED BY THE CONDUIT MANUFACTURER.
8. **ROOF DRAINS:** THE CONTRACTOR SHALL COORDINATE THE EXACT LOCATION OF ROOF DRAIN LATERALS WITH BUILDING PLANS FOR DOWNSPOUT CONNECTIONS. END AND CAP ROOF DRAIN LATERALS FIVE (5) FEET FROM BUILDING AT ELEVATIONS SHOWN ON BUILDING PLANS.
9. **ADJUSTMENT OF STRUCTURES:** ALL STORM DRAIN STRUCTURES INCLUDING MANHOLES, INLETS AND CLEANOUTS MUST BE ADJUSTED TO PROPER LINE AND GRADE BY THE CONTRACTOR PRIOR TO, AND AFTER, PLACEMENT OF PAVING AND GRASSING.

ALTAR GROUP
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01/08/2024
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CONSULTANT

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US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
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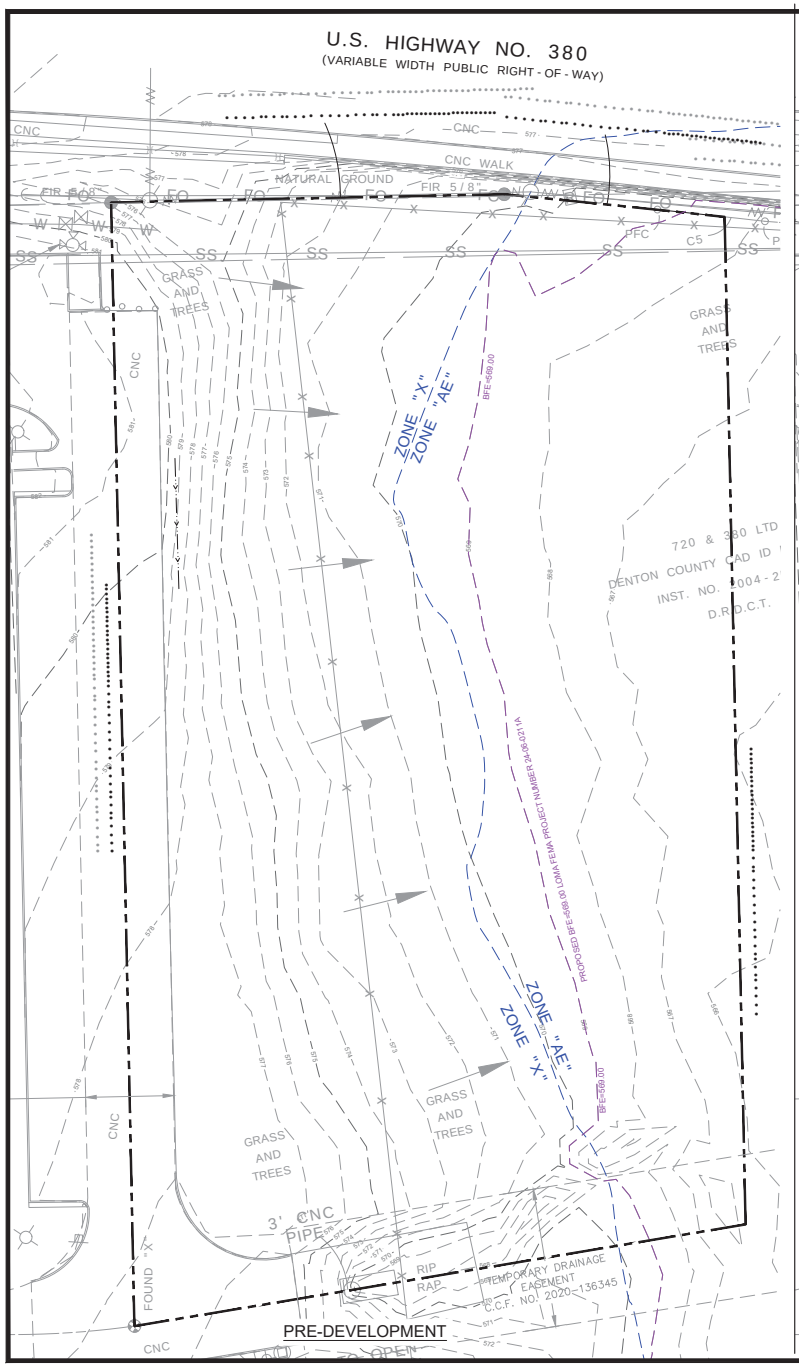
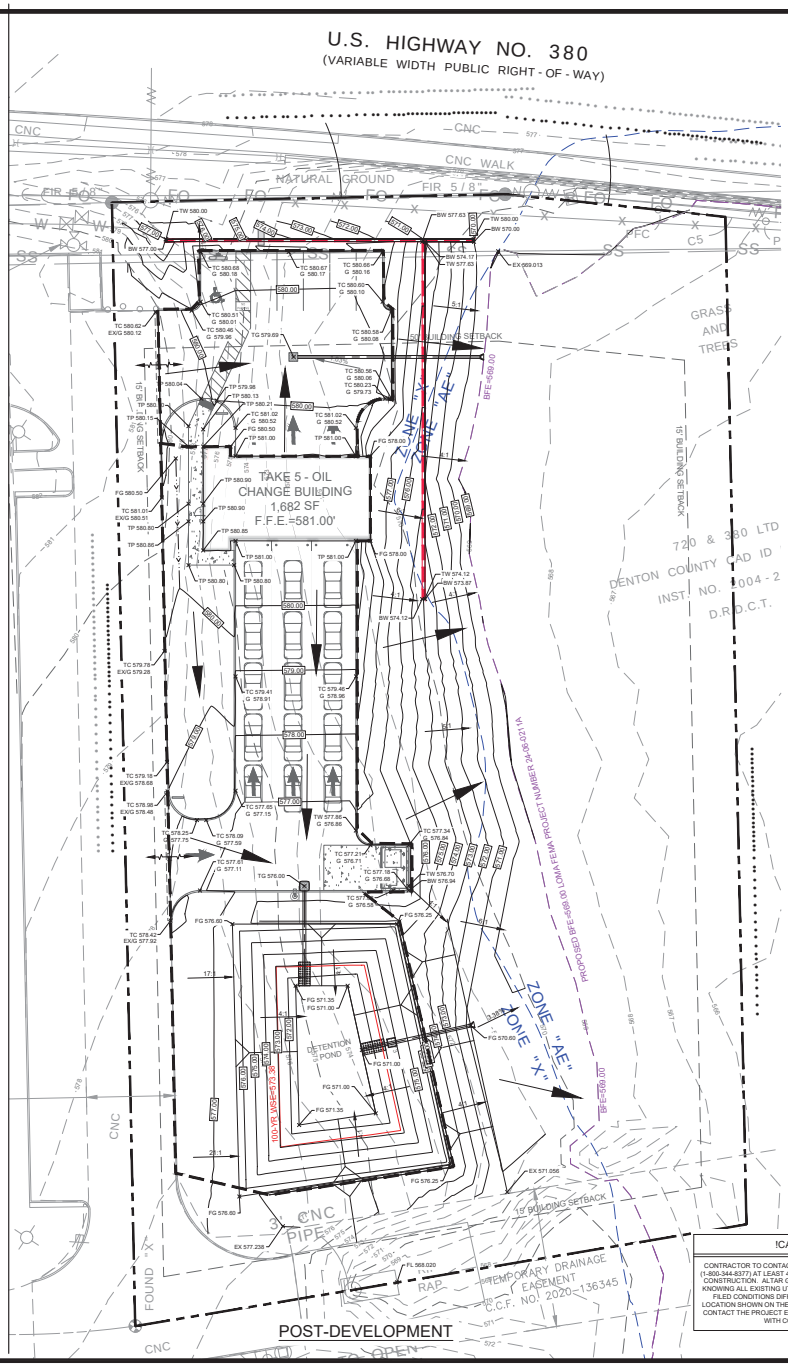
PROJECT NO.: 23-029
SHEET NAME: DRAINAGE PLAN
SHEET NUMBER: C-400





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DRAINAGE PLAN LEGEND

EXISTING	PROPOSED	
		DRAINAGE AREA BOUNDARY
		FLOW ARROW

AREA COVER TABLE

EXISTING CONDITIONS:	
BUILDING AREA	0 SF
PAVEMENT AREA	5,827 SF
TOTAL IMPERVIOUS PAVEMENT	5,827 SF
PERVIOUS COVER	70,734 SF
PROPOSED CONDITIONS:	
BUILDING AREA	1,682 SF
PAVEMENT AREA	16,742 SF
TOTAL IMPERVIOUS PAVEMENT	18,424 SF
PERVIOUS COVER	58,137 SF

***12,597 SF INCREASE IN IMPERVIOUS AREA FROM PRE-DEVELOPMENT CONDITIONS.**

SEE SITE PLAN AND DEMO PLAN FOR MORE DETAILS

!CAUTION!

CONTRACTOR TO CONTACT THE TEXAS ONE-CALL SYSTEM (1-800-344-8377) AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION. ALTAR GROUP IS NOT RESPONSIBLE FOR KNOWING ALL EXISTING UTILITIES IN THE PROJECT AREA. IF FILED CONDITIONS DIFFER SIGNIFICANTLY FROM THE LOCATION SHOWN ON THE PLANS THE CONTRACTOR SHALL CONTACT THE PROJECT ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.

811 Know what's below. Call before you dig.

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CROSS ROADS, TX 76227

06/09/23	ISSUE FOR PERMIT
01/14/23	RE-ISSUE FOR PERMIT
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DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: EXISTING & PROPOSED DRAINAGE PLAN
SHEET NUMBER: C-401

Storm Sewer Calculations for Proposed 2 Year Frequency

Drainage Area	From (ft)	To (ft)	Area (sq ft)	Impervious Area (sq ft)	Area (ac)	Total Area (ac)	Runoff Coeff. C	CxA	Time of Conc (min)	Intensity (in/hr)	Total Flow (cfs)	Pipe Length (ft)	Pipe Diameter (in)	Pipe Area (sf)	Pipe Slope %	Manning's Roughness n	Design Capacity (cfs)	Design Velocity (fps)	Elev. Change (ft)	Drop of Bottom of Inlet (ft)	Up Stream Flowline (ft)	Down Stream Flowline (ft)	Actual Velocity (fps)	Hydraulic Gradient	Change in Head	Upstream Hydraulic Gradient	Downstream Hydraulic Gradient	Gutter Upstream
A-1	A3	OUT	4994.75	4755.22	0.11	0.11	0.92	0.10	10.00	4.71	0.48	39	12	0.79	0.350%	0.011	2.50	3.18	0.14	0	571.14	571.00	0.63	0.0130%	0.01	572.01	572.00	579.69
B-1	B3	DETENTION	19600.00	11164.42	0.45	0.42	0.63	0.26	10.00	4.71	1.24	32	12	0.79	0.500%	0.011	2.99	3.80	0.16	0	571.51	571.35	1.58	0.0884%	0.03	572.78	572.35	576.00

Proposed 100 Year Frequency

Drainage Area	Intensity (in/hr)	Total Flow (cfs)	Actual Velocity (fps)	Hydraulic Gradient	Change in Head	Upstream Hydraulic Gradient	Downstream Hydraulic Gradient	Gutter Upstream
A-1	9.24	0.93	1.29	0.0899%	0.02	572.02	572.00	579.69
B-1	9.24	2.44	3.30	0.3400%	0.11	572.46	572.35	576.00

CONDITION	SHEET FLOW: LENGTH OF SHEET FLOW (100 FT MAX) FT	SURFACE DESCRIPTION	OVERLAND ROUGHNESS COEFFICIENT	2-YR 24-HR RAINFALL DEPTH IN	SHEET FLOW SLOPE FT/FT	SHEET FLOW TRAVEL TIME HR	SHEET FLOW TRAVEL TIME MIN	SHALLOW CONCENTRATED FLOW: LENGTH OF SHALLOW CONCENTRATED FLOW FT	SURFACE DESCRIPTION	K	SHALLOW CONCENTRATED FLOW SLOPE FT/FT	SHALLOW CONCENTRATED FLOW TRAVEL TIME HR	SHALLOW CONCENTRATED FLOW TRAVEL TIME MIN	TOTAL TIME OF CONCENTRATION HR	TOTAL TIME OF CONCENTRATION MIN
EXISTING	100	WOODS, LIGHT	0.4	3.99	0.0800	0.19	11.0	168	UNPAVED	16.13	0.0462	0.01	0.8	0.20	11.9
PROPOSED	MINIMUM TC = 10MIN USED													0.17	10.0

REQUIRED VOLUME CALCULATIONS

Ca	0.50	-
TC	10.00	min
I	9.24	in/hr
A	0.54	ac
Qa	1.50	cfs

AREA BEING DEVELOPED (HYD 2 & 3)

Qa	1.50	cfs
C	0.68	-
A	0.54	ac
a	320.81	-
b	24.50	-
Td	37.60	min

C	0.68	-
A	0.54	ac
a	320.81	-
b	24.50	-
Qa	1.50	cfs
Tc	10.00	min
Vpreim	2141.87	cu ft

P100	5.35	in
Pd	1.59	in
Vpreim	2141.87	cu ft
Vmax	7208.81	cu ft

REQUIRED DETENTION VOLUME

PROPOSED POND STAGE-STORAGE

ELEVATION FT	DEPTH FT	AREA SQ FT	STORAGE CU FT	STORAGE AC-FT
571.0	0.0	1000	0	0.0
572.0	1.0	1892	1029	0.02
573.0	2.0	2796	3759	0.14
574.0	3.0	3659	7087	0.21
575.0	4.0	4543	12119	0.28
576.0	5.0	5426	15148	0.35
576.25	5.3	5647	15962	0.37

8,696 CF OF EXCESS VOLUME PROVIDED

Hydrograph Return Period Recap

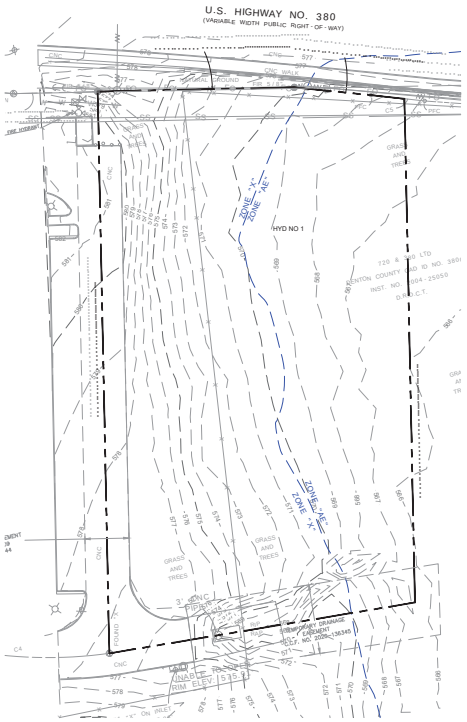
(Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2023)

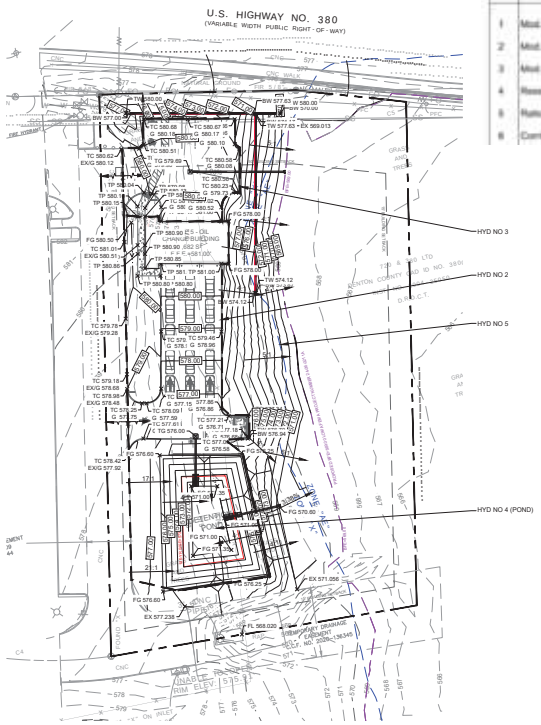
Hyd. No.	Hydrograph type (origin)	Inflow hyd(s)	Peak Outflow (cfs) 1-yr	2-yr	3-yr	5-yr	10-yr	25-yr	50-yr	100-yr	Hydrograph Description	
1	Mod. Rational	---	---	2.486	---	3.036	3.432	3.988	4.415	4.878	EX	C = 0.30
2	Mod. Rational	---	---	1.988	---	2.404	2.717	3.157	3.495	3.861	Post - To Pond	C = 0.95
3	Mod. Rational	---	---	0.492	---	0.601	0.679	0.789	0.874	0.965	Post - Bypass	C = 0.95
4	Reservoir	2	---	0.327	---	0.399	0.451	0.525	0.555	0.588	POND	
5	Rational	---	---	1.723	---	2.105	2.379	2.764	3.061	3.381	Post - Undeveloped	C = 0.30
6	Combine	3, 4, 5	---	2.398	---	2.929	3.311	3.848	4.260	4.706	Combined Flow	

Runoff Comparison	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
CFS						
Pre	2.486	3.036	3.432	3.988	4.415	4.878
Post	2.398	2.929	3.311	3.848	4.26	4.706
Delta	0.088	0.107	0.121	0.14	0.155	0.172

Each rain event proposes a reduction in runoff rate

REFERENCE HYDRAFLOW REPORT FOR ADDITIONAL INFORMATION





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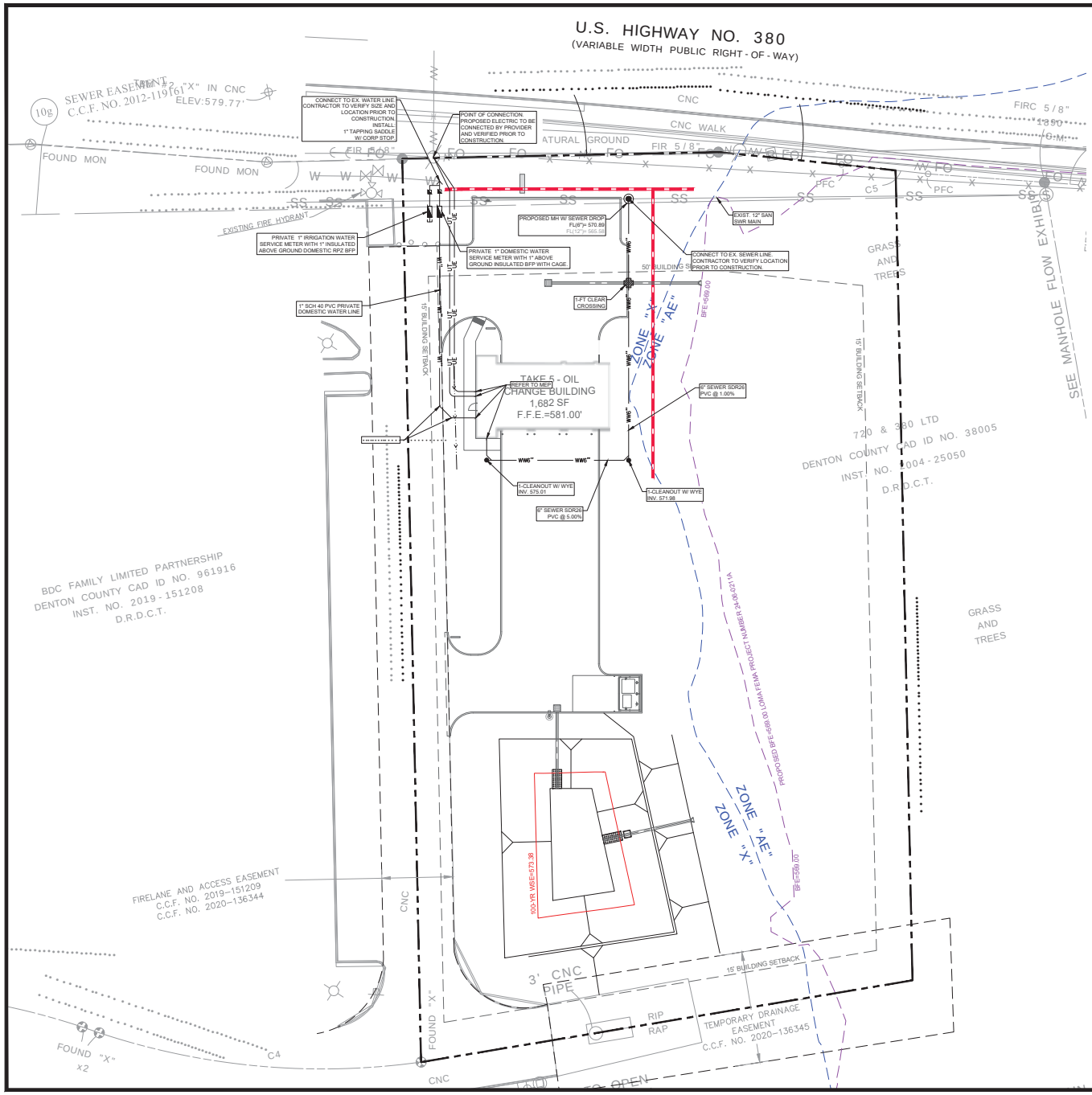
DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: DRAINAGE CALCULATIONS
SHEET NUMBER: C-402



UTILITY PLAN LEGEND

EXISTING	PROPOSED	
WW	WW	WASTEWATER LINE
		WASTEWATER MANHOLE
		WASTEWATER CLEANOUT
W	W	WATER LINE
		WATER METER
		FIRE HYDRANT
		FDC
G	G	GAS LINE
		GAS METER
OHW	OHW	OVERHEAD ELECTRIC
UE	UE	UNDERGROUND ELECTRIC
		POWER POLE
UG/DATV	AT&T	COMMUNICATION LINE
		UNDERGROUND UTILITY MARKER
		STORM DRAIN
		STORM DRAIN MANHOLE
		STORM DRAIN GRATE INLET

N

0 10 20 40
SCALE 1:20

UTILITY NOTES

1. **GENERAL CONSTRUCTION NOTES:** REFER TO SHEET C-002 FOR THE GENERAL CONSTRUCTION NOTES FOR THE PROJECT.
2. **INSPECTION AND TESTING:** THE CONTRACTOR SHALL COORDINATE INSPECTION AND TESTING WITH THE APPROPRIATE GOVERNING AUTHORITIES PRIOR TO BACKFILLING TRENCHES FOR ALL UTILITIES.
3. **TRENCH COMPACTION:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING COMPACTION TO A MINIMUM OF 95% STANDARD PROCTOR IN AREAS OF PROPOSED AND FUTURE PAVEMENT AND ALL AREAS EXCAVATED AT THE BUILDING FOOTINGS FOR UTILITY SERVICE ENTRIES. TRENCHES WHICH LIE OUTSIDE THESE AREAS SHALL BE COMPACTED TO A MINIMUM OF 90% STANDARD PROCTOR.
4. **CONFLICTS:** THE CONTRACTOR SHALL COORDINATE INSTALLATION OF UTILITIES IN SUCH A MANNER AS TO AVOID CONFLICTS AND TO ASSURE PROPER DEPTHS ARE ACHIEVED. IN THE EVENT OF A CONFLICT BETWEEN WATER LINES AND STORM DRAIN OR SANITARY SEWER PIPING, THE CONTRACTOR SHALL ADJUST THE WATER LINE DOWNWARDS IN SUCH A MANNER SO THAT THE PIPE MANUFACTURER'S RECOMMENDATIONS ON THE PIPE DEFLECTION AND JOINT STRESS ARE NOT EXCEEDED.
5. **CONNECTION TO EXISTING UTILITIES:** THE CONTRACTOR SHALL VERIFY THE SIZE, TYPE, ELEVATION, CONFIGURATION, AND ANGULATION OF EXISTING WATER, SANITARY SEWER AND UTILITY LINES PRIOR TO CONSTRUCTION OF TIE-IN MATERIALS. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR REPAIRS TO EXISTING FACILITIES DAMAGED BY HIS ACTIVITIES.
6. **WATER METERS:** THE CONTRACTOR SHALL ACQUIRE BOTH DOMESTIC AND IRRIGATION METERS FROM THE GOVERNING AUTHORITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HAVING METERS INSTALLED IN BOXES AND CONNECTING PUBLIC TO PRIVATE WATER LINES.
7. **PIPE COVER:** TOP OF ALL WATER LINES SHALL BE INSTALLED WITH A MINIMUM COVER OF 48-INCHES.
8. **HORIZONTAL BLOCKING:** HORIZONTAL BLOCKING FOR WATER LINES HAS BEEN OMITTED FOR CLARITY, HOWEVER, ...
9. **THRUST BLOCKING:** THRUST BLOCKING SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE GOVERNING AUTHORITIES' STANDARD DETAILS. DO NOT COVER BELLS OR FLANGES WITH CONCRETE. THE CONTRACTOR SHALL REMOVE EXISTING THRUST BLOCKING OR RESTRAINTS WHERE NECESSARY TO ALLOW THE WORK TO PROCEED AND SHALL REPLACE THE THRUST BLOCKS WHERE REQUIRED. THE COST TO REMOVE, REPLACE OR PROVIDE THRUST BLOCKING SHALL BE INCLUDED IN THE CONTRACT AMOUNT.
10. **ADDITIONAL BENDS:** THE CONTRACTOR SHALL SUPPLY AND INSTALL ANY ADDITIONAL BENDS WITH THRUST BLOCKING AND OTHER APPURTENANCES REQUIRED TO ASSURE PROPER INSTALLATION OF WATER MAINS AND LATERALS. THE CONTRACTOR MAY PULL PIPE AS NEEDED AT THE BENDS WHERE THE DEFLECTION ANGLE OF THE PIPE DOES NOT MATCH THE ANGLE OF THE BEND PROVIDED THE PIPE DEFLECTION IS WITHIN TOLERABLE MANUFACTURERS LIMITS. THE COST FOR ADDITIONAL BENDS AND BLOCKING SHALL BE INCLUDED IN THE CONTRACT AMOUNT.
11. **POLYETHYLENE WRAP:** ALL VALVES, DUCTILE IRON AND CAST IRON PIPE, FITTINGS AND SPECIALS SHALL BE POLYETHYLENE WRAPPED.
12. **ADJUSTMENTS:** THE CONTRACTOR IS RESPONSIBLE FOR ADJUSTING ALL EXISTING MANHOLES, CLEANOUTS, VALVES, BOXES, VAULTS AND HYDRANTS TO FINAL GRADE. THE COST SHALL BE INCLUDED IN THE CONTRACT AMOUNT.
13. **APPURTENANCES:** ALL VALVES AND OTHER APPURTENANCES ON ALL FIRE PROTECTION LINES SHALL BE ULIFM APPROVED. THE COST SHALL BE INCLUDED IN THE CONTRACT AMOUNT.
14. **FIRE PROTECTION WORK:** ALL FIRE PROTECTION WORK MUST BE PERMITTED AND APPROVED BY THE GOVERNING AUTHORITIES FIRE DEPARTMENT. THE CONTRACTOR SHALL CONDUCT ALL REQUIRED PRESSURE TESTS ON THE FIRE PROTECTION LINES TO THE SATISFACTION OF THE FIRE MARSHALL FOR THE GOVERNING AUTHORITY AS WELL AS THE DEVELOPERS' INSURANCE CARRIER.
15. **WASTEWATER SYSTEM:** ALL PIPE MATERIALS AND CONSTRUCTION METHODS SHALL BE CONSTRUCTED IN ACCORDANCE WITH TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) CHAPTER 217 (DESIGN CRITERIA FOR DOMESTIC WASTEWATER SYSTEMS), LATEST REVISION.
    - A. ALL SEWER PIPE SHALL BE SDR-35, IN ACCORDANCE WITH ASTM SPECIFICATIONS D-3034 FOR 4-INCH THROUGH 15-INCH, AND ASTM F-879 FOR 15-INCH THROUGH 27-INCH, UNLESS NOTED OTHERWISE ON UTILITY PLAN.
    - B. DEFLECTION TESTS SHALL BE IN ACCORDANCE WITH TCEQ 217.57.
    - C. LEAKAGE TESTS SHALL BE IN ACCORDANCE WITH TCEQ 217.57.
    - D. BACKFILL SHALL BE IN ACCORDANCE WITH TCEQ 217.54.
    - E. MANHOLES SHALL BE REINFORCED CONCRETE (3000 PSI) IN ACCORDANCE WITH ASTM C478. WATERTIGHT CONNECTIONS SHALL BE IN ACCORDANCE WITH TCEQ 217.55.
15. **WATER SYSTEM:** ALL PIPE MATERIALS AND CONSTRUCTION METHODS SHALL BE CONSTRUCTED IN ACCORDANCE WITH TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) CHAPTER 290, SUBCHAPTER D (RULES AND REGULATIONS FOR PUBLIC WATER SYSTEMS), LATEST REVISION.
    - A. WATER MAINS 4-INCH THROUGH 12-INCH SHALL BE C-900 (DR - 18) CLASS 150.
    - B. WATER MAINS 14-INCH THROUGH 36-INCH SHALL BE C-905 (DR - 25).
    - C. ALL WATER SERVICES 3-INCH AND SMALLER SHALL BE TYPE K COPPER, UNLESS NOTED OTHERWISE ON UTILITY PLANS.
    - D. ALL WATER LINES SHALL MEET THE REQUIREMENTS OF AWWA AND TCEQ.
    - E. PRESSURE AND LEAKAGE TESTING SHALL BE IN ACCORDANCE WITH AWWA C-601.
    - F. DISINFECTION PROCEDURES SHALL BE IN ACCORDANCE WITH AWWA C-651.
    - G. ALL FITTINGS SHALL BE MEGA LUGS (VERTICAL BENDS ONLY).
16. **GRADING:** CONTRACTOR SHALL COMPLETE EARTHWORK GRADING AND COMPACTION PRIOR TO INSTALLATION OF SANITARY SEWER LINES.
17. **STUB OUTS:** CONTRACTOR SHALL STUB A PIPE STACK 24 INCHES ABOVE FINISHED GRADE AT THE TERMINATION OF ALL SANITARY SEWER SERVICES.

NOTES:
REFERENCE SHEET C-540 FOR UTILITY DETAILS

!CAUTION!

CONTRACTOR TO CONTACT THE TEXAS ONE-CALL SYSTEM (1-800-344-8377) AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION. ALTAR GROUP IS NOT RESPONSIBLE FOR KNOWING ALL EXISTING UTILITIES IN THE PROJECT AREA. IF FILED CONDITIONS DIFFER SIGNIFICANTLY FROM THE LOCATION SHOWN ON THE PLANS THE CONTRACTOR SHALL CONTACT THE PROJECT ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.

811 Know what's below. Call before you dig.

ALTAR GROUP
ARCHITECTURE ENGINEERING

SEAL

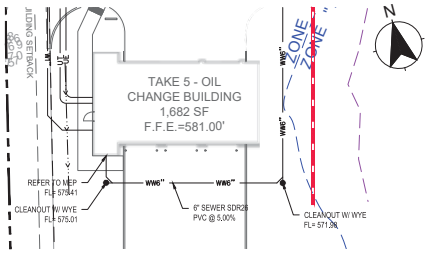
01/08/2024
FIRM# 20340

CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

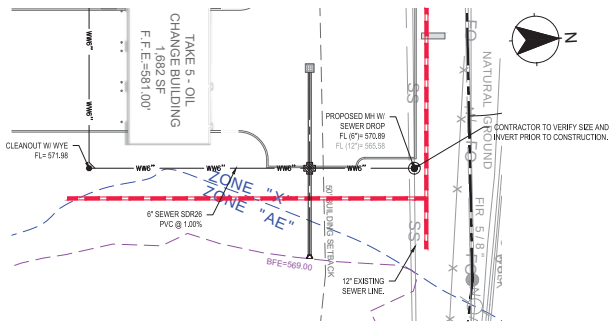
10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: UTILITY PLAN
SHEET NUMBER: C-500



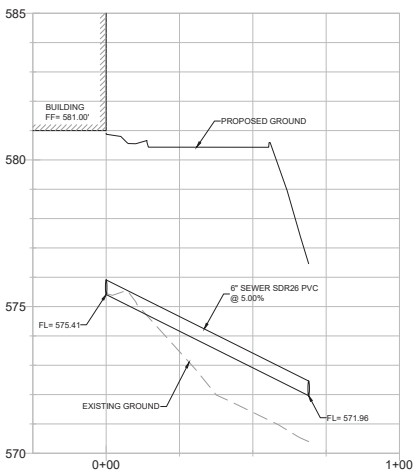
SEWER LINE 1 PLAN

SCALE: 1"=20'



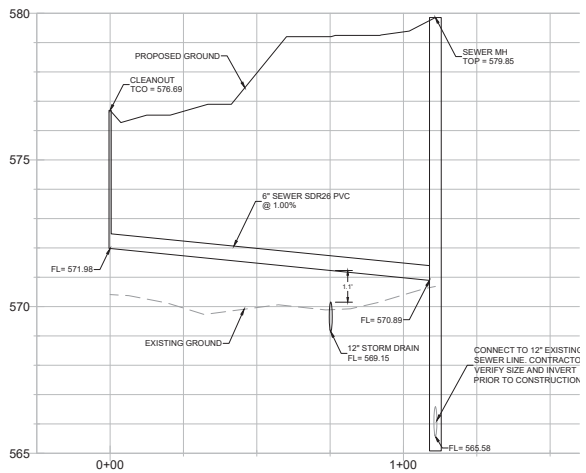
SEWER LINE 2 PLAN

SCALE: 1"=20'



SEWER LINE 1 PROFILE

HOR: 1"=20' VERT: 1"=2'



SEWER LINE 2 PROFILE

HOR: 1"=20' VERT: 1"=2'

SCALE 1:20

SCALE 1:2

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FIRM# 20340

CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

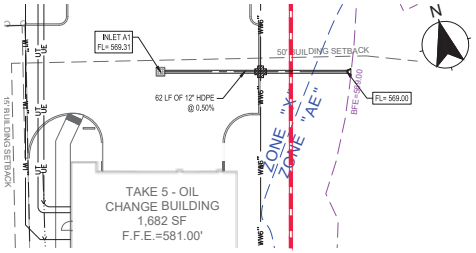
DRAWN BY: KC

CHECKED BY: AH

PROJECT NO.: 23-029

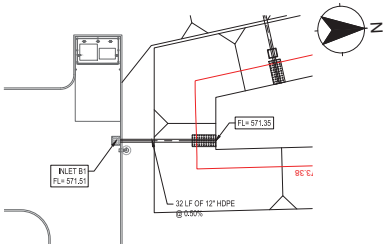
SHEET NAME: SEWER PROFILES

SHEET NUMBER: C-501



STORM DRAIN LINE 1 PLAN

SCALE: 1"=20'



STORM DRAIN LINE 2 PLAN

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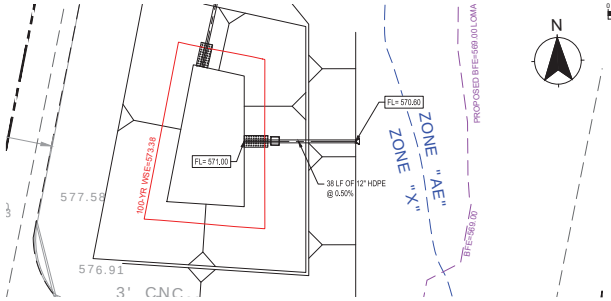
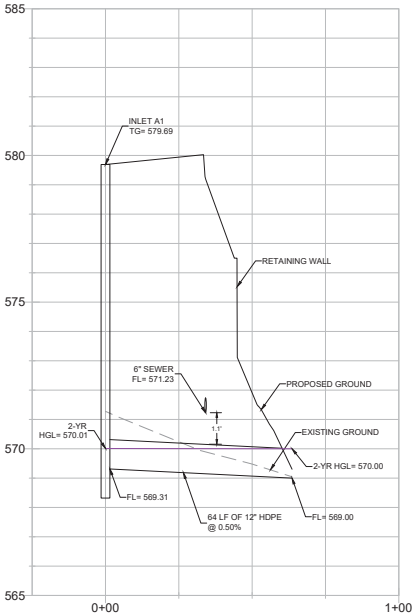


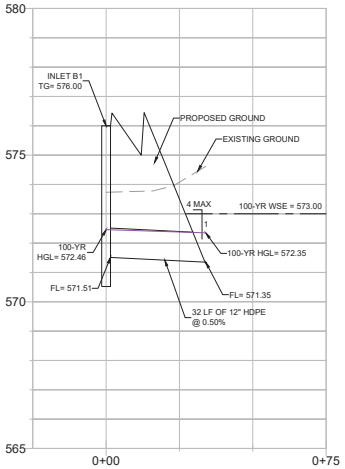
STORM DRAIN LINE 3 PLAN

SCALE: 1"=20'



STORM DRAIN LINE 1 PROFILE

HOR: 1"=20' VERT: 1"=2'



STORM DRAIN LINE 2 PROFILE

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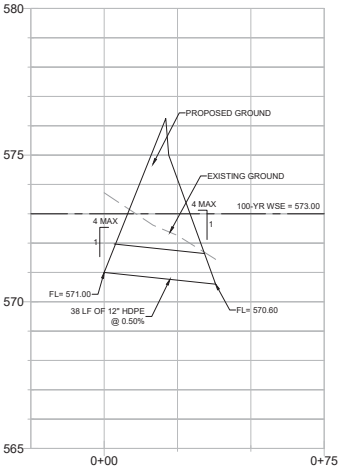

STORM DRAIN LINE 3 PROFILE

HOR: 1"=20' VERT: 1"=2'

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ALTAR GROUP

ARCHITECTURE ENGINEERING

SEAL

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TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT	
11/14/23	RE-ISSUE FOR PERMIT	
12/22/23	RE-ISSUE FOR PERMIT	

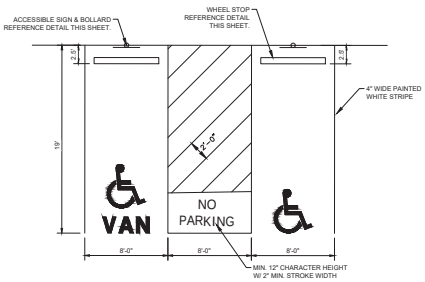
DRAWN BY: KC

CHECKED BY: AH

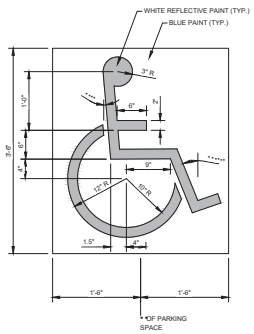
PROJECT NO.: 23-029

SHEET NAME: STORM PROFILES

SHEET NUMBER: C-502



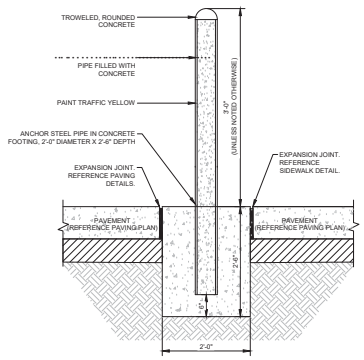
01 EMPLOYEE ACCESSIBLE VAN PARKING STRIPING



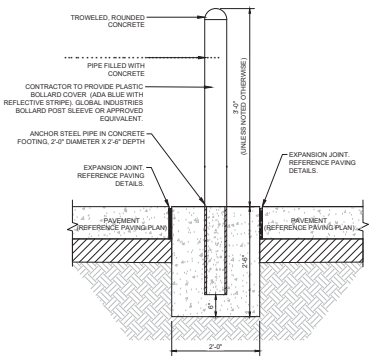
02 ACCESSIBLE PARKING LOGO

03 NOT USED

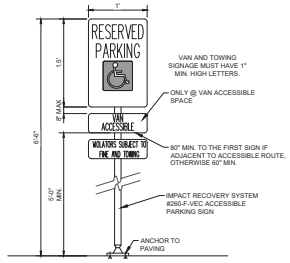
04 NOT USED



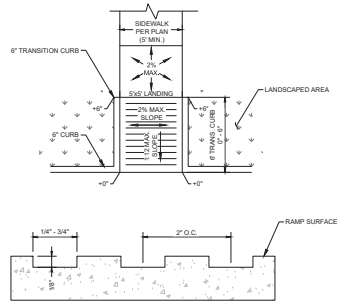
05 BOLLARD TYPE I



06 BOLLARD TYPE II (WITH PLASTIC CAP)

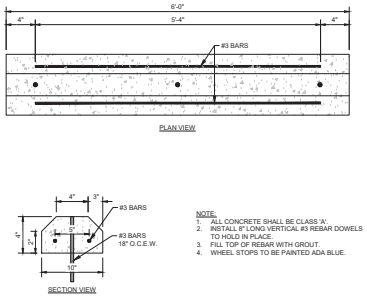


07 ACCESSIBLE SIGN IN BOLLARD



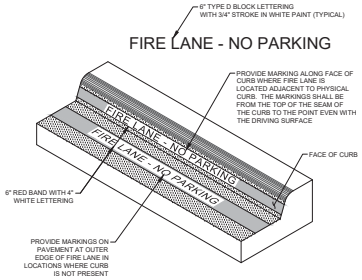
NOTES:
1. CONCRETE FOR ACCESSIBLE RAMPS SHALL BE COLOR CONDITIONED WITH A COLORING ADMIXTURE SPECIFICALLY FOR USE IN CONCRETE.
2. COLOR CONDITIONED VISUAL WARNING AREA COLOR TO BE COORDINATED WITH OWNER.

08 RETURN CURB BARRIER FREE RAMP



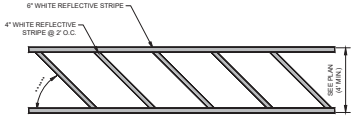
NOTE:
1. ALL CONCRETE SHALL BE CLASS 'A'.
2. INSTALL 8" LONG VERTICAL #3 REBAR DOWELS TO HOLD IN PLACE.
3. FILL TOP OF REBAR WITH GROUT.
4. WHEEL STOPS TO BE PAINTED ADA BLUE.

09 WHEEL STOP

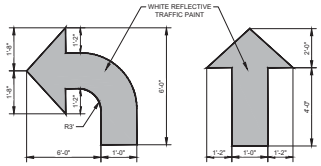


APPLICATION
1. STRIPING TO BE PERFORMED IN ACCORDANCE WITH LOCAL JURISDICTION STANDARDS.
2. SPACING BETWEEN THE BEGINNING OF THE WHITE LETTERING SHALL BE IN ACCORDANCE WITH LOCAL JURISDICTION STANDARDS.

10 FIRE LANE STRIPING



11 TYPICAL CROSSWALK



12 TRAFFIC FLOW ARROWS

ALTAR GROUP
ARCHITECTURE ENGINEERING

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01/08/2024
FIRM# 20340

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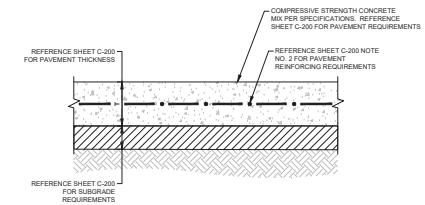
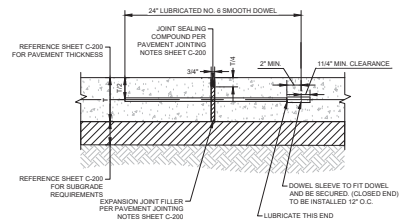
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23–029
SHEET NAME: SITE PLAN DETAILS
SHEET NUMBER: C-510

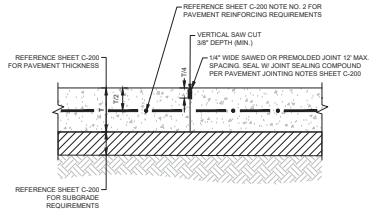


01 TYPICAL PAVEMENT SECTION



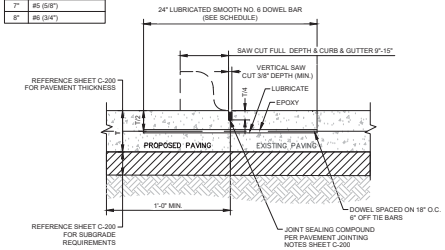
NOTE:
1. NO. 5 SMOOTH DOWEL BAR MAY BE USED IN 5 INCH AND 6 INCH PAVEMENT THICKNESS.
2. LONGITUDINAL BUTT CONSTRUCTION MAY BE UTILIZED IN PLACE OF LONGITUDINAL HINGED (KEYWAY) JOINT AT CONTRACTORS OPTION.
3. DOWEL BARS SHALL BE DRILLED INTO PAVEMENT HORIZONTALLY BY USE OF A MECHANICAL EQUIPMENT.
4. DRILLING BY HAND IS NOT ACCEPTABLE, PUSHING DOWEL BARS INTO WET CONCRETE IS NOT ACCEPTABLE.

02 EXPANSION JOINT



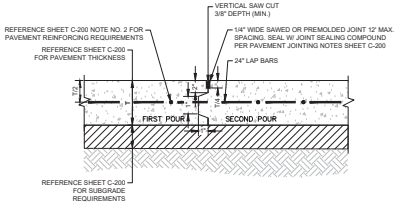
03 CONTROL JOINT

T	DOWEL DIAMETER
5"	#3 (3/8")
6"	#4 (1/2")
7"	#5 (5/8")
8"	#6 (3/4")

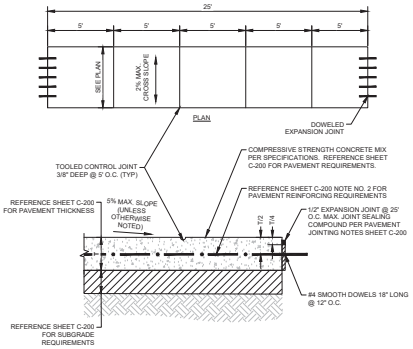


NOTE:
1. DOWELS MUST BE PERPENDICULAR TO PAVEMENT.
2. LONGITUDINAL BUTT CONSTRUCTION MAY BE UTILIZED IN PLACE OF LONGITUDINAL HINGED (KEYWAY) JOINT AT CONTRACTORS OPTION.
3. DOWEL BARS SHALL BE DRILLED & EPOXIED INTO PAVEMENT HORIZONTALLY BY USE OF MECHANICAL EQUIP.
4. PUSHING DOWEL BARS INTO WET CONCRETE IS NOT ACCEPTABLE.

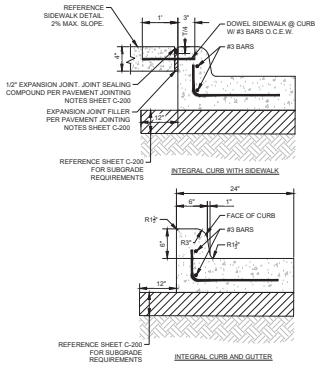
04 LONGITUDINAL BUTT JOINT



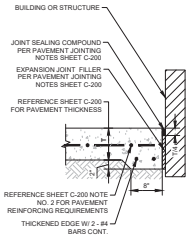
05 KEYED CONSTRUCTION JOINT



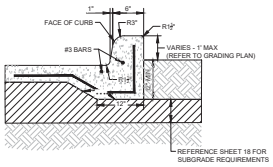
06 TYPICAL CONCRETE SIDEWALK



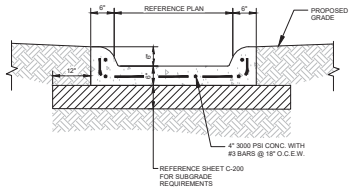
07 INTEGRAL CURB & GUTTER



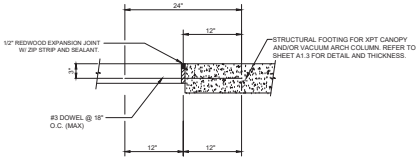
08 ISOLATION JOINT @ STRUCTURE



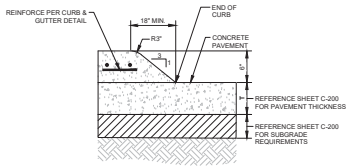
09 DROP CURB & GUTTER



10 CONCRETE FLUME



11 STRUCTURAL FOOTING PAVEMENT LEAVE OUT



12 CURB TRANSITION

ALTAR GROUP
ARCHITECTURE ENGINEERING

SEAL

01/08/2024

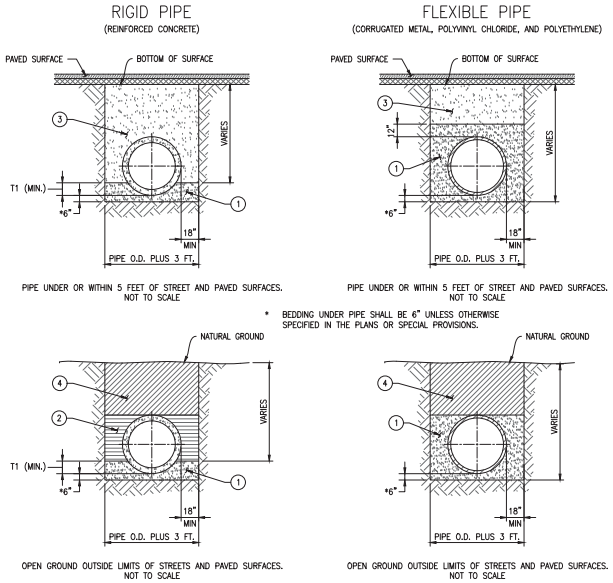
FIRM# 20340

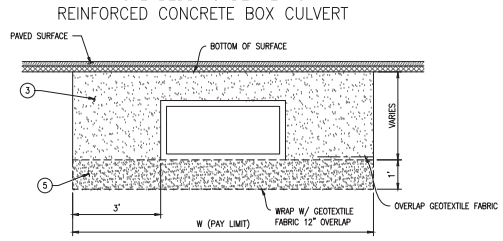
CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: PAVING PLAN DETAILS
SHEET NUMBER: C-520





GENERAL NOTES:

ALL MATERIALS AND WORK SHALL CONFORM TO THE LATEST EDITION OF THE TOWN OF CROSS ROADS, DENTON COUNTY-"STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION".

LEGEND:

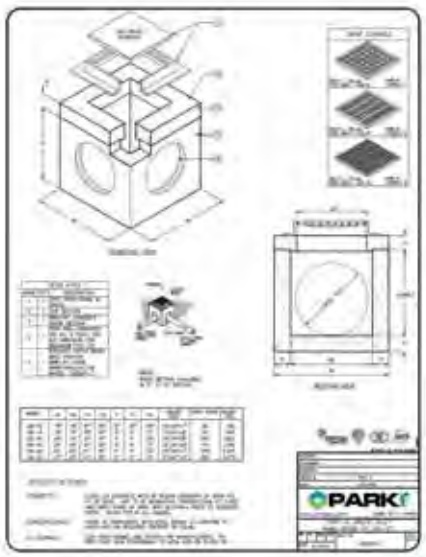
1. BEDDING MATERIAL COMPACTED TO 95% STANDARD PROCTOR DENSITY. (NO DIRECT PAY).
2. BACKFILL MATERIAL (QUALITY EXCAVATED OR SELECT MATERIAL OR SAND). COMPACTED TO A DENSITY AT LEAST EQUAL TO SURROUNDING UNDISTURBED SOIL. (NO DIRECT PAY).
3. BACKFILL MATERIAL (BACKFILL SAND), COMPACTED TO 90% STANDARD PROCTOR
4. BACKFILL MATERIAL (QUALITY EXCAVATION OR SELECT MANUAL). COMPACTED TO A DENSITY AT LEAST EQUAL TO THE SURROUNDING UNDISTURBED SOIL. (NO DIRECT PAY).
5. 67 LIMESTONE W/ GEOTEXTILE FABRIC.

PIPE BEDDING SCHEDULE
(RIGID PIPE)

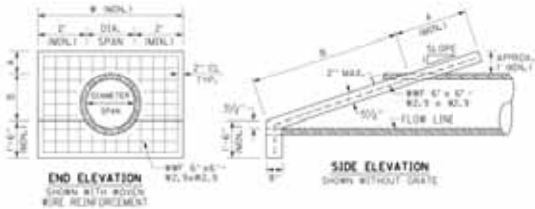
PIPE SIZE	T1 (MIN.)
12"–30"	6"
36"–60"	12"
66"–96"	18"

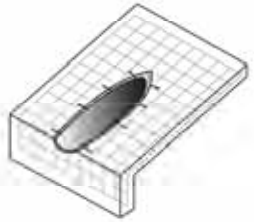
01 STANDARD BEDDING AND BACKFILL DETAILS FOR STORM DRAINAGE CONDUIT

02 6 FT WINGED HEADWALL WITH DISSIPATORS



03 CAST IRON GRATE INLET AND JUNCTION BOX





ISOMETRIC VIEW
SHOWN WITH WOVEN WIRE REINFORCEMENT AND WEDGE ANCHORS

- NOTES -

HEADWALL (SLOPED & MITERED CONCRETE-FOR __ INCH PIPE) - EACH

1. THE EMBANKMENT FILL MATERIAL IS TO BE PLACED, COMPACTED, AND GRADED AROUND THE PIPE BEFORE THE CONCRETE SLOPE PAVING IS PLACED. THE INTENT IS FOR THE SLOPED & MITERED HEADWALL TO MATCH THE FINAL EMBANKMENT SLOPE.
2. THE PIPE SHALL BE MITERED AFTER THE CONCRETE SLOPE PAVING HAS BEEN PLACED AND SUFFICIENTLY CURED. THE PIPE SHOULD BE MITERED AS CLOSE TO FLUSH WITH THE SLOPE PAVING AS POSSIBLE, AND NO HIGHER THAN 2" ABOVE THE SLOPE PAVING. HAND FINISHING AND/OR CUTTING MAY BE NECESSARY.
3. THE DIMENSION 'A' IS BASED ON THE FINAL GRADED SLOPE. THE DIMENSION 'B' IS BASED ON CIRCULAR REINFORCED CONCRETE PIPE AT 0° SKEW FOR THE LISTED SLOPE. THE DIMENSION 'W' IS BASED ON THE DIAMETER, OR SPAN, OF THE PIPE. NOTE: THE HEADWALL DIMENSIONS AND CONCRETE QUANTITIES MAY VARY BASED ON THE FINAL GRADED SLOPE, PIPE SKEW, AND/OR TYPE OF PIPE.
4. WOVEN WIRE REINFORCEMENT (WWF 6"x6" - W2.9xW2.9) IS REQUIRED FOR THE SLOPE PAVING AND TOE WALL. UTILIZE 2" CLEARANCE FROM ALL EDGES.
5. CONCRETE QUANTITIES SHOWN ARE FOR ONE (1) HEADWALL.
6. AFTER THE PIPE HAS BEEN MITERED, ANCHOR THE PIPE TO THE CONCRETE SLOPE PAVING BY CORE DRILLING AND INSTALLING 1/2" DIAMETER x 7" LENGTH STEEL WEDGE ANCHORS (2' MINIMUM EMBEDMENT) ON 18" CENTERS ALONG THE SIDES OF THE PIPE. HOLE SIZE & DEPTH, TORQUE, & INSTALLATION PROCEDURES PER RECOMMENDATION OF ANCHOR MANUFACTURE. NOTE: STEEL WEDGE ANCHORS ARE NOT REQUIRED FOR REINFORCED CONCRETE PIPE.
7. THE FOLLOWING SITUATIONS REQUIRE A HEADWALL WITH A GRATE:
   - 24" DIAMETER PIPE ON GREATER THAN 30° SKEW
   - 30" DIAMETER PIPE ON GREATER THAN 15° SKEW
   - PIPE WITH GREATER THAN 30" DIAMETER.
   - ELLIPTICAL PIPE GREATER THAN 24" EQUIVALENT DIAMETER
   SEE SHEET 2 FOR GRATE DETAILS
8. ALL BOLTS AND HARDWARE SHALL BE RUST RESISTANT: ZINC PLATED, STAINLESS STEEL, OR STEEL THAT HAS BEEN GALVANIZED IN ACCORDANCE WITH AASHTO M 232.

DIMENSIONS AND CONCRETE QUANTITIES

PIPE SIZE	5:1 SLOPE				4:1 SLOPE				6:1 SLOPE				GRATE REQUIRED
	A	B	W	CU. YDS. CONCRETE	A	B	W	CU. YDS. CONCRETE	A	B	W	CU. YDS. CONCRETE	
15"	3'	3'-7½"	5'-3"	0.74	4'	4'-8¾"	5'-3"	0.93	6'	6'-11¾"	5'-3"	1.26	NO
18"	3'	4'-5¾"	5'-6"	0.85	4'	5'-10"	5'-6"	1.05	6'	8'-7¼"	5'-6"	1.48	NO
24"	3'	6'-2½"	6'-0"	1.05	4'	8'-1"	6'-0"	1.32	6'	11'-6"	6'-0"	1.87	SEE (7)
30"	3'	7'-10¾"	6'-6"	1.43	4'	10'-3¾"	6'-6"	1.80	6'	15'-2½"	6'-6"	2.28	SEE (7)

NOTE: CONCRETE QUANTITIES ARE LISTED FOR INFORMATIONAL PURPOSES ONLY.

04 CONCRETE SLOPE

ALTAR GROUP
ARCHITECTURE ENGINEERING

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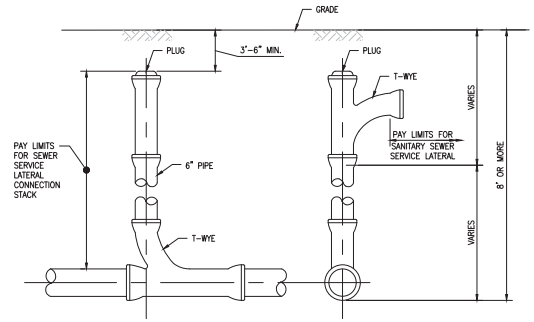
01/08/2024
FIRM# 20340

CONSULTANT

DRIVEN BRANDS
PROTOTYPE STORE #
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

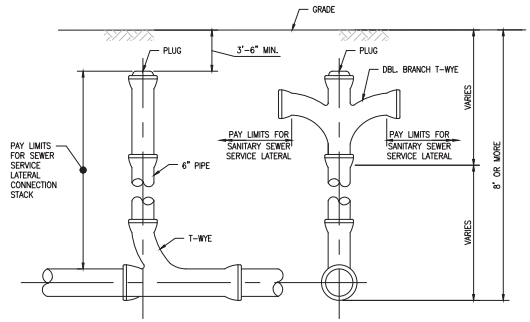
10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23–029
SHEET NAME: DRAINAGE DETAILS
SHEET NUMBER: C-530



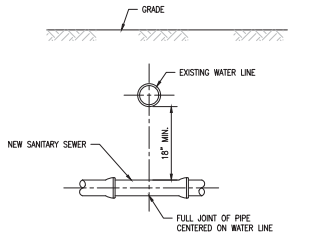
SIDE ELEVATION END ELEVATION

SEWER SERVICE LATERAL
SINGLE CONNECTION STACK
SCALE: 3/4"=1'-0"



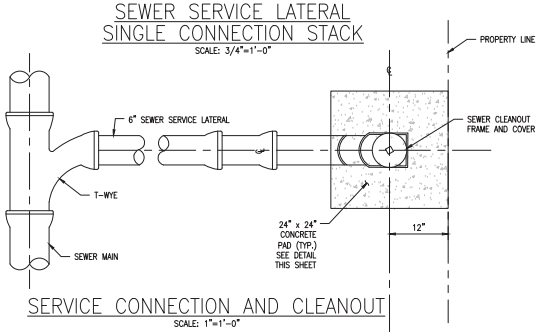
SIDE ELEVATION END ELEVATION

SEWER SERVICE LATERAL
DOUBLE CONNECTION STACK
SCALE: 3/4"=1'-0"

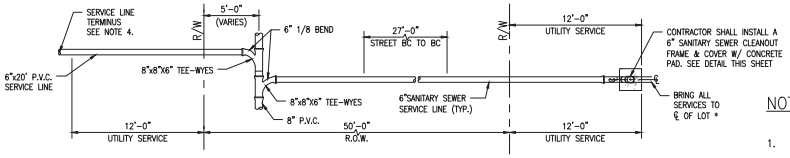


NEW SANITARY SEWER CROSSING
EXISTING WATER LINE
SCALE: 3/4"=1'-0"

NEW SANITARY SEWER PARALLEL EXISTING WATER LINE
SCALE: 1/2"=1'-0"



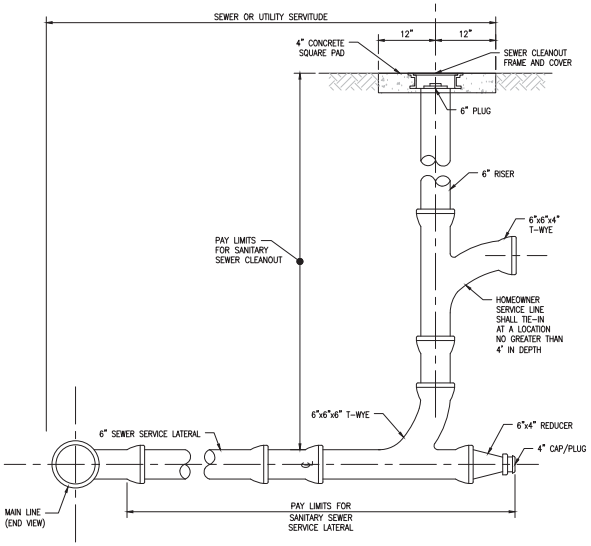
SERVICE CONNECTION AND CLEANOUT
SCALE: 1"=1'-0"



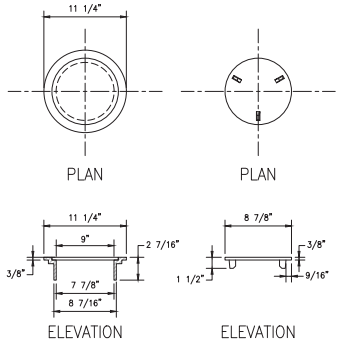
TYPICAL LOT SERVICE DETAIL
SCALE: 3/16"=1'-0"

NOTES:

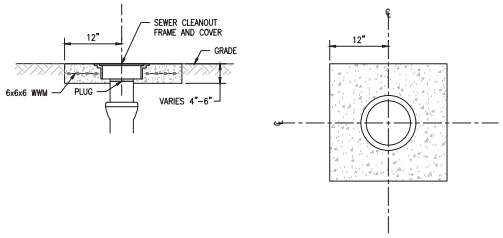
1. DEPARTMENT OF HEALTH AND HOSPITALS MUST APPROVE INSTALLTION METHOD IF VERTICAL AND HORIZONTAL SEPARATIONS BETWEEN SEWER AND WATER LINES CANNOT BE MET.
2. SEPARATION REQUIREMENTS SHOWN HERE DO NOT APPLY TO SERVICE CONNECTIONS – REFER TO PLUMBING CODE FOR APPLICABLE REQUIREMENTS.
3. SEWER CLEANOUT FRAME AND COVER SHALL MEET THE LATEST EDITION OF AASHTO M306.
4. IN NEW SUBDIVISIONS OR IN NEW SEWER SERVICE AREAS WHERE NEW SERVICE LATERAL CONNECTIONS ARE REQUIRED, THE SEWER SERVICE LATERAL TERMINATION SHALL BE STUBBED ABOVE GROUND AT THE BACK EDGE OF ALL SERVITUDES. PRIOR TO FINAL PLUMBING INSPECTION AND ACCEPTANCE, THE PLUMBING CONTRACTOR FOR EACH LOT SHALL INSTALL THE CLEANOUT AS SHOWN.
5. DOUBLE WYES ARE ONLY ALLOWED ON LOTS 50' WIDE OR LESS AND SHALL ONLY BE ON THOSE SERVICES CROSSING THE STREET. SERVICES NOT CROSSING THE STREET AND ON LOTS GREATER THAN 50' WIDE SHALL HAVE SINGLE WYES TO THE CENTER OF THE LOTS AS SHOWN.



SANITARY SEWER CLEANOUT (TO GRADE)
SCALE: 1"=1'-0"



SEWER CLEANOUT FRAME AND COVER
EJIW V-8503 OR APPROVEL EQUAL
SCALE: 1 1/2"=1'-0"



24"x24" CONCRETE PAD
(PRECAST CONCRETE PAD ACCEPTABLE)
SCALE: 1"=1'-0"

01	SANITARY SEWER PIPE AND CLEANOUT DETAILS

ALTAR GROUP
ARCHITECTURE ENGINEERING

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01/08/2024 FIRM# 20340

CONSULTANT

DRIVEN BRANDS
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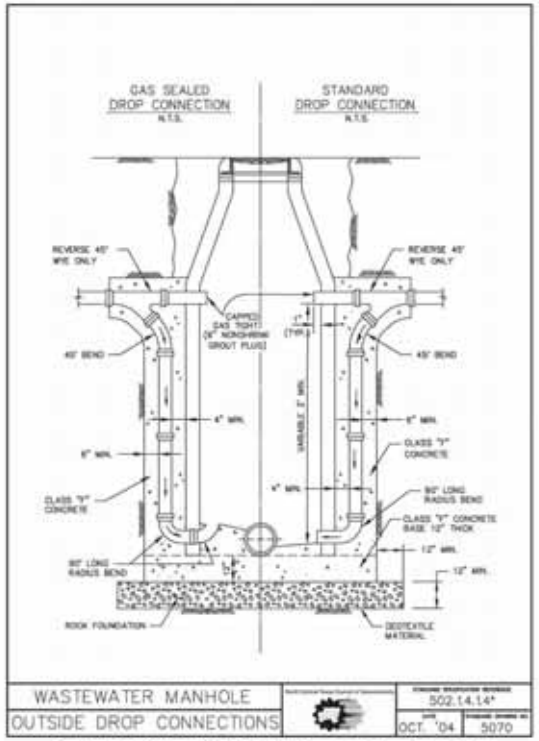
TAKE 5 OIL CHANGE
US HWY 380
CROSS ROADS, TX 76227

10/09/23	ISSUE FOR PERMIT
11/14/23	RE-ISSUE FOR PERMIT
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: UTILITY DETAILS
SHEET NUMBER: C-540



*Section II Standard Drawings as of October 2004. Reference number only has been updated for Fifth Edition Specifications. Public Works Construction Standards North Central Texas, Fifth Edition.

ALTAR GROUP
ARCHITECTURE ENGINEERING

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01/08/2024
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CROSS ROADS, TX 76227

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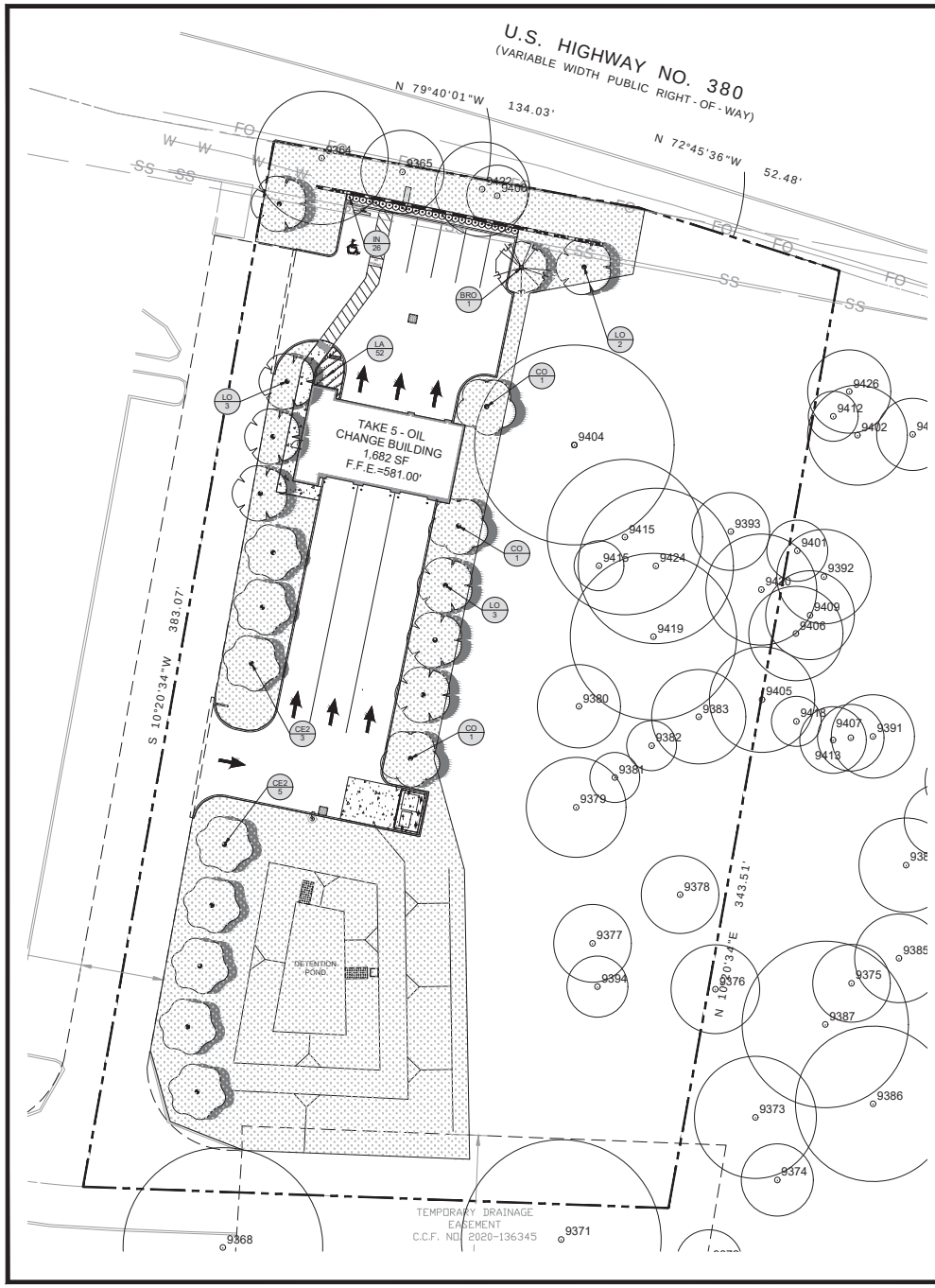
12/22/23	RE-ISSUE FOR PERMIT

DRAWN BY: KC
CHECKED BY: AH
PROJECT NO.: 23-029
SHEET NAME: UTILITY DETAILS
SHEET NUMBER: C-541

01	MAN HOLE DETAIL



NORTH

Scale 1" = 20'

NOTE: PRINTED DRAWING SIZE MAY HAVE CHANGED FROM ORIGINAL. VERIFY SCALE USING BAR SCALE ABOVE.

PLANT_SCHEDULE

2024-01-07 12:10

TREES	CODE	COMMON / BOTANICAL NAME	SIZE	CONTAINER	QTY
	LO	Live Oak / Quercus virginiana min. 14' ht.; mitigation tree	CONT.	4"Cal	6
	BRO	Burr Oak / Quercus macrocarpa min. 12' ht.; parking lot tree	CONT.	3"Cal	1
	CO	Chinquapin Oak / Quercus muhlenbergii min. 14' ht.; mitigation tree	CONT.	4"Cal	3
	LO	Live Oak / Quercus virginiana min. 12' ht.; street tree	CONT.	3"Cal	2
	CE2	Cedar Elm / Ulmus crassifolia min. 14' ht.; mitigation tree	CONT.	4"Cal	8

SHRUBS	CODE	COMMON / BOTANICAL NAME	SIZE	QTY
	IN	Dwarf Yaupon / Ilex vomitoria `Nana` 24" o.c.	3 gal	26

SHRUB AREAS	CODE	COMMON / BOTANICAL NAME	SIZE	SPACING	QTY
	LA	Aztec Grass / Liriope muscari `Aztec`	1 gal	18" o.c.	52

GROUND COVERS	CODE	COMMON / BOTANICAL NAME	SIZE	QTY
	CD	Bermuda Grass / Cynodon dactylon `tif 419`	sod	21,125 sf

GENERAL GRADING AND PLANTING NOTES

1. BY SUBMITTING A PROPOSAL FOR THE LANDSCAPE PLANTING SCOPE OF WORK, THE CONTRACTOR CONFIRMS THAT HE HAS READ, AND WILL COMPLY WITH, THE ASSOCIATED NOTES, SPECIFICATIONS, AND DETAILS WITH THIS PROJECT.
2. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL EXISTING VEGETATION (EXCEPT WHERE NOTED TO REMAIN).
3. IN THE CONTEXT OF THESE PLANS, NOTES, AND SPECIFICATIONS, "FINISH GRADE" REFERS TO THE FINAL ELEVATION OF THE SOIL SURFACE (NOT TOP OF MULCH) AS INDICATED ON THE GRADING PLANS.
   a. BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE ROUGH GRADES OF ALL LANDSCAPE AREAS ARE WITHIN +/-0.1' OF FINISH GRADE. SEE SPECIFICATIONS FOR MORE DETAILED INSTRUCTION ON TURF AREA AND PLANTING BED PREPARATION.
   b. CONSTRUCT AND MAINTAIN FINISH GRADES AS SHOWN ON GRADING PLANS, AND CONSTRUCT AND MAINTAIN SLOPES AS RECOMMENDED BY THE GEOTECHNICAL REPORT. ALL LANDSCAPE AREAS SHALL HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURES AT THE MINIMUM SLOPE SPECIFIED IN THE REPORT AND ON THE GRADING PLANS, AND AREAS OF POTENTIAL PONDING SHALL BE REGRADED TO BLEND IN WITH THE SURROUNDING GRADES AND ELIMINATE PONDING POTENTIAL.
   c. THE LANDSCAPE CONTRACTOR SHALL DETERMINE WHETHER OR NOT THE EXPORT OF ANY SOIL WILL BE NEEDED, TAKING INTO ACCOUNT THE ROUGH GRADE PROVIDED, THE AMOUNT OF SOIL AMENDMENTS TO BE ADDED (**BASED ON A SOIL TEST**, PER SPECIFICATIONS), AND THE FINISH GRADES TO BE ESTABLISHED.
   d. ENSURE THAT THE FINISH GRADE IN SHRUB AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 3" BELOW THE ADJACENT FINISH SURFACE, IN ORDER TO ALLOW FOR PROPER MULCH DEPTH. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
   e. ENSURE THAT THE FINISH GRADE IN TURF AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 1" BELOW THE FINISH SURFACE OF THE WALKS. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
   f. SHOULD ANY CONFLICTS AND/OR DISCREPANCIES ARISE BETWEEN THE GRADING PLANS, GEOTECHNICAL REPORT, THESE NOTES AND PLANS, AND ACTUAL CONDITIONS, THE CONTRACTOR SHALL IMMEDIATELY BRING SUCH ITEMS TO THE ATTENTION OF THE LANDSCAPE ARCHITECT, GENERAL CONTRACTOR, AND OWNER.
4. ALL PLANT LOCATIONS ARE DIAGRAMMATIC. ACTUAL LOCATIONS SHALL BE VERIFIED WITH THE LANDSCAPE ARCHITECT OR DESIGNER PRIOR TO PLANTING. THE LANDSCAPE CONTRACTOR SHALL ENSURE THAT ALL REQUIREMENTS OF THE PERMITTING AUTHORITY ARE MET (I.E., MINIMUM PLANT QUANTITIES, PLANTING METHODS, TREE PROTECTION METHODS, ETC.).
   a. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR DETERMINING PLANT QUANTITIES; PLANT QUANTITIES SHOWN ON LEGENDS AND CALLOUTS ARE FOR GENERAL INFORMATION ONLY. IN THE EVENT OF A DISCREPANCY BETWEEN THE PLAN AND THE PLANT LEGEND, THE PLANT QUANTITY AS SHOWN ON THE PLAN (FOR INDIVIDUAL SYMBOLS) OR CALLOUT (FOR GROUNDCOVER PATTERNS) SHALL TAKE PRECEDENCE.
   b. NO SUBSTITUTIONS OF PLANT MATERIALS SHALL BE ALLOWED WITHOUT THE WRITTEN PERMISSION OF THE LANDSCAPE ARCHITECT. IF SOME OF THE PLANTS ARE NOT AVAILABLE, THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT IN WRITING (VIA PROPER CHANNELS).
   c. THE CONTRACTOR SHALL, AT A MINIMUM, PROVIDE REPRESENTATIVE PHOTOS OF ALL PLANTS PROPOSED FOR THE PROJECT. THE CONTRACTOR SHALL ALLOW THE LANDSCAPE ARCHITECT AND THE OWNER/OWNER'S REPRESENTATIVE TO INSPECT, AND APPROVE OR REJECT, ALL PLANTS DELIVERED TO THE JOBSITE. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS FOR SUBMITTALS.
5. THE CONTRACTOR SHALL MAINTAIN THE LANDSCAPE IN A HEALTHY CONDITION FOR 90 DAYS AFTER ACCEPTANCE BY THE OWNER. REFER TO SPECIFICATIONS FOR CONDITIONS OF ACCEPTANCE FOR THE START OF THE MAINTENANCE PERIOD, AND FOR FINAL ACCEPTANCE AT THE END OF THE MAINTENANCE PERIOD.
6. SEE SPECIFICATIONS AND DETAILS FOR FURTHER REQUIREMENTS.

LANDSCAPE CALCULATIONS - CROSS ROADS, TX.

TOTAL SITE AREA:	76,556 SF
LANDSCAPE AREA REQUIRED:	11,483 SF (15% OF SITE AREA)
LANDSCAPE AREA PROVIDED:	56,648 SF (74% OF SITE AREA)
PERIMETER LANDSCAPE	
LANDSCAPE EDGE:	10' LANDSCAPE EDGE PROVIDED
LANDSCAPE EDGE AREA (187 X 10):	1,870 SF
1,870 SF LANDSCAPE EDGE / 500:	6 TREES REQUIRED 6 TREES PROVIDED (4 EXISTING + 2 PROPOSED)
INTERIOR	
LANDSCAPE AREA OF 7% PARKING AREA REQ'D.	
3,436 SF x 7%:	241 SF LANDSCAPE AREA REQUIRED 450+ SF LANDSCAPE AREA PROVIDED
1 TREE PER LANDSCAPE ISLANDS:	1 TREE REQUIRED 1 TREE PROVIDED
MITIGATION	
MITIGATION REQUIRED:	226.5"
MITIGATION PROVIDED (17 - 4" CALIPER):	68"

THE REMAINDER OF REQUIRED MITIGATION (158.5") TO BE PAID INTO TREE FUND AT A NEGOTIATED RATE TO BE DETERMINED BY THE CITY OF CROSS ROADS.

IRRIGATION CONCEPT

1. AN AUTOMATIC IRRIGATION SYSTEM SHALL BE INSTALLED AND OPERATIONAL BY THE TIME OF FINAL INSPECTION. THE ENTIRE IRRIGATION SYSTEM SHALL BE INSTALLED BY A LICENSED AND QUALIFIED IRRIGATION CONTRACTOR.
2. THE IRRIGATION SYSTEM WILL OPERATE ON POTABLE WATER, AND THE SYSTEM WILL HAVE APPROPRIATE BACKFLOW PREVENTION DEVICES INSTALLED TO PREVENT CONTAMINATION OF THE POTABLE SOURCE.
3. ALL NON-TURF PLANTED AREAS SHALL BE DRIP IRRIGATED. SODDED AND SEEDED AREAS SHALL BE IRRIGATED WITH SPRAY OR ROTOR HEADS AT 100% HEAD-TO-HEAD COVERAGE.
4. ALL PLANTS SHARING SIMILAR HYDROZONE CHARACTERISTICS SHALL BE PLACED ON A VALVE DEDICATED TO PROVIDE THE NECESSARY WATER REQUIREMENTS SPECIFIC TO THAT HYDROZONE.
5. THE IRRIGATION SYSTEM SHALL BE DESIGNED AND INSTALLED, TO THE MAXIMUM EXTENT POSSIBLE, TO CONSERVE WATER BY USING THE FOLLOWING DEVICES AND SYSTEMS: MATCHED PRECIPITATION RATE TECHNOLOGY ON ROTOR AND SPRAY HEADS (WHEREVER POSSIBLE), RAIN SENSORS, AND MULTI-PROGRAM COMPUTERIZED IRRIGATION CONTROLLERS FEATURING SENSORY INPUT CAPABILITIES.

PLANTING NOTE:

LANDSCAPING/VEGETATION MUST BE PLANTED WITH CONSIDERATION FOR FUTURE GROWTH POTENTIAL. THIS INCLUDES TREES THAT MAY MATURE WITH AN OVERHANGING CANOPY, AS WELL AS LANDSCAPING THAT MAY BE PLANTED IN THE CURBED AREA WHERE GATES SWING OVER LANDSCAPED SPACE TO OPEN THE REQUIRED 120 DEGREES.

PLANTING AND IRRIGATION GUARANTEE

THE LANDSCAPE CONTRACTOR SHALL GUARANTEE THAT ALL NEWLY INSTALLED AND EXISTING PLANTS SHALL SURVIVE FOR ONE YEAR AFTER FINAL OWNER ACCEPTANCE OF THE INSTALLATION WORK. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR APPROPRIATE WATERING OF THE LANDSCAPE THROUGH INSTALLATION OF A PROPERLY DESIGNED IRRIGATION SYSTEM. THE OWNER SHALL APPROVE THE SYSTEM DESIGN BEFORE INSTALLATION OF PLANTS OR IRRIGATION.

ROOT BARRIERS

THE CONTRACTOR SHALL INSTALL ROOT BARRIERS NEAR ALL NEWLY-PLANTED TREES THAT ARE LOCATED WITHIN FIVE (5) FEET OF PAVING OR CURBS. ROOT BARRIERS SHALL BE "CENTURY" OR "DEEP-ROOT" 24" DEEP PANELS (OR EQUAL). BARRIERS SHALL BE LOCATED IMMEDIATELY ADJACENT TO HARDSCAPE. INSTALL PANELS PER MANUFACTURER'S RECOMMENDATIONS. UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR USE ROOT BARRIERS OF A TYPE THAT COMPLETELY ENCIRCLE THE ROOTBALL.

MULCHES

AFTER ALL PLANTING IS COMPLETE, CONTRACTOR SHALL INSTALL 3" THICK LAYER OF 1-1/2" SHREDDED WOOD MULCH, NATURAL (UNDYED), OVER LANDSCAPE FABRIC IN ALL PLANTING AREAS (EXCEPT FOR TURF AND SEEDED AREAS). CONTRACTOR SHALL SUBMIT SAMPLES OF ALL MULCHES TO LANDSCAPE ARCHITECT AND OWNER FOR APPROVAL PRIOR TO CONSTRUCTION. ABSOLUTELY NO EXPOSED GROUND SHALL BE LEFT SHOWING ANYWHERE ON THE PROJECT AFTER MULCH HAS BEEN INSTALLED (SUBJECT TO THE CONDITIONS AND REQUIREMENTS OF THE "GENERAL GRADING AND PLANTING NOTES" AND SPECIFICATIONS).

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LANDSCAPE PLANTING

LP-1

PLANTING SPECIFICATIONS

GENERAL

A. QUALIFICATIONS OF LANDSCAPE CONTRACTOR
1. ALL LANDSCAPE WORK SHOWN ON THESE PLANS SHALL BE PERFORMED BY A SINGLE FIRM SPECIALIZING IN LANDSCAPE PLANTING.
2. A LIST OF SUCCESSFULLY COMPLETED PROJECTS OF THIS TYPE, SIZE AND NATURE MAY BE REQUESTED BY THE OWNER FOR FURTHER QUALIFICATION MEASURES.
3. THE LANDSCAPE CONTRACTOR SHALL HOLD A VALID NURSERY AND FLORAL CERTIFICATE ISSUED BY THE MS DEPARTMENT OF AGRICULTURE / APPROPRIATE LOCAL JURISDICTION, AS WELL AS OPERATE UNDER A COMMERCIAL PESTICIDE APPLICATOR LICENSE ISSUED BY EITHER THE MS DEPARTMENT OF AGRICULTURE OR THE MS STRUCTURAL PEST CONTROL BOARD.

B. SCOPE OF WORK
1. WORK COVERED BY THESE SECTIONS INCLUDES THE FURNISHING AND PAYMENT OF ALL MATERIALS, LABOR, SERVICES, EQUIPMENT, LICENSES, TAXES AND ANY OTHER ITEMS THAT ARE NECESSARY FOR THE EXECUTION, INSTALLATION AND COMPLETION OF ALL WORK, SPECIFIED HEREIN AND / OR SHOWN ON THE LANDSCAPE PLANS, NOTES, AND DETAILS.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE LAWS, CODES AND REGULATIONS REQUIRED BY AUTHORITIES HAVING JURISDICTION OVER SUCH WORK, INCLUDING ALL INSPECTIONS AND PERMITS REQUIRED BY FEDERAL, STATE AND LOCAL AUTHORITIES IN SUPPLY, TRANSPORTATION AND INSTALLATION OF MATERIALS.
3. THE LANDSCAPE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITY LINES (WATER, SEWER, ELECTRICAL, TELEPHONE, GAS, CABLE, TELEVISION, ETC.) PRIOR TO THE START OF ANY WORK.

PRODUCTS

A. ALL MANUFACTURED PRODUCTS SHALL BE NEW.
B. CONTAINER AND BALLED-AND-BURLAPPED PLANTS:
1. FURNISH NURSERY-GROWN PLANTS COMPLYING WITH THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014). PROVIDE WELL-SHAPED, FULLY BRANCHED, HEALTHY, VIGOROUS STOCK FREE OF DISEASE, INSECTS, EGGS, LARVAE, AND DEFECTS SUCH AS KNOTS, SUN SCALD, INJURIES, ABRASIONS, AND DISFIGUREMENT. ALL PLANTS WITHIN A SPECIES SHALL HAVE SIMILAR SIZE AND SHALL BE OF A FORM TYPICAL FOR THE SPECIES. ALL TREES SHALL BE OBTAINED FROM SOURCES WITHIN 200 MILES OF THE PROJECT SITE, AND WITH SIMILAR CLIMACTIC CONDITIONS.
2. ROOT SYSTEMS SHALL BE HEALTHY, DENSELY BRANCHED ROOT SYSTEMS, NON-POT-BOUND, FREE FROM ENCIRCLING AND/OR GIRDLING ROOTS, AND FREE FROM ANY OTHER ROOT DEFECTS (SUCH AS J-SHAPED ROOTS).
3. TREES MAY BE PLANTED FROM CONTAINERS OR BALLED-AND-BURLAPPED (B&B), UNLESS SPECIFIED ON THE PLANTING LEGEND. BARE-ROOT TREES ARE NOT ACCEPTABLE.
4. ANY PLANT DEEMED UNACCEPTABLE BY THE OWNER OR OWNER'S REPRESENTATIVE SHALL BE IMMEDIATELY REMOVED FROM THE SITE AND SHALL BE REPLACED WITH AN ACCEPTBLE PLANT OF LIKE TYPE AND SIZE AT THE CONTRACTOR'S OWN EXPENSE. ANY PLANTS APPEARING TO BE UNHEALTHY, EVEN IF DETERMINED TO STILL BE ALIVE, SHALL NOT BE ACCEPTED. THE OWNER OR OWNER'S REPRESENTATIVE SHALL BE THE SOLE JUDGES AS TO THE ACCEPTABILITY OF PLANT MATERIAL.
5. ALL TREES SHALL BE STANDARD IN FORM, UNLESS OTHERWISE SPECIFIED. TREES WITH CENTRAL LEADERS WILL NOT BE ACCEPTED IF LEADER IS DAMAGED OR REMOVED. PRUNE ALL DAMAGED TWIGS AFTER PLANTING.
6. CALIPER MEASUREMENTS FOR STANDARD (SINGLE TRUNK) TREES SHALL BE AS FOLLOWS: SIX INCHES ABOVE THE ROOT FLARE FOR TREES UP TO AND INCLUDING FOUR INCHES IN CALIPER, AND TWELVE INCHES ABOVE THE ROOT FLARE FOR TREES EXCEEDING FOUR INCHES IN CALIPER.
7. MULTI-TRUNK TREES SHALL BE MEASURED BY THEIR OVERALL HEIGHT, MEASURED FROM THE TOP OF THE ROOT BALL. WHERE CALIPER MEASUREMENTS ARE USED, THE CALIPER SHALL BE CALCULATED AS ONE-HALF OF THE SUM OF THE CALIPER OF THE THREE LARGEST TRUNKS.
8. ANY TREE OR SHRUB SHOWN TO HAVE EXCESS SOIL PLACED ON TOP OF THE ROOT BALL, SO THAT THE ROOT FLARE HAS BEEN COMPLETELY COVERED, SHALL BE REJECTED.

C. SOD: PROVIDE WELL-ROOTED SOD OF THE VARIETY NOTED ON THE PLANS. SOD SHALL BE CUT FROM HEALTHY, MATURE TURF WITH SOIL THICKNESS OF 3/4" TO 1". EACH PALLET OF SOD SHALL BE ACCOMPANIED BY A CERTIFICATE FROM SUPPLIER STATING THE COMPOSITION OF THE SOD.
D. TOPSOIL: SANDY TO CLAY LOAM TOPSOIL, FREE OF STONES LARGER THAN ½ INCH, FOREIGN MATTER, PLANTS, ROOTS, AND SEEDS.
E. COMPOST: WELL-COMPOSTED, STABLE, AND WEED-FREE ORGANIC MATTER, pH RANGE OF 5.5 TO 8; MOISTURE CONTENT 35 TO 55 PERCENT BY WEIGHT; 100 PERCENT PASSING THROUGH 3/4-INCH SIEVE; SOLUBLE SALT CONTENT OF 5 TO 10 DECISIEMENS/M; NOT EXCEEDING 0.5 PERCENT INERT CONTAMINANTS AND FREE OF SUBSTANCES TOXIC TO PLANTINGS. NO MANURE OR ANIMAL-BASED PRODUCTS SHALL BE USED.
F. FERTILIZER: GRANULAR FERTILIZER CONSISTING OF NITROGEN, PHOSPHORUS, POTASSIUM, AND OTHER NUTRIENTS IN PROPORTIONS, AMOUNTS, AND RELEASE RATES RECOMMENDED IN A SOIL REPORT FROM A QUALIFIED SOIL-TESTING AGENCY (SEE BELOW).
G. MULCH: SIZE AND TYPE AS INDICATED ON PLANS, FREE FROM DELETERIOUS MATERIALS AND SUITABLE AS A TOP DRESSING OF TREES AND SHRUBS.
H. TREE STAKING AND GUYING
1. STAKES: 6' LONG GREEN METAL T-POSTS.
2. GUY AND TIE WIRE: ASTM A 641, CLASS 1, GALVANIZED-STEEL WIRE, 2-STRAND, TWISTED, 0.106 INCH DIAMETER.
3. STRAP CHAFING GUARD: REINFORCED NYLON OR CANVAS AT LEAST 1-1/2 INCH WIDE, WITH GROMMETS TO PROTECT TREE TRUNKS FROM DAMAGE.

I. STEEL EDGING: PROFESSIONAL STEEL EDGING, 14 GAUGE THICK X 4 INCHES WIDE, FACTORY PAINTED DARK GREEN. ACCEPTABLE MANUFACTURERS INCLUDE COL-MET OR APPROVED EQUAL.
J. PRE-EMERGENT HERBICIDES: ANY GRANULAR, NON-STAINING PRE-EMERGENT HERBICIDE THAT IS LABELED FOR THE SPECIFIC ORNAMENTALS OR TURF ON WHICH IT WILL BE UTILIZED. PRE-EMERGENT HERBICIDES SHALL BE APPLIED PER THE MANUFACTURER'S LABELED RATES.

METHODS

A. SOIL PREPARATION
1. BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE GRADE OF ALL LANDSCAPE AREAS ARE WITHIN +/-0.1' OF FINISH GRADE. THE CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY SHOULD ANY DISCREPANCIES EXIST.
2. SOIL TESTING:
   a. AFTER FINISH GRADES HAVE BEEN ESTABLISHED, CONTRACTOR SHALL HAVE SOIL SAMPLES FROM THE PROJECT'S LANDSCAPE AREAS TESTED BY AN ESTABLISHED SOIL TESTING LABORATORY. EACH SAMPLE SUBMITTED TO THE LAB SHALL CONTAIN NO LESS THAN ONE QUART OF SOIL, TAKEN FROM BETWEEN THE SOIL SURFACE AND 6" DEPTH. IF NO SAMPLE LOCATIONS ARE INDICATED ON THE PLANS, THE CONTRACTOR SHALL TAKE A MINIMUM OF THREE SAMPLES FROM VARIOUS REPRESENTATIVE LOCATIONS FOR TESTING.
   b. THE CONTRACTOR SHALL HAVE THE SOIL TESTING LABORATORY PROVIDE RESULTS FOR THE FOLLOWING: SOIL TEXTURAL CLASS, GENERAL SOIL FERTILITY, pH, ORGANIC MATTER CONTENT, SALT (CEC), LIME, SODIUM ADSORPTION RATIO (SAR) AND BORON CONTENT.
   c. THE CONTRACTOR SHALL ALSO SUBMIT THE PROJECT'S PLANT LIST TO THE LABORATORY ALONG WITH THE SOIL SAMPLES.
   d. THE SOIL REPORT PRODUCED BY THE LABORATORY SHALL CONTAIN RECOMMENDATIONS FOR THE FOLLOWING (AS APPROPRIATE): SEPARATE SOIL PREPARATION AND BACKFILL MIX RECOMMENDATIONS FOR GENERAL ORNAMENTAL PLANTS, XERIC PLANTS, TURF, AND NATIVE SEED, AS WELL AS PRE-PLANT FERTILIZER APPLICATIONS AND RECOMMENDATIONS FOR ANY OTHER SOIL RELATED ISSUES. THE REPORT SHALL ALSO PROVIDE A FERTILIZER PROGRAM FOR THE ESTABLISHMENT PERIOD AND FOR LONG-TERM MAINTENANCE.
3. THE CONTRACTOR SHALL INSTALL SOIL AMENDMENTS AND FERTILIZERS PER THE SOILS REPORT RECOMMENDATIONS. ANY CHANGE IN COST DUE TO THE SOIL REPORT RECOMMENDATIONS, EITHER INCREASE OR DECREASE, SHALL BE SUBMITTED TO THE OWNER WITH THE REPORT.
4. FOR BIDDING PURPOSES ONLY, THE SOIL PREPARATION SHALL CONSIST OF THE FOLLOWING:
   a. TURF: INCORPORATE THE FOLLOWING AMENDMENTS INTO THE TOP 8" OF SOIL BY MEANS OF ROTOTILLING AFTER CROSS-RIPPING:
      i. NITROGEN STABILIZED ORGANIC AMENDMENT - 4 CU. YDS. PER 1,000 S.F.
      ii. PREPLANT TURF FERTILIZER (10-20-10 OR SIMILAR, SLOW RELEASE, ORGANIC) - 15 LBS PER 1,000 S.F.
      iii. "CLAY BUSTER" OR EQUAL - USE MANUFACTURER'S RECOMMENDED RATE
   b. TREES, SHRUBS, AND PERENNIALS: INCORPORATE THE FOLLOWING AMENDMENTS INTO THE TOP 8" OF SOIL BY MEANS OF ROTOTILLING AFTER CROSS-RIPPING:
      i. NITROGEN STABILIZED ORGANIC AMENDMENT - 4 CU. YDS. PER 1,000 S.F.
      ii. 12-12-12 FERTILIZER (OR SIMILAR, ORGANIC, SLOW RELEASE) - 10 LBS. PER CU. YD.
      iii. "CLAY BUSTER" OR EQUAL - USE MANUFACTURER'S RECOMMENDED RATE
      iv. IRON SULPHATE - 2 LBS. PER CU. YD.
5. IN THE CONTEXT OF THESE PLANS, NOTES, AND SPECIFICATIONS, "FINISH GRADE" REFERS TO THE FINAL ELEVATION OF THE SOIL SURFACE (NOT TOP OF MULCH) AS INDICATED ON THE GRADING PLANS.
   a. BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE ROUGH GRADES OF ALL LANDSCAPE AREAS ARE WITHIN +/-0.1' OF FINISH GRADE. SEE SPECIFICATIONS FOR MORE DETAILED INSTRUCTION ON TURF AREA AND PLANTING BED PREPARATION.
   b. CONSTRUCT AND MAINTAIN FINISH GRADES AS SHOWN ON GRADING PLANS, AND CONSTRUCT AND MAINTAIN SLOPES AS RECOMMENDED BY THE GEOTECHNICAL REPORT. ALL LANDSCAPE AREAS SHALL HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURES AT THE MINIMUM SLOPE SPECIFIED IN THE REPORT AND ON THE GRADING PLANS, AND AREAS OF POTENTIAL PONDING SHALL BE REGRADED TO BLEND IN WITH THE SURROUNDING GRADES AND ELIMINATE PONDING POTENTIAL.
   c. THE LANDSCAPE CONTRACTOR SHALL DETERMINE WHETHER OR NOT THE EXPORT OF ANY SOIL WILL BE NEEDED, TAKING INTO ACCOUNT THE ROUGH GRADE PROVIDED, THE AMOUNT OF SOIL AMENDMENTS TO BE ADDED (BASED ON A SOIL TEST, PER SPECIFICATIONS), AND THE FINISH GRADES TO BE ESTABLISHED.
   d. ENSURE THAT THE FINISH GRADE IN SHRUB AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 3" BELOW THE ADJACENT FINISH SURFACE, IN ORDER TO ALLOW FOR PROPER MULCH DEPTH. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
   e. ENSURE THAT THE FINISH GRADE IN TURF AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 1" BELOW THE FINISH SURFACE OF THE WALKS. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 18" AWAY FROM THE WALKS.
   f. SHOULD ANY CONFLICTS AND/OR DISCREPANCIES ARISE BETWEEN THE GRADING PLANS, GEOTECHNICAL REPORT, THESE NOTES AND PLANS, AND ACTUAL CONDITIONS, THE CONTRACTOR SHALL IMMEDIATELY BRING SUCH ITEMS TO THE ATTENTION OF THE GENERAL CONTRACTOR, OWNER, OR OWNER'S REPRESENTATIVE.
6. ONCE SOIL PREPARATION IS COMPLETE, THE LANDSCAPE CONTRACTOR SHALL ENSURE THAT THERE ARE NO DEBRIS, TRASH, OR STONES LARGER THAN 1" REMAINING IN THE TOP 6" OF SOIL.

B. SUBMITTALS
1. THE CONTRACTOR SHALL PROVIDE SUBMITTALS AND SAMPLES, IF REQUIRED, TO THE OWNER OR OWNER'S REPRESENTATIVE, AND RECEIVE APPROVAL IN WRITING FOR SUCH SUBMITTALS BEFORE WORK COMMENCES.
2. SUBMITTALS SHALL INCLUDE PHOTOS OF PLANTS WITH A RULER OR MEASURING STICK FOR SCALE, PHOTOS OR SAMPLES OF ANY REQUIRED MULCHES, AND SOIL TEST RESULTS AND PREPARATION RECOMMENDATIONS FROM THE TESTING LAB (INCLUDING COMPOST AND FERTILIZER RATES AND TYPES, AND OTHER AMENDMENTS FOR TREE/SHRUB, TURF, AND SEED AREAS AS MAY BE APPROPRIATE).
3. SUBMITTALS SHALL ALSO INCLUDE MANUFACTURER CUT SHEETS FOR PLANTING ACCESSORIES SUCH AS TREE STAKES AND TIES, EDGING, AND LANDSCAPE FABRICS (IF ANY).
4. WHERE MULTIPLE ITEMS ARE SHOWN ON A PAGE, THE CONTRACTOR SHALL CLEARLY INDICATE THE ITEM BEING CONSIDERED.

C. GENERAL PLANTING
1. REMOVE ALL NURSERY TAGS AND STAKES FROM PLANTS.
2. EXCEPT IN AREAS TO BE PLANTED WITH ORNAMENTAL GRASSES, APPLY PRE-EMERGENT HERBICIDES AT THE MANUFACTURER'S RECOMMENDED RATE.
3. POSITION THE TREES AND SHRUBS IN THEIR INTENDED LOCATION AS PER THE PLAN. NOTIFY THE OWNER'S REPRESENTATIVE FOR INSPECTION AND APPROVAL OF ALL POSITIONING OF PLANT MATERIALS.
4. TRENCHING NEAR EXISTING TREES:
   a. CONTRACTOR SHALL NOT DISTURB ROOTS 1-1/2" AND LARGER IN DIAMETER WITHIN THE CRITICAL ROOT ZONE (CRZ) OF EXISTING TREES, AND SHALL EXERCISE ALL POSSIBLE CARE AND PRECAUTIONS TO AVOID INJURY TO TREE ROOTS, TRUNKS, AND BRANCHES. THE CRZ IS DEFINED AS A CIRCULAR AREA EXTENDING OUTWARD FROM THE TREE TRUNK, WITH A RADIUS EQUAL TO 1' FOR EVERY 1" OF TRUNK DIAMETER-AT-BREAST-HEIGHT (4.5' ABOVE THE AVERAGE GRADE AT THE TRUNK).
   b. ALL EXCAVATION WITHIN THE CRZ SHALL BE PERFORMED USING HAND TOOLS. NO MACHINE EXCAVATION OR TRENCHING OF ANY KIND SHALL BE ALLOWED WITHIN THE CRZ.
   c. ALTER ALIGNMENT OF PIPE TO AVOID TREE ROOTS 1-1/2" AND LARGER IN DIAMETER. WHERE TREE ROOTS 1-1/2" AND LARGER IN DIAMETER ARE ENCOUNTERED IN THE FIELD, TUNNEL UNDER SUCH ROOTS. WRAP EXPOSED ROOTS WITH SEVERAL LAYERS OF BURLAP AND KEEP MOIST. CLOSE ALL TRENCHES WITHIN THE CANOPY DRIP LINES WITHIN 24 HOURS.
   d. ALL SEVERED ROOTS SHALL BE HAND PRUNED WITH SHARP TOOLS AND ALLOWED TO AIR-DRY. DO NOT USE ANY SORT OF SEALERS OR WOUND PAINTS.

D. TREE PLANTING
1. TREE PLANTING HOLES SHALL BE EXCAVATED TO MINIMUM WIDTH OF TWO TIMES THE WIDTH OF THE ROOTBALL, AND TO A DEPTH EQUAL TO THE DEPTH OF THE ROOTBALL LESS TWO TO FOUR INCHES.
2. SCARIFY THE SIDES AND BOTTOM OF THE PLANTING HOLE PRIOR TO THE PLACEMENT OF THE TREE. REMOVE ANY GLAZING THAT MAY HAVE BEEN CAUSED DURING THE EXCAVATION OF THE HOLE.
3. FOR CONTAINER AND BOX TREES, TO REMOVE ANY POTENTIALLY GIRDLING ROOTS AND OTHER ROOT DEFECTS, THE CONTRACTOR SHALL SHAVE A 1" LAYER OFF OF THE SIDES AND BOTTOM OF THE ROOTBALL OF ALL TREES JUST BEFORE PLACING INTO THE PLANTING PIT. DO NOT "TEASE" ROOTS OUT FROM THE ROOTBALL.
4. INSTALL THE TREE ON UNDISTURBED SUBGRADE SO THAT THE TOP OF THE ROOTBALL IS TWO TO FOUR INCHES ABOVE THE SURROUNDING GRADE.
5. BACKFILL THE TREE HOLE UTILIZING THE EXISTING TOPSOIL FROM ON-SITE. ROCKS LARGER THAN 1" DIA. AND ALL OTHER DEBRIS SHALL BE REMOVED FROM THE SOIL PRIOR TO THE BACKFILL. SHOULD ADDITIONAL SOIL BE REQUIRED TO ACCOMPLISH THIS TASK, USE STORED TOPSOIL FROM ON-SITE OR IMPORT ADDITIONAL TOPSOIL FROM OFF-SITE AT NO ADDITIONAL COST TO THE OWNER. IMPORTED TOPSOIL SHALL BE OF SIMILAR TEXTURAL CLASS AND COMPOSITION IN THE ON-SITE SOIL.
6. TREES SHALL NOT BE STAKED UNLESS THE JURISDICTION OR LOCAL CONDITIONS (SUCH AS HEAVY WINDS OR SLOPES) REQUIRE STAKES TO KEEP TREES UPRIGHT. SHOULD STAKING BE REQUIRED, THE TOTAL NUMBER OF TREE STAKES (BEYOND THE MINIMUMS LISTED BELOW) WILL BE LEFT TO THE LANDSCAPE CONTRACTOR'S DISCRETION. SHOULD ANY TREES FALL OR LEAN, THE LANDSCAPE CONTRACTOR SHALL STRAIGHTEN THE TREE, OR REPLACE IT SHOULD IT BECOME DAMAGED. TREE STAKING SHALL ADHERE TO THE FOLLOWING GUIDELINES:
   a. 1"-2" TREES (OR #15 GAL - 24" BOX): TWO STAKES PER TREE
   b. 2-1/2"-4" TREES (OR 36" - 48" BOX): THREE STAKES PER TREE
   c. TREES OVER 4" CALIPER (OR >48" BOX): GUY AS NEEDED
   d. MULTI-TRUNK TREES: THREE STAKES PER TREE MINIMUM, QUANTITY AND POSITIONS AS NEEDED TO STABILIZE THE TREE
7. UPON COMPLETION OF PLANTING, CONSTRUCT AN EARTH WATERING BASIN AROUND THE TREE. COVER THE INTERIOR OF THE TREE RING WITH MULCH (TYPE AND DEPTH PER PLANS).
8. FOR TREES IN TURF AREAS, DO NOT PLANT GRASS ALL THE WAY TO THE TRUNK OF THE TREE. LEAVE THE AREA OVER THE ROOT BALL AND INSTALL MULCH WITH AT LEAST 2" OF SPECIFIED MULCH. SEE MULCH SPECIFICATION FOR ADDITIONAL INFORMATION.

E. SHRUB, PERENNIAL, AND GROUNDCOVER PLANTING
4. DIG THE PLANTING HOLES TWICE AS WIDE AND 2" LESS DEEP THAN EACH PLANT'S ROOTBALL. INSTALL THE PLANT IN THE HOLE. BACKFILL AROUND THE PLANT WITH SOIL AMENDED PER SOIL TEST RECOMMENDATIONS.
5. INSTALL THE WEED BARRIER CLOTH, OVERLAPPING IT AT THE ENDS. UTILIZE STEEL STAPLES TO KEEP THE WEED BARRIER CLOTH IN PLACE.
6. WHEN PLANTING IS COMPLETE, INSTALL MULCH (TYPE AND DEPTH PER PLANS) OVER ALL PLANTING BEDS, COVERING THE ENTIRE PLANTING AREA.

F. SODDING
1. SOD VARIETY TO BE AS SPECIFIED ON THE LANDSCAPE PLAN.
2. LAY SOD WITHIN 24 HOURS FROM THE TIME OF STRIPPING. DO NOT LAY IF THE GROUND IS FROZEN.
3. LAY THE SOD TO FORM A SOLID MASS WITH TIGHTLY FITTED JOINTS. BUTT ENDS AND SIDES OF SOD STRIPS - DO NOT OVERLAP. STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES.
4. ROLL THE SOD TO ENSURE GOOD CONTACT OF THE SOD'S ROOT SYSTEM WITH THE SOIL UNDERNEATH.
5. WATER THE SOD THOROUGHLY WITH A FINE SPRAY IMMEDIATELY AFTER PLANTING TO OBTAIN AT LEAST SIX INCHES OF PENETRATION INTO THE SOIL BELOW THE SOD.

I. MULCH
1. INSTALL MULCH TOPDRESSING, TYPE AND DEPTH PER MULCH NOTE, IN ALL PLANTING AREAS AND TREE RINGS.
2. DO NOT INSTALL MULCH WITHIN 6" OF TREE ROOT FLARE. MULCH AT THE BASE OF SHRUBS SHALL BE A MAXIMUM 1" DEPTH OVER ROOT BALL
3. MULCH COVER WITHIN 6" OF CONCRETE WALKS AND CURBS SHALL NOT PROTRUDE ABOVE THE FINISH SURFACE OF THE WALKS AND CURBS. FINISH GRADE OF MULCH AT CURBS AND SIDEWALKS SHALL BE 1" LOWER THAN THE ADJACENT CURB OR SIDEWALK. MULCH COVER WITHIN 12" OF WALLS SHALL BE AT LEAST 3" LOWER THAN THE TOP OF WALL.

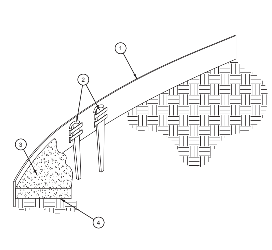
J. CLEAN UP
1. DURING LANDSCAPE PREPARATION AND PLANTING, KEEP ALL PAVEMENT CLEAN AND ALL WORK AREAS IN A NEAT, ORDERLY CONDITION.
2. DISPOSED LEGALLY OF ALL EXCAVATED MATERIALS OFF THE PROJECT SITE.

K. INSPECTION AND ACCEPTANCE
1. UPON COMPLETION OF THE WORK, THE LANDSCAPE CONTRACTOR SHALL PROVIDE THE SITE CLEAN, FREE OF DEBRIS AND TRASH, AND SUITABLE FOR USE AS INTENDED. THE LANDSCAPE CONTRACTOR SHALL THEN REQUEST AN INSPECTION BY THE OWNER TO DETERMINE FINAL ACCEPTABILITY.
2. WHEN THE INSPECTED PLANTING WORK DOES NOT COMPLY WITH THE CONTRACT DOCUMENTS, THE LANDSCAPE CONTRACTOR SHALL REPLACE AND/OR REPAIR THE REJECTED WORK TO THE OWNER'S SATISFACTION WITHIN 24 HOURS.
3. THE LANDSCAPE MAINTENANCE PERIOD WILL NOT COMMENCE UNTIL THE LANDSCAPE WORK HAS BEEN RE-INSPECTED BY THE OWNER AND FOUND TO BE ACCEPTABLE. AT THAT TIME, A WRITTEN NOTICE OF FINAL ACCEPTANCE WILL BE ISSUED BY THE OWNER, AND THE MAINTENANCE AND GUARANTEE PERIODS WILL COMMENCE.

L. LANDSCAPE MAINTENANCE
1. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL WORK SHOWN ON THESE PLANS FOR 90 DAYS BEYOND FINAL ACCEPTANCE OF ALL LANDSCAPE WORK BY THE OWNER. LANDSCAPE MAINTENANCE SHALL INCLUDE WEEKLY SITE VISITS FOR THE FOLLOWING ACTIONS (AS APPROPRIATE): PROPER PRUNING, RESTAKING OF TREES, RESETTING OF PLANTS THAT HAVE SETTLED, MOWING AND AERATION OF LAWNS, WEEDING, TREATING FOR INSECTS AND DISEASES, REPLACEMENT OF MULCH, REMOVAL OF LITTER, REPAIRS TO THE IRRIGATION SYSTEM DUE TO FAULTY PARTS AND/OR WORKMANSHIP, AND THE APPROPRIATE WATERING OF ALL PLANTINGS. THE LANDSCAPE CONTRACTOR SHALL MAINTAIN THE IRRIGATION SYSTEM IN PROPER WORKING ORDER, WITH SCHEDULING ADJUSTMENTS BY SEASON TO MAXIMIZE WATER CONSERVATION.
2. SHOULD SEEDED AND/OR SODDED AREAS NOT BE COVERED BY AN AUTOMATIC IRRIGATION SYSTEM, THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING THESE AREAS AND OBTAINING A FULL, HEALTHY STAND OF PLANTS AT NO ADDITIONAL COST TO THE OWNER.
3. TO ACHIEVE FINAL ACCEPTANCE AT THE END OF THE MAINTENANCE PERIOD, ALL OF THE FOLLOWING CONDITIONS MUST OCCUR:
   i. THE LANDSCAPE SHALL SHOW ACTIVE, HEALTHY GROWTH (WITH EXCEPTIONS MADE FOR SEASONAL DORMANCY). ALL PLANTS NOT MEETING THIS CONDITION SHALL BE REJECTED AND REPLACED BY HEALTHY PLANT MATERIAL PRIOR TO FINAL ACCEPTANCE.
   j. ALL HARDSCAPE SHALL BE CLEANED PRIOR TO FINAL ACCEPTANCE.
   k. SODDED AREAS MUST BE ACTIVELY GROWING AND MUST REACH A MINIMUM HEIGHT OF 1 1/2 INCHES BEFORE FIRST MOWING. BARE AREAS LARGER THAN TWELVE SQUARE INCHES MUST BE RESODDED (AS APPROPRIATE) PRIOR TO FINAL ACCEPTANCE. ALL SODDED TURF SHALL BE NEATLY MOWED.

M. WARRANTY PERIOD, PLANT GUARANTEE AND REPLACEMENTS
1. THE LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL TREES, SHRUBS, PERENNIALS, SOD, AND IRRIGATION SYSTEMS FOR A PERIOD OF ONE YEAR FROM THE DATE OF THE OWNER'S FINAL ACCEPTANCE (90 DAYS FOR ANNUAL PLANTS). THE CONTRACTOR SHALL REPLACE, AT HIS OWN EXPENSE AND TO THE SATISFACTION OF THE OWNER, ANY PLANTS WHICH DIE IN THAT TIME, OR REPAIR ANY PORTIONS OF THE IRRIGATION SYSTEM WHICH OPERATE IMPROPERLY.
2. AFTER THE INITIAL MAINTENANCE PERIOD AND DURING THE GUARANTEE PERIOD, THE LANDSCAPE CONTRACTOR SHALL ONLY BE RESPONSIBLE FOR REPLACEMENT OF PLANTS WHEN PLANT DEATH CANNOT BE ATTRIBUTED DIRECTLY TO OVERWATERING OR OTHER DAMAGE BY HUMAN ACTIONS.

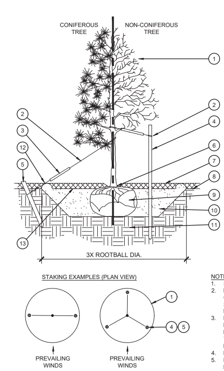
N. PROVIDE A MINIMUM OF (2) COPIES OF RECORD DRAWINGS TO THE OWNER UPON COMPLETION OF WORK. A RECORD DRAWING IS A RECORD OF ALL CHANGES THAT OCCURRED IN THE FIELD AND THAT ARE DOCUMENTED THROUGH CHANGE ORDERS, ADDENDA, OR CONTRACTOR/CONSULTANT DRAWING MARKUPS.



1. ROLLED-TOP STEEL EDGING PER PLANS.
2. TAPERED STEEL STAKES.
3. MULCH, TYPE AND DEPTH PER PLANS.
4. FINISH GRADE.

NOTES:
1) INSTALL EDGING SO THAT STAKES WILL BE ON INSIDE OF PLANTING BED.
2) BOTTOM OF EDGING SHALL BE BURIED A MINIMUM OF 1" BELOW FINISH GRADE.
3) TOP OF MULCH SHALL BE 1" LOWER THAN TOP OF EDGING.

A — STEEL EDGING
SCALE: NOT TO SCALE

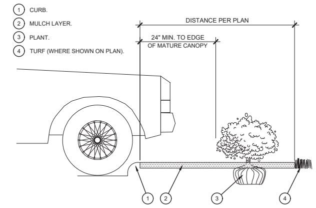


1. TREE CANOPY.
2. CINCH-TIES (24" BOX/2" CAL. TREES AND SMALLER) OR 12 GAUGE GALVANIZED WIRE WITH NYLON TREE STRAPS AT TREE AND STAKE (36" BOX/2.5" CAL. TREES AND LARGER). SECURE TIES OR STRAPS TO TRUNK JUST ABOVE LOWEST MAJOR BRANCHES.
3. 24" X 3/4" P.V.C. MARKERS OVER WIRES.
4. GREEN STEEL T-POSTS. EXTEND POSTS 12" MIN. INTO UNDISTURBED SOIL.
5. PRESSURE-TREATED WOOD DEADMAN, TWO PER TREE (MIN.). BURY OUTSIDE OF PLANTING PIT AND 18" MIN. INTO UNDISTURBED SOIL.
6. TRUNK FLARE.
7. MULCH, TYPE AND DEPTH PER PLANS. DO NOT PLACE MULCH WITHIN 6" OF TRUNK.
8. FINISH GRADE.
9. ROOT BALL.
10. BACKFILL. AMEND AND FERTILIZE ONLY AS RECOMMENDED IN SOIL FERTILITY ANALYSIS.
11. UNDISTURBED NATIVE SOIL.
12. 4" HIGH EARTHEN WATERING BASIN.
13. FINISH GRADE.

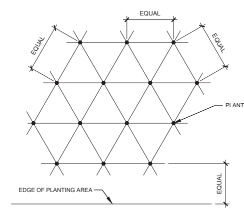
NOTES:
1. SCARIFY SIDES OF PLANTING PIT PRIOR TO SETTING TREE.
2. REMOVE EXCESS SOIL APPLIED ON TOP OF THE ROOTBALL THAT COVERS THE ROOT FLARE. THE PLANTING HOLE DEPTH SHALL BE SUCH THAT THE ROOTBALL RESTS ON UNDISTURBED SOIL, AND THE ROOT FLARE IS 2"-4" ABOVE FINISH GRADE.
3. FOR B&B TREES, CUT OFF BOTTOM 1/3 OF WIRE BASKET BEFORE PLACING TREE IN HOLE, CUT OFF AND REMOVE REMAINDER OF BASKET AFTER TREE IS SET IN HOLE, REMOVE ALL NYLON TIES, TWINE, ROPE, AND OTHER PACKING MATERIAL. REMOVE AS MUCH BURLAP FROM AROUND ROOTBALL AS IS PRACTICAL.
4. REMOVE ALL NURSERY STAKES AFTER PLANTING.
5. FOR TREES 36" BOX/2.5" CAL. AND LARGER, USE THREE STAKES OR DEADMEN (AS APPROPRIATE), SPACED EVENLY AROUND TREE.
6. STAKING SHALL BE TIGHT ENOUGH TO PREVENT TRUNK FROM BENDING, BUT LOOSE ENOUGH TO ALLOW SOME TRUNK MOVEMENT IN WIND.

B — TREE PLANTING
SCALE: NOT TO SCALE

1. CURB.
2. MULCH LAYER.
3. PLANT.
4. TURF (WHERE SHOWN ON PLAN).



C — PLANTING AT PARKING AREA
SCALE: NOT TO SCALE



NOTE: ALL PLANTS SHALL BE PLANTED AT EQUAL TRIANGULAR SPACING (EXCEPT WHERE SHOWN ON PLANS AS INFORMAL GROUPINGS). REFER TO PLANT LEGEND FOR SPACING DISTANCE BETWEEN PLANTS.

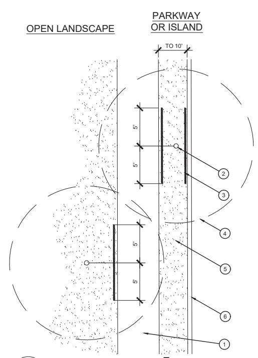
1) STEP 1: DETERMINE TOTAL PLANTS FOR THE AREA WITH THE FOLLOWING FORMULA:
TOTAL AREA / AREA DIVIDER = TOTAL PLANTS

PLANT SPACING	AREA DIVIDER	PLANT SPACING	AREA DIVIDER
6"	0.22	18"	1.95
8"	0.39	24"	3.46
10"	0.60	30"	5.41
12"	0.87	36"	7.79
15"	1.35		

2) STEP 2: SUBTRACT THE ROW (S) OF PLANTS THAT WOULD OCCUR AT THE EDGE OF THE PLANTED AREA WITH THE FOLLOWING FORMULA: TOTAL PERIMETER LENGTH / PLANT SPACING = TOTAL PLANT SUBTRACTION

EXAMPLE: PLANTS AT 18" O.C. IN 100 SF PLANTING AREA, 40 LF PERIMETER
STEP 1: 100 SF/1.95 = 51 PLANTS
STEP 2: 51 PLANTS - (40 LF / 1.95 = 21 PLANTS) = 30 PLANTS TOTAL

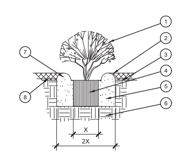
D — PLANT SPACING
SCALE: NTS



1. TYPICAL WALKWAY OR PAVING
2. TREE TRUNK
3. LINEAR ROOT BARRIER MATERIAL. SEE PLANTING NOTES FOR TYPE AND MANUFACTURER. INSTALL PER MANUFACTURER'S SPECIFICATIONS.
4. TREE CANOPY
5. TYPICAL PLANTING AREA
6. TYPICAL CURB AND GUTTER

NOTES:
1) INSTALL ROOT BARRIERS NEAR ALL NEWLY-PLANTED TREES THAT ARE LOCATED WITHIN FIVE (5) FEET OF PAVING OR CURBS.
2) BARRIERS SHALL BE LOCATED IMMEDIATELY ADJACENT TO HARDSCAPE. UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR USE ROOT BARRIERS OF A TYPE THAT COMPLETELY ENCIRCLE THE ROOTBALL.

E — ROOT BARRIER - PLAN VIEW
SCALE: NOT TO SCALE



1. SHRUB, PERENNIAL, OR ORNAMENTAL GRASS.
2. MULCH, TYPE AND DEPTH PER PLANS. PLACE NO MORE THAN 1" OF MULCH WITHIN 6" OF PLANT CENTER.
3. FINISH GRADE.
4. ROOT BALL.
5. BACKFILL. AMEND AND FERTILIZE ONLY AS RECOMMENDED IN SOIL FERTILITY ANALYSIS.
6. UNDISTURBED NATIVE SOIL.
7. 3" HIGH EARTHEN WATERING BASIN.
8. WEED FABRIC UNDER MULCH.

F — SHRUB AND GROUNDCOVER PLANTING
SCALE: NTS

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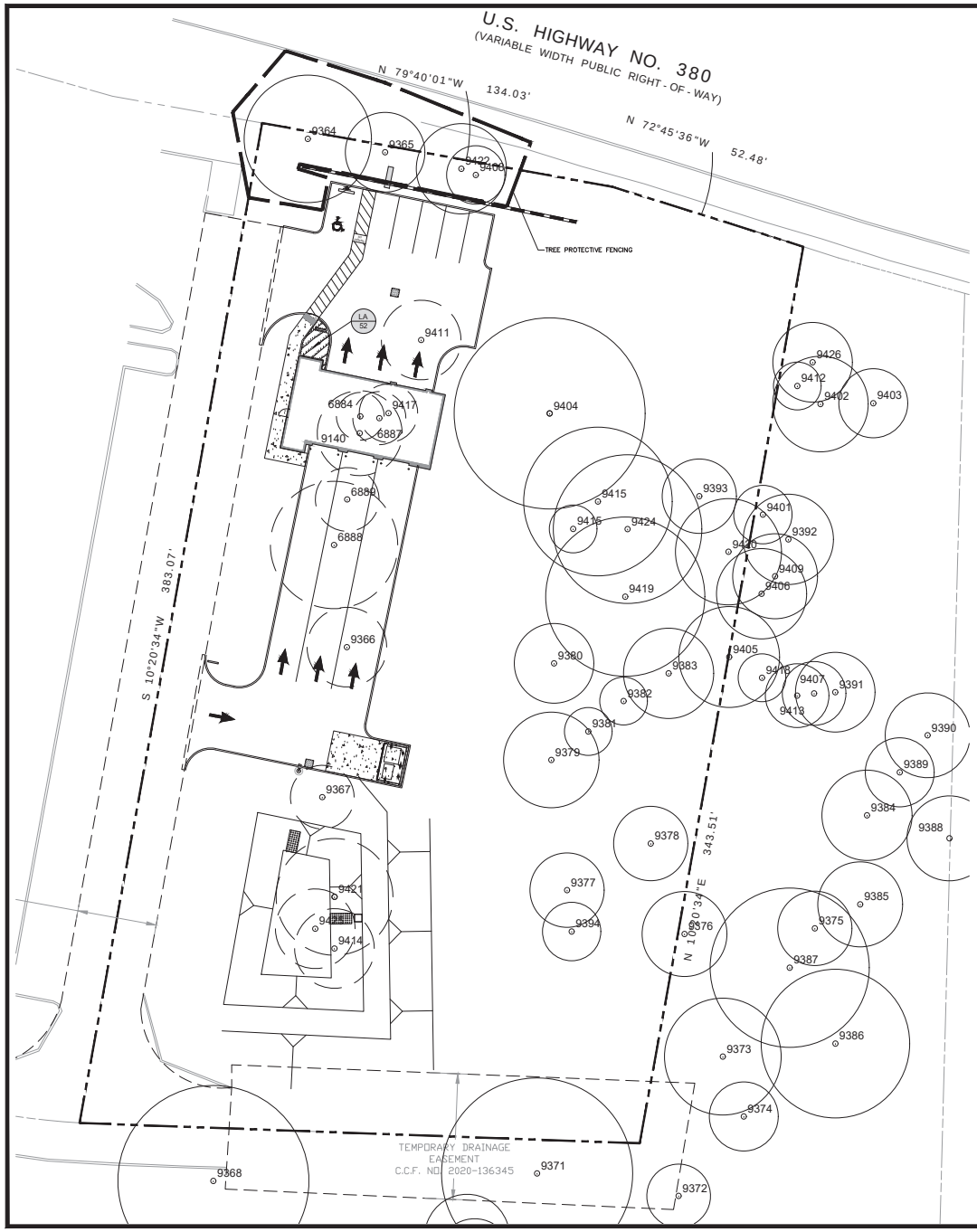
REV	DATE	DESCRIPTION
1	08/07/23	ISSUE FOR PERMIT

DRAWN BY: DR
CHECKED BY: RM

ARCH. PROJECT NO.: 23–029

SHEET NAME: LANDSCAPE PLANTING DETAILS & SPECS

SHEET NUMBER: LP-2



Scale 1" = 20'

LEGEND

5634 EXISTING TREE TO BE RETAINED

5611 EXISTING TREE TO BE REMOVED

TREE PROTECTIVE FENCING

TREE PROTECTION GENERAL NOTES

(A) PRIOR TO THE LAND CLEARING STAGE OF DEVELOPMENT, THE CONTRACTOR SHALL CLEARLY MARK ALL PROTECTED TREES FOR WHICH A TREE REMOVAL PERMIT HAS NOT BEEN ISSUED AND SHALL ERECT BARRIERS FOR THE PROTECTION OF THE TREES ACCORDING TO THE FOLLOWING:
(1) AROUND AN AREA AT OR GREATER THAN A SIX-FOOT RADIUS OF ALL SPECIES OF MANGROVES AND PROTECTED CABBAGE PALMS;
(2) AROUND AN AREA AT OR GREATER THAN THE FULL DRIPLINE OF ALL PROTECTED NATIVE PINES;
(3) AROUND AN AREA AT OR GREATER THAN TWO-THIRDS OF THE DRIPLINE OF ALL OTHER PROTECTED SPECIES.

(B) NO PERSON SHALL ATTACH ANY SIGN, NOTICE OR OTHER OBJECT TO ANY PROTECTED TREE OR FASTEN ANY WIRES, CABLES, NAILS OR SCREWS TO ANY PROTECTED TREE IN ANY MANNER THAT COULD PROVE HARMFUL TO THE PROTECTED TREE, EXCEPT AS NECESSARY IN CONJUNCTION WITH ACTIVITIES IN THE PUBLIC INTEREST.

(C) DURING THE CONSTRUCTION STAGE OF DEVELOPMENT, THE CONTRACTOR SHALL NOT CAUSE OR PERMIT THE CLEANING OF EQUIPMENT OR MATERIAL WITHIN THE OUTSIDE PERIMETER OF THE CROWN (DRIPLINE) OR ON THE NEARBY GROUND OF ANY TREE OR GROUP OF TREES WHICH IS TO BE PRESERVED. WITHIN THE OUTSIDE PERIMETER OF THE CROWN (DRIPLINE) OF ANY TREE OR ON NEARBY GROUND, THE CONTRACTOR SHALL NOT CAUSE OR PERMIT STORAGE OF BUILDING MATERIAL AND/OR EQUIPMENT, OR DISPOSAL OF WASTE MATERIAL SUCH AS PAINTS, OIL, SOLVENTS, ASPHALT, CONCRETE, MORTAR OR ANY OTHER MATERIAL HARMFUL TO THE LIFE OF THE TREE.

(D) NO PERSON SHALL PERMIT ANY UNNECESSARY FIRE OR BURNING WITHIN 30 FEET OF THE DRIPLINE OF A PROTECTED TREE.

(E) ANY LANDSCAPING ACTIVITIES WITHIN THE BARRIER AREA SHALL BE ACCOMPLISHED WITH HAND LABOR.

(F) PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY OR COMPLIANCE FOR ANY DEVELOPMENT, BUILDING OR STRUCTURE, ALL TREES DESIGNATED TO BE PRESERVED THAT WERE DESTROYED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR WITH TREES OF EQUIVALENT DIAMETER AT BREAST HEIGHT TREE CALIPER AND OF THE SAME SPECIES AS SPECIFIED BY THE CITY ADMINISTRATOR, BEFORE OCCUPANCY OR USE, UNLESS APPROVAL FOR THEIR REMOVAL HAS BEEN GRANTED UNDER PERMIT.

(G) THE CITY ADMINISTRATOR MAY CONDUCT PERIODIC INSPECTIONS OF THE SITE DURING LAND CLEARANCE AND CONSTRUCTION.

(H) IF, IN THE OPINION OF THE CITY ADMINISTRATOR, DEVELOPMENT ACTIVITIES WILL SO SEVERELY STRESS SLASH PINES OR ANY OTHER PROTECTED TREE SUCH THAT THEY ARE MADE SUSCEPTIBLE TO INSECT ATTACK, PREVENTATIVE SPRAYING OF THESE TREES BY THE CONTRACTOR MAY BE REQUIRED.

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23-029

TREE DISPOSITION

TD-1

TREE PROTECTION SPECIFICATIONS

MATERIALS

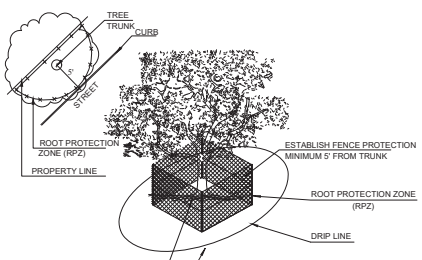
1. FABRIC: 4 FOOT HIGH ORANGE PLASTIC FENCING AS SHOWN ON THE PLANS AND SHALL BE WOVEN WITH 2 INCH MESH OPENINGS SUCH THAT IN A VERTICAL DIMENSION OF 23 INCHES ALONG THE DIAGONALS OF THE OPENINGS THERE SHALL BE AT LEAST 7 MESHES.
2. POSTS: POSTS SHALL BE A MINIMUM OF 72 INCHES LONG AND STEEL 'T' SHAPED WITH A MINIMUM WEIGHT OF 1.3 POUNDS PER LINEAR FOOT.
3. TIE WIRE: WIRE FOR ATTACHING THE FABRIC TO THE T-POSTS SHALL BE NOT LESS THAN NO. 12 GAUGE GALVANIZED WIRE.
4. USED MATERIALS: PREVIOUSLY-USED MATERIALS, MEETING THE ABOVE REQUIREMENTS AND WHEN APPROVED BY THE OWNER, MAY BE USED.

CONSTRUCTION METHODS

1. ALL TREES AND SHRUBS SHOWN TO REMAIN WITHIN THE PROXIMITY OF THE CONSTRUCTION SITE SHALL BE PROTECTED PRIOR TO BEGINNING ANY DEVELOPMENT ACTIVITY.
2. EMPLOY THE SERVICES OF AN ISA (INTERNATIONAL SOCIETY OF ARBORICULTURE) CERTIFIED ARBORIST AND OBTAIN ALL REQUIRED PERMITS TO PRUNE THE EXISTING TREES FOR CLEANING, RAISING AND THINNING, AS MAY BE REQUIRED.
3. PROTECTIVE FENCING SHALL BE ERECTED OUTSIDE THE CRITICAL ROOT ZONE (CRZ, EQUAL TO 1' FROM THE TRUNK FOR EVERY 1" OF DBH) AT LOCATIONS SHOWN IN THE PLANS OR AS DIRECTED BY THE LANDSCAPE CONSULTANT AND/OR CITY ARBORIST, AND IN ACCORDANCE WITH THE DETAILS SHOWN ON THE PLANS. FENCING SHALL BE MAINTAINED AND REPAIRED BY THE CONTRACTOR DURING SITE CONSTRUCTION. TREES IN CLOSE PROXIMITY SHALL BE FENCED TOGETHER, RATHER THAN INDIVIDUALLY.
4. PROTECTIVE FENCE LOCATIONS IN CLOSE PROXIMITY TO STREET INTERSECTIONS OR DRIVES SHALL ADHERE TO THE APPLICABLE JURISDICTION'S SIGHT DISTANCE CRITERIA.
5. THE PROTECTIVE FENCING SHALL BE ERECTED BEFORE SITE WORK COMMENCES AND SHALL REMAIN IN PLACE DURING THE ENTIRE CONSTRUCTION PHASE.
6. THE INSTALLATION POSTS SHALL BE PLACED EVERY 6 FEET ON CENTER AND EMBEDDED TO 18 INCHES DEEP. MESH FABRIC SHALL BE ATTACHED TO THE INSTALLATION POSTS BY THE USE OF SUFFICIENT WIRE TIES TO SECURELY FASTEN THE FABRIC TO THE T-POSTS TO HOLD THE FABRIC IN A STABLE AND UPRIGHT POSITION.
7. WITHIN THE CRZ:
   a. DO NOT CLEAR, FILL OR GRADE IN THE CRZ OF ANY TREE.
   b. DO NOT STORE, STOCKPILE OR DUMP ANY JOB MATERIAL, SOIL OR RUBBISH UNDER THE SPREAD OF THE TREE BRANCHES.
   c. DO NOT PARK OR STORE ANY EQUIPMENT OR SUPPLIES UNDER THE TREE CANOPY.
   d. DO NOT SET UP ANY CONSTRUCTION OPERATIONS UNDER THE TREE CANOPY (SUCH AS PIPE CUTTING AND THREADING, MORTAR MIXING, PAINTING OR LUMBER CUTTING).
   e. DO NOT NAIL OR ATTACH TEMPORARY SIGNS METERS, SWITCHES, WIRES, BRACING OR ANY OTHER ITEM TO THE TREES.
   f. DO NOT PERMIT RUNOFF FROM WASTE MATERIALS INCLUDING SOLVENTS, CONCRETE WASHOUTS, ASPHALT TACK COATS (MC-30 OIL), ETC. TO ENTER THE CRZ. BARRIERS ARE TO BE PROVIDED TO PREVENT SUCH RUNOFF SUBSTANCES FROM ENTERING THE CRZ WHENEVER POSSIBLE, INCLUDING IN AN AREA WHERE RAIN OR SURFACE WATER COULD CARRY SUCH MATERIALS TO THE ROOT SYSTEM OF THE TREE.
8. ROUTE UNDERGROUND UTILITIES TO AVOID THE CRZ. IF DIGGING IS UNAVOIDABLE, BORE UNDER THE ROOTS, OR HAND DIG TO AVOID SEVERING THEM.
9. WHERE EXCAVATION IN THE VICINITY OF TREES MUST OCCUR, SUCH AS FOR IRRIGATION INSTALLATION, PROCEED WITH CAUTION, AND USING HAND TOOLS ONLY.
10. THE CONTRACTOR SHALL NOT CUT ROOTS LARGER THAN ONE INCH IN DIAMETER WHEN EXCAVATION OCCURS NEAR EXISTING TREES. ALL ROOTS LARGER THAN ONE INCH IN DIAMETER ARE TO BE CUT CLEANLY. FOR OAKS ONLY, ALL WOUNDS SHALL BE PAINTED WITH WOUND SEALER WITHIN 30 MINUTES
11. REMOVE ALL TREES, SHRUBS OR BUSHES TO BE CLEARED FROM PROTECTED ROOT ZONE AREAS BY HAND.
12. TREES DAMAGED OR KILLED DUE TO CONTRACTOR'S NEGLIGENCE DURING CONSTRUCTION SHALL BE MITIGATED AT THE CONTRACTOR'S EXPENSE AND TO THE PROJECT OWNER'S AND LOCAL JURISDICTION'S SATISFACTION.
13. ANY TREE REMOVAL SHALL BE APPROVED BY THE OWNER AND LOCAL JURISDICTION PRIOR TO ITS REMOVAL, AND THE CONTRACTOR SHALL HAVE ALL REQUIRED PERMITS FOR SUCH ACTIVITIES.
14. COVER EXPOSED ROOTS AT THE END OF EACH DAY WITH SOIL, MULCH OR WET BURLAP.
15. IN CRITICAL ROOT ZONE AREAS THAT CANNOT BE PROTECTED DUING CONSTRUCTION AND WHERE HEAVY TRAFFIC IS ANTICIPATED, COVER THE SOIL WITH EIGHT INCHES OF ORGANIC MULCH TO MINIMIZE SOIL COMPACTION. THIS EIGHT INCH DEPTH OF MULCH SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
16. WATER ALL TREES IMPACTED BY CONSTRUCTION ACTIVITIES, DEEPLY ONCE A WEEK DURING PERIODS OF HOT DRY WEATHER. SPRAY TREE CROWNS WITH WATER PERIODICALLY TO REDUCE DUST ACCUMULATION ON THE LEAVES.
17. WHEN INSTALLING CONCRETE ADJACENT TO THE ROOT ZONE OF A TREE, USE A PLASTIC VAPOR BARRIER BEHIND THE CONCRETE TO PROHIBIT LEACHING OF LIME INTO THE SOIL.
18. CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL TREE PROTECTION FENCING WHEN ALL THREATS TO THE EXISTING TREES FROM CONSTRUCTION-RELATED ACTIVITIES HAVE BEEN REMOVED.

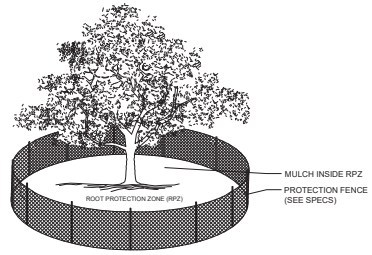
TAG#	SPECIES	RADIAL AVG	DBH	CONDITION	STATUS	3" MITIGATION TREE	4" MITIGATION TREE	NOTES
6884	AMERICAN ELM ULMUS AMERICANA	6	9	GOOD	REMOVED	9"		
6887	CEDAR EL ULMUS CRASSIFOLIA	9	17	FAIR	REMOVED	17		DECLINE, DEADWOOD
6888	AMERICAN ELM ULMUS AMERICANA	17	24	GOOD	REMOVED		25.5"	
6889	AMERICAN ELM ULMUS AMERICANA	7	12	GOOD	REMOVED	18"		
7140	AMERICAN ELM ULMUS AMERICANA	21	16	GOOD	REMOVED	24"		
9364	CEDAR EL ULMUS CRASSIFOLIA	17	24	FAIR	RETAINED			LEANING, POWER LINES ABOVE
9365	AMERICAN ELM ULMUS AMERICANA	6	12	FAIR	RETAINED			POWERLINES ABOVE
9366	AMERICAN ELM ULMUS AMERICANA	7	15	GOOD	REMOVED	22.5"		
9367	AMERICAN ELM ULMUS AMERICANA	6	12	GOOD	REMOVED	18"		
9368	PECAN CARYA ILLINOENSIS	22	36	FAIR	RETAINED			POISONOUS VINES
9369	POST OAK QUERCUS STELLATA	14	14	FAIR	RETAINED			IRREGULAR CANOPY
9370	POST OAK QUERCUS STELLATA	11	16	FAIR	RETAINED			IRREGULAR CANOPY
9371	PECAN CARYA ILLINOENSIS	22	36	FAIR	RETAINED			POISONOUS VINES
9372	AMERICAN ELM ULMUS AMERICANA	6	12	GOOD	RETAINED			
9373	AMERICAN ELM ULMUS AMERICANA	14	22	FAIR	RETAINED			CODOMINANT
9374	AMERICAN ELM ULMUS AMERICANA	7	13	GOOD	RETAINED			
9375	AMERICAN ELM ULMUS AMERICANA	7	14	FAIR	RETAINED			VINES
9376	AMERICAN ELM ULMUS AMERICANA	9	16	GOOD	RETAINED			
9377	AMERICAN ELM ULMUS AMERICANA	7	14	GOOD	RETAINED			
9378	PECAN CARYA ILLINOENSIS	21	24	FAIR	RETAINED			POISONOUS VINES
9379	AMERICAN ELM ULMUS AMERICANA	10	18	FAIR	RETAINED			POISONOUS VINES, CROWDED
9380	AMERICAN ELM ULMUS AMERICANA	7	15	GOOD	RETAINED			
9381	AMERICAN ELM ULMUS AMERICANA	4	9	GOOD	RETAINED			
9382	CEDAR EL ULMUS CRASSIFOLIA	6	9	GOOD	RETAINED			
9383	AMERICAN ELM ULMUS AMERICANA	13	17	FAIR	RETAINED			POISONOUS VINES
9384	AMERICAN ELM ULMUS AMERICANA	12	17	FAIR	RETAINED			POISONOUS VINES, CODOMINANT
9385	AMERICAN ELM ULMUS AMERICANA	10	16	FAIR	RETAINED			LEAN, POISONOUS VINES
9386	PECAN CARYA ILLINOENSIS	25	28	FAIR	RETAINED			VINES
9387	PECAN CARYA ILLINOENSIS	19	30	FAIR	RETAINED			VINES
9388	AMERICAN ELM ULMUS AMERICANA	10	16	FAIR	RETAINED			VINES
9389	AMERICAN ELM ULMUS AMERICANA	7	13	FAIR	RETAINED			VINES
9390	AMERICAN ELM ULMUS AMERICANA	11	16	GOOD	RETAINED			
9391	BOIS D'ARC MACLURA POMIFERA	13	15	POOR	RETAINED			CAVITY, POISONOUS VINES
9392	HACKBERRY CELTIS LAEVIGATA	9	17	POOR	RETAINED			CAVITY, ROT, MULTITRUNK
9393	AMERICAN ELM ULMUS AMERICANA	7	14	POOR	RETAINED			CAVITY, ROT
9394	POST OAK QUERCUS STELLATA	6	11	GOOD	RETAINED			
9401	PERSIMMON DIOSPYROS SP.	8	11	FAIR	RETAINED			CAVITIES
9402	AMERICAN ELM ULMUS AMERICANA	11	18	POOR	RETAINED			CAVITY AT BASE
9403	PECAN CARYA ILLINOENSIS	9	18	POOR	RETAINED			LEANING
9404	AMERICAN ELM ULMUS AMERICANA	22	36	POOR	RETAINED			POISONOUS VINES, ROT, DEADWOOD, DECLINE
9405	PECAN CARYA ILLINOENSIS	21	19	FAIR	RETAINED			LEANING, POISONOUS VINES
9406	PECAN CARYA ILLINOENSIS	21	17	FAIR	RETAINED			LEANING, POISONOUS VINES
9407	AMERICAN ELM ULMUS AMERICANA	8	12	POOR	RETAINED			VINES, POISONOUS VINES, CROWDED
9408	POST OAK QUERCUS STELLATA	6	11	FAIR	RETAINED			POWERLINES ABOVE
9409	PECAN CARYA ILLINOENSIS	21	16	FAIR	RETAINED			POISONOUS VINES
9411	POST OAK QUERCUS STELLATA	9	15	GOOD	REMOVED	22.5"		
9412	AMERICAN ELM ULMUS AMERICANA	6	9	GOOD	RETAINED			
9413	HACKBERRY CELTIS LAEVIGATA	8	12	POOR	RETAINED			CAVITY, MULTITRUNK
9414	POST OAK QUERCUS STELLATA	7	15	FAIR	REMOVED	22.5"		CROWDED GROWTH
9415	AMERICAN ELM ULMUS AMERICANA	19	28	POOR	RETAINED			ROT, DECLINE
9415	AMERICAN ELM ULMUS AMERICANA	6	9	POOR	RETAINED			LEANING
9417	HACKBERRY CELTIS LAEVIGATA	7	11	GOOD	REMOVED	16.5"		
9418	AMERICAN ELM ULMUS AMERICANA	5	9	FAIR	RETAINED			IRREGULAR CANOPY
9419	AMERICAN ELM ULMUS AMERICANA	21	30	POOR	RETAINED			CAVITY, DECLINE, POISONOUS VINES
9420	PECAN CARYA ILLINOENSIS	13	20	FAIR	RETAINED			MULTITRUNK
9421	POST OAK QUERCUS STELLATA	16	22	FAIR	REMOVED		24"	CROWDED GROWTH
9422	POST OAK QUERCUS STELLATA	12	17	FAIR	RETAINED			POWERLINES ABOVE
9424	AMERICAN ELM ULMUS AMERICANA	16	28	POOR	REMOVED		24"	POISONOUS VINES, DEADWOOD, DECLINE
9425	POST OAK QUERCUS STELLATA	7	15	FAIR	RETAINED			CROWDED GROWTH
9426	CEDAR EL ULMUS CRASSIFOLIA	10	15	GOOD	RETAINED			
						153"	73.5"	

ALL EXISTING TREES BETWEEN 6-12" IN DBH REQUIRE MITIGATION WITH 3" CALIPER TREES
ALL EXISTING TREES BETWEEN 12"+ IN DBH REQUIRE MITIGATION WITH 4" CALIPER TREES
REFERENCE LP-1 FOR PROPOSED MITIGATION MEASURES



NOTES:
1. OPTION USED FOR TIGHT CONSTRUCTION AREAS OR WHEN CONSTRUCTION OCCURS IN ROOT PROTECTION ZONE.
2. FOR ACCEPTABLE FENCING MATERIALS SEE SPECIFICATIONS.

B TREE PROTECTION FENCE - TIGHT CONSTRUCTION
SCALE: NOT TO SCALE

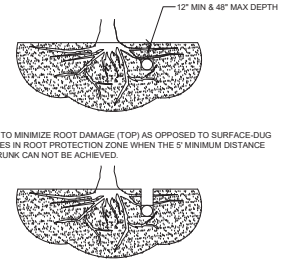


NOTES:
1. THE FENCING LOCATION SHOWN ABOVE IS DIAGRAMATIC ONLY AND WILL CONFORM TO THE DRIP LINE AND BE LIMITED TO PROJECT BOUNDARY. WHERE MULTIPLE ADJACENT TREES WILL BE ENCLOSED BY FENCING, THE FENCING SHALL BE CONTINUOUS AROUND ALL TREES.
2. FOR ACCEPTABLE FENCING MATERIALS SEE SPECIFICATIONS.

A TREE PROTECTION FENCE
SCALE: NOT TO SCALE

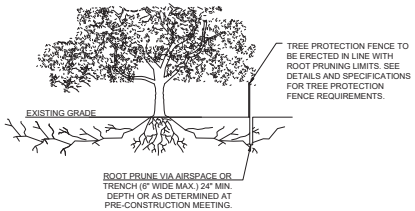
TREES THAT ARE MARKED TO BE PRESERVED ON A SITE PLAN AND FOR WHICH UTILITIES MUST PASS TROUGH THEIR ROOT PROTECTION ZONES MAY REQUIRE TUNNELING AS OPPOSED TO OPEN TRENCHES. THE DECISION TO TUNNEL WILL BE DETERMINED ON A CASE BY CASE BASIS BY THE ENGINEER.

TUNNELS SHALL BE DUG THROUGH THE ROOT PROTECTION ZONE IN ORDER TO MINIMIZE ROOT DAMAGE.



C BORING THROUGH ROOT PROTECTION ZONE
SCALE: NOT TO SCALE

NOTES
1. RETENTION AREAS WILL BE SET AS PART OF THE REVIEW PROCESS AND PRE-CONSTRUCTION MEETING.
2. BOUNDARIES OF RETENTION AREAS MUST BE STAKED AT THE PRE-CONSTRUCTION MEETING AND FLAGGED PRIOR TO ROOT PRUNING.
3. EXACT LOCATION OF ROOT PRUNING SHALL BE DETERMINED IN THE FIELD IN COORDINATION WITH THE FORESTRY INSPECTOR.
4. TRENCH SHOULD BE IMMEDIATELY BACKFILLED WITH EXCAVATED SOIL OR OTHER ORGANIC SOIL AS SPECIFIED PER PLAN OR BY THE FORESTRY INSPECTOR.
5. ROOTS SHALL BE CLEANLY CUT USING VIBRATORY KNIFE OR OTHER ACCEPTABLE EQUIPMENT. ROT PRUNING METHODS AND MEANS MUST BE IN ACCORDANCE WITH ANSI STANDARD A3000.
6. ALL PRUNING MUST BE EXECUTED AT LOD SHOWN ON PLANS OR AS AUTHORIZED IN WRITING BY THE FORESTRY INSPECTOR.
7. SUPPLEMENTAL WATERING MAY BE REQUIRED FOR ROOT PRUNED TREES THROUGHOUT THE GROWING SEASON DURING CONSTRUCTION AND SUBSEQUENT WARRANTY AND MAINTENANCE PERIOD.



D ROOT PRUNING DETAIL
SCALE: NOT TO SCALE

ALTAR GROUP
ARCHITECTURE ENGINEERING

REGISTERED LANDSCAPE ARCHITECT
DANIEL REYES
OF TEXAS
1-6-24

EVERGREEN DESIGN GROUP
(800) 680-6650
15455 Dallas Pkwy., Ste 600
Addison, TX 75001
www.EvergreenDesignGroup.com

TAKE 5 OIL CHANGE

PROTOTYPE: 3 BAY
US HWY 380
CROSS ROADS, TX 76227

1	06/07/23	ISSUE FOR PERMIT

DRAWN BY: DR
CHECKED BY: RM

23–029

TREE DISPOSITION DETAILS & SPECS

TD-2

COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
January 16, 2024

Agenda Item:
Discuss and consider approval of a resolution adopting the Cross Roads Adopt-OUR-Roads Program.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
The Road's Committee has been meeting over the last several months to establish a program for litter removal along the Town's roadways. The Committee has drafted the attached Adopt-OUR-Roads program which would allow groups, organizations, businesses, or individuals to adopt roadway sections generally between 0.75 miles to 1.25 miles in length, depending on the roadway. The adopting party would commit to cleaning the road section a minimum of four (4) times per year. The Town would purchase signs 18" x 24" promoting the Adopt-OUR-Roads program at the end of each roadway section. Additionally, the Town will purchase two (2), 6" x 18" signs displaying the adopting organization with a maximum of 15 characters on the same. Logos, addresses, and phone numbers are not permitted.

Upon adoption of the resolution, Staff will purchase and have installed 24 program signs according to the sections of roadway to be adopted. Each program sign and associated hardware is expected to cost approximately $120 per sign. Upon adoption of sections, the Town will purchase custom 6" x 18" signs at an anticipated cost of $35 per sign. Staff will also purchase several 6" x 18" signs that are labeled "Available to adopt". The anticipated cost to start the program and fill all adoption spots is approximately $4,250. The continued annual cost is estimated between $250-$1,000 depending on how often organizations change adopted road sections. The Town has budgeted $8,000 for street materials and signs, with no charges against this budget item as of January 31, 2024. This line item is typically used for sign replacement and asphalt to fill pot holes. With the larger street maintenance project beginning soon, Staff expects the cost of asphalt to be less in this line item as it will be charged against the larger project.

Recommended Action:
Staff recommends approval of the resolution.

Attachments:
Proposed Resolution Adopting the Cross Roads Adopt-OUR-Roads Program

TOWN OF CROSS ROADS
RESOLUTION NO. 2024-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, ADOPTING THE ADOPT-OUR-ROAD PROGRAM.

WHEREAS, the Town Council of the Town of Cross Roads desires to establish a program to allow volunteers and/or organizations to "adopt" certain roads which would commit such persons to four (4) annual clean-ups of those roads; and

WHEREAS, the Town Council of the Town of Cross Roads has determined that it is in the best interest of the Town of Cross Roads and its residents to adopt the Adopt-OUR-Road Program.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Cross Roads, Texas ("Town"):

SECTION 1. That the Adopt-OUR-Road program, a copy of which is attached hereto as "Exhibit A," is hereby approved and adopted.

SECTION 2. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Town of Cross Roads, and it is accordingly so resolved.

AND IT IS SO RESOLVED.

PASSED AND APPROVED on this **20th** day of **February 2024**.

APPROVED:

_____
Mayor

ATTEST:

_____
Donna Butler, Town Secretary

APPROVED AS TO FORM:

_____

Matthew C.G. Boyle, Town Attorney

EXHIBIT “A”

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Introduction:

The Town of Cross Roads enacted the **Adopt-OUR-Roads** Program as an additional tool to help the Town keep its rights-of-way clear of refuse. The program encourages organizations, groups, businesses, and individuals who would like to volunteer help in efforts to beautify our Town's roadsides.

Program Goals

The Goals of the **Adopt-OUR-Roads** program are:

1) Promote community pride, civic responsibility, and provide an opportunity to accomplish a worthwhile goal of taking care of our environment.
2) Allowing program participants to contribute time at their convenience.
3) Engaging volunteers ages 13 and older with appropriate adult supervision, a chance to develop values of giving back to the community.
4) Recognize and thank program participants with recognition via sponsorship signs installed at the adopted road section(s), media releases and certificates of appreciation. The Town will provide and install the signs. Please refer to the Fact Sheet section for more details on signage.

Program Description

A major part of the **Adopt-OUR-Roads** program is litter removal. Volunteer efforts spent in litter removal on Town roadways and accompanying recognition signs decrease Town expenses, increase public awareness as well as appeal to community values and pride. By agreeing to participate in the **Adopt-OUR-Roads** program, individuals and organizations agree to:

- Perform their **Adopt-OUR-Roads** function for at least two years.
- Care for an adopted section for litter removal.
- Perform work a minimum of four times per year.

The Town will provide kits containing supplies needed to clean up the adopted roadway(s).
The Town will review adopted areas to ensure participants are complying with the program guidelines.

Safety:

The **Adopt-OUR-Roads** Program is crafted to have safety as the overall mission. Any adoptable sections of roadway are selected for safety and appropriateness of the work involved. Participants bear individual responsibility for their own personal safety and appropriate behavior while participants are working within the Town right of way. Insurance is not required. However, participants agree to hold the Town harmless for injuries or claims arising out of their inappropriate actions or nonconformance to safety requirements.
Participants work without direct Town supervision and without traffic control. Groups are required to provide one adult supervisor for every five minors (children between the ages of 13 and 18) on the roadside. Group leaders are responsible for conducting a safety briefing for all participants before the group departs to conduct an event. The group leader will lead a safety briefing with all program participants. This safety briefing is a requirement for participants according to the safety guidelines of the **Adopt-OUR-Roads** program. This briefing is to assure all participants are aware and follow the program's safety requirements. There is a TxDOT safety video available through Youtube.com that crew leaders should watch with their team as part of the pre-work session safety briefing. The video includes generalized information, where TxDOT is referred to as a resource, replace with the Town of Cross Roads:

https://youtu.be/oDgWq2AyH7U

While working along the roadside, remember SAFETY FIRST!

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Fact Sheet:

The **Adopt-OUR-Roads** Program involves volunteer organizations picking up litter on the roadside of local roads within the Town of Cross Road's corporate limits. All designated cleanup areas will be limited in length by the Town's discretion, normally no less than ½ mile long. Volunteer organizations will need to clean up their adopted section of road at least four times per year.

In addition, the leaders of each organization along with the initial volunteers are required to attend a Safety Briefing. Group leaders will be responsible for training any additional future volunteers. Organizations are also required to fill out an **Adopt-OUR-Roads** Application and Release of Liability form, before cleanup can begin. Organizations are required to contact Town Staff one week prior to their scheduled cleanup to notify the Town of the planned cleanup.

The Town of Cross Roads, to show its appreciation, will provide two (2) **Adopt-OUR-Roads** signs, one at each end of the adopted section to show where the organization is working. Signs will display the organization's name only utilizing a maximum of 15 characters, including spaces. Logos, addresses or phone numbers are not permitted. The Town will supply garbage bags and safety vests to the volunteers and will provide garbage pickup service.

The **Adopt-OUR-Roads** Program has proven to be successful in many communities, improving appearance through litter pickup, and is a great way for community-based organizations/groups and businesses to show their involvement in the community. This Program will provide another opportunity for business and community-based organizations/groups to work together in this effort. Anyone interested in this program should contact the following:

Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, TX 76227
940-365-9693
crossroadstx.gov

Program Checklist

Initial Program Start Up

	Step	Purpose	Distribution / Submission
	Adopt-OUR-Roads Application Form	Notification of interest in program participation by group/organization	Initial Submission to Town
	Acceptance and Conditions Form	Agreement between Town and Interested Group signed by each	Initial agreement with copies held by Town and by Group
	Adopt-OUR-Roads Recognition Sign Requirements Form	Confirm content of recognition sign that will be printed	Initial submission by group to Town

Every Clean Up Event

	Step	Purpose	Distribution / Submission
	Leader safety brief	Safety Brief with group leader and representative of Town to ensure safe work environment.	Held every time group schedules event and picks up event equipment kit.
	Hold-harmless form	Form signed by group members to acknowledge understanding by participants of work rules	Signed copy sent to Town with original kept by group
	Parental consent form	Form signed by parent / guardian of any minors participating	Signed copy sent to Town with original kept by group

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Adopt OUR Roads Application:

Date of Application:	
Name of Organization:	
Name to Print on Sign: Maximum of 15 characters, including spaces.	
Street Address:	
City, State, Zip Code:	
Contact Name:	
Contact Phone:	
Email Address:	

Alternate Contact Name:	
Alternate Contact Phone:	
Alternate Email Address:	

List of Street Section that your organization is interested in adopting. List your selection in order of preference. Please specify the limits from / to:

1	
2	
3	
4	

The adopting individual or organization listed above agrees to follow the **Adopt-OUR-Roads** safety guidelines and to indemnify and hold harmless the Town of Cross Roads, it's Town Officials, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, costs, and expenses, including reasonable attorney's fees and damages of any nature whatsoever to any person or property, arising out of or resulting from the performance or non-performance of this Agreement.

Name of Authorized Agent (please print): _____

Signature of Authorized Agent: _____

Application Date: _____

Do Not Fill In Spaces Below - For Processing:

Date Application Received:	/ /	Date Application Approved:	/ /
Received By:		Approved By:	
Received Signature:		Approved Signature:	

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Acceptance and Conditions

The Adopting Organization agrees to participate in the program by:

1) picking up litter along the specified roadway within the time limits agreed upon below.
2) following the **Adopt-OUR-Roads** Safety Guidelines and procedures as described in the Safety Briefing.
3) have all volunteers sign the release of liability forms, and have parent/guardian signature for any participants between the ages of 13 and under 18.

If, in the sole judgment Town Staff, it is found that the adopting group is not meeting the terms and conditions of this agreement, upon a thirty (30) day notice, the Town may terminate the adoption agreement.

The Town of Cross Roads will provide two (2) 18" x 24" **Adopt-OUR-Roads** signs, one for each end of the adopted street section. Each sign will be drilled in order to add a 6”x18” sign to display the organizations name in sufficient detail to identify the organization utilizing a maximum of 15 characters, including spaces. Logos, phone numbers and addresses are not permitted. The Town of Cross Roads retains the right to reject, without cause or explanation, any symbol or seal the Town determines unacceptable. The Town will place the permanent signs for participation in the **Adopt-OUR-Roads** program within thirty (30) days after the first cleanup. The Town of Cross Roads recognizes_____ as the adopting organization and promoting litter-free environment on the section of roadway as described below:

in the community for period beginning on _____ and ending on _____with cleanup to be a minimum of four times per year.

Town Official Printed Name: _____

Signature of Town Official: _____

Name of Authorized Agent (please print): _____

Signature of Authorized Agent:

Date of Acceptance: _____

Anticipated Clean-up months (Coordinator Check all that apply)

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Hold Harmless Signature Form

Event Date: / /

Organization Name: _____

By signing below, I agree to the following:

1) I have read, understand and hereby agree to follow the **Adopt-OUR-Roads** Safety Guidelines provided by the Town of Cross Roads.

2) I acknowledge that I have been provided a safety brief as part of participating in today's clean-up event.

3) I understand and acknowledge that the Town will not provide reimbursement for any related costs or expenses that I incur under this program and hereby waive any right to claim therefor against the Town.

4) I agree to indemnify and hold harmless the Town of Cross Roads, its Town Council, town staff, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, liabilities, costs, and expenses, including reasonable attorneys' fees and damages of any nature whatsoever to any person or property, arising out of the performance or non-performance of the **Adopt-OUR-Roads** program or any activity related to this program, regardless of whether caused in part by a party indemnified hereunder.

	Print Name	Address	Signature	Age (if minor)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Parent / Guardian Consent for Minor Form

Name of Minor	
Address:	
City, State, Zip Code	
Adopt-OUR-Roads Volunteer Group	
Birth Date (mm/dd/yyyy)	/ /
Name of Parent/Guardian	

I, _____, am the Parent/Guardian of the above-named minor, and hereby agree to and declare under penalty of perjury to the following:

The above minor desires to perform volunteer services with the above-named volunteer group.

As parent/guardian of this minor, I hereby grant permission for this minor to participate in the **Adopt-OUR-Roads** cleanup program with the named volunteer group. The minor does not have any physical or medical concerns, which would prohibit or limit participation in the **Adopt-OUR-Roads** program.

I assume full responsibility and liability for this minor's participation in the Adopt- a-Road cleanup program, including but not limited to: (1) injuries sustained while performing any activity under the program; (2) injuries sustained from moving vehicles; and, (3) injuries sustained from the collection of hazardous materials.

Signature of Parent/Guardian:	
Print Name of Parent / Guardian:	
Date:	

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Equipment Kit Contents

The equipment kit is designed to provide **Adopt-OUR-Roads** volunteers with the necessary materials and tools to have a successful and safe cleanup event.

The Program Coordinator will arrange for a Safety Briefing for all adopting volunteer groups prior to their first cleanup, and will supply the Equipment Kit. Additional safety information is in the Safety Guidelines.

The following items are included in the Equipment Kit:

- Plastic Litter Bags
- Safety Vests (maximum of 10)
- Trash Grabbers (maximum of 10)

The Town provides the above for volunteers. If any items are missing, contact the Town Staff. The kit is to be returned to the Town within four (4) business days after the clean-up event. Also, if you have any questions regarding the proper use of equipment, please ask.

Please have your group or each volunteer provide their own:

- Sufficient water to maintain hydration
- Work gloves
- Sunscreen and insect repellant
- Closed toe shoes

It is recommended that program participants dress as follows: Each participant should wear a long sleeve shirt, long pants and footwear with enclosed toe and solid sole (boots preferable).

Garbage Bag Placement Plan

Example of Clean-Up Work Zone (see image below)

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Adopt-OUR-Roads Safety Guidelines:

You will be participating in a volunteer community cleanup near a Town road, your safety and the safety of others is extremely important to us. In addition to the Safety Briefing, please read and follow these safety guidelines:

Review these safety guidelines each time before beginning work with all program participants.

- Always park legally in a safe place when at the work area.
- Review the area for hazards before beginning.
- Do not touch possible hazardous materials. Contact the Town for further instructions.
- Use the reflective vest and wear brightly colored clothing.
- Dress appropriately for weather conditions. Long pants are highly recommended at all times.
- Always face oncoming traffic while working, if possible.
- Always be alert and have an escape route planned.
- Wear protective gloves, sturdy boots or shoes – no sandals or flip flops.
- Hats, sunscreen and bug repellant are recommended. Do not walk on the roadway.
- Never work in a median or center of the road.
- Avoid over exertion, particularly during times of high heat.
- Have a first aid kit available.
- Provide water or other refreshment available for all participants.
- Provide sunscreen and insect repellant for group members to use.
- Never consume alcoholic beverages before or during the work.
- Have transportation to medical services available.
- Do not enter or reach into drainage facilities.
- Do not touch or go near dangerous wildlife.
- Do not touch poisonous or thorny plants.
- Never work along the road in the dark or low light conditions.
- Do not work in rain or fog.
- Do not work when the road is wet or icy.
- Do not work on high traffic volume days such as holidays or the day before holiday weekends.
- Be sure of your footing on slopes, uneven ground, and unstable conditions such as rocks or loose soil.

Most importantly, always use good judgment and stay ALERT.
If there is an emergency, call 911.

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Items of Concern

ITEM	LEAVE IT	LEAVE IT AND CALL TOWN STAFF DURING BUSINESS HOURS	LEAVE IT AND CALL POLICE NON-EMERGENCY THAT DAY	LEAVE IT AND CALL 911 IMMEDIATELY
Miscellaneous Items				
Broken glass	X			
Any item that you cannot identify and suspect may be hazardous			X	
Hazardous Substances				
Spills of liquid or powdery substances			X	
Fuels, motor oils, transmission fluids, petroleum products		X if securely contained	X if open or leaking	
Items with hazardous material labels (see examples below)		X if securely contained	X if open or leaking	
Antifreeze		X if securely contained	X if open or leaking	
Batteries		X if securely contained	X if open or leaking	
Flares		X		
Paints		X if securely contained	X if open or leaking	
Aerosol cans (that are not empty)		X		
Human urine, feces, bloody waste (gauze, etc.)		X if securely contained	X if open or leaking	
Syringes, labeled medicines (aspirin, prescription drugs, etc.)		X		
Animal carcasses		X		
Extremely Hazardous Items / Possible Crime-Scene Evidence				
Bloody items that may be crime-scene evidence				X
Explosives or possible bombs (capped pipes, wrapped packages, etc.)				X
Weapons (guns, knives, etc.), unspent ammunition				X
Unlabeled medicines, marijuana, drug paraphernalia				X
Animals that may have been poached				X

A Few Examples of Hazardous Materials Labels

PHONE NUMBERS

Name Town Hall **Phone Number** 940-365-9693

Name Cross Roads Police Department Non-Emergency **Phone Number** 940-349-1600

Name Cross Roads Police Department EMERGENCY **Phone Number** 911

CROSS ROADS ADOPT-OUR-ROADS PROGRAM

Designated **Adopt-OUR-Roads** Street Locations

Street	Limits	Approximate Length
Dr. Griffin Rd	New Hope Rd to US 377	0.7 miles
Fishtrap Rd (west)	US 380 to US 377	0.9 miles
Fishtrap Rd (center)	US 377 to FM 424	0.6 miles
Fishtrap Rd (east)	FM 424 to Oak Grove Rd	0.75 miles
Historic Rd	Naylor to Mill Creek Rd	0.65 miles
Keyes Ln	Mill Creek Rd to Tipps Rd	0.7 miles
Mill Creek Rd	Keyes Ln to S. Potter Shop Rd	0.95 miles
Moseley Rd	Tipps Rd to US 380	1.25 miles
New Hope Rd	Fishtrap Rd to Bridle Ridge Ranch Rd	1.0 miles
Oak Grove Rd (west side)	US 380 to Fishtrap Rd	0.7 miles
S. Potter Shop Rd	Mill Creek Rd to US 380	1.25 miles
Tipps Rd	S. Potter Shop Rd to Moseley Rd	0.75 miles