



**CITY COUNCIL REGULAR MEETING**  
**City of Dripping Springs**  
**Council Chambers, 511 Mercer St, Dripping Springs, TX**  
**Tuesday, September 15, 2020 at 6:00 PM**

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**VIDEOCONFERENCE MEETING**

*This meeting will be held via videoconference and the public is encouraged and welcome to participate. Public comment may be given during the videoconference by joining the meeting using the information below. Public comment for this meeting may also be submitted to the City Secretary at [acunningham@cityofdrippingsprings.com](mailto:acunningham@cityofdrippingsprings.com) no later than 3:00 PM on the day the meeting will be held.*

*The City Council respectfully requests that all microphones and webcams be disabled unless you are a member of the City Council or Board of Adjustment. City staff, consultants and presenters please enable your microphone and webcam when presenting to the City Council or Board of Adjustment.*

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**AGENDA**

**MEETING SPECIFIC VIDEOCONFERENCE INFORMATION**

***Join Zoom Meeting:***

<https://us02web.zoom.us/j/84893445405?pwd=WU1HSjl4M1BEa3pnYkx1VldqRXZZZz09>

***Meeting ID:*** 848 9344 5405

***Passcode:*** 388131

***Dial Toll Free:***

888 475 4499 US Toll-free

877 853 5257 US Toll-free

***Find your local number:*** <https://us02web.zoom.us/j/84893445405>

***Join by Skype for Business:*** <https://us02web.zoom.us/skype/84893445405>

**CALL TO ORDER AND ROLL CALL**

**City Council Members**

Mayor Bill Foulds, Jr.

Mayor Pro Tem Taline Manassian

Council Member Place 2 Wade King

Council Member Place 3 Todd Purcell

Council Member Place 4 April Harris Allison

Council Member Place 5 Travis Crow

**Staff, Consultants & Appointed/Elected Officials**

City Administrator Michelle Fischer

Deputy City Administrator Ginger Faught

City Attorney Laura Mueller  
City Treasurer Gina Gillis  
City Secretary Andrea Cunningham  
Communications Director Lisa Sullivan  
Events & Programs Specialist Maggie Martin

## **PLEDGE OF ALLEGIANCE**

## **PROCLAMATIONS & PRESENTATIONS**

- 1. Texas Department of Transportation Presentation regarding the US Highway 290 from RM 1826 to RM 12 Feasibility Study.**

## **PRESENTATION OF CITIZENS**

*A member of the public who desires to address the City Council regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the City Council's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the City Council. It is the request of the City Council that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.*

## **CONSENT AGENDA**

*The following items are anticipated to require little or no individualized discussion due to their nature being clerical, ministerial, mundane or routine. In an effort to enhance the efficiency of City Council meetings, it is intended that these items will be acted upon by the City Council with a single motion because no public hearing or determination is necessary. However, a City Council Member or citizen may request separate deliberation for a specific item, in which event those items will be removed from the consent agenda prior to the City Council voting on the consent agenda as a collective, singular item. Prior to voting on the consent agenda, the City Council may add additional items that are listed elsewhere on the same agenda.*

- 2. Approval of a Resolution of the City of Dripping Springs Consenting to the Issuance of Unlimited Tax Bonds by Municipal Utility District Number 5 of Hays County.**
- 3. Approval of Job Description for Finance Director/City Treasurer.**
- 4. Approval of the City of Dripping Springs 2021 Holiday Calendar.**

## **BUSINESS AGENDA**

- 5. Discuss and consider approval of a Temporary Street Closure Request for the Run by the Creek 5K and 10K Event for the closure of Rogers Hanks Parkway/Highway 290 to Rogers Hanks Parkway/Creek Road on November 15, 2020 from 6:30 a.m. to 10:30 p.m.**

- 6. Discuss and approve Temporary Road Closure permit request for Christmas on Mercer on Saturday, December 5, 2020 from 6:30am-8:00pm, including the West end of Mercer from Bluff to San Marcos, College from Wallace to Mercer, San Marcos from Wallace to Mercer, and Old Fitzhugh from Ranch Road 12 to Mercer (closed at Mercer and closed to through traffic at Ranch Road 12).**
- 7. Discuss and consider approval of an Ordinance of the City of Dripping Springs, Texas Amending the Current 2019-2020 Fiscal Year Budget transferring funds to the Capital Improvement Fund.**
- 8. Discuss and consider approval of an Ordinance Amending Section 1.02.041: Regular Meetings: Establishing a new meeting time for City Council; Providing for the following: findings of fact; amendment; repealer; severability; codification; effective date; and proper notice and meeting.**
- 9. Discuss and consider the Election of one (1) member to the Texas Municipal League Health Benefits Pool Board of Trustees.**
- 10. Discuss and consider the Election of four (4) members to the Texas Municipal League Intergovernmental Risk Pool Board of Trustees for Places 1 - 4.**
  - a) Place 1
  - b) Place 2
  - c) Place 3
  - d) Place 4

## **EXECUTIVE SESSION AGENDA**

*The City Council for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The City Council for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

- 11. Deliberation of Real Property and Consultation with City Attorney regarding legal issues related to Real Property for the Tax Increment Reinvestment Zone including the Town Center Project and uses and real property in the Triangle and Veterans Memorial Park. Consultation with City Attorney, 551.071; Deliberation of Real Property, 551.072**
- 12. Deliberation of Real Property and Consultation with City Attorney regarding legal issues related to the South Regional Water Reclamation Expansion Project Easement Acquisition. Consultation with City Attorney, 551.071; Deliberation of Real Property, 551.072**
- 13. Consultation with City Attorney regarding legal issues related to Emergency Management, Disaster Declaration, and Emergency Orders including upcoming city events. Consultation with City Attorney, 551.071**

14. **Consultation with City Attorney regarding legal issues related to Ethics and Election Issues.** *Consultation with City Attorney, 551.071*

15. **Consultation with City Attorney regarding legal issues related to the Dripping Springs Water Supply Corporation Water Service Area Cooperation Agreement.** *Consultation with City Attorney, 551.071*

## UPCOMING MEETINGS

### City Council Meetings:

October 13, 2020 at 6:00 p.m. (Workshop 6:00 / Regular Meeting 6:30)

October 20, 2020 at 6:00 p.m.

November 10, 2020 at 6:00 p.m. (Workshop 6:00 / Regular Meeting 6:30)

November 17, 2020 at 6:00 p.m.

### Board, Commission & Committee Meetings:

September 17, 2020 Farmers Market Association Board at 10:00 a.m.

September 17, 2020 Emergency Management Commission at 12:00 p.m.

September 22, 2020 Planning & Zoning Commission at 6:30 p.m.

September 23, 2020 Economic Development Committee at 4:00 p.m.

September 28, 2020 Transportation Committee at 3:30 p.m.

October 1, 2020 Historic Preservation Commission at 4:00 p.m.

October 5, 2020 TIRZ No. 1 & No. 2 Board at 4:00 p.m.

October 5, 2020 Parks & Recreation Commission at 6:00 p.m.

October 7, 2020 DSRP Board of Directors at 12:00 p.m.

## ADJOURN

## TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the City Council may consider a vote to excuse the absence of any City Council Member for absence from this meeting.*

*Due to the Texas Governor Order, Hays County Order, City of Dripping Springs Disaster Declaration, and Center for Disease Control guidelines related to COVID-19, a quorum of this body could not be gathered in one place, and this meeting will be conducted through videoconferencing. Texas Government Code Sections 551.045; 551.125; and 551.127.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **September 11, 2020 at 5:00 p.m.***



Item # 1.

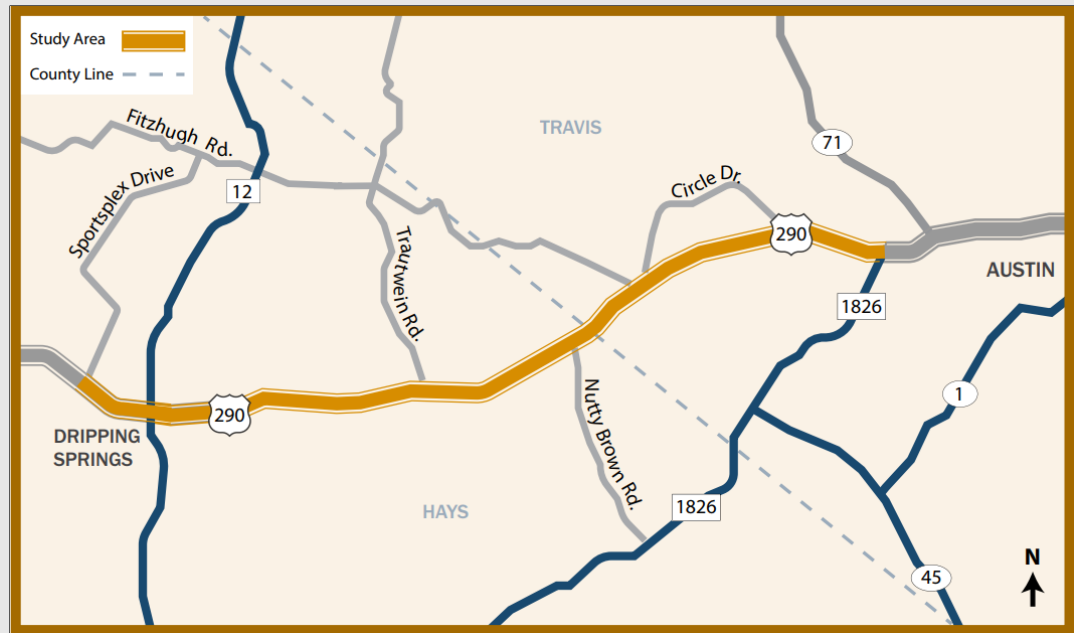
# US 290 from Oak Hill to Dripping Springs Planning and Feasibility Study

# UPDATE

August 24, 2020

## STUDY CORRIDOR

- US 290 from RM 1826 in southwest Austin through the City of Dripping Springs to Sportsplex Drive.
- The corridor spans Travis and Hays counties

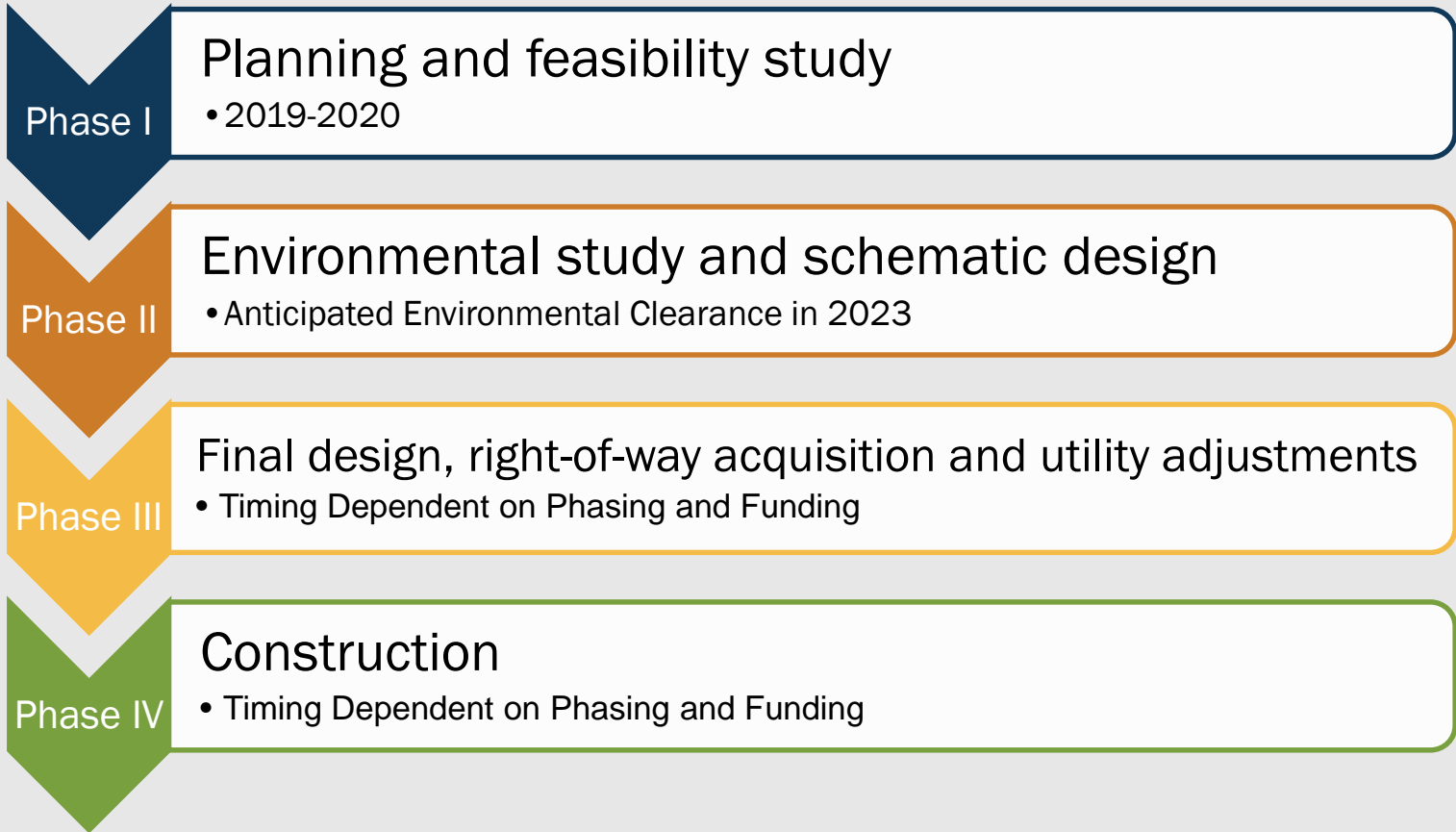


## STUDY PURPOSE

- Identify long-term safety and mobility solutions
- Develop right-of-way needs

## STUDY TIMELINE: 2019-2020

- Improve **safety** in the corridor
- Improve **mobility** in the corridor
- Enhance **accessibility** for residents and businesses
- Improve **emergency response times**
- Support **economic development**
- **Minimize impacts** to the community and natural environment



**PUBLIC INVOLVEMENT**

*Advancement from phase to phase is contingent upon the outcome of the previous phase and the availability of funding.*



## Our Study

- US 281 study
- Upcoming new study
- US 290 Planning and Feasibility Study**
- Oak Hill Parkway project
- County Line

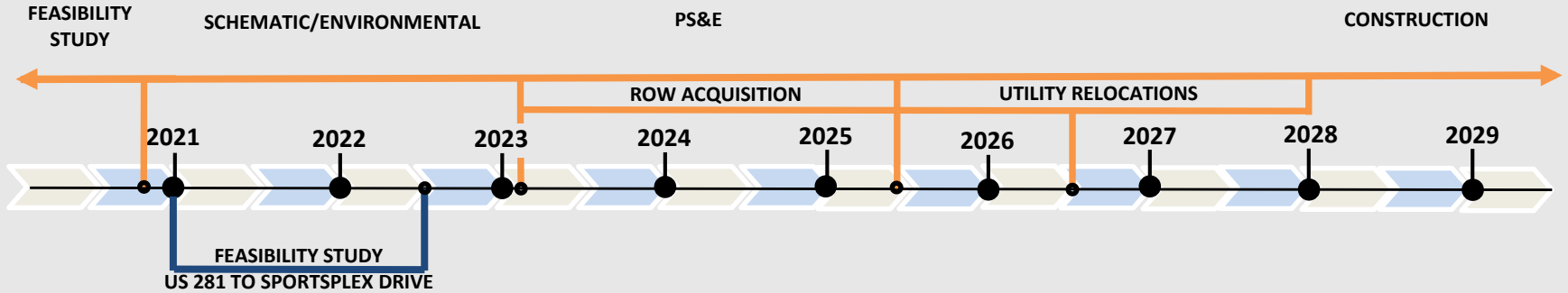


Upcoming TxDOT study for improvements to US 290 between Sportsplex Drive to US 281

The approved Oak Hill Parkway Project, anticipated to open to traffic as early as 2025

**+ Ongoing TxDOT traffic study for interim safety projects**

# US 290 West Improvements Timeline

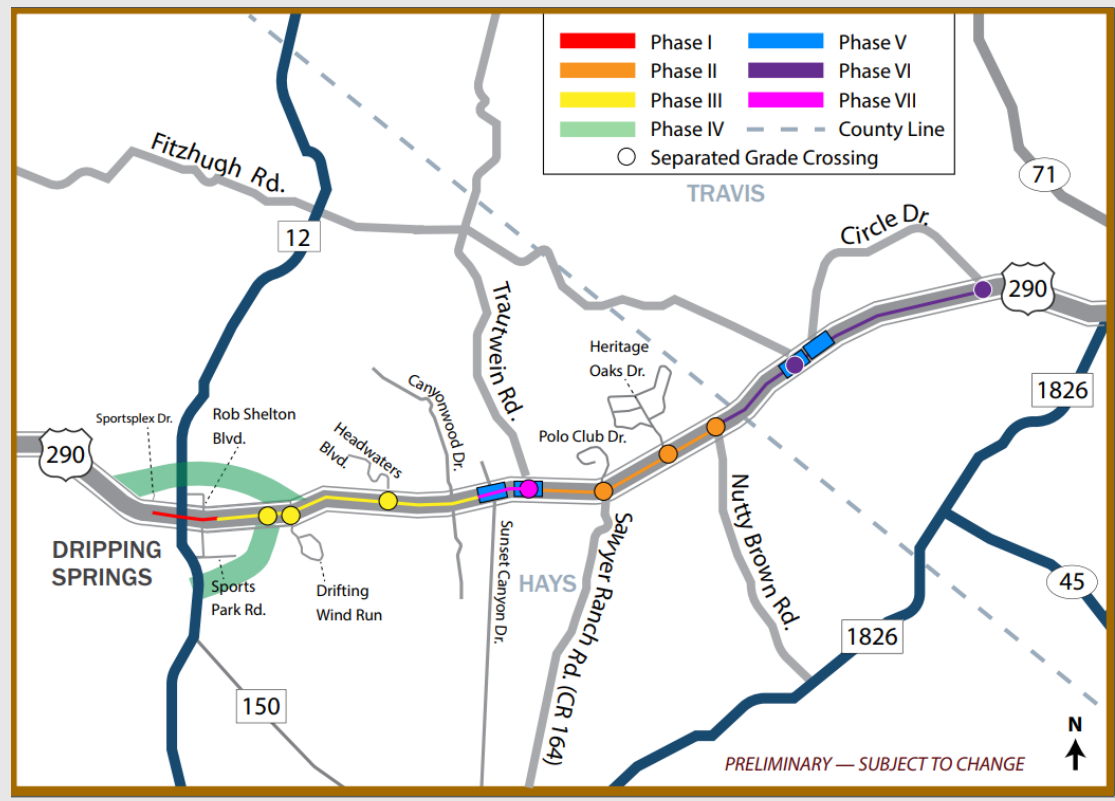


- Notes:**
1. Construction start contingent on funding, ROW, and utility relocations
  2. Project could be phased due to funding constraints
- PS&E – Plans, Specifications, and Estimates (Final Design)  
 ROW – Right of Way

**+ Ongoing TxDOT traffic study for interim safety projects**

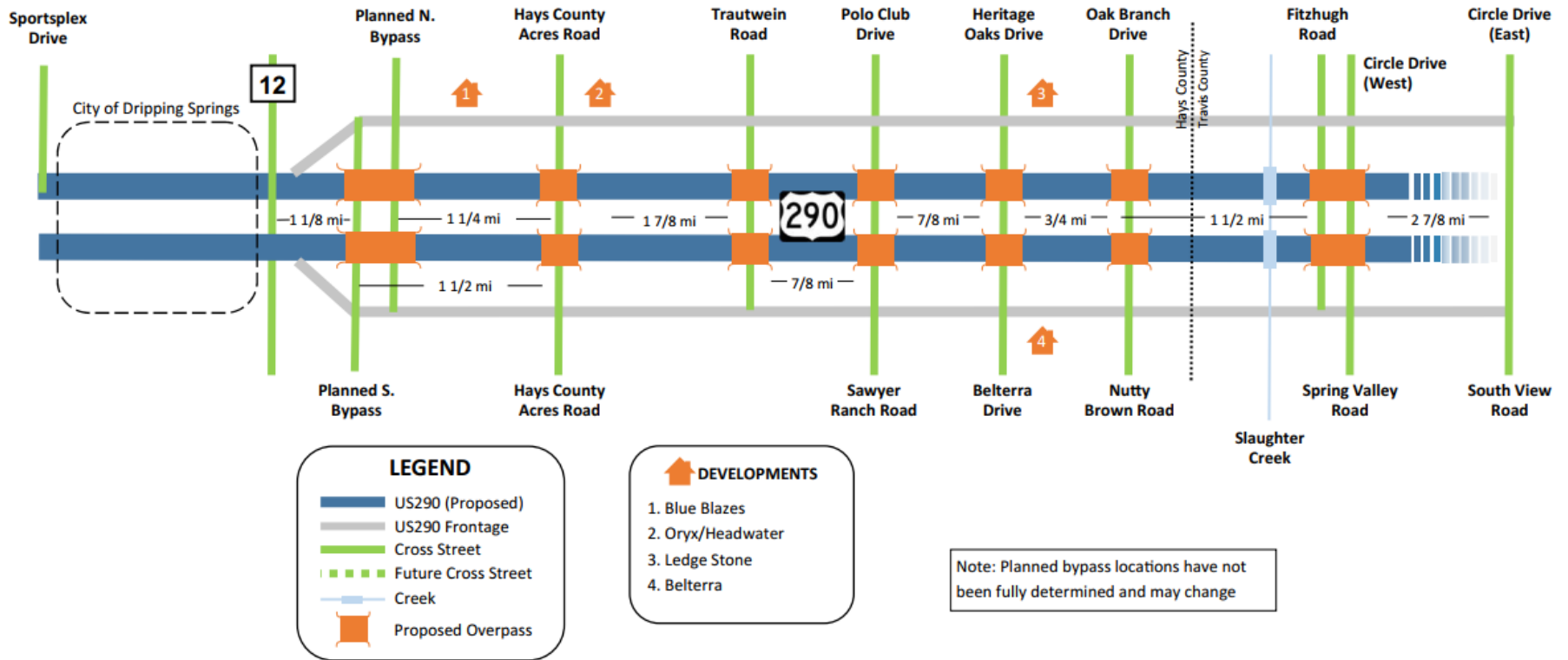
## PROJECT FUNDING

- Funding for constructing the entire corridor to be pursued.
- If not all funding is attained at one time, the alternative is to phase the corridor construction.
  - Less impact to motorists
  - Faster improvements
  - Can target problem areas first





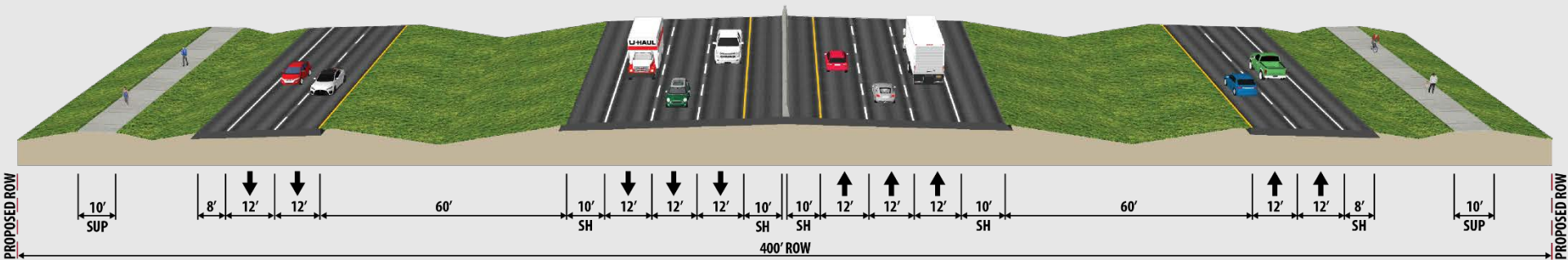
## US 290 West Planning and Feasibility Study



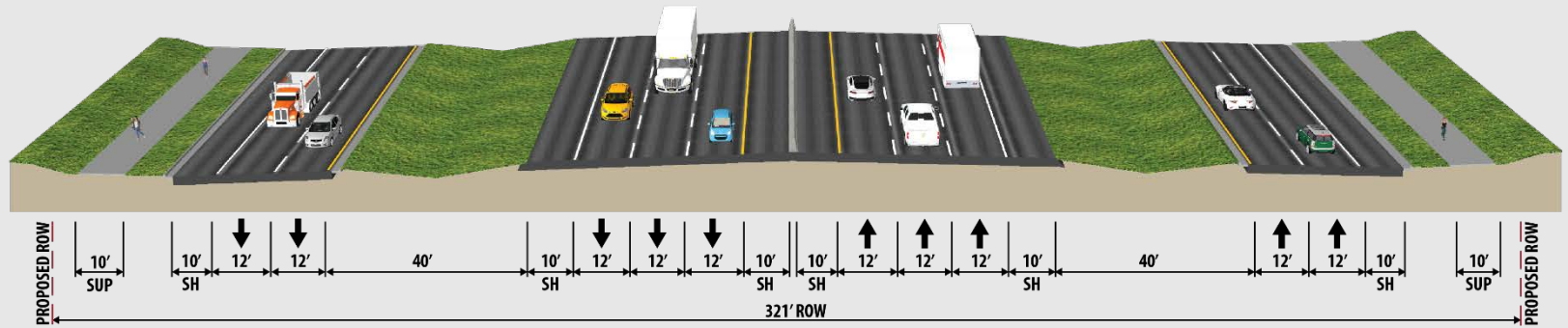
Note: Planned bypass locations have not been fully determined and may change

# Proposed Typical Sections – Standard vs. Reduced

## Standard (400 ft)

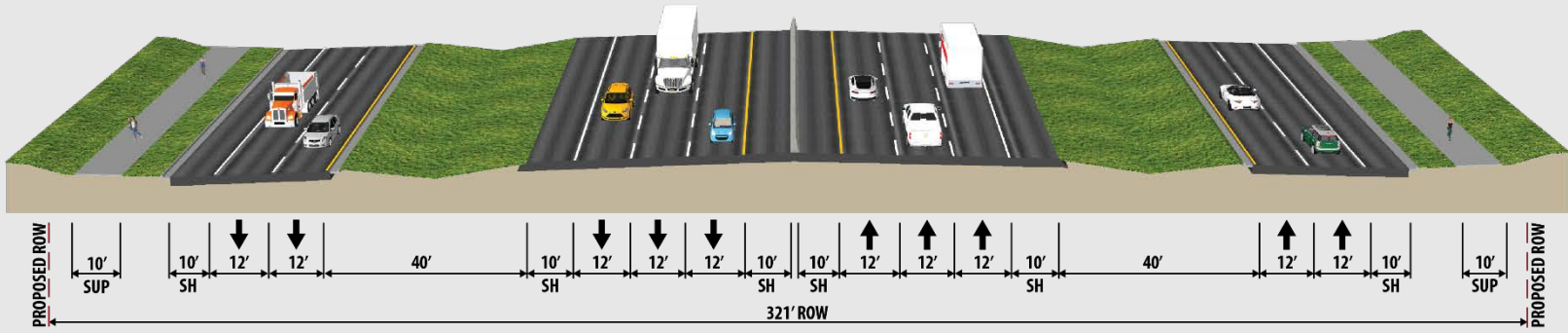


## Reduced (321 ft)

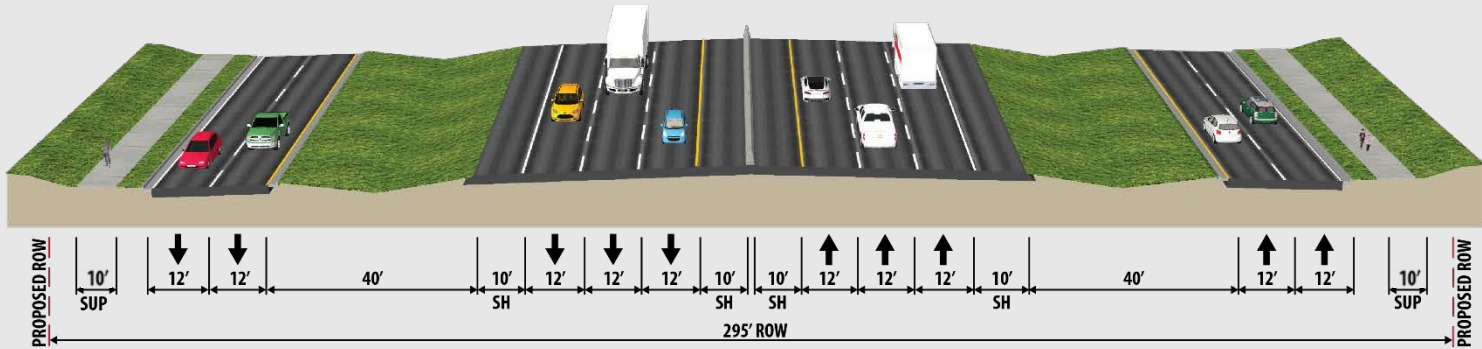


# Proposed Typical Sections – Reduced vs. Minimized

## Reduced (321 ft)



## Minimized (295 ft)



Reduction	Trade Offs
<p><b>Reduce border between frontage road and main lanes</b></p>	<ul style="list-style-type: none"> <li>▪ Ditch capacity needs may require adjustment from 6:1 desirable to 4:1 and, although 4:1 is acceptable, 6:1 or flatter is preferred for both errant vehicle performance and slope maintainability</li> <li>▪ Closed drainage system may be required in ditch area depending on calculated discharge.</li> <li>▪ Can constrain ramp design and feasibility both horizontally and vertically.</li> </ul>
<p><b>Removal of frontage road 10' shoulder</b></p>	<ul style="list-style-type: none"> <li>▪ 10' Shoulder with 8' buffer between curb and Shared Use Path (SUP) provides clear zone for separation of bicycle/pedestrians on SUP and traffic</li> <li>▪ Removal of shoulders prevents utilization of the shoulder for turning movements</li> </ul>
<p><b>Reduction to SUP buffer width</b></p>	<ul style="list-style-type: none"> <li>▪ Reducing the buffer between the SUP and back of curb to 3' to maintain a full width SUP would require a design waiver approval</li> </ul>
<p><b>Reduced utility corridor</b></p>	<ul style="list-style-type: none"> <li>▪ Less space for placing proposed utilities and retaining walls that may be required</li> </ul>

# US 290 Ongoing Development Area Locations



Source: Google Earth, 2018

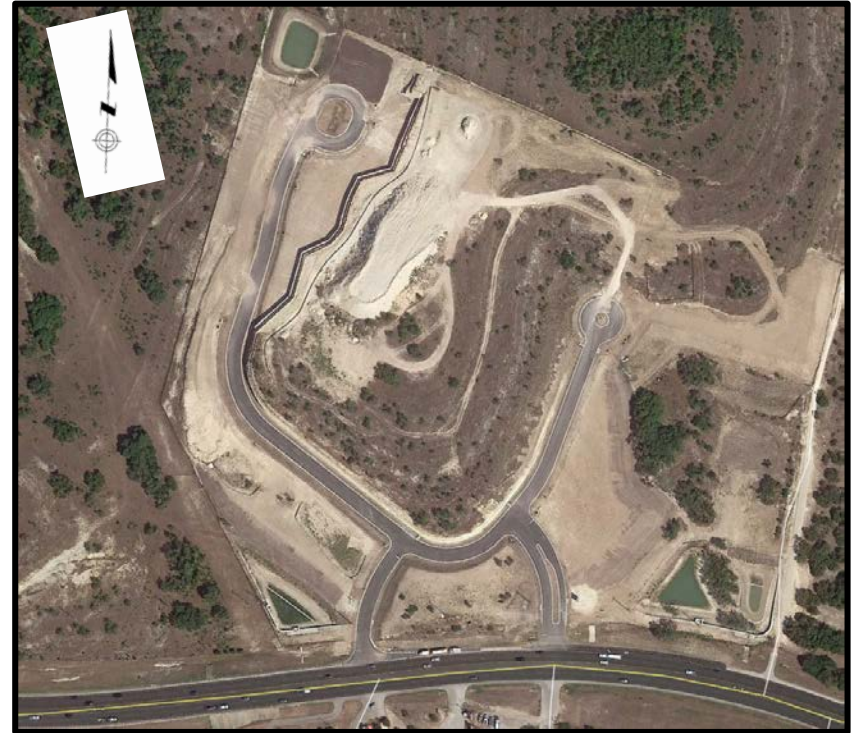


## SITE PLAN



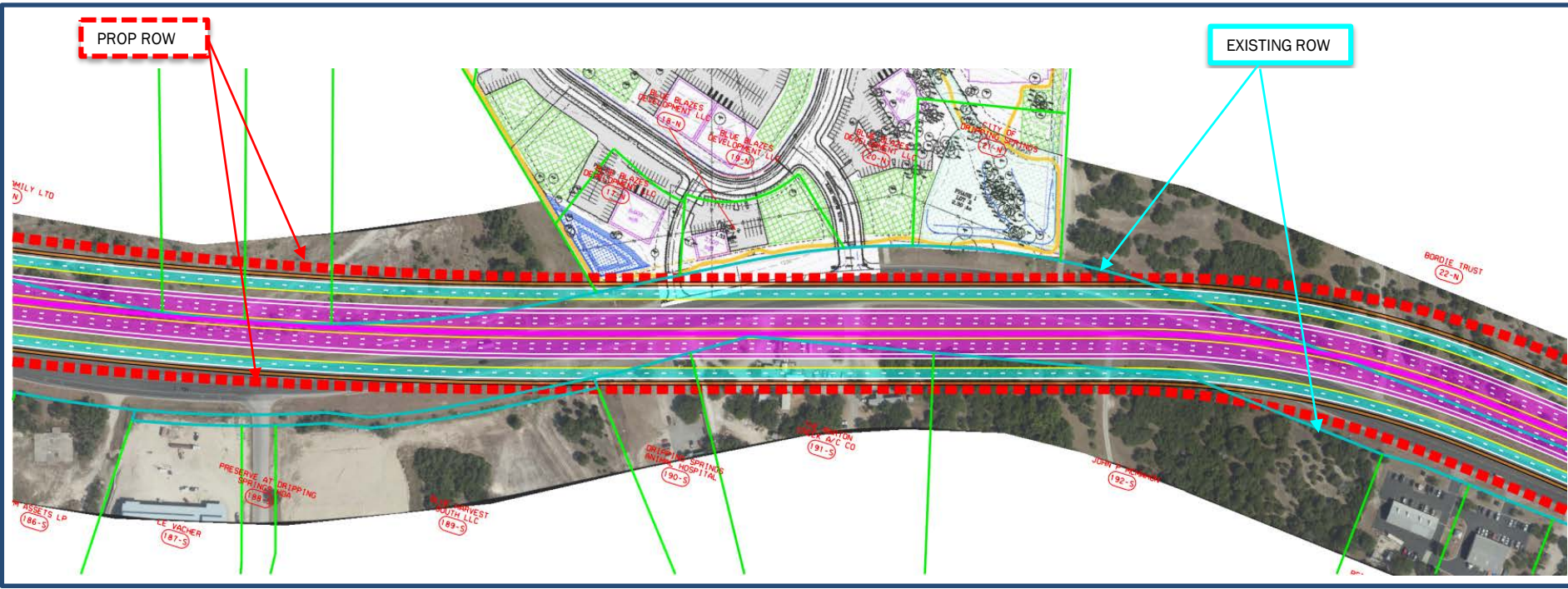
Source: <http://blueblazesdevelopment.com/>, June 2020

## GOOGLE EARTH

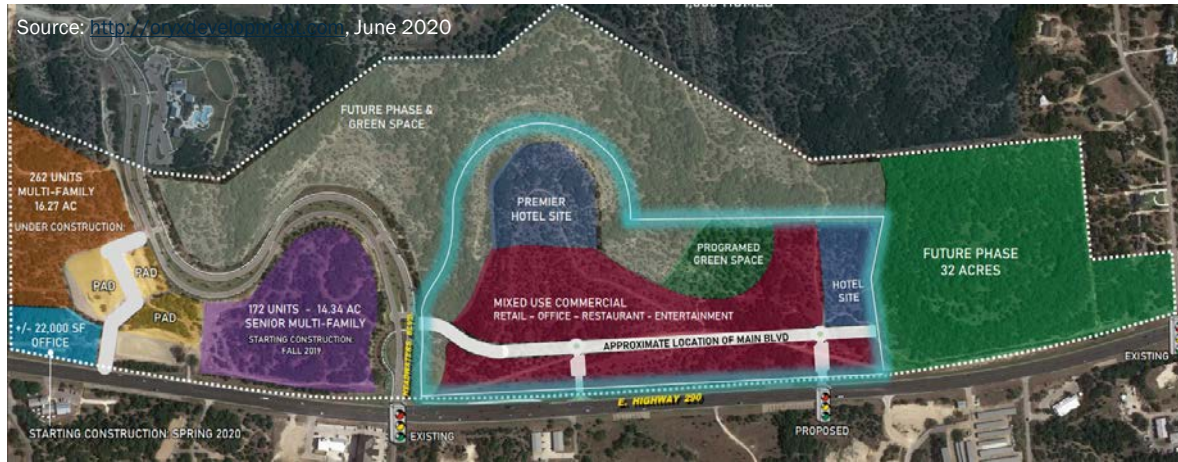


Source: Google Earth, 08/23/2018

# Blue Blazes Development Proposed ROW



# Location #2 Headwaters Development



SITE PLAN

Proposed signal shown is part of and is subject to



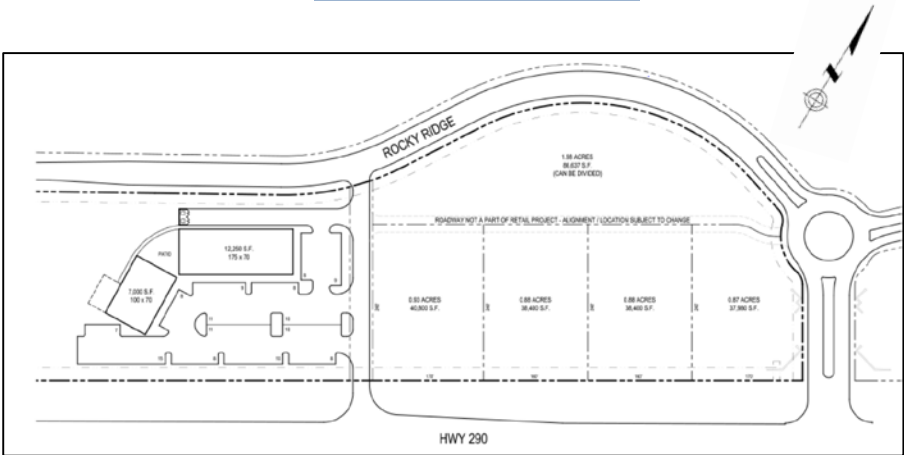
GOOGLE



# Location #3 Ledge Stone Development



## SITE PLANS



Source: <https://theretailconnection.net/properties/ledge-stone-dripping-springs-tx/>



## GOOGLE EARTH

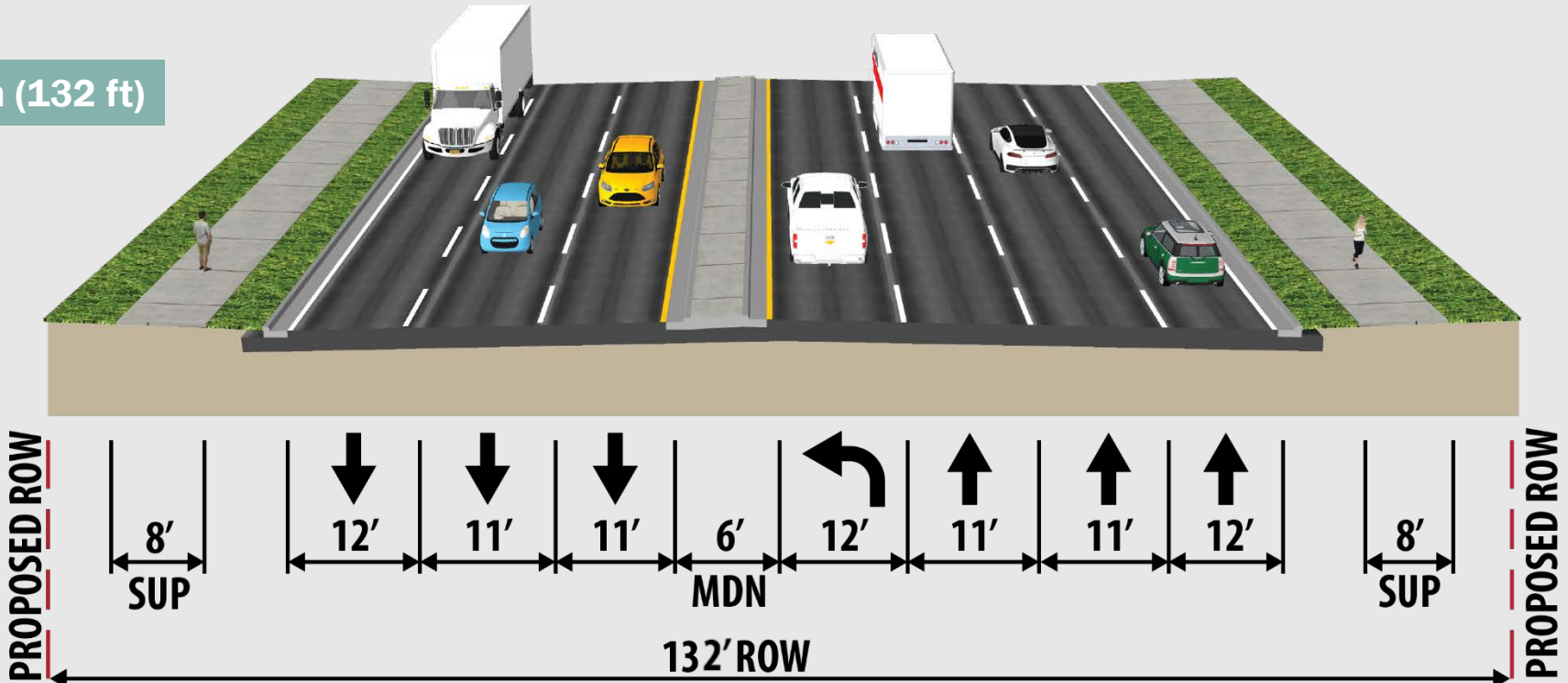




# City of Dripping Springs

## The current plan includes an urban section within the city limits of Dripping Springs.

Urban (132 ft)





# US 290 Proposed Roadway KMZ Overview

# Questions?



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

**Submitted By:** Laura Mueller, City Attorney

**Council Meeting Date:** September 15, 2020

**Agenda Item Wording:** **Discuss and consider approval of a Resolution of the City of Dripping Springs Consenting to the Issuance of Unlimited Tax Bonds by Municipal Utility District Number 5 of Hays County.**

**Agenda Item Requestor:** Hays County MUD No. 5

**Summary/Background:** The MUD is on Sawyer Ranch Road and contains the Highpointe subdivision including approximately 840 acres. It was created in 2002 after receiving consent from the City. They are authorized to issue is \$51,530,000 and they have already issued close to \$30 million in bonds and will have approximately \$18.5 million bonds remaining after this issuance.

The purpose of Bond Issue No. 9 of \$4,350,000 is to fund the construction, engineering, interest, inspection, testing and geotechnical engineering associated with the Highpointe subdivision. The MUD residents pay taxes towards these bonds.

Our financial advisor, Chris Lane, has reviewed the issuance and ensured that it is proper under our Consent Agreement and should be consented to. Additional information is available at this link:

[2020 -- Hays County MUD No. 5 Bond Application No. 9 - \\$4,350,000 Unlimited Tax Bonds, Series 2020](#)

The MUD Board plans to pass the bonds at its October board meeting.

The City has no responsibility towards the bonds other than this consent.

**Commission Recommendations:** N/A

**Recommended Council Actions:** Consent to the bond issuance.

**Attachments:** Resolution. Letter requesting consent.

**Next Steps/Schedule:** If approved, we send the consent letter to the MUD.

Received

SEP 03 2020

City of Dripping Springs

**ARMBRUST & BROWN, PLLC**

ATTORNEYS AND COUNSELORS

100 CONGRESS AVENUE, SUITE 1300  
AUSTIN, TEXAS 78701-2744  
512-435-2300

FACSIMILE 512-435-2360

REVA LANE REYES  
(512) 435-2365  
rreyes@abaustin.com

September 3, 2020

**VIA HAND-DELIVERY**

Ms. Michelle Fischer  
City Administrator, City of Dripping Springs  
511 Mercer St.  
Dripping Springs, Texas 78620

Re: Hays County Municipal Utility District No. 5 (the "District")

Dear Ms. Fischer:

In accordance with Section 3 of the "Agreement Concerning the Creation and Operation of Hays County Municipal Utility District No. 5 and Lands Within the District" between the City of Dripping Springs (the "City"), the District, 156 Sawyer Ranch, Ltd., Thomas R. Sawyer and Norma Jean S. Cleveland, the District is to provide the City with a copy of any bond application it submits to the Texas Commission on Environmental Quality. The District plans to file its application with the Commission this week.

I am enclosing an electronic copy of the District's ninth bond application. Please acknowledge receipt of this bond application by signing and sealing the enclosed Certificates Acknowledging Receipt of Hays County Municipal Utility District No. 5's Bond Application No. 9 in the amount of \$4,350,000 and returning all seven originals to me with the courier who has hand-delivered this letter and the enclosures to you.

*by mail.*

The District is requesting that the City review the bond application and provide the District with a letter or resolution providing the City's consent and approval of the application.

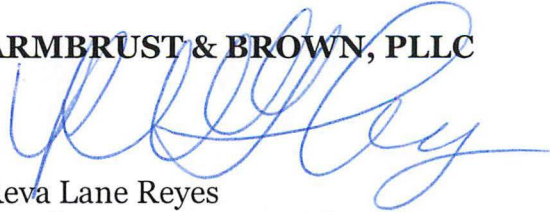
If you have any questions or comments please feel free to contact me at the telephone number above.

**ARMBRUST & BROWN, L.L.P.**

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Sincerely,

**ARMBRUST & BROWN, PLLC**

A handwritten signature in blue ink, appearing to read 'Reva Lane Reyes', is written over the company name.

Reva Lane Reyes  
Legal Assistant to Patrick Carlson  
Attorney for the District

cc: Daniel Ryan, P.E. (via email – [dryan@ljaengineering.com](mailto:dryan@ljaengineering.com))

Enclosures

**CERTIFICATE ACKNOWLEDGING RECEIPT OF**  
**HAYS COUNTY MUNICIPAL UTILITY DISTRICT NO. 5**  
**BOND APPLICATION NO. 9**  
**\$4,350,000**

The undersigned, a duly qualified and acting representative of the City of Dripping Springs, Texas (the "City"), hereby certifies that the City has received a copy of Hays County Municipal Utility District No. 5's application to the Texas Commission on Environmental Quality for approval of \$4,350,000 Unlimited Tax Bonds.

WITNESS MY HAND and the seal of the City of Dripping Springs this 8 day of September, 2020.

By: Andrea Cunningham  
Printed Name: Andrea Cunningham  
Title: City Secretary  
City of Dripping Springs, Texas



**CITY OF DRIPPING SPRINGS**

**RESOLUTION No. 2020-R\_\_**

A RESOLUTION OF THE CITY OF DRIPPING SPRINGS CONSENTING TO THE ISSUANCE OF UNLIMITED TAX BONDS BY MUNICIPAL UTILITY DISTRICT NUMBER 5 OF HAYS COUNTY.

**WHEREAS,** Hays County Municipal Utility District Number 5 (the "District") is a municipal utility district of 840.04 acres, a body corporate and politic and governmental agency of the State of Texas, by order of the Texas Commission on Environmental Quality, and the District Operates under Chapters 49 and 54 of the Texas Water Code pursuant to Article XVI, Section 59 of the Texas Constitution as amended; and

**WHEREAS,** the District, 156 Sawyer Ranch, Ltd., Thomas R. Sawyer, and Norma Jean S. Cleveland and the City of Dripping Springs entered into that certain "Agreement Concerning Creation and Operation of Hays County Municipal Utility District No. 5" dated to be effective July 25th, 2002, as subsequently amended by that certain "Amendment Number 1 to Agreement Concerning Creation and Operation of Hays County Municipal Utility District No. 5" dated April 19, 2007 and by that certain "Amendment Number 2 to Agreement Concerning Creation and Operation of Hays County Municipal Utility District No. 5" last executed on April 10, 2008 (collectively, the "Consent Agreement"); and

**WHEREAS,** among other matters, the Consent Agreement provides that all bonds of the District shall be approved by the City Council of the City of Dripping Springs prior to issuance; and

**WHEREAS,** the District has authority to issue this amount of unlimited tax bonds; and

**WHEREAS,** the District now desires to proceed with the issuance of unlimited tax bonds to fund the construction, engineering, interest, inspection, testing and geotechnical engineering associated with the Highpointe subdivision in a principal amount not to exceed \$4,350,000 (the "Unlimited Tax Bonds"); and

**WHEREAS,** the Unlimited Tax Bonds will be obligations solely of the District, and the City of Dripping Springs will not be responsible for payment of the Unlimited Tax Bonds.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS THAT:**

Section 1. This meeting of the City Council of the City of Dripping Springs has been properly posted in accordance with the Texas Open Meetings Act.



Section 2. The City Council of the City of Dripping Springs hereby approves the issuance by the District of unlimited tax bonds in an amount not to exceed \$4,350,000.

Section 3. This Resolution shall be effective upon the date of its approval.

**PASSED & APPROVED this, the 15<sup>th</sup> of September 2020, by a vote of \_\_ (ayes) to \_\_ (nays) to \_\_ (abstentions) of the City Council of Dripping Springs, Texas.**

**CITY OF DRIPPING SPRINGS:**

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Bill Foulds, Jr., Mayor

**ATTEST:**

---

Andrea Cunningham, City Secretary



**FINANCE DIRECTOR / CITY TREASURER  
FULL-TIME EXEMPT**

*Approved* \_\_\_\_\_

**A. GENERAL PURPOSE**

Manages the City's finances, accounting, payroll, and budgeting and supervises the Finance Department. Administers the City's investment policies, practices, and program. Serves as the City Treasurer. Directs and coordinates the formulation, presentation, publication, implementation and monitoring of City's operating budget. Provides highly responsible and complex administrative support to the City Council.

**B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. This position serves as the Chief Financial Officer and City Treasurer for the City and performs all functions required by Section 22.075 of the Texas Local Government Code.
2. Coordinates the City's budget and tax rate process in accordance with state law and accepted accounting practices.
3. Oversees the preparation of municipal financial reports as required by state law and requested by City Council or the City Administrator.
4. Advises the City Council, City Administrator, and Department Heads regarding financial matters.
5. Oversees and coordinates the City's financial operations including accounting, billing, purchasing, treasury, debt management, and required financial reporting.
6. Manages and monitors the collection of all City taxes including sales tax, ad valorem tax, and hotel occupancy tax.
7. Supervises and evaluates the performance of assigned personnel; provides staff training regarding accounting, budgetary, and financial matters.
8. Ensures staff compliance with departmental policies, procedures, and regulatory requirements and state law related to the budget and finances.
9. Develops, implements, administers, and reviews the City's financial policies and procedures in accordance with state law.
10. Prepares and/or reviews revenue estimates; reviews and recommends changes to tax rates and municipal fees.
11. Composes, prepares, reviews, and presents the proposed annual budget to the Mayor and presents the budget at City Council workshops and public hearings.
12. Monitors the finance departmental budget and other financial reports; identifies and addresses trends and/or potential issues.
13. Performs a variety of debt management functions; plans debt issuance's and presents proposed debt instruments to the City Council for consideration; oversees

- debt related reporting.
14. Assists with the annual audit.
  15. Assists in developing and managing the City of Dripping Springs Personnel Manual, as it relates to finance and budget matters and to the Finance Department.
  16. Oversees and coordinates the budget and financial operations of the Tax Increment Reinvestment Zones.
  17. Travels to various destinations in and out of the City.
  18. Performs other tasks as assigned by City Council, City Administrator, and Deputy City Administrator.

### **C. SUPERVISION**

Under the supervision of the City Council and City Administrator.

### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Bachelor's Degree in accounting, business, finance, public administration with emphasis on finance/budgeting, or other related Bachelor's degree. Ten years of municipal experience is required. If the degree of the employee is not in a related field as described herein, then at least five years of the ten years of municipal experience must be in accounting, business, or finance. Five years of supervisory experience is required and may be experience that ran concurrently with the municipal or other experience.
2. Knowledge of generally accepted accounting principles and fund accounting.
3. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Ability to be bonded as required by Texas Local Government Code Section 22.075.

### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office; email; phone; printer; and copy machine. InCode, Sage, MyPermitNow, ActiveNet, and database software;.

### **F. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in an office setting.
2. While performing the duties of this job, the employee is regularly required to move about City Hall and various locations throughout the City; talk or communicate; and operate computer equipment.

### **G. WORK HOURS**

City of Dripping Springs  
Finance Director / City Treasurer

March 25, 2020  
Page 2 of 3

Core work hours are between 8:00 am and 5:00 pm including one hour for lunch, Monday through Friday, except holidays. This is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. Non-traditional work hours may be required and shall be coordinated with the City Administrator.

#### **H. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

#### **I. BENEFITS**

Benefits shall be in accordance with those outlined in the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL”, as may be modified by the employee’s offer letter and subsequent revisions to the Manual.

#### **J. EQUAL OPPORTUNITY EMPLOYER**

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Ginger Faught at (512) 858-4725.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.*



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

**Submitted By:** Andrea Cunningham, City Secretary

**Council Meeting Date:** September 15, 2020

**Agenda Item Wording:** Approval of the City of Dripping Springs 2021 Holiday Calendar.

**Agenda Item Requestor:** Andrea Cunningham, City Secretary

**Summary/Background:** Annually the City prepares the holiday calendar for City Hall closures. Pursuant to the Personnel Manual Section 5.03 Leave:

Employees are generally not required to work on city holidays. The City may choose to observe the day preceding or following a holiday's official date. City holidays are as follows: New Year's Day, MLK Birthday, Presidents Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

The City will be able to take all holidays as listed above, and maintain the standard of twelve (12) holidays for calendar year 2021. The attached calendar is prepared using the following information:

- Federal, State & County observed holidays
- DSISD holidays and breaks such as Spring Break, Winter Break, etc.

The approved holiday calendar will be used to schedule City Council, Board, Commission and Committee meetings for 2021.

**Recommended Council Actions:** It is the pleasure of the City Council to approve the calendar as attached or make changes such as adding holidays or removing holidays.

**Attachments:** Proposed City Holiday Calendar

**Next Steps/Schedule:**

1. Prepare final holiday calendar and submit to Administration for final review.
2. Distribute calendar to staff and update website calendar, meeting room calendar and prepare holiday invites for staff and City Council.
3. Prepare 2021 meeting calendar for review and approval.

# 2021

## Holidays

### JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### JULY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Holidays - City Hall Closures

- January 1 - New Year's Day
- January 18 - Martin Luther King Day
- February 15 - Presidents Day
- May 31 - Memorial Day
- July 5 - Independence Day (observed)
- September 6 - Labor Day
- October 11 - Columbus Day
- November 11 - Veterans Day
- November 25 & 26 - Thanksgiving Day
- December 24 - Christmas Eve
- December 31 - New Year's Eve

### DSISD Holidays & Breaks

- Spring Break, March 15 - 19
- April 2 - Staff/Student Holiday
- Thanksgiving Break, November 23 - 26
- Winter Break, December 20 - January 4



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

**Submitted By:** Kelly Schmidt, Parks & Community Services Director

**Council Meeting Date:** 9.15.2020

**Agenda Item Wording:** **Discuss and consider approval of a Street Closure Request for the annual Run by the Creek 5K and 10k event to take place Sunday, November 15, 2020.**

**Agenda Item Requestor:** Daniel Payne

**Summary/Background:** The Dripping Springs Running Club requests a Temporary Street Closure for its annual Run by the Creek 5k and 10k to be held on Sunday, November 15, 2020.

The street closure is requested for Roger Hanks Parkway from US 290 to Creek Road. The starting location and short part of the race route are in the city limits. Hays County has approved the portion outside the city limits.

Event organizers have confirmed that Constable Ron Hood will supervise the start/finish area while four Hays County Deputies, with patrol vehicles will be located at all intersections along the course.

250 runners along with approximately 50 volunteer are anticipated to participate this year with many Covid-19 precautionary race day alterations (i.e. handwashing stations, mask requirement for all, social distancing and smaller start waves) in place to ensure a safer experience for all.

Set up begins at 4:30am with the race commencing and concluding along Roger Hanks Parkway and clean-up finishing by 1:00pm. The time for the road closure is 6:30 a.m.-10:30 a.m. City-Council previously approved this event in 2019. Staff recommends approval of the Temporary Street Closure.

**Staff Recommendation:** Recommend approval by City Council

**Attachments:** Street Closure Permit Application ; Letter Notice to Neighbors;  
Route Map; Traffic Control Plan; Special Event Permit Application;  
Road Closure & Race Weekend Timelines

**Next Steps/Schedule:** Contact Daniel Payne and inform him of Council's decision.  
Approve permits, schedule street closure with City Maintenance  
department.



Received on/by:

Date, initials



Application for a

**TEMPORARY ROAD CLOSURE PERMIT**

Applicant Name/Organization: Dripping Springs Running Club: Run by The Creek 5k & 10k

Contact Person: Steve Mallett or Chuck Lemmond

Address: 333 E. Hwy 290, Bldg 3, Ste. 300

City: Dripping Springs State: TX Zip Code 78620

Phone Numbers: Steve Mallett: 512-627-7018 Chuck Lemmond: 512-751-3053

Email Address: Steve Mallett: [stevem@mallettintegrityteam.com](mailto:stevem@mallettintegrityteam.com)  
Chuck Lemmond: [chuck@bearcreekhomesinc.com](mailto:chuck@bearcreekhomesinc.com)

Street(s) to be Closed

---

From Roger Hanks Parkway/HWY 290 To Roger Hanks Parkway/Creek Road  
(intersection/block) (intersection/block)

\_\_\_\_\_ To \_\_\_\_\_  
(intersection/block) (intersection/block)

Requested date(s) and time(s) of closing:

From: 6:30 am on 11/15/2020 To: 10:30 pm on 11/15/2020

Reason for Closing: Run By The Creek 5k & 10k race with runners and walkers on the road.

[Type text]

[Type text]

[Type text]

Item # 5.

**STREET CLOSURE SUBMITTAL REQUIREMENTS**

1. Temporary Street Closure Application
2. Detailed Engineered Traffic Control Plan
3. Notification to affected property owners, local Sherriff, Fire, and EMS, Dripping Springs Independent School District, Dripping Springs Water Supply Corporation, City of Dripping Springs Wastewater Operator, Pedernales Electric Cooperative, Verizon Wireless, Time Warner Cable, any other Utility Providers
4. Permit Fee of \$250.00
5. Proof of Liability Insurance Naming City as Additional Insured.
6. Approval of City Council

NOTICE: The Permit will become invalid on the expiration date noted on the permit. If an extension is necessary, the request, along with a Permit Extension Fee of \$100.00 must be submitted ten days prior to the expiration date or this permit will become invalid and a Stop Work Order may be placed on the project.

*By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:*

Steve Mallett - President  
*Applicant Signature*

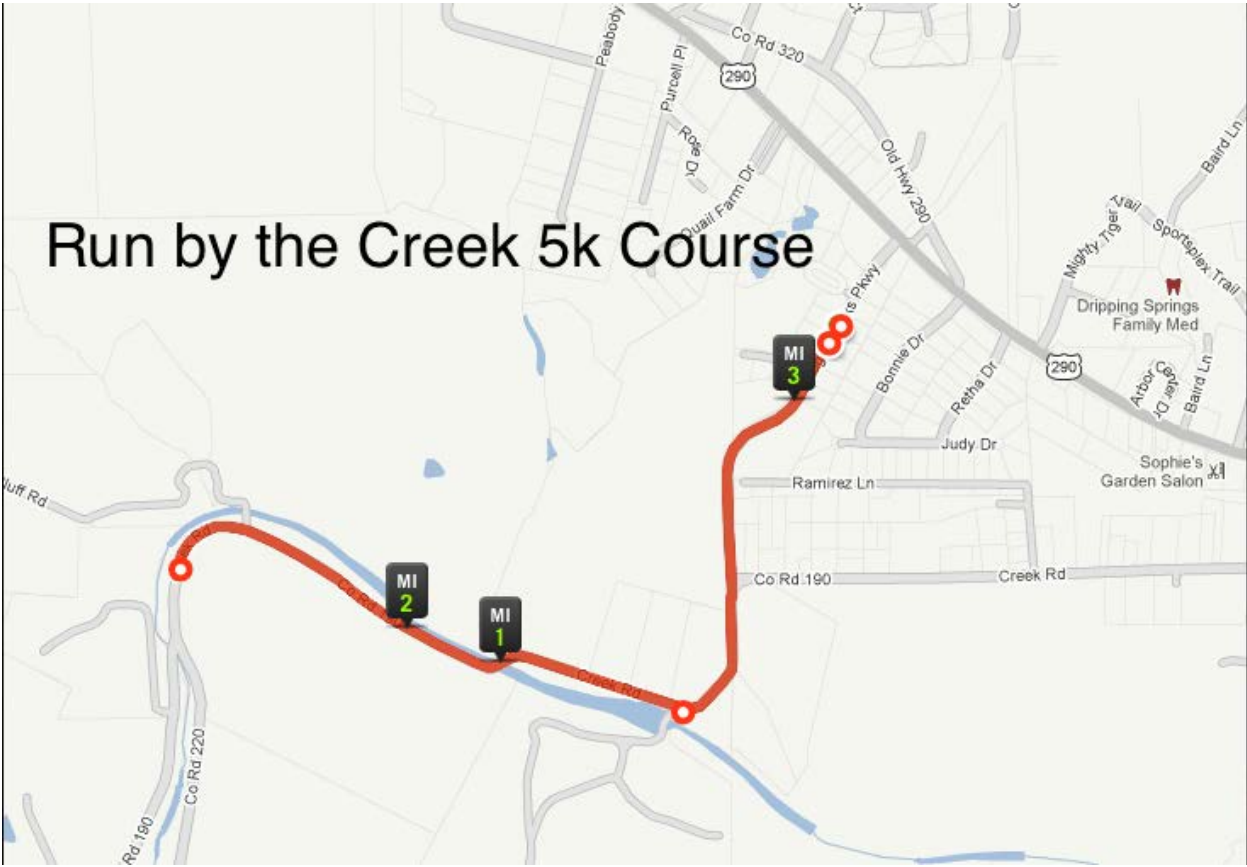
9/9/2020  
*Date*

Item # 5.

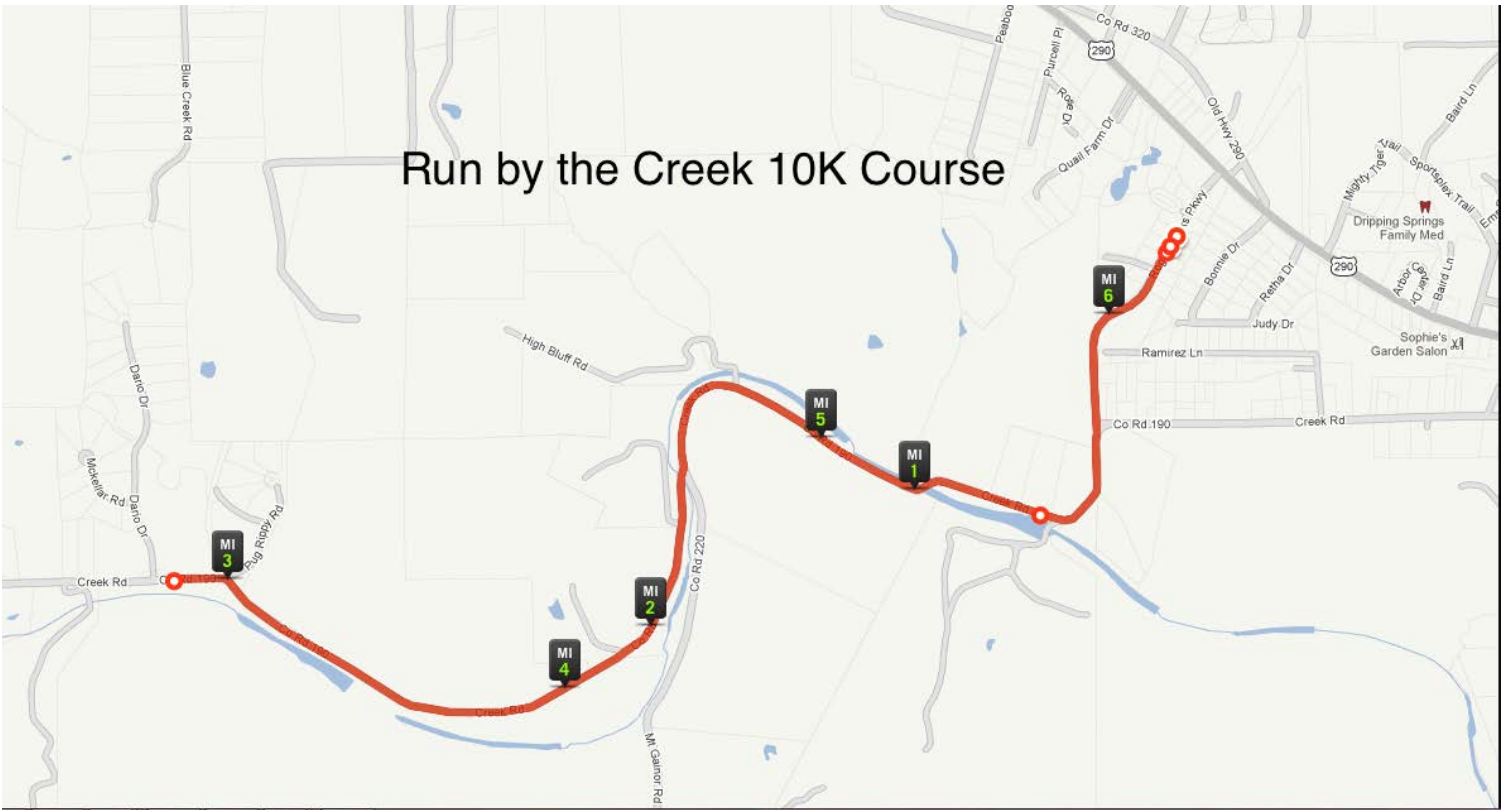


<https://www.google.com/maps/place/195+Roger+Hanks+Pkwy.+Dripping+Springs,+TX+78620/@30.1923661,-98.1046728,16...> 9/9/202020

# Run by the Creek 5k Course



# Run by the Creek 10K Course





To: Neighbors along the Run by the Creek 5K & 10K course route  
 From: Chuck Lemmond, Dripping Springs Running Club, Race Logistics Coordinator  
 Date: October, 2020  
 RE: 8<sup>th</sup> Annual "Run By the Creek" 5K & 10K Running Event

The 9<sup>th</sup> Annual **Run by the Creek 5K/10K** (<http://runbythecreek.com/>) is scheduled for **Sunday, November 15, 2020**. The **Run by the Creek 5K/10K** is presented by the Dripping Springs Running Club, an organization of local residents dedicated to promoting healthy lifestyles by supporting local non-profits, and public projects with similar purposes. With proceeds from prior races, the Dripping Springs Running Club was honored to be able to support the Dripping Springs High School Cross Country team by purchasing \$1,000 worth of supplies, donating \$2,500 to the City of Dripping Springs Parks for benches and trail head signage at Dripping Springs Ranch Park & Event Center, and \$500 to Hays County. In 2018, we donated over \$2,500 of our event proceeds to purchase new replacement uniforms for the Rockport Fulton High School cross country team, which was devastated by Hurricane Harvey. Finally, last year we supported the City of Dripping Springs, providing funds to complete an extension of the running trail at Dripping Springs Sports & Recreation Park.

Minor traffic congestion resulting in some inconvenience may be anticipated on race day morning. Runners start arriving at 6:30 AM at Roger Hanks Park and the race begins at 8:00 AM for both the 5K and 10K events. The races will start on Roger Hanks Blvd out to Creek Road with 5K runners will turn around at Mt. Gainor Road and return to the finish line at Roger Hanks Park. The 10K runners will continue on Creek Road past Mt. Gainor, turn around at Dario Drive, returning to the finish line at Roger Hanks Park.

Road closures:

- Starting at 6:30 AM on Roger Hanks Blvd only
- Starting at 7:30 AM, Creek Road from Roger Hanks Blvd to Mt. Gainor Road will close to traffic and will remain closed until the conclusion of the event, approximately around 10:00 AM
- Starting at 7:50 AM Creek Road from Mt. Gainor to Dario Drive
- The western end of Creek Road (Dario Drive to Mt. Gainor) should reopen by 9:15 AM
- Intersections along the race route will be manned by officers of the Hays County Constables Department

A course map is attached for your convenience

We invite you to join us for this iconic Dripping Springs event! To show our appreciation for your support, and in consideration of the road closure, we would like to offer 50% off the registration fee. Race discount code is: RBTCNEIGHBOR

Please join us in the 2020 Run by the Creek!

Please feel free to contact us via email ([runbythecreek@gmail.com](mailto:runbythecreek@gmail.com)) or call Steve Mallett at 512-627-7018 if you need additional information or assistance.

Sincerely,

The Dripping Springs Running Club

**Run By The Creek, November 15, 2020**  
Road Closure Timeline

DATE / TIME	TASK	VENDOR	OWNER	NOTES
<b>FRIDAY, Nov. 13</b>				
12:00 - 5:00 p.m.				
	5:00 Deliver / inventory race barricades	Hays County roads	Chuck	
<b>SATURDAY, Nov 14</b>				
4:00 - 7:00 P.M.				
	5:30 Set out Highway signs		Chuck	
<b>SUNDAY, Nov 15</b>				
<b>5:30 - 6:00A</b>				
	5:30 Set out Road Barricades on side of the roads		Chuck	2 Barricades per intersection
	5:30 Set Turnaround Posts 5k & 10K on side of the road		Chuck	3 each, with caution tape connecting
<b>6:30 - 7:00A</b>				
	6:30 Constable Hood / Deputies Arrive	Constable	Chuck	4 Deputies / Constable Ron Hood 858-7605
	<b>6:30 Close Roger Hanks Parkway</b>	Constable	Chuck	radio message
<b>7:30 - 7:45A</b>				
	7:30 <b>Close Creek Road</b>	Constable	Chuck	Radio confirmation message
7:30 - 7:55	<b>ANY LOCAL RESIDENT TRAFFIC TRYING TO LEAVE MUST EXIT AWAY FROM THE START LINE (go west)</b>			
	7:30 Set out 5K & 10K Turn around barricades		Position Leader	
	7:30 Set up road closed barricades	VOLS / Constable	Chuck	
	7:30 EMS Arrives (TBD)		Chuck	
	7:45 <b>Confirm road is closed</b>	Constable	Chuck	Radio Confirmation Message
<b>8:00 - 8:15A</b>				
	<b>8:00 RACE START!</b>			
<b>8:30 - 9:00A</b>				
	9:00 Open Creek Rd @ 10K turnaround - To Mt Gainor Rd.	Constable	Tim	Radio Confirmation Message Constable - Follows last runners to Mt. Gainor
<b>9:30 - 10:00</b>				
	10:00 <b>Open Creek Road</b>	Constable		Mt Gainor to Roger Hanks Pkwy
	10:00 Pick up Turn around Volunteers		Chuck / Tim	10K & 5K turnaround locations
<b>10:00 - 10:30</b>				
	10:25 Verify ALL runners off course	Constable	Chuck / Tim	Radio Confirmation Message
	10:30 <b>ALL ROADS OPEN</b>	Constable	Chuck / Tim	Roger Hanks Parkway
	10:30 Sheriff / Constables depart			
<b>10:30 - 11:00</b>				
	10:30 Course Clean up		Tim / Chuck	Volunteers
	10:30 Site clean up		Steve / Daniel / John / Chris / Michelle / Lisa	

**From:** [Whit Hanks](#)  
**To:** [Steve Mallett](#); [A Kilgore](#)  
**Cc:** [Daniel Payne](#)  
**Subject:** RE: Roger Hanks Park for the 2020 Run By The Creek 5K and 10K  
**Date:** Friday, August 21, 2020 11:54:47 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

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Thanks, Steve. Good luck with your event this year! Whit



**Whit H. Hanks**  
**Co-Owner**  
(512) 858-WHIM  
2001 Highway 290 West, Suite 107, Dripping Springs, Texas 78620  
[whimhospitality.com](http://whimhospitality.com)



---

**From:** Steve Mallett [mailto:[stevem@mallettintegrityteam.com](mailto:stevem@mallettintegrityteam.com)]  
**Sent:** Friday, August 21, 2020 10:09 AM  
**To:** A Kilgore  
**Cc:** Daniel Payne; Whit Hanks  
**Subject:** Re: Roger Hanks Park for the 2020 Run By The Creek 5K and 10K

Thank you so much! We'll mow and pick up trash and send you a copy of our insurance policy again this year.

Thanks-Steve

**"Experience Counts"**

Texas law requires all licensees to provide the information in these links:  
[TREC Required Consumer Protection Notice](#) | [TREC Required Information About Brokerage Services](#)





On Aug 21, 2020, at 9:55 AM, A Kilgore <[AKilgore@whithanks.com](mailto:AKilgore@whithanks.com)> wrote:

Good morning Steve,

I do apologize, I did forget to reach back out. Yes, Mr. Hanks say you could use the park area again this year for your event with all the same constraints as previous years.

Thank you again for following up.

Angela

<image001.gif>

## Angela Kilgore

*Whit Hanks Properties*

*Hancock/Hanks Investments*

---

**From:** Steve Mallett [<mailto:stevem@mallettintegrityteam.com>]

**Sent:** Friday, August 21, 2020 9:53 AM

**To:** A Kilgore; Daniel Payne

**Cc:** Whit Hanks

**Subject:** Re: Roger Hanks Park for the 2020 Run By The Creek 5K and 10K

Hi Angela,

I wanted to follow up on this. We are needing to get our application sent to the city and need approval to use the park for our race. Do you need any info from me to get this approved?

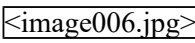
Thanks-Steve

**“Experience Counts”**

Texas law requires all licensees to provide the information in these links:



[TREC Required Consumer Protection Notice](#) | [TREC Required Information About Brokerage Services](#)



[<image008.jpg>](#)

**Steve Mallett** | Team Leader/Broker Associate  
 Mallett Integrity Team Real Estate  
 Keller Williams Realty  
 O: 512.829.2062 | C: 512.627.7018

[website](#) | [vCard](#) | [email](#) [<image009.jpg>](#) [<image009.jpg>](#) [<image009.jpg>](#) [<image009.jpg>](#)

On Aug 18, 2020, at 9:51 AM, Steve Mallett <[stevem@mallettintegrityteam.com](mailto:stevem@mallettintegrityteam.com)> wrote:

Hi Angela,

I'm late in reaching out to you about this. With Covid ongoing we've been figuring out how to put on a safe event for our 9th annual Run By The Creek.

I am writing to get permission to use the park for the weekend of November 14th and 15th. Our race is Sunday morning from 8:00 to about 11:00.

We're going to be staging runners, requiring masks when registering, and doing a hands free water station for runners on the course.

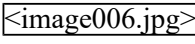
We'll provide proof of insurance again as we always do.

Can you please see if Mr. Hanks is OK with us using the park again this year?

Thanks-Steve

**"Experience Counts"**

Texas law requires all licensees to provide the information in these links:  
[TREC Required Consumer Protection Notice](#) | [TREC Required Information About Brokerage Services](#)



[<image008.jpg>](#)

**Steve Mallett** | Team Leader/Broker Associate  
 Mallett Integrity Team Real Estate  
 Keller Williams Realty  
 O: 512.829.2062 | C: 512.627.7018

[website](#) | [vCard](#) | [email](#) [<image009.jpg>](#) [<image009.jpg>](#) [<image009.jpg>](#) [<image009.jpg>](#)



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

**Submitted By:** Maggie Martin, Events and Programs Specialist

**Council Meeting Date:** 9/15/2020

**Agenda Item Wording:** **Discuss and approve Temporary Road Closure permit request for Christmas on Mercer on Saturday, December 5, 2020 from 6:30am-8:00pm, including the West end of Mercer from Bluff to San Marcos, College from Wallace to Mercer, San Marcos from Wallace to Mercer, and Old Fitzhugh from Ranch Road 12 to Mercer (closed at Mercer and closed to through traffic at Ranch Road 12).**

**Agenda Item Requestor:** Maggie Martin

**Summary/Background:** The following roads will be closed on December 5, 2020 beginning at 6:30am to 8:00pm: West end of Mercer from Bluff to San Marcos, College from Wallace to Mercer, San Marcos from Wallace to Mercer, and Old Fitzhugh from Ranch Road 12 to Mercer (closed at Mercer and closed to through traffic at Ranch Road 12).

All affected merchants will be notified with letter attached and parking passes will be provided. We have prepared for the event traffic safety and convenience as shown in the traffic control plan attached that will reflect similar past downtown events.

**Recommended Council Actions:** Approve Road Closure Permit Request

**Attachments:** Traffic Control Plan: Chad Gilpin  
 Merchant Notification Letter: Maggie Martin  
 TxDOT Standard Details information sheet

**Next Steps/Schedule:** Meet with Mercer Street Merchants to notify them of the event and effects on their businesses.

Coordinate with City Emergency Management and Maintenance teams for day of plan and necessary materials.



Application for a

**TEMPORARY ROAD CLOSURE PERMIT**

Applicant Name/Organization: Dripping Springs Lions Club  
Contact Person: Sharon Goss  
Address: 501 South Lariat Circle

City: Dripping Springs      State: TX      Zip Code: 78620  
Phone Numbers: Office      Cell: 512-923-8630  
Email Address: [sgoss6@gmail.com](mailto:sgoss6@gmail.com)

Street(s) to be					
From	West end of Mercer starting at Bluff (intersection/block)	To	San Marcos	CLOSED	
From	Old Fitzhugh (intersection/block)	To	Mercer	CLOSED at Mercer to thru traffic	
From	College (intersection/block)	To	Wallace	To	Mercer CLOSED (intersection/block)
From	San Marcos (intersection/block)	From	Wallace	To	Mercer Closed to thru traffic (intersection/block)

Requested date(s) and time(s) of closing:  
From 6:30 am on 12/5/2020 to 8:00 pm on  
12/5/2020 Reason for Closing: Christmas on Mercer

Event Location

The roads will need to be closed at 6:30 a.m. for event set-up. Event take-down will take place immediately following the tree lighting.

Date Application Submitted: \_\_\_\_\_

[Type text]

[Type text]  
text]

[Type

**STREET CLOSURE SUBMITTAL REQUIREMENTS**

1. Temporary Street Closure Application
2. Detailed Engineered Traffic Control Plan
3. Notification to affected property owners, local Sherriff, Fire, and EMS, Dripping Springs Independent School District, Dripping Springs Water Supply Corporation, City of Dripping Springs Wastewater Operator, Pedernales Electric Cooperative, Verizon Wireless, Time Warner Cable, any other Utility Providers
4. Permit Fee of \$250.00
5. Proof of Liability Insurance Naming City as Additional Insured.
6. Approval of City Council

NOTICE: The Permit will become invalid on the expiration date noted on the permit. If an extension is necessary, the request, along with a Permit Extension Fee of \$100.00 must be submitted ten days prior to the expiration date or this permit will become invalid and a Stop Work Order may be placed on the project.

*By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:*

---

*Applicant Signature*

---

*Date*

**TRAFFIC CONTROL PLAN  
FOR  
Christmas on Mercer  
6:30 AM – 8PM, Saturday December 5, 2020  
DRIPPING SPRINGS, TEXAS**

**SCOPE:**

This Traffic Control Plan (TCP) has been prepared to promote safety and convenience. The City will temporarily close Mercer Street during the event. Other City streets will also be temporarily closed during the event and this TCP includes those streets as well (Location Map attached).

This plan is based on the City's prior successful experience with traffic control during other similar downtown events. The closure of Mercer and other downtown streets allows safe access and movement within the event area for attendees. It also provides for safe movement around the event by non-event traffic.

Hays County Sheriff's Officers and/or event personnel may be utilized to direct traffic. The TCP will be implemented no less than 1/2 hour before the event. The TCP components will be removed, and streets will be reopened no later than 2 hours after the event.

**TEMPORARY ROAD CLOSURES (LAYOUT ATTACHED):**

West end of Mercer from Bluff to San Marcos (closed)  
College from Wallace to Mercer (closed)  
San Marcos from Wallace to Mercer (closed)  
Old Fitzhugh from RR12 to Mercer (closed at Mercer & closed to thru traffic at RR12)

**STANDARD DETAILS (ATTACHED):**


TXDOT BC (1-12) – 14

**SPECIFICATIONS FOR STREET CLOSURES:**

The following are based on the posted speed limit of 30 MPH on the affected streets (Bluff, College, San Marcos, Wallace and Mercer):

Size of Signs	= 48" x 48"
Barricades	= Type III
Traffic Cones	= standard orange (place as needed)

Prepared by the City Engineer:



Chad Gilpin, P.E.

September 2020  
Date

Note: All Barricades shall be Type 3 barricades or as approved by City Engineer.



Traffic Safety Plan  
December 5, 2020

These two signs need to be placed close to intersection of RR12 & Old Fitzhugh Rd.



OFR Businesses Open as Usual Sign Placed closer to intersection of RR 12 & Old Fitzhugh Rd

OFR Businesses Open as Usual Sign



Stephenson Building Parking



City Hall Parking



Triangle Parking

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-ground survey and represents only the approximate relative location of property boundaries.



**BARRICADE AND CONSTRUCTION (BC) STANDARD SHEETS GENERAL NOTES:**

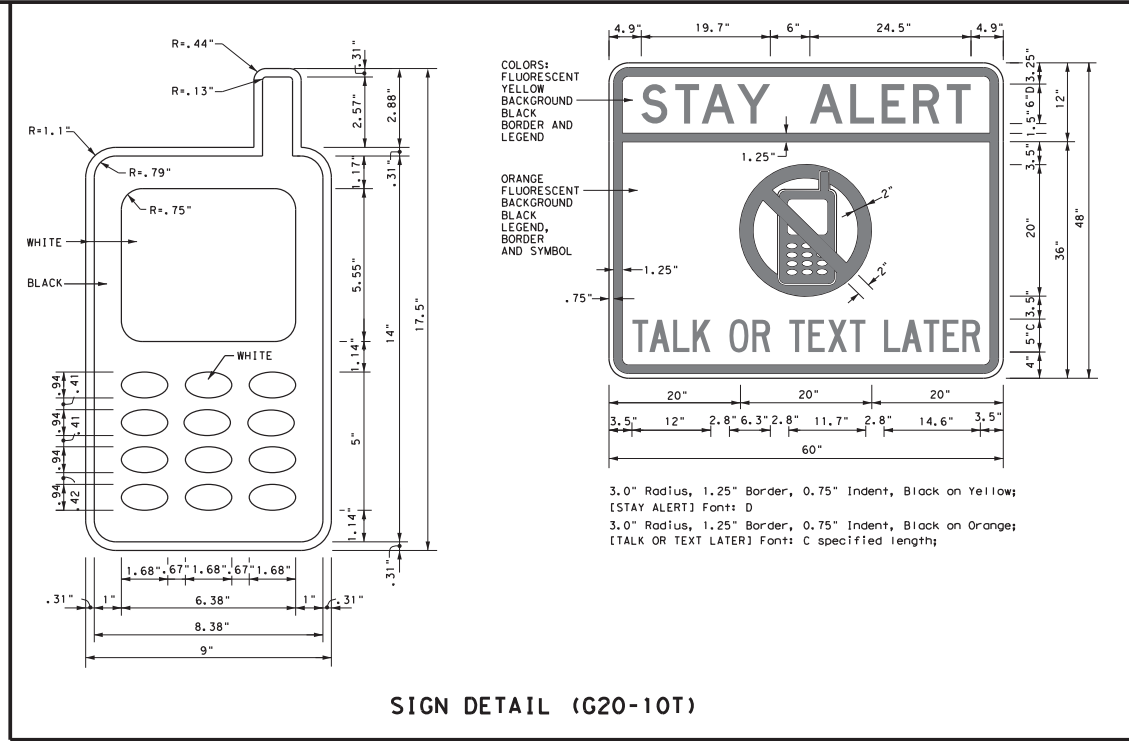
- The Barricade and Construction Standard Sheets (BC sheets) are intended to show typical examples for placement of temporary traffic control devices, construction pavement markings, and typical work zone signs. The information contained in these sheets meet or exceed the requirements shown in the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD).
- The development and design of the Traffic Control Plan (TCP) is the responsibility of the Engineer.
- The Contractor may propose changes to the TCP that are signed and sealed by a licensed professional engineer for approval. The Engineer may delete, sign and seal Contractor proposed changes.
- The Contractor is responsible for installing and maintaining the traffic control devices as shown in the plans. The Contractor may not move or change the approximate location of any device without the approval of the Engineer.
- Geometric design of lane shifts and detours should, when possible, meet the applicable design criteria contained in manuals such as the American Association of State Highway and Transportation Officials (AASHTO), "A Policy on Geometric Design of Highways and Streets," the TxDOT "Roadway Design Manual" or engineering judgment.
- When projects abut, the Engineer(s) may omit the END ROAD WORK, TRAFFIC FINES DOUBLE, and other advance warning signs if the signing would be redundant and the work areas appear continuous to the motorists. If the adjacent project is completed first, the Contractor shall erect the necessary warning signs as shown on these sheets, the TCP sheets or as directed by the Engineer. The BEGIN ROAD WORK NEXT X MILES sign shall be revised to show appropriate work zone distance.
- The Engineer may require duplicate warning signs on the median side of divided highways where median width will permit and traffic volumes justify the signing.
- All signs shall be constructed in accordance with the details found in the "Standard Highway Sign Designs for Texas," latest edition. Sign details not shown in this manual shall be shown in the plans or the Engineer shall provide a detail to the Contractor before the sign is manufactured.
- The temporary traffic control devices shown in the illustrations of the BC sheets are examples. As necessary, the Engineer will determine the most appropriate traffic control devices to be used.
- As shown on BC(2), the OBEY WARNING SIGNS STATE LAW sign, STAY ALERT TALK OR TEXT LATER (see Sign Detail G20-10T) and the WORK ZONE TRAFFIC FINES DOUBLE sign with plaque shall be erected in advance of the CSJ limits. However, the TRAFFIC FINES DOUBLE sign will not be required on projects consisting solely of mobile operation work, such as striping or milling edgeline rumble strips. The BEGIN ROAD WORK NEXT X MILES, CONTRACTOR and END ROAD WORK signs shall be erected at or near the CSJ limits.
- Except for devices required by Note 10, traffic control devices should be in place only while work is actually in progress or a definite need exists.
- The Engineer has the final decision on the location of all traffic control devices.
- Inactive equipment and work vehicles, including workers' private vehicles must be parked away from travel lanes. They should be as close to the right-of-way line as possible, or located behind a barrier or guardrail, or as approved by the Engineer.

**WORKER SAFETY APPAREL NOTES:**

- Workers on foot who are exposed to traffic or to construction equipment within the right-of-way shall wear high-visibility safety apparel meeting the requirements of ISEA "American National Standard for High-Visibility Apparel," or equivalent revisions, and labeled as ANSI 107-2004 standard performance for Class 2 or 3 risk exposure. Class 3 garments should be considered for high traffic volume work areas or night time work.

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Only pre-qualified products shall be used. The "Compliant Work Zone Traffic Control Devices List" (CWZTCD) describes pre-qualified products and their sources and may be found on-line at the web address given below or by contacting:

Texas Department of Transportation  
 Traffic Operations Division - TE  
 Phone (512) 416-3118

THE DOCUMENTS BELOW CAN BE FOUND ON-LINE AT <http://www.txdot.gov>

COMPLIANT WORK ZONE TRAFFIC CONTROL DEVICES LIST (CWZTCD)
DEPARTMENTAL MATERIAL SPECIFICATIONS (DMS)
MATERIAL PRODUCER LIST (MPL)
ROADWAY DESIGN MANUAL - SEE "MANUALS (ONLINE MANUALS)"
STANDARD HIGHWAY SIGN DESIGNS FOR TEXAS (SHSD)
TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (TMUTCD)
TRAFFIC ENGINEERING STANDARD SHEETS

SHEET 1 OF 12

**Texas Department of Transportation**  
*Traffic Operations Division Standard*

**BARRICADE AND CONSTRUCTION  
 GENERAL NOTES  
 AND REQUIREMENTS**

**BC(1) - 14**

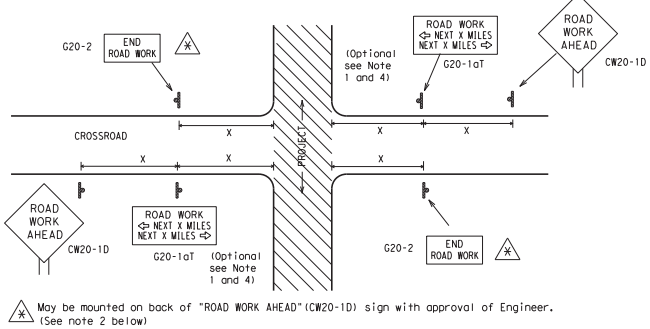
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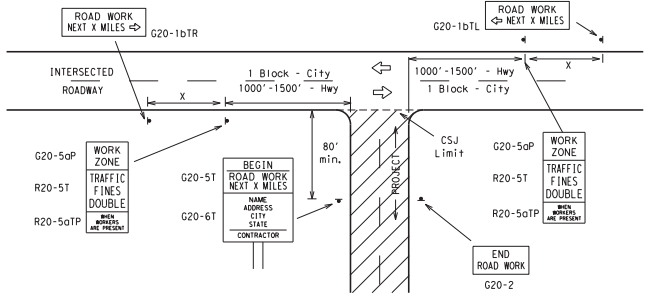
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**TYPICAL LOCATION OF CROSSROAD SIGNS**



- △ May be mounted on back of "ROAD WORK AHEAD" (CW20-1D) sign with approval of Engineer. (See note 2 below)
- The typical minimum signing on a crossroad approach should be a "ROAD WORK AHEAD" (CW20-1D) sign and a (G20-2) "END ROAD WORK" sign, unless noted otherwise in plans.
  - The Engineer may use the reduced size 36" x 36" ROAD WORK AHEAD (CW20-1D) sign mounted back to back with the reduced size 36" x 18" "END ROAD WORK" (G20-2) sign on low volume crossroads (see Note 4 under "Typical Construction Warning Sign Size and Spacing"). See the "Standard Highway Sign Designs for Texas" manual for sign details. The Engineer may omit the advance warning signs on low volume crossroads. The Engineer will determine whether a road is low volume. This information shall be shown in the plans.
  - Based on existing field conditions, the Engineer/Inspector may require additional signs such as FLAGGER AHEAD, LOOSE GRAVEL, or other appropriate signs. When additional signs are required, these signs will be considered part of the minimum requirements. The Engineer/Inspector will determine the proper location and spacing of any sign not shown on the BC sheets, Traffic Control Plan sheets or the Work Zone Standard Sheets.
  - The "ROAD WORK NEXT X MILES" (G20-1aT) sign shall be required at high volume crossroads to advise motorists of the length of construction in either direction from the intersection. The Engineer will determine whether a roadway is considered high volume.
  - Additional traffic control devices may be shown elsewhere in the plans for higher volume crossroads.
  - When work occurs in the intersection area, appropriate traffic control devices, as shown elsewhere in the plans or as determined by the Engineer/Inspector, shall be in place.

**T-INTERSECTION**



**CSJ LIMITS AT T-INTERSECTION**

- The Engineer will determine the types and location of any additional traffic control devices, such as a flagger and accompanying signs, or other signs, that should be used when work is being performed at or near an intersection.
- If construction closes the road at a T-intersection the Contractor shall place the "CONTRACTOR NAME" (G20-6T) sign behind the Type 3 Barricades for the road closure (see BC(10) also). The "ROAD WORK NEXT X MILES" left arrow (G20-1bTL) and "ROAD WORK NEXT X MILES" right arrow (G20-1bTR) signs shall be replaced by the detour signing called for in the plans.

**TYPICAL CONSTRUCTION WARNING SIGN SIZE AND SPACING<sup>1,5,6</sup>**

Sign Number or Series	SIZE		SPACING	
	Conventional Road	Expressway/Freeway	Posted Speed MPH	Sign Spacing "X" Feet (Approx.)
CW20 <sup>4</sup> CW21 CW22 CW23 CW25	48" x 48"	48" x 48"	30	120
			35	160
			40	240
			45	320
			50	400
CW1, CW2, CW7, CW8, CW9, CW11, CW14	36" x 36"	48" x 48"	55	500 <sup>2</sup>
			60	600 <sup>2</sup>
			65	700 <sup>2</sup>
CW3, CW4, CW5, CW6, CW8-3, CW10, CW12	48" x 48"	48" x 48"	70	800 <sup>2</sup>
			75	900 <sup>2</sup>
			80	1000 <sup>2</sup>
			*	*

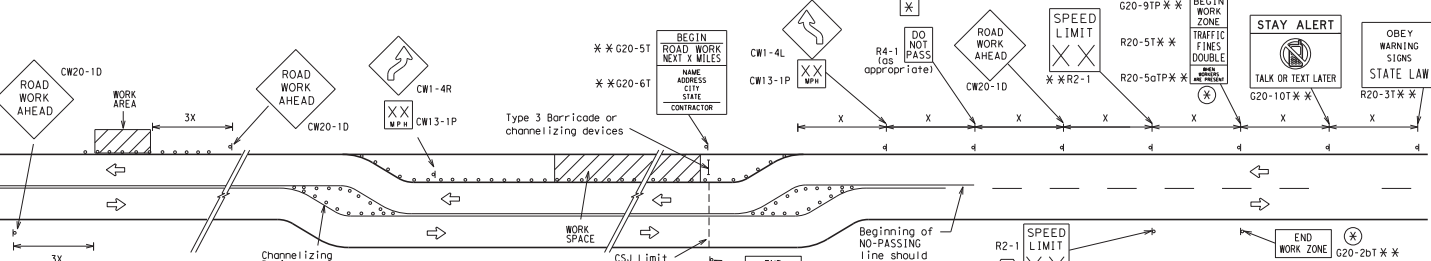
\* For typical sign spacings on divided highways, expressways and freeways, see Part 6 of the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD) typical application diagrams or TCP Standard Sheets.

△ Minimum distance from work area to first Advance Warning sign nearest the work area and/or distance between each additional sign.

**GENERAL NOTES**

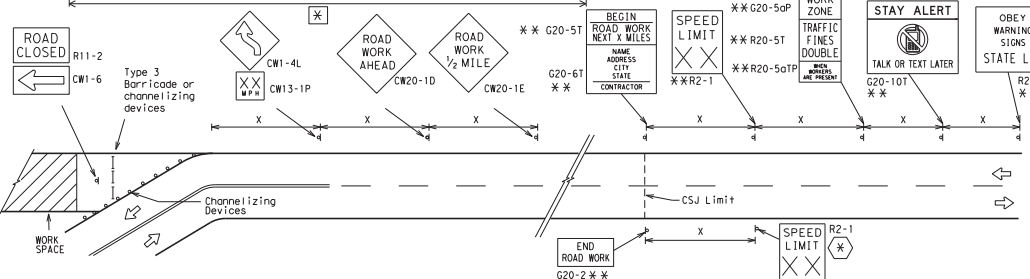
- Special or larger size signs may be used as necessary.
- Distance between signs should be increased as required to have 1500 feet advance warning.
- Distance between signs should be increased as required to have 1/2 mile or more advance warning.
- 36" x 36" "ROAD WORK AHEAD" (CW20-1D) signs may be used on low volume crossroads at the discretion of the Engineer. See Note 2 under "Typical Location of Crossroad Signs".
- Only diamond shaped warning sign sizes are indicated.
- See sign size listing in "TMUTCD", Sign Appendix or the "Standard Highway Sign Designs for Texas" manual for complete list of available sign design sizes.

**WORK AREAS IN MULTIPLE LOCATIONS WITHIN CSJ LIMITS**

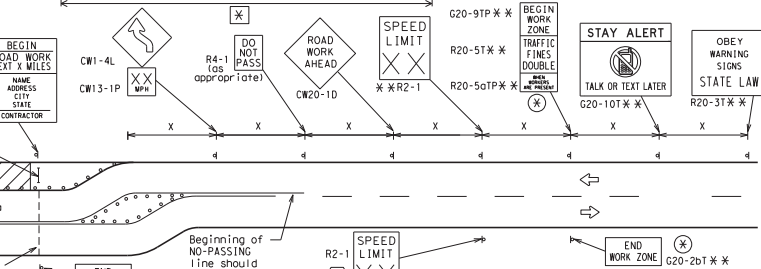


When extended distances occur between minimal work spaces, the Engineer/Inspector should ensure additional "ROAD WORK AHEAD" (CW20-1D) signs are placed in advance of these work areas to remind drivers they are still within the project limits. See the applicable TCP sheets for exact location and spacing of signs and channelizing devices.

**SAMPLE LAYOUT OF SIGNING FOR WORK BEGINNING DOWNSTREAM OF THE CSJ LIMITS**



**SAMPLE LAYOUT OF SIGNING FOR WORK BEGINNING AT THE CSJ LIMITS**



**NOTES**

- The Contractor shall determine the appropriate distance to be placed on the G20-1 series signs and "BEGIN ROAD WORK NEXT X MILES" (G20-5T) sign for each specific project. This distance shall replace the "X" and shall be rounded to the nearest whole mile with the approval of the Engineer. No decimals shall be used.
- ⊗ The "BEGIN WORK ZONE" (G20-9TP) and "END WORK ZONE" (G20-2bT) shall be used as shown on the sample layout when advance signs are required outside the CSJ limits. They inform the motorist of entering or leaving a part of the work zone lying outside the CSJ limits where traffic fines may double if workers are present.
- \*\* Required CSJ Limit signing. See Note 10 on BC(1). TRAFFIC FINES DOUBLE signs will not be required on projects consisting solely of mobile operations work.
- ⊗ Area for placement of "ROAD WORK AHEAD" (CW20-1D) sign and other signs or devices as called for on the Traffic Control Plan.
- ⊗ Contractor will install a regulatory speed limit sign at the end of the work zone.

**LEGEND**

—	Type 3 Barricade
○ ○ ○	Channelizing Devices
⊗	Sign
X	See Typical Construction Warning Sign Size and Spacing chart or the TMUTCD for sign spacing requirements.

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**BARRICADE AND CONSTRUCTION PROJECT LIMIT**

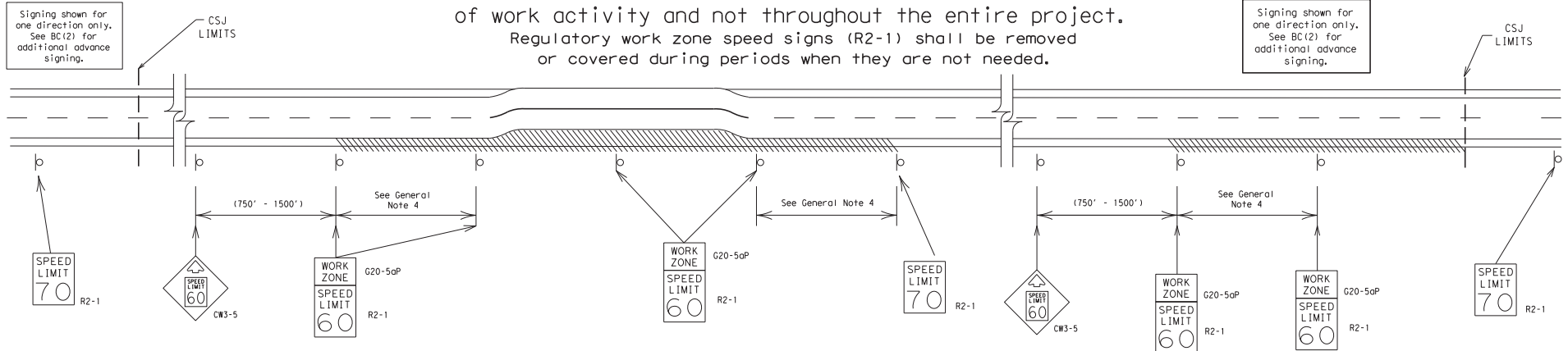
**BC (2) - 14**

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## TYPICAL APPLICATION OF WORK ZONE SPEED LIMIT SIGNS

Work zone speed limits shall be regulatory, established in accordance with the "Procedures for Establishing Speed Zones," and approved by the Texas Transportation Commission, or by City Ordinance when within Incorporated City Limits.

Reduced speeds should only be posted in the vicinity of work activity and not throughout the entire project. Regulatory work zone speed signs (R2-1) shall be removed or covered during periods when they are not needed.



### GUIDANCE FOR USE:

#### LONG/INTERMEDIATE TERM WORK ZONE SPEED LIMITS

This type of work zone speed limit should be included on the design of the traffic control plans when restricted geometrics with a lower design speed are present in the work zone and modification of the geometrics to a higher design speed is not feasible.

Long/Intermediate Term Work Zone Speed Limit signs, when approved as described above, should be posted and visible to the motorist when work activity is present. Work activity may also be defined as a change in the roadway that requires a reduced speed for motorists to safely negotiate the work area, including:

- a) rough road or damaged pavement surface
- b) substantial alteration of roadway geometrics (diversions)
- c) construction detours
- d) grade
- e) width
- f) other conditions readily apparent to the driver

As long as any of these conditions exist, the work zone speed limit signs should remain in place.

#### SHORT TERM WORK ZONE SPEED LIMITS

This type of work zone speed limit may be included on the design of the traffic control plans when workers or equipment are not behind concrete barrier, when work activity is within 10 feet of the traveled way or actually in the travelled way.

Short Term Work Zone Speed Limit signs should be posted and visible to the motorists only when work activity is present. When work activity is not present, signs shall be removed or covered. (See Removing or Covering on BC(4)).

#### GENERAL NOTES

1. Regulatory work zone speed limits should be used only for sections of construction projects where speed control is of major importance.
2. Regulatory work zone speed limit signs shall be placed on supports at a 7 foot minimum mounting height.
3. Speed zone signs are illustrated for one direction of travel and are normally posted for each direction of travel.
4. Frequency of work zone speed limit signs should be:
  - 40 mph and greater 0.2 to 2 miles
  - 35 mph and less 0.2 to 1 mile
5. Regulatory speed limit signs shall have black legend and border on a white reflective background (See "Reflective Sheeting" on BC(4)).
6. Fabrication, erection and maintenance of the "ADVANCE SPEED LIMIT" (CW3-5) sign, "WORK ZONE" (G20-5aP) plaque and the "SPEED LIMIT" (R2-1) signs shall not be paid for directly, but shall be considered subsidiary to Item 502.
7. Turning signs from view, laying signs over or down will not be allowed, unless as otherwise noted under "REMOVING OR COVERING" on BC(4).
8. Techniques that may help reduce traffic speeds include but are not limited to:
  - A. Law enforcement.
  - B. Flagger stationed next to sign.
  - C. Portable changeable message sign (PCMS).
  - D. Low-power (drone) radar transmitter.
  - E. Speed monitor trailers or signs.
9. Speeds shown on details above are for illustration only. Work Zone Speed Limits should only be posted as approved for each project.
10. For more specific guidance concerning the type of work, work zone conditions and factors impacting allowable regulatory construction speed zone reduction see TxDOT form #1204 in the TxDOT e-form system.

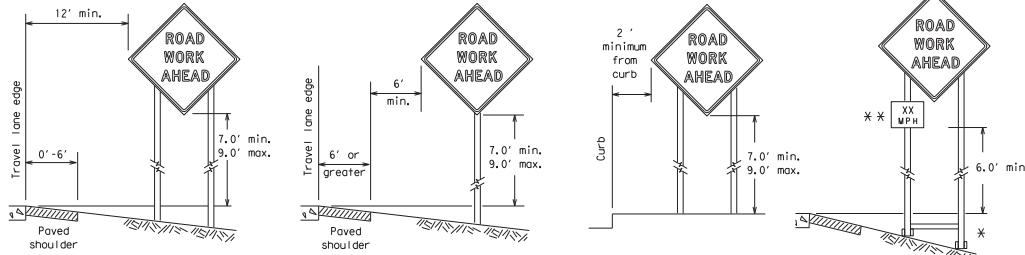
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SHEET 3 OF 12

		<b>Traffic Operations Division Standard</b>	
<h3>BARRICADE AND CONSTRUCTION WORK ZONE SPEED LIMIT</h3>			
<h2>BC (3) - 14</h2>			
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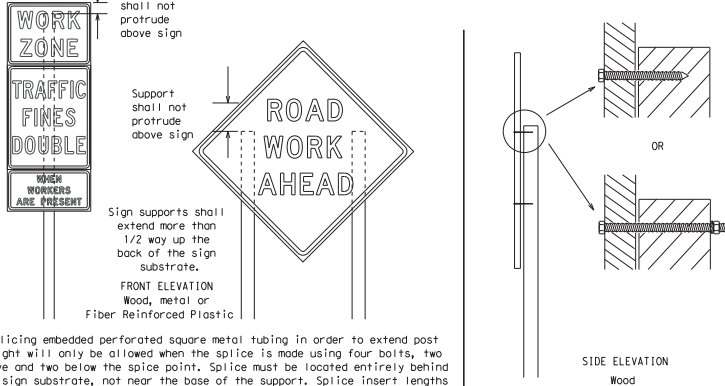
TYPICAL MINIMUM CLEARANCES FOR LONG TERM AND INTERMEDIATE TERM SIGNS



\* When placing skid supports on unlevel ground, the leg post lengths must be adjusted so the sign appears straight and plumb. Objects shall NOT be placed under skids as a means of leveling.

\*\* When plaques are placed on dual-leg supports, they should be attached to the upright nearest the travel lane. Supplemental plaques (advisory or distance) should not cover the surface of the parent sign.

ATTACHMENT FOR SIGN SUPPORTS

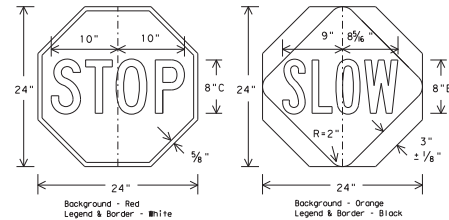


Nails shall NOT be allowed. Each sign shall be attached directly to the sign support. Multiple signs shall not be joined or spliced by any means. Wood supports shall not be extended or repaired by splicing or other means.

Splicing embedded perforated square metal tubing in order to extend post height will only be allowed when the splice is made using four bolts, two above and two below the splice point. Splice must be located entirely behind the sign substrate, not near the base of the support. Splice insert lengths should be at least 5 times nominal post size, centered on the splice and of at least the same gauge material.

STOP/SLOW PADDLES

1. STOP/SLOW paddles are the primary method to control traffic by flaggers. The STOP/SLOW paddle size should be 24" x 24" as detailed below.
2. When used at night, the STOP/SLOW paddle shall be retroreflectORIZED.
3. STOP/SLOW paddles may be attached to a staff with a minimum length of 6" to the bottom of the sign.
4. Any lights incorporated into the STOP or SLOW paddle faces shall only be as specifically described in Section 6E.03 Hand Signaling Devices in the TMUTCD.



CONTRACTOR REQUIREMENTS FOR MAINTAINING PERMANENT SIGNS WITHIN THE PROJECT LIMITS

1. Permanent signs are used to give notice of traffic laws or regulations, call attention to conditions that are potentially hazardous to traffic operations, show route designations, destinations, directions, distances, services, points of interest, and other geographical, recreational, or cultural information. Drivers proceeding through a work zone need the same, if not better route guidance as normally installed on a roadway without construction.
2. When permanent regulatory or warning signs conflict with work zone conditions, remove or cover the permanent signs until the permanent sign message matches the roadway condition.
3. When existing permanent signs are moved and relocated due to construction purposes, they shall be visible to motorists of all times.
4. If existing signs are to be relocated on their original supports, they shall be installed on crashworthy bases as shown on the SMD Standard sheets. The signs shall meet the required mounting heights shown on the BC Sheets or the SMD Standards. This work should be paid for under the appropriate pay item for relocating existing signs.
5. If permanent signs are to be removed and relocated using temporary supports, the Contractor shall use crashworthy supports as shown on the BC sheets or the CWZCD. The signs shall meet the required mounting heights shown on the BC Sheets or the SMD Standards during construction. This work should be paid for under the appropriate pay item for relocating existing signs.
6. Any sign or traffic control device that is struck or damaged by the Contractor or his/her construction equipment shall be replaced as soon as possible by the Contractor to ensure proper guidance for the motorists. This will be subsidiary to Item 502.

GENERAL NOTES FOR WORK ZONE SIGNS

1. Contractor shall install and maintain signs in a straight and plumb condition and/or as directed by the Engineer.
2. Wooden sign posts shall be painted white.
3. Barricades shall NOT be used as sign supports.
4. All signs shall be installed in accordance with the plans or as directed by the Engineer. Signs shall be used to regulate, warn, and guide the traveling public safely through the work zone.
5. The Contractor may furnish either the sign design shown in the plans or in the "Standard Highway Sign Designs for Texas" (SHSD). The Engineer/Inspector may require the Contractor to furnish other work zone signs that are shown in the TMUTCD but may have been omitted from the plans. Any variation in the plans shall be documented by written agreement between the Engineer and the Contractor's Responsible Person. All changes must be documented in writing before being implemented. This can include documenting the changes in the Inspector's TxDOT diary and having both the Inspector and Contractor initial and date the agreed upon changes.
6. The Contractor shall furnish sign supports listed in the "Compliant Work Zone Traffic Control Device List" (CWZCD). The Contractor shall install the sign support in accordance with the manufacturer's recommendations. If there is a question regarding installation procedures, the Contractor shall furnish the Engineer a copy of the manufacturer's installation recommendations so the Engineer can verify the correct procedures are being followed.
7. The Contractor is responsible for installing signs on approved supports and replacing signs with damaged or cracked substrates and/or damaged or marred reflective sheeting as directed by the Engineer/Inspector.
8. Identification markings may be shown only on the back of the sign substrate. The maximum height of letters and/or company logos used for identification shall be 1 inch.
9. The Contractor shall replace damaged wood posts. New or damaged wood sign posts shall not be spliced.

DURATION OF WORK (as defined by the "Texas Manual on Uniform Traffic Control Devices" Part 6)

1. The types of sign supports, sign mounting height, the size of signs, and the type of sign substrates can vary based on the type of work being performed. The Engineer is responsible for selecting the appropriate size sign for the type of work being performed. The Contractor is responsible for ensuring the sign support, sign mounting height and substrate meets manufacturer's recommendations in regard to crashworthiness and duration of work requirements.
  - a. Long-term stationary - work that occupies a location more than 3 days.
  - b. Intermediate-term stationary - work that occupies a location more than one daylight period up to 3 days, or nighttime work lasting more than one hour.
  - c. Short-term stationary - daytime work that occupies a location for more than 1 hour in a single daylight period.
  - d. Short, duration - work that occupies a location up to 1 hour.
  - e. Mobile - work that moves continuously or intermittently (stopping for up to approximately 15 minutes.)

SIGN MOUNTING HEIGHT

1. The bottom of Long-term/Intermediate-term signs shall be at least 7 feet, but not more than 9 feet, above the paved surface, except as shown for supplemental plaques mounted below other signs.
2. The bottom of Short-term/Short Duration signs shall be a minimum of 1 foot above the pavement surface but no more than 2 feet above the ground.
3. Long-term/Intermediate-term Signs may be used in lieu of Short-term/Short Duration signing.
4. Short-term/Short Duration signs shall be used only during daylight and shall be removed at the end of the workday or raised to appropriate Long-term/Intermediate sign height.
5. Regulatory signs shall be mounted at least 7 feet, but not more than 9 feet, above the paved surface regardless of work duration.

SIZE OF SIGNS

1. The Contractor shall furnish the sign sizes shown on BC (2) unless otherwise shown in the plans or as directed by the Engineer.

SIGN SUBSTRATES

1. The Contractor shall ensure the sign substrate is installed in accordance with the manufacturer's recommendations for the type of sign support that is being used. The CWZCD lists each substrate that can be used on the different types and models of sign supports.
2. "Mesh" type materials are NOT an approved sign substrate, regardless of the tightness of the weave.
3. All wooden individual sign panels fabricated from 2 or more pieces shall have one or more plywood cleat, 1/2" thick by 6" wide, fastened to the back of the sign and extending fully across the sign. The cleat shall be attached to the back of the sign using wood screws that do not penetrate the face of the sign panel. The screws shall be placed on both sides of the splice and spaced at 6" centers. The Engineer may approve other methods of splicing the sign face.

REFLECTIVE SHEETING

1. All signs shall be retroreflective and constructed of sheeting meeting the color and retro-reflectivity requirements of DMS-8300 for rigid signs or DMS-8310 for roll-up signs. The web address for DMS specifications is shown on BC(1).
2. White sheeting, meeting the requirements of DMS-8300 Type A, shall be used for signs with a white background.
3. Orange sheeting, meeting the requirements of DMS-8300 Type B<sub>L</sub> or Type C<sub>L</sub>, shall be used for rigid signs with orange backgrounds.

SIGN LETTERS

1. All sign letters and numbers shall be clear, and open rounded type uppercase alphabet letters as approved by the Federal Highway Administration (FHWA) and as published in the "Standard Highway Sign Design for Texas" manual. Signs, letters and numbers shall be of first class workmanship in accordance with Department Standards and Specifications.

REMOVING OR COVERING

1. When sign messages may be confusing or do not apply, the signs shall be removed or completely covered.
2. Long-term stationary or intermediate stationary signs installed on square metal tubing may be turned away from traffic 90 degrees when the sign message is not applicable. This technique may not be used for signs installed in the median of divided highways or near any intersections where the sign may be seen from approaching traffic.
3. Signs installed on wooden skids shall not be turned at 90 degree angles to the roadway. These signs should be removed or completely covered when not required.
4. When signs are covered, the material used shall be opaque, such as heavy mil black plastic, or other materials which will cover the entire sign face and maintain their opaque properties under automobile headlights at night, without damaging the sign sheeting.
5. Burlap shall NOT be used to cover signs.
6. Duct tape or other adhesive material shall NOT be affixed to a sign face.
7. Signs and anchor stubs shall be removed and holes backfilled upon completion of work.

SIGN SUPPORT WEIGHTS

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

FLAGS ON SIGNS

1. Flags may be used to draw attention to warning signs. When used the flag shall be 16 inches square or larger and shall be orange or fluorescent red-orange in color. Flags shall not be allowed to cover any portion of the sign face.

SHEET 4 OF 12

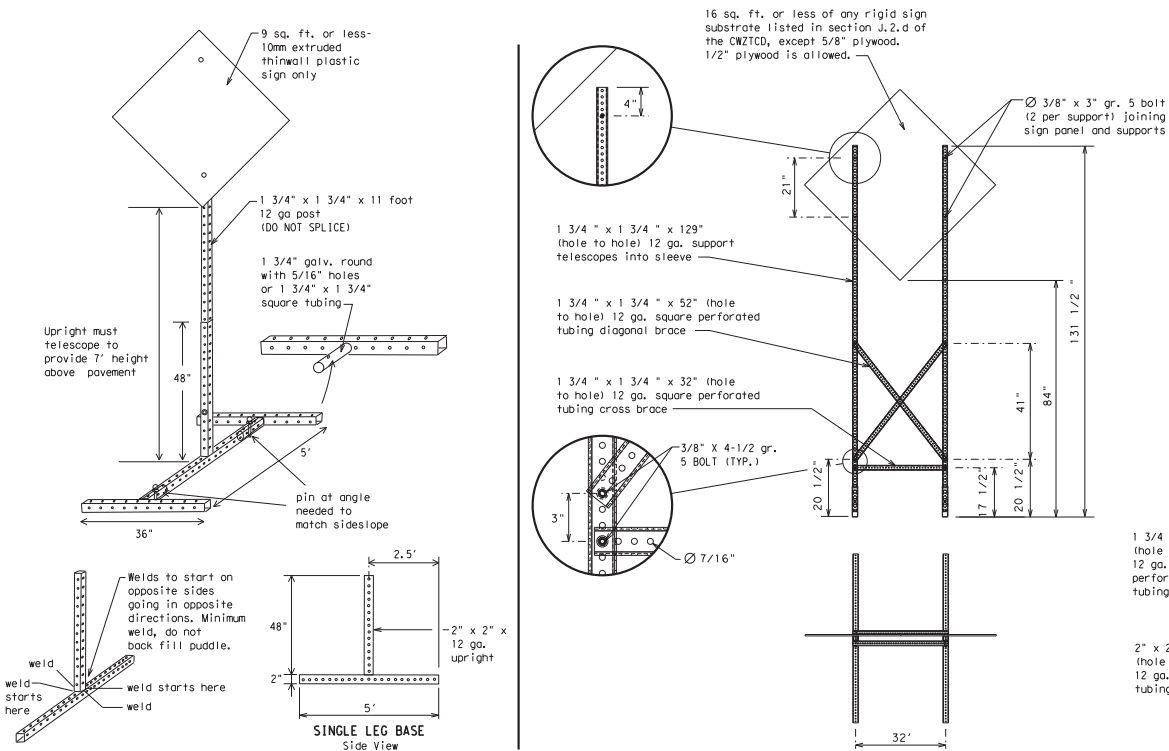
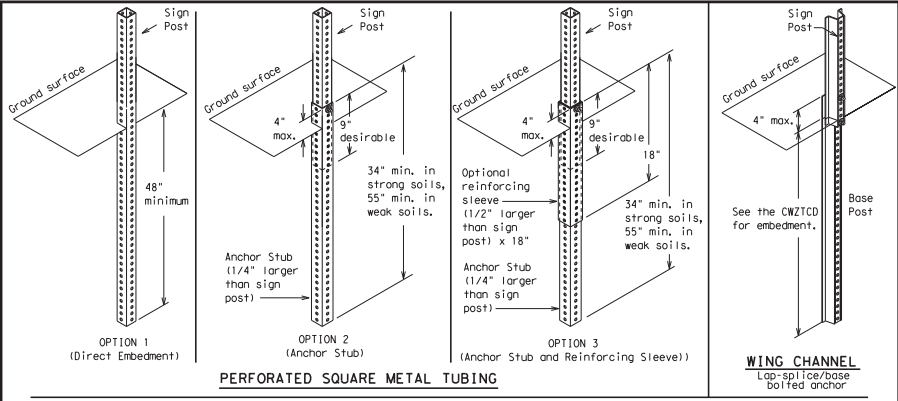
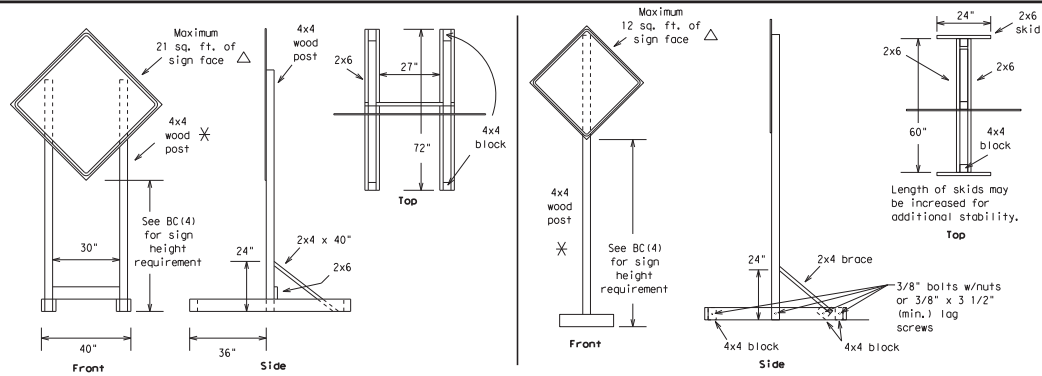


BARRICADE AND CONSTRUCTION TEMPORARY SIGN NOTES

BC (4) - 14

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REVISIONS		CONT	SECT		JOB		HIGHWAY		
9-07	8-14								
7-13		DIST		COUNTY			SHEET NO.		

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**WOOD POST SYSTEM FOR GROUND MOUNTED SIGN SUPPORTS**

Nominal Post Size	Number of Posts	Maximum Sq. feet of Sign Face	Minimum Soil Embedment	Drilled Holes(Required)
4 x 4	1	12	36"	NO
4 x 4	2	21	36"	NO
4 x 6	1	21	36"	YES
4 x 6	2	36	36"	YES

**WEDGE ANCHORS**  
Both steel and plastic Wedge Anchor Systems as shown on the SMD Standard Sheets may be used as temporary sign supports for signs up to 10 square feet of sign face. They may be set in concrete or in sturdy soils if approved by the Engineer. (See web address for "Traffic Engineering Standard Sheets" on BC(1)).

**OTHER DESIGNS**  
MORE DETAILS OF APPROVED LONG/INTERMEDIATE AND SHORT TERM SUPPORTS CAN BE FOUND ON THE CWZTCD LIST. SEE BC(1) FOR WEBSITE LOCATION.

**GENERAL NOTES**

- Nails may be used in the assembly of wooden sign supports, but 3/8" bolts with nuts or 3/8" x 3 1/2" lag screws must be used on every joint for final connection.
- No more than 2 sign posts shall be placed within a 7 ft. circle, except for specific materials noted on the CWZTCD List.
- When project is completed, all sign supports and foundations shall be removed from the project site. This will be considered subsidiary to Item 502.

□ See BC(4) for definition of "Work Duration."  
✕ Wood sign posts MUST be one piece. Splicing will NOT be allowed. Posts shall be painted white.  
Δ See the CWZTCD for the type of sign substrate that can be used for each approved sign support.

SHEET 5 OF 12

Texas Department of Transportation  
Traffic Operations Division Standard

**BARRICADE AND CONSTRUCTION TYPICAL SIGN SUPPORT**

**BC (5) - 14**

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© TxDOT	November 2002	CONT:		SECT:		JOB:		HIGHWAY:	
REVISIONS		DIST:		COUNTY:		SHEET NO.			
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DATE: FILE:

WHEN NOT IN USE, REMOVE THE PCMS FROM THE RIGHT-OF-WAY OR PLACE THE PCMS BEHIND BARRIER OR GUARDRAIL WITH SIGN PANEL TURNED PARALLEL TO TRAFFIC

**PORTABLE CHANGEABLE MESSAGE SIGNS**

- The Engineer/Inspector shall approve all messages used on portable changeable message signs (PCMS).
- Messages on PCMS should contain no more than 8 words (about four to eight characters per word), not including simple words such as "TO," "FOR," "AT," etc.
- Messages should consist of a single phase, or two phases that alternate. Three-phase messages are not allowed. Each phase of the message should convey a single thought, and must be understood by itself.
- Use the word "EXIT" to refer to an exit ramp on a freeway; i.e., "EXIT CLOSED." Do not use the term "RAMP."
- Always use the route or interstate designation (IH, US, SH, FM) along with the number when referring to a roadway.
- When in use the bottom of a stationary PCMS message panel should be a minimum 7 feet above the roadway, where possible.
- The message term "WEEKEND" should be used only if the work is to start on Saturday morning and end by Sunday evening at midnight. Actual days and hours of work should be displayed on the PCMS if work is to begin on Friday evening and/or continue into Monday morning.
- The Engineer/Inspector may select one of two options which are available for displaying a two-phase message on a PCMS. Each phase may be displayed for either four seconds each or for three seconds each. Do not "Flash" messages or words included in a message. The message should be steady burn or continuous while displayed.
- Do not present redundant information on a two-phase message; i.e., keeping two lines of the message the same and changing the third line.
- Do not use the word "Danger" in message.
- Do not display the message "LANES SHIFT LEFT" or "LANES SHIFT RIGHT" on a PCMS. Drivers do not understand the message.
- Do not display messages that scroll horizontally or vertically across the face of the sign.
- The following table lists abbreviated words and two-word phrases that are acceptable for use on a PCMS. Both words in a phrase must be displayed together. Words or phrases not on this list should not be abbreviated, unless shown in the table.
- PCMS character height should be at least 18 inches for trailer mounted units. They should be visible from at least 1/2 (.5) mile and the text should be legible from at least 600 feet at night and 800 feet in daylight. Truck mounted units must have a character height of 10 inches and must be legible from at least 400 feet.
- Each line of text should be centered on the message board rather than left or right justified.
- If disabled, the PCMS should default to an illegible display that will not alarm motorists and will only be used to alert workers that the PCMS has malfunctioned. A pattern such as a series of horizontal solid bars is appropriate.

**RECOMMENDED PHASES AND FORMATS FOR PCMS MESSAGES DURING ROADWORK ACTIVITIES**  
(The Engineer may approve other messages not specifically covered here.)

**Phase 1: Condition Lists**

**Road/Lane/Ramp Closure List**

FREEWAY CLOSED X MILE	FRONTAGE ROAD CLOSED
ROAD CLOSED AT SH XXX	SHOULDER CLOSED XXX FT
ROAD CLSD AT FM XXXX	RIGHT LN CLOSED XXX FT
RIGHT X LANES CLOSED	RIGHT X LANES OPEN
CENTER LANE CLOSED	DAYTIME LANE CLOSURES
NIGHT LANE CLOSURES	I-XX SOUTH EXIT CLOSED
VARIOUS LANES CLOSED	EXIT XXX CLOSED X MILE
EXIT CLOSED	RIGHT LN TO BE CLOSED
MALL DRIVEWAY CLOSED	X LANES CLOSED TUE - FRI
XXXXXXXX BLVD CLOSED	

**Other Condition List**

ROADWORK XXX FT	ROAD REPAIRS XXXX FT
FLAGGER XXXX FT	LANE NARROWS XXXX FT
RIGHT LN XXXX FT	TWO-WAY TRAFFIC XX MILE
MERGING TRAFFIC XXXX FT	CONST TRAFFIC XXX FT
LOOSE GRAVEL XXXX FT	UNEVEN LANES XXXX FT
ROADWORK PAST SH XXXX	ROADWORK NEXT FRI-SUN
BUMP XXXX FT	US XXX EXIT X MILES
TRAFFIC SIGNAL XXXX FT	LANES SHIFT *

\* LANES SHIFT in Phase 1 must be used with STAY IN LANE in Phase 2.

**Phase 2: Possible Component Lists**

**Action to Take/Effect on Travel List**

MERGE RIGHT	FORM X LINES RIGHT
DETOUR NEXT X EXITS	USE XXXX RD EXIT
USE EXIT XXX	USE EXIT I-XX NORTH
STAY ON US XXX SOUTH	USE I-XX E TO I-XX N
TRUCKS USE US XXX N	WATCH FOR TRUCKS
WATCH FOR TRUCKS	EXPECT DELAYS
EXPECT DELAYS	PREPARE TO STOP
REDUCE SPEED XXX FT	END SHOULDER USE
USE OTHER ROUTES	WATCH FOR WORKERS
STAY IN LANE *	

**Location List**

AT FM XXXX	BEFORE RAILROAD CROSSING	NEXT X MILES	XXXXXX TO XXXXXX	US XXX TO FM XXXX
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**Warning List**

SPEED LIMIT XX MPH	MAXIMUM SPEED XX MPH	MINIMUM SPEED XX MPH	ADVISORY SPEED XX MPH	RIGHT LANE EXIT	USE CAUTION	DRIVE SAFELY	DRIVE WITH CARE
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**\*\* Advance Notice List**

TUE-FRI XX AM-X PM	APR XX-X PM-X AM	BEGINS MONDAY	BEGINS MAY XX	MAY X-X XX PM - XX AM	NEXT FRI-SUN	XX AM TO XX PM	NEXT TUE AUG XX	TONIGHT XX PM-XX AM
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\*\* See Application Guidelines Note 6.

DISCLAIMER: The use of this standard is governed by the Texas Engineering Practice Act. No warranty of any kind is made by the Department of Transportation for the accuracy of this standard or for any damages resulting from its use.

WORD OR PHRASE	ABBREVIATION	WORD OR PHRASE	ABBREVIATION
Access Road	ACCS RD	Major	MAJ
Alternate	ALT	Miles	MI
Avenue	AVE	Miles Per Hour	MPH
Best Route	BEST RTE	Minor	MNR
Boulevard	BLVD	Monday	MON
Bridge	BRDG	Normal	NORM
Cannot	CANT	North	N
Center	CTR	Northbound (route) N	
Construction Ahead	CONST AHD	Parking	PKNG
CROSSING	XINC	Road	RD
Detour Route	DETOUR RTE	Right Lane	RT LN
Do Not	DONT	Saturday	SAT
East	E	Service Road	SERV RD
Eastbound (route) E		Shoulder	SHLDR
EMERGENCY	EMER	Slippery	SLIP
Emergency Vehicle	EMER VEH	South	S
Entrance, Enter	ENT	Southbound (route) S	
Express Lane	EXP LN	Speed	SPD
Expressway	EXPWY	Street	ST
XXXX Feet	XXXX FT	Sunday	SUN
Fog Ahead	FOG AHD	Telephone	PHONE
Freeway	FRWY, FWY	Temporary	TEMP
Freeway Blocked	FWY BLKD	Thursday	THURS
Friday	FRI	To Downtown	TO DWN TN
Hazardous Driving	HAZ DRIVING	Traffic	TRAF
Hazardous Material	HAZMAT	Travelers	TRVLRS
High Occupancy	HOV	Tuesday	TUES
Vehicle Highway	HWY	Time Minutes	TIME MIN
Hour(s)	HRS, HRS	Upper Level	UPR LEVEL
Information	INFO	Vehicles (s)	VEH, VEHs
ITS	ITS	Warning	WARN
Junction	JCT	Wednesday	WED
Left	LFT	Weight Limit	WT LIMIT
Left Lane	LFT LN	West	W
Lane Closed	LN CLOSED	Westbound (route) W	
Lower Level	LRR LEVEL	Wet Pavement	WET PVMT
Maintenance	MAINT	Will Not	WONT

Roadway designation = IH-number, US-number, SH-number, FM-number

**APPLICATION GUIDELINES**

- Only 1 or 2 phases are to be used on a PCMS.
- The 1st phase (or both) should be selected from the "Road/Lane/Ramp Closure List" and the "Other Condition List".
- A 2nd phase can be selected from the "Action to Take/Effect on Travel, Location, General Warning, or Advance Notice Phase Lists".
- A Location Phase is necessary only if a distance or location is not included in the first phase selected.
- If two PCMS are used in sequence, they must be separated by a minimum of 1000 ft. Each PCMS shall be limited to two phases, and should be understandable by themselves.
- For advance notice, when the current date is within seven days of the actual work date, calendar days should be replaced with days of the week. Advance notification should typically be for no more than one week prior to the work.

**WORDING ALTERNATIVES**

- The words RIGHT, LEFT and ALL can be interchanged as appropriate.
- Roadway designations IH, US, SH, FM and LP can be interchanged as appropriate.
- EAST, WEST, NORTH and SOUTH (or abbreviations E, W, N and S) can be interchanged as appropriate.
- Highway names and numbers replaced as appropriate.
- ROAD, HIGHWAY and FREEWAY can be interchanged as needed.
- AHEAD may be used instead of distances if necessary.
- FT and MI, MILE and MILES interchanged as appropriate.
- AT, BEFORE and PAST interchanged as needed.
- Distances or AHEAD can be eliminated from the message if a location phase is used.

PCMS SIGNS WITHIN THE R.O.W. SHALL BE BEHIND GUARDRAIL OR CONCRETE BARRIER OR SHALL HAVE A MINIMUM OF FOUR (4) PLASTIC DRUMS PLACED PERPENDICULAR TO TRAFFIC ON THE UPSTREAM SIDE OF THE PCMS, WHEN EXPOSED TO ONE DIRECTION OF TRAFFIC. WHEN EXPOSED TO TWO WAY TRAFFIC, THE FOUR DRUMS SHOULD BE PLACED WITH ONE DRUM AT EACH OF THE FOUR CORNERS OF THE UNIT.

**FULL MATRIX PCMS SIGNS**

- When Full Matrix PCMS signs are used, the character height and legibility/visibility requirements shall be maintained as listed in Note 15 under "PORTABLE CHANGEABLE MESSAGE SIGNS" above.
- When symbol signs, such as the "Flagger Symbol" (CW20-7) are represented graphically on the Full Matrix PCMS sign and, with the approval of the Engineer, it shall maintain the legibility/visibility requirement listed above.
- When symbol signs are represented graphically on the Full Matrix PCMS, they shall only supplement the use of the static sign represented, and shall not substitute for, or replace that sign.
- A full matrix PCMS may be used to simulate a flashing arrow board provided it meets the visibility, flash rate and dimming requirements on BC(7), for the same size arrow.

SHEET 6 OF 12

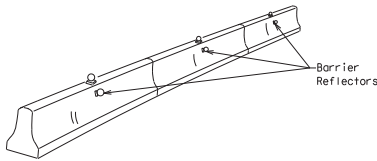


**BARRICADE AND CONSTRUCTION PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)**

**BC (6) - 14**

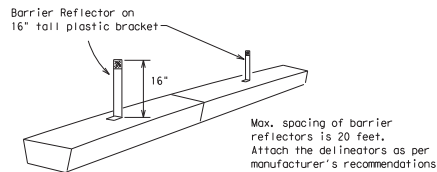
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REVISIONS	NOVEMBER 2002	CONT	SECT	JOB	HIGHWAY				
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- Barrier Reflectors shall be pre-qualified, and conform to the color and reflectivity requirements of DMS-8600. A list of prequalified Barrier Reflectors can be found at the Material Producer List web address shown on BC(1).
- Color of Barrier Reflectors shall be as specified in the TMUTCD. The cost of the reflectors shall be considered subsidiary to Item 512.

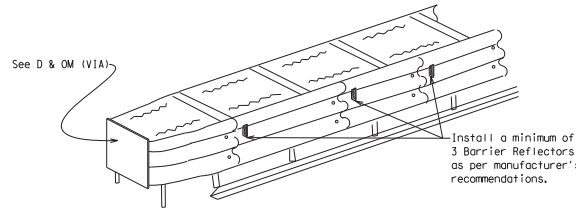


CONCRETE TRAFFIC BARRIER (CTB)

- Where traffic is on one side of the CTB, two (2) Barrier Reflectors shall be mounted in approximately the midsection of each section of CTB. An alternate mounting location is uniformly spaced at one end of each CTB. This will allow for attachment of a barrier grapple without damaging the reflector. The Barrier Reflector mounted on the side of the CTB shall be located directly below the reflector mounted on top of the barrier, as shown in the detail above.
- Where CTB separates two-way traffic, three barrier reflectors shall be mounted on each section of CTB. The reflector unit on top shall have two yellow reflective faces (Bi-Directional) while the reflectors on each side of the barrier shall have one yellow reflective face, as shown in the detail above.
- When CTB separates traffic traveling in the same direction, no barrier reflectors will be required on top of the CTB.
- Barrier Reflector units shall be yellow or white in color to match the edgeline being supplemented.
- Maximum spacing of Barrier Reflectors is forty (40) feet.
- Pavement markers or temporary flexible-reflective roadway marker tabs shall NOT be used as CTB delineation.
- Attachment of Barrier Reflectors to CTB shall be per manufacturer's recommendations.
- Missing or damaged Barrier Reflectors shall be replaced as directed by the Engineer.
- Single slope barriers shall be delineated as shown on the above detail.



LOW PROFILE CONCRETE BARRIER (LPCB)



DELINEATION OF END TREATMENTS

**END TREATMENTS FOR CTB'S USED IN WORK ZONES**

End treatments used on CTB's in work zones shall meet crashworthy standards as defined in the National Cooperative Highway Research Report 350. Refer to the CWZTCD List for approved end treatments and manufacturers.

**BARRIER REFLECTORS FOR CONCRETE TRAFFIC BARRIER AND ATTENUATORS**

**WARNING LIGHTS**

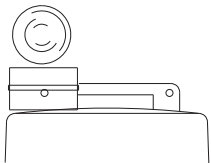
- Warning lights shall meet the requirements of the TMUTCD.
- Warning lights shall NOT be installed on barricades.
- Type A-Low Intensity Flashing Warning Lights are commonly used with drums. They are intended to warn or mark a potentially hazardous area. Their use shall be as indicated on this sheet and/or other sheets of the plans by the designation "EL". The Type A Warning Lights shall not be used with signs manufactured with Type B<sub>10</sub> or C<sub>10</sub> Sheeting meeting the requirements of Departmental Material Specification DMS-8300.
- Type-C and Type D 360 degree Steady Burn Lights are intended to be used in a series for delineation to supplement other traffic control devices. Their use shall be as indicated on this sheet and/or other sheets of the plans by the designation "SB".
- The Engineer/Inspector or the plans shall specify the location and type of warning lights to be installed on the traffic control devices.
- When required by the Engineer, the Contractor shall furnish a copy of the warning lights certification. The warning light manufacturer will certify the warning lights meet the requirements of the latest ITE Purchase Specifications for Flashing and Steady-Burn Warning Lights.
- When used to delineate curves, Type-C and Type D Steady Burn Lights should only be placed on the outside of the curve, not the inside.
- The location of warning lights and warning reflectors on drums shall be as shown elsewhere in the plans.

**WARNING LIGHTS MOUNTED ON PLASTIC DRUMS**

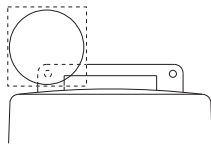
- Type A flashing warning lights are intended to warn drivers that they are approaching or are in a potentially hazardous area.
- Type A random flashing warning lights are not intended for delineation and shall not be used in a series.
- A series of sequential flashing warning lights placed on channelizing devices to form a merging taper may be used for delineation. If used, the successive flashing of the sequential warning lights should occur from the beginning of the taper to the end of the merging taper in order to identify the desired vehicle path. The rate of flashing for each light shall be 65 flashes per minute, plus or minus 10 flashes.
- Type C and D steady-burn warning lights are intended to be used in a series to delineate the edge of the travel lane on detours, on lane changes, on lane closures, and on other similar conditions.
- Type A, Type C and Type D warning lights shall be installed at locations as detailed on other sheets in the plans.
- Warning lights shall not be installed on a drum that has a sign, chevron or vertical panel.
- The maximum spacing for warning lights on drums should be identical to the channelizing device spacing.

**WARNING REFLECTORS MOUNTED ON PLASTIC DRUMS AS A SUBSTITUTE FOR TYPE C (STEADY BURN) WARNING LIGHTS**

- A warning reflector or approved substitute may be mounted on a plastic drum as a substitute for a Type C, steady burn warning light at the discretion of the Contractor unless otherwise noted in the plans.
- The warning reflector shall be yellow in color and shall be manufactured using a sign substrate approved for use with plastic drums listed on the CWZTCD.
- The warning reflector shall have a minimum retroreflective surface area (one-side) of 30 square inches.
- Round reflectors shall be fully reflectorized, including the area where attached to the drum.
- Square substrates must have a minimum of 30 square inches of reflectorized sheeting. They do not have to be reflectorized where it attaches to the drum.
- The side of the warning reflector facing approaching traffic shall have sheeting meeting the color and retroreflectivity requirements for DMS 8300-Type B or Type C.
- When used near two-way traffic, both sides of the warning reflector shall be reflectorized.
- The warning reflector should be mounted on the side of the handle nearest approaching traffic.
- The maximum spacing for warning reflectors should be identical to the channelizing device spacing requirements.



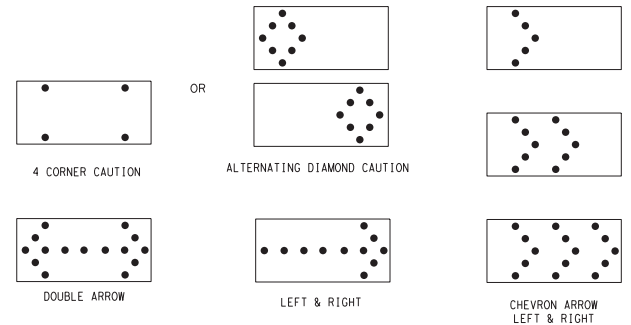
Type C Warning Light or approved substitute mounted on a drum adjacent to the travel way.



Warning reflector may be round or square. Must have a yellow reflective surface area of at least 30 square inches

Arrow Boards may be located behind channelizing devices in place for a shoulder taper or merging taper, otherwise they shall be delineated with four (4) channelizing devices placed perpendicular to traffic on the upstream side of traffic.

- The Flashing Arrow Board should be used for all lane closures on multi-lane roadways, or slow moving maintenance or construction activities on the travel lanes.
- Flashing Arrow Boards should not be used on two-lane, two-way roadways, detours, diversions or work on shoulders unless the "CAUTION" display (see detail below) is used.
- The Engineer/Inspector shall choose all appropriate signs, barricades and/or other traffic control devices that should be used in conjunction with the Flashing Arrow Board.
- The Flashing Arrow Board should be able to display the following symbols:



- The "CAUTION" display consists of four corner lamps flashing simultaneously, or the Alternating Diamond Caution mode as shown.
- The straight line caution display is NOT ALLOWED.
- The Flashing Arrow Board shall be capable of minimum 50 percent dimming from rated lamp voltage. The flashing rate of the lamps shall not be less than 25 nor more than 40 flashes per minute.
- Minimum lamp "on time" shall be approximately 50 percent for the flashing arrow and equal intervals of 25 percent for each sequential phase of the flashing chevron.
- The sequential arrow display is NOT ALLOWED.
- The flashing arrow display is the TxDOT standard; however, the sequential Chevron display may be used during daylight operations.
- The Flashing Arrow Board shall be mounted on a vehicle, trailer or other suitable support.
- A Flashing Arrow Board SHALL NOT BE USED to laterally shift traffic.
- A full matrix PMS may be used to simulate a Flashing Arrow Board provided it meets visibility, flash rate and dimming requirements on this sheet for the same size arrow.
- Minimum mounting height of trailer mounted Arrow Boards should be 7 feet from roadway to bottom of panel.

REQUIREMENTS			
TYPE	MINIMUM SIZE	MINIMUM NUMBER OF PANEL LAMPS	MINIMUM VISIBILITY DISTANCE
B	30 x 60	13	3/4 mile
C	48 x 96	15	1 mile

**ATTENTION**  
Flashing Arrow Boards shall be equipped with automatic dimming devices.

WHEN NOT IN USE, REMOVE THE ARROW BOARD FROM THE RIGHT-OF-WAY OR PLACE THE ARROW BOARD BEHIND CONCRETE TRAFFIC BARRIER OR GUARDRAIL.

**FLASHING ARROW BOARDS**

SHEET 7 OF 12

**TRUCK-MOUNTED ATTENUATORS**

- Truck-mounted attenuators (TMA) used on TxDOT facilities must meet the requirements outlined in the National Cooperative Highway Research Report No. 350 (NCHRP 350) or the Manual for Assessing Safety Hardware (MASH).
- Refer to the CWZTCD for the requirements of Level 2 or Level 3 TMAs.
- Refer to the CWZTCD for a list of approved TMAs.
- TMAs are required on freeways unless otherwise noted in the plans.
- A TMA should be used anytime that it can be positioned 30 to 100 feet in advance of the area of crew exposure without adversely affecting the work performance.
- The only reason a TMA should not be required is when a work area is spread down the roadway and the work crew is an extended distance from the TMA.



Traffic Operations Division Standard

**BARRICADE AND CONSTRUCTION ARROW PANEL, REFLECTORS, WARNING LIGHTS & ATTENUATOR**

**BC (7) - 14**

FILE#	DC-14.dgn	DWG	TxDOT	CHK	TxDOT	DRW	TxDOT	CHK	TxDOT
REVISIONS	NOVEMBER 2002	CONT	SECT	JOB	HIGHWAY				
9-07	8-14	DIST	COUNTY	SHEET NO.					
7-13									

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**GENERAL NOTES**

- For long term stationary work zones on freeways, drums shall be used as the primary channelizing device.
- For intermediate term stationary work zones on freeways, drums should be used as the primary channelizing device but may be replaced in tangent sections by vertical panels, or 42" two-piece cones. In tangent sections one-piece cones may be used with the approval of the Engineer but only if personnel are present on the project at all times to maintain the cones in proper position and location.
- For short term stationary work zones on freeways, drums are the preferred channelizing device but may be replaced in tapers, transitions and tangent sections by vertical panels, two-piece cones or one-piece cones as approved by the Engineer.
- Drums and all related items shall comply with the requirements of the current version of the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD) and the "Compliant Work Zone Traffic Control Devices List" (CWZTCD).
- Drums, bases, and related materials shall exhibit good workmanship and shall be free from objectionable marks or defects that would adversely affect their appearance or serviceability.
- The Contractor shall have a maximum of 24 hours to replace any plastic drums identified for replacement by the Engineer/Inspector. The replacement device must be an approved device.

**GENERAL DESIGN REQUIREMENTS**

Pre-qualified plastic drums shall meet the following requirements:

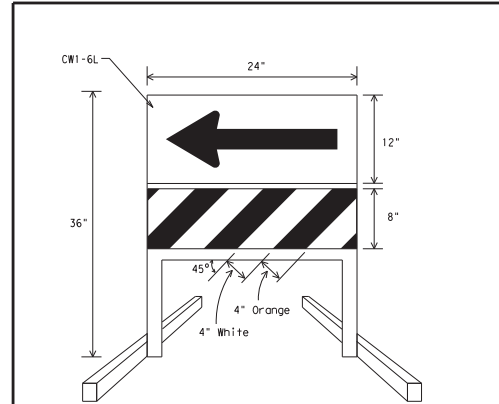
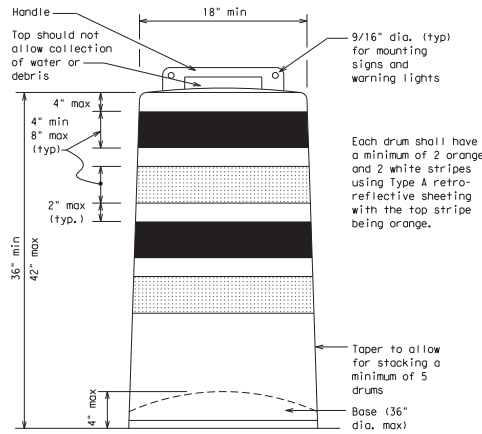
- Plastic drums shall be a two-piece design; the "body" of the drum shall be the top portion and the "base" shall be the bottom.
- The body and base shall lock together in such a manner that the body separates from the base when impacted by a vehicle traveling at a speed of 20 MPH or greater but prevents accidental separation due to normal handling and/or air turbulence created by passing vehicles.
- Plastic drums shall be constructed of lightweight flexible, and deformable materials. The Contractor shall NOT use metal drums or single piece plastic drums as channelizing devices or sign supports.
- Drums shall present a profile that is a minimum of 18 inches in width at the 36 inch height when viewed from any direction. The height of drum unit (body installed on base) shall be a minimum of 36 inches and a maximum of 42 inches.
- The top of the drum shall have a built-in handle for easy pickup and shall be designed to drain water and not collect debris. The handle shall have a minimum of two widely spaced 9/16 inch diameter holes to allow attachment of a warning light, warning reflector unit or approved compliant sign.
- The exterior of the drum body shall have a minimum of four alternating orange and white retroreflective circumferential stripes not less than 4 inches nor greater than 8 inches in width. Any non-reflectORIZED space between any two adjacent stripes shall not exceed 2 inches in width.
- Bases shall have a maximum width of 36 inches, a maximum height of 4 inches, and a minimum of two footholds of sufficient size to allow base to be held down while separating the drum body from the base.
- Plastic drums shall be constructed of ultra-violet stabilized, orange, high-density polyethylene (HDPE) or other approved material.
- Drum body shall have a maximum unballasted weight of 11 lbs.
- Drum and base shall be marked with manufacturer's name and model number.

**RETROREFLECTIVE SHEETING**

- The stripes used on drums shall be constructed of sheeting meeting the color and retroreflectivity requirements of Departmental Materials Specification DMS-8300, "Sign Face Materials." Type A reflective sheeting shall be supplied unless otherwise specified in the plans.
- The sheeting shall be suitable for use on and shall adhere to the drum surface such that, upon vehicular impact, the sheeting shall remain adhered in-place and exhibit no delaminating, cracking, or loss of retroreflectivity other than that loss due to abrasion of the sheeting surface.

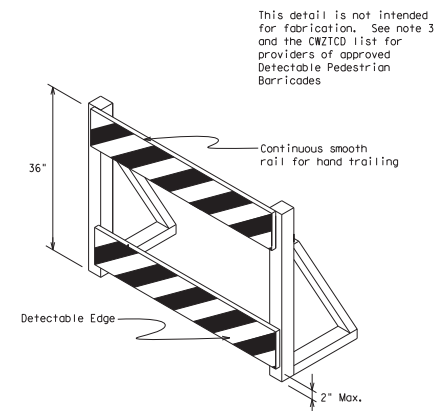
**BALLAST**

- Unballasted bases shall be large enough to hold up to 50 lbs. of sand. This base, when filled with the ballast material, should weigh between 35 lbs (minimum) and 50 lbs (maximum). The ballast may be sand in one to three sandbags separate from the base, sand in a sand-filled plastic base, or other ballasting devices as approved by the Engineer. Stacking of sandbags will be allowed, however height of sandbags above pavement surface may not exceed 12 inches.
- Bases with built-in ballast shall weigh between 40 lbs. and 50 lbs. Built-in ballast can be constructed of an integral crumb rubber base or a solid rubber base.
- Recycled truck tire sidewalls may be used for ballast on drums approved for this type of ballast on the CWZTCD list.
- The ballast shall not be heavy objects, water, or any material that would become hazardous to motorists, pedestrians, or workers when the drum is struck by a vehicle.
- When used in regions susceptible to freezing, drums shall have drainage holes in the bottoms so that water will not collect and freeze becoming a hazard when struck by a vehicle.
- Ballast shall not be placed on top of drums.
- Adhesives may be used to secure base of drums to pavement.



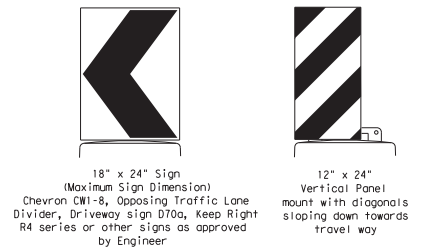
**DIRECTION INDICATOR BARRICADE**

- The Direction Indicator Barricade may be used in tapers, transitions, and other areas where specific directional guidance to drivers is necessary.
- If used, the Direction Indicator Barricade should be used in series to direct the driver through the transition and into the intended travel lane.
- The Direction Indicator Barricade shall consist of One-Direction Large Arrow (CW1-6L) sign in the size shown with a black arrow on a background of Type B<sub>FL</sub> or Type C<sub>1</sub> Orange retroreflective sheeting above a rail with Type A retroreflective sheeting in alternating 4" white and orange stripes sloping downward at an angle of 45 degrees in the direction road users are to pass. Sheeting types shall be as per DMS 8300.
- Double arrows on the Direction Indicator Barricade will not be allowed.
- Approved manufacturers are shown on the CWZTCD List. Ballast shall be as approved by the manufacturers instructions.



**DETECTABLE PEDESTRIAN BARRICADES**

- When existing pedestrian facilities are disrupted, closed, or relocated in a TIO zone, the temporary facilities shall be detectable and include accessibility features consistent with the features present in the existing pedestrian facility.
- Where pedestrians with visual disabilities normally use the closed sidewalk, a device that is detectable by a person with visual disability traveling with the aid of a long cane shall be placed across the full width of the closed sidewalk.
- Detectable pedestrian barricades similar to the one pictured above, longitudinal channelizing devices, some concrete barriers, and wood or chain link fencing with a continuous detectable edging can satisfactorily delineate a pedestrian path.
- Tape, rope, or plastic chain strung between devices are not detectable, do not comply with the design standards in the "Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)" and should not be used as a control for pedestrian movements.
- Warning lights shall not be attached to detectable pedestrian barricades.
- Detectable pedestrian barricades may use 8" nominal barricade rails as shown on BC(10) provided that the top rail provides a smooth continuous rail suitable for hand trailing with no splinters, burrs, or sharp edges.



Plywood, Aluminum or Metal sign substrates shall NOT be used on plastic drums

**SIGNS, CHEVRONS, AND VERTICAL PANELS MOUNTED ON PLASTIC DRUMS**

- Signs used on plastic drums shall be manufactured using substrates listed on the CWZTCD.
- Chevrons and other work zone signs with an orange background shall be manufactured with Type B<sub>FL</sub> or Type C<sub>1</sub> Orange sheeting meeting the color and retroreflectivity requirements of DMS-8300, "Sign Face Material," unless otherwise specified in the plans.
- Vertical Panels shall be manufactured with orange and white sheeting meeting the requirements of DMS-8300 Type A Diagonal stripes on Vertical Panels shall slope down toward the intended traveled lane.
- Other sign messages (text or symbolic) may be used as approved by the Engineer. Sign dimensions shall not exceed 18 inches in width or 24 inches in height, except for the R9 series signs discussed in note 8 below.
- Signs shall be installed using a 1/2 inch bolt (nominal) and nut, two washers, and one locking washer for each connection.
- Mounting bolts and nuts shall be fully engaged and adequately torqued. Bolts should not extend more than 1/2 inch beyond nuts.
- Chevrons may be placed on drums on the outside of curves, on merging tapers or on shifting tapers. When used in these locations they may be placed on every drum or spaced not more than on every third drum. A minimum of three (3) should be used of each location called for in the plans.
- R9-9, R9-10, R9-11 and R9-11a Sidewalk Closed signs which are 24 inches wide may be mounted on plastic drums, with approval of the Engineer.

SHEET 8 OF 12



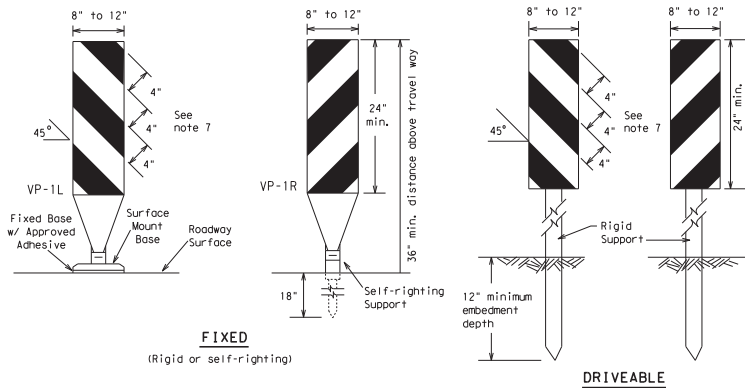
**BARRICADE AND CONSTRUCTION CHANNELIZING DEVICES**

**BC (8) - 14**

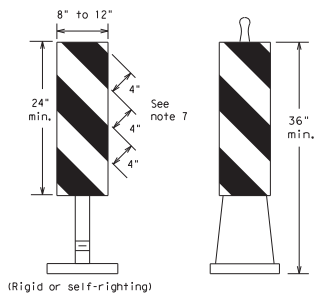
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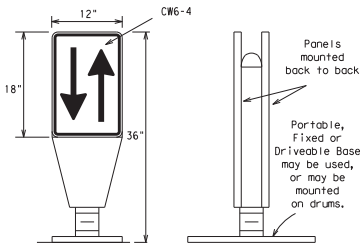


- Vertical Panels (VP's) are normally used to channelize traffic or divide opposing lanes of traffic.
- VP's may be used in daytime or nighttime situations. They may be used at the edge of shoulder drop-offs and other areas such as lane transitions where positive daytime and nighttime delineation is required. The Engineer/Inspector shall refer to the Roadway Design Manual Appendix B "Treatment of Pavement Drop-offs in Work Zones" for additional guidelines on the use of VP's for drop-offs.
- VP's should be mounted back to back if used at the edge of cuts adjacent to two-way two lane roadways. Stripes are to be reflective orange and reflective white and should always slope downward toward the travel lane.
- VP's used on expressways and freeways or other high speed roadways, may have more than 270 square inches of retroreflective area facing traffic.
- Self-righting supports are available with portable base. See "Compliant Work Zone Traffic Control Devices List" (CWZTCD).
- Sheeting for the VP's shall be retroreflective Type A conforming to Departmental Material Specification DMS-8300, unless noted otherwise.
- Where the height of reflective material on the vertical panel is 36 inches or greater, a panel stripe of 6 inches shall be used.



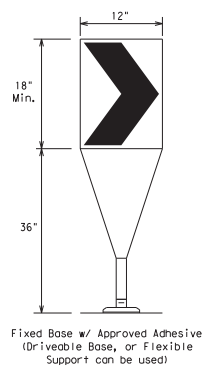
PORTABLE

**VERTICAL PANELS (VPs)**



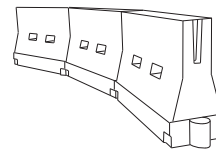
- Opposing Traffic Lane Dividers (OTLD) are delineation devices designed to convert a normal one-way roadway section to two-way operation. OTLD's are used on temporary centerlines. The upward and downward arrows on the sign's face indicate the direction of traffic on either side of the divider. The base is secured to the pavement with an adhesive or rubber weight to minimize movement caused by a vehicle impact or wind gust.
- The OTLD may be used in combination with 42" cones or VPS.
- Spacing between the OTLD shall not exceed 500 feet. 42" cones or VPS placed between the OTLD's should not exceed 100 foot spacing.
- The OTLD shall be orange with a black non-reflective legend. Sheeting for the OTLD shall be retroreflective Type B<sub>1</sub> or Type C<sub>1</sub> conforming to Departmental Material Specification DMS-8300, unless noted otherwise. The legend shall meet the requirements of DMS-8300.

OPPOSING TRAFFIC LANE DIVIDERS (OTLD)



- The chevron shall be a vertical rectangle with a minimum size of 12 by 18 inches.
- Chevrons are intended to give notice of a sharp change of alignment with the direction of travel and provide additional emphasis and guidance for vehicle operators with regard to changes in horizontal alignment of the roadway.
- Chevrons, when used, shall be erected on the outside of a sharp curve or turn, or on the far side of an intersection. They shall be in line with and at right angles to approaching traffic. Spacing should be such that the motorist always has three in view, until the change in alignment eliminates its need.
- To be effective, the chevron should be visible for at least 500 feet.
- Chevrons shall be orange with a black nonreflective legend. Sheeting for the chevron shall be retroreflective Type B<sub>1</sub> or Type C<sub>1</sub> conforming to Departmental Material Specification DMS-8300, unless noted otherwise. The legend shall meet the requirements of DMS-8300.
- For Long Term Stationary use on tapers or transitions on freeways and divided highways self-righting chevrons may be used to supplement plastic drums but not to replace plastic drums.

**CHEVRONS**



**LONGITUDINAL CHANNELIZING DEVICES (LCD)**

- LCDs are crashworthy, lightweight, deformable devices that are highly visible, have good target value and can be connected together. They are not designed to contain or redirect a vehicle on impact.
- LCDs may be used instead of a line of cones or drums.
- LCDs shall be placed in accordance to application and installation requirements specific to the device, and used only when shown on the CWZTCD list.
- LCDs should not be used to provide positive protection for obstacles, pedestrians or workers.
- LCDs shall be supplemented with retroreflective delineation as required for temporary barriers on BC(7) when placed roughly parallel to the travel lanes.
- LCDs used as barricades placed perpendicular to traffic should have at least one row of reflective sheeting meeting the requirements for barricade rails as shown on BC(10) placed near the top of the LCD along the full length of the device.

**WATER BALLASTED SYSTEMS USED AS BARRIERS**

- Water ballasted systems used as barriers shall not be used solely to channelize road users, but also to protect the work space per the appropriate NCHRP 350 crashworthiness requirements based on roadway speed and barrier application.
- Water ballasted systems used to channelize vehicular traffic shall be supplemented with retroreflective delineation or channelizing devices to improve daytime/nighttime visibility. They may also be supplemented with pavement markings.
- Water ballasted systems used as barriers shall be placed in accordance to application and installation requirements specific to the device, and used only when shown on the CWZTCD list.
- Water ballasted systems used as barriers should not be used for a merging taper except in low speed (less than 45 MPH) urban areas. When used on a taper in a low speed urban area, the taper shall be delineated and the taper length should be designed to optimize road user operations considering the available geometric conditions.
- When water ballasted systems used as barriers have blunt ends exposed to traffic, they should be attenuated as per manufacturer recommendations or flared to a point outside the clear zone.

If used to channelize pedestrians, longitudinal channelizing devices or water ballasted systems must have a continuous detectable bottom for users of long cones and the top of the unit shall not be less than 32 inches in height.

**HOLLOW OR WATER BALLASTED SYSTEMS USED AS LONGITUDINAL CHANNELIZING DEVICES OR BARRIERS**

**GENERAL NOTES**

- Work Zone channelizing devices illustrated on this sheet may be installed in close proximity to traffic and are suitable for use on high or low speed roadways. The Engineer/Inspector shall ensure that spacing and placement is uniform and in accordance with the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD).
- Channelizing devices shown on this sheet may have a driveable, fixed or portable base. The requirement for self-righting channelizing devices must be specified in the General Notes or other plan sheets.
- Channelizing devices on self-righting supports should be used in work zone areas where channelizing devices are frequently impacted by errant vehicles or vehicle related wind gusts making alignment of the channelizing devices difficult to maintain. Locations of these devices shall be detailed elsewhere in the plans. These devices shall conform to the TMUTCD and the "Compliant Work Zone Traffic Control Devices List" (CWZTCD).
- The Contractor shall maintain devices in a clean condition and replace damaged, nonreflective, faded, or broken devices and bases as required by the Engineer/Inspector. The Contractor shall be required to maintain proper device spacing and alignment.
- Portable bases shall be fabricated from virgin and/or recycled rubber. The portable bases shall weigh a minimum of 30 lbs.
- Pavement surfaces shall be prepared in a manner that ensures proper bonding between the adhesives, the fixed mount bases and the pavement surface. Adhesives shall be prepared and applied according to the manufacturer's recommendations.
- The installation and removal of channelizing devices shall not cause detrimental effects to the final pavement surfaces, including pavement surface discoloration or surface integrity. Driveable bases shall not be permitted on final pavement surfaces. The Engineer/Inspector shall approve all application and removal procedures of fixed bases.

Posted Speed *	Formula	Minimum Desirable Taper Lengths **			Suggested Maximum Spacing of Channelizing Devices	
		10' Offset	11' Offset	12' Offset	On a Taper	On a Tangent
30	L = WS/60	150'	165'	180'	30'	60'
35		205'	225'	245'	35'	70'
40	L = WS	265'	295'	320'	40'	80'
45		450'	495'	540'	45'	90'
50	L = WS	500'	550'	600'	50'	100'
55		550'	605'	660'	55'	110'
60	L = WS	600'	660'	720'	60'	120'
65		650'	715'	780'	65'	130'
70	L = WS	700'	770'	840'	70'	140'
75		750'	825'	900'	75'	150'
80	L = WS	800'	880'	960'	80'	160'
85		850'	935'	1020'	85'	170'

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

**SUGGESTED MAXIMUM SPACING OF CHANNELIZING DEVICES AND MINIMUM DESIRABLE TAPER LENGTHS**

SHEET 9 OF 12



**BARRICADE AND CONSTRUCTION CHANNELIZING DEVICES**

BC (9) - 14

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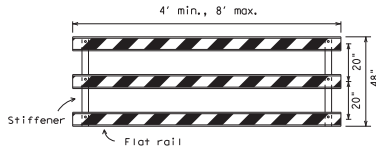
**TYPE 3 BARRICADES**

1. Refer to the Compliant Work Zone Traffic Control Devices List (CWZTCD) for details of the Type 3 Barricades and a list of all materials used in the construction of Type 3 Barricades.
2. Type 3 Barricades shall be used at each end of construction projects closed to all traffic.
3. Barricades extending across a roadway should have stripes that slope downward in the direction toward which traffic must turn in detouring. When both right and left turns are provided, the chevron striping may slope downward in both directions from the center of the barricade. Where no turns are provided at a closed road striping should slope downward in both directions toward the center of roadway.
4. Striping of rails, for the right side of the roadway, should slope downward to the left. For the left side of the roadway, striping should slope downward to the right.
5. Identification markings may be shown only on the back of the barricade rails. The maximum height of letters and/or company logos used for identification shall be 1".
6. Barricades shall not be placed parallel to traffic unless an adequate clear zone is provided.
7. Warning lights shall NOT be installed on barricades.
8. Where barricades require the use of weights to keep from turning over, the use of sandbags with dry, cohesionless sand is recommended. The sandbags will be tied shut to keep the sand from spilling and to maintain a constant weight. Sand bags shall not be stacked in a manner that covers any portion of a barricade rails reflective sheeting. Rock, concrete, iron, steel or other solid objects will NOT be permitted. Sandbags should weigh a minimum of 35 lbs and a maximum of 50 lbs. Sandbags shall be made of a durable material that tears upon vehicular impact. Rubber (such as tire inner tubes) shall not be used for sandbags. Sandbags shall only be placed along or upon the base supports of the device and shall not be suspended above ground level or hung with rope, wire, chains or other fasteners.
9. Striping for barricades shall be retroreflective Type A conforming to Departmental Material Specification DMS-8300 unless otherwise noted.

Barricades shall NOT be used as a sign support.

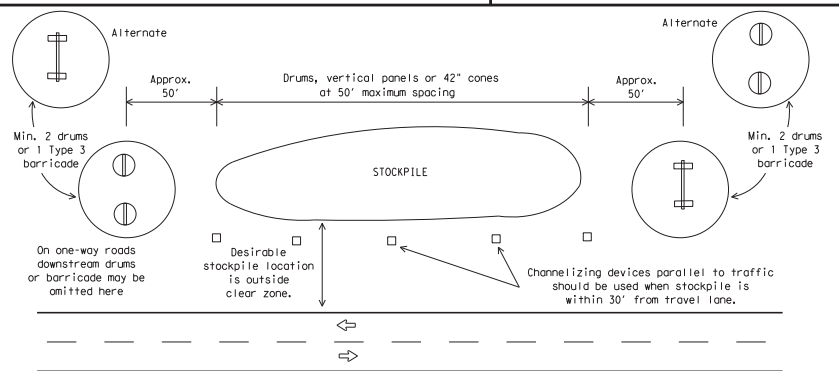


**TYPICAL STRIPING DETAIL FOR BARRICADE RAIL**



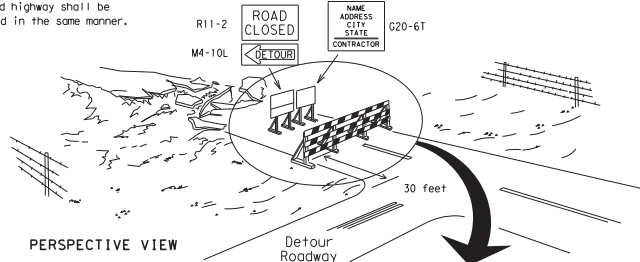
Stiffener may be inside or outside of support, but no more than 2 stiffeners shall be allowed on one barricade.

**TYPICAL PANEL DETAIL FOR SKID OR POST TYPE BARRICADES**



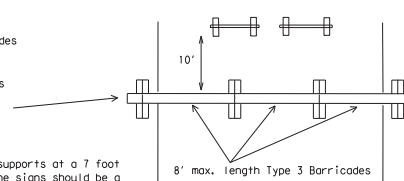
**TRAFFIC CONTROL FOR MATERIAL STOCKPILES**

Each roadway of a divided highway shall be barricaded in the same manner.



PERSPECTIVE VIEW

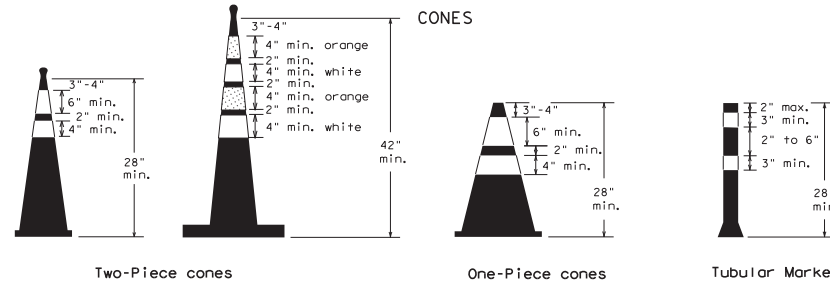
The three rails on Type 3 barricades shall be reflectorized orange and reflective white stripes on one side facing one-way traffic and both sides for two-way traffic. Barricade striping should slant downward in the direction of detour.



PLAN VIEW

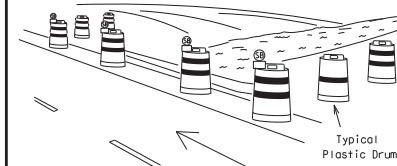
1. Signs should be mounted on independent supports at a 7 foot mounting height in center of roadway. The signs should be a minimum of 10 feet behind Type 3 Barricades.
2. Advance signing shall be as specified elsewhere in the plans.

**TYPE 3 BARRICADE (POST AND SKID) TYPICAL APPLICATION**



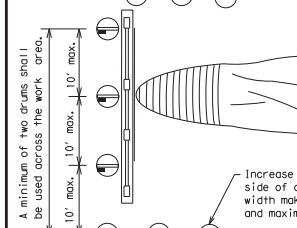
28" Cones shall have a minimum weight of 9 1/2 lbs.  
42" 2-piece cones shall have a minimum weight of 30 lbs. including base.

1. Traffic cones and tubular markers shall be predominantly orange, and meet the height and weight requirements shown above.
2. One-piece cones have the body and base of the cone molded in one consolidated unit. Two-piece cones have a cone shaped body and a separate rubber base, or ballast, that is added to keep the device upright and in place.
3. Two-piece cones may have a handle or loop extending up to 8" above the minimum height shown, in order to aid in retrieving the device.
4. Cones or tubular markers used at night shall have white or white and orange reflective bands as shown above. The reflective bands shall have a smooth, sealed outer surface and meet the requirements of Departmental Material Specification DMS-8300 Type A.
5. 28" cones and tubular markers are generally suitable for short duration and short-term stationary work as defined on BC(14). These should not be used for intermediate-term or long-term stationary work unless personnel is on-site to maintain them in their proper upright position.
6. 42" two-piece cones, vertical panels or drums are suitable for all work zone durations.
7. Cones or tubular markers used on each project should be of the same size and shape.



PERSPECTIVE VIEW

These drums are not required on one-way roadway



PLAN VIEW

Increase number of plastic drums on the side of approaching traffic if the crown width makes it necessary. (minimum of 2 and maximum of 4 drums)

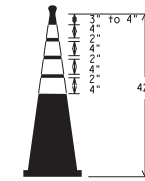
1. Where positive redirection capability is provided, drums may be omitted.
2. Plastic construction fencing may be used with drums for safety as required in the plans.
3. Vertical Panels on flexible support may be substituted for drums when the shoulder width is less than 4 feet.
4. When the shoulder width is greater than 12 feet, steady-burn lights may be omitted if drums are used.
5. Drums must extend the length of the culvert widening.

**LEGEND**

	Plastic drum
	Plastic drum with steady burn light or yellow warning reflector
	Steady burn warning light or yellow warning reflector

**CULVERT WIDENING OR OTHER ISOLATED WORK WITHIN THE PROJECT LIMITS**

THIS DEVICE SHALL NOT BE USED ON PROJECTS LET AFTER MARCH 2014.



EDGE LINE CHANNELIZER

1. This device is intended only for use in place of a vertical panel to channelize traffic by indicating the edge of the travel lane. It is not intended to be used in transitions or tapers.
2. This device shall not be used to separate lanes of traffic (topposing or otherwise) or warn of objects.
3. This device is based on a 42 inch, two-piece cone with an alternate striping pattern: four 4 inch retroreflective bands, with an approximate 2 inch gap between bands. The color of the band should correspond to the color of the edgeline (yellow for left edgeline, white for right edgeline) for which the device is substituted or for which it supplements. The reflectorized bands shall be retroreflective Type A conforming to Departmental Material Specification DMS-8300, unless otherwise noted.
4. The base must weigh a minimum of 30 lbs.

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Texas Department of Transportation  
Traffic Operations Division Standard

**BARRICADE AND CONSTRUCTION CHANNELIZING DEVICES**

**BC (10) - 14**

FILE#	DC-14.dgn	DW	TxDOT	CHK	TxDOT	DWR	TxDOT	CHK	TxDOT
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	7-13		DIST	COUNTY	SHEET NO.				

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DATE: FILE:

**WORK ZONE PAVEMENT MARKINGS**

**GENERAL**

1. The Contractor shall be responsible for maintaining work zone and existing pavement markings, in accordance with the standard specifications and special provisions, on all roadways open to traffic within the CSJ limits unless otherwise stated in the plans.
2. Color, patterns and dimensions shall be in conformance with the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD).
3. Additional supplemental pavement marking details may be found in the plans or specifications.
4. Pavement markings shall be installed in accordance with the TMUTCD and as shown on the plans.
5. When short term markings are required on the plans, short term markings shall conform with the TMUTCD, the plans and details as shown on the Standard Plan Sheet WZ(SIPM).
6. When standard pavement markings are not in place and the roadway is opened to traffic, DO NOT PASS signs shall be erected to mark the beginning of the sections where passing is prohibited and PASS WITH CARE signs at the beginning of sections where passing is permitted.
7. All work zone pavement markings shall be installed in accordance with Item 662, "Work Zone Pavement Markings."

**RAISED PAVEMENT MARKERS**

1. Raised pavement markers are to be placed according to the patterns on BC(1)2).
2. All raised pavement markers used for work zone markings shall meet the requirements of Item 672, "RAISED PAVEMENT MARKERS" and Departmental Material Specification DMS-4200 or DMS-4300.

**PREFABRICATED PAVEMENT MARKINGS**

1. Removable prefabricated pavement markings shall meet the requirements of DMS-8241.
2. Non-removable prefabricated pavement markings (foil back) shall meet the requirements of DMS-8240.

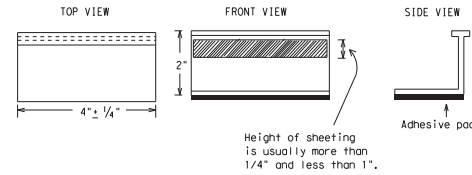
**MAINTAINING WORK ZONE PAVEMENT MARKINGS**

1. The Contractor will be responsible for maintaining work zone pavement markings within the work limits.
2. Work zone pavement markings shall be inspected in accordance with the frequency and reporting requirements of work zone traffic control device inspections as required by Form 599.
3. The markings should provide a visible reference for a minimum distance of 300 feet during normal daylight hours and 160 feet when illuminated by automobile low-beam headlights at night, unless sight distance is restricted by roadway geometrics.
4. Markings failing to meet this criteria within the first 30 days after placement shall be replaced at the expense of the Contractor as per Specification Item 662.

**REMOVAL OF PAVEMENT MARKINGS**

1. Pavement markings that are no longer applicable, could create confusion or direct a motorist toward or into the closed portion of the roadway shall be removed or obliterated before the roadway is opened to traffic.
2. The above shall not apply to detours in place for less than three days, where flaggers and/or sufficient channelizing devices are used in lieu of markings to outline the detour route.
3. Pavement markings shall be removed to the fullest extent possible, so as not to leave a discernable marking. This shall be by any method approved by TxDOT Specification Item 677 for "Eliminating Existing Pavement Markings and Markers".
4. The removal of pavement markings may require resurfacing or seal coating portions of the roadway as described in Item 677.
5. Subject to the approval of the Engineer, any method that proves to be successful on a particular type pavement may be used.
6. Blast cleaning may be used but will not be required unless specifically shown in the plans.
7. Over-painting of the markings SHALL NOT BE permitted.
8. Removal of raised pavement markers shall be as directed by the Engineer.
9. Removal of existing pavement markings and markers will be paid for directly in accordance with Item 677, "ELIMINATING EXISTING PAVEMENT MARKINGS AND MARKERS," unless otherwise stated in the plans.
10. Black-out marking tape may be used to cover conflicting existing markings for periods less than two weeks when approved by the Engineer.

**Temporary Flexible-Reflective Roadway Marker Tabs**



**STAPLES OR NAILS SHALL NOT BE USED TO SECURE TEMPORARY FLEXIBLE-REFLECTIVE ROADWAY MARKER TABS TO THE PAVEMENT SURFACE**

1. Temporary flexible-reflective roadway marker tabs used as guidemarks shall meet the requirements of DMS-8242.
2. Tabs detailed on this sheet are to be inspected and accepted by the Engineer or designated representative. Sampling and testing is not normally required, however at the option of the Engineer, either "A" or "B" below may be imposed to assure quality before placement on the roadway.
  - A. Select five (5) or more tabs at random from each lot or shipment and submit to the Construction Division, Materials and Pavement Section to determine specification compliance.
  - B. Select five (5) tabs and perform the following test. Affix five (5) tabs at 24 inch intervals on an asphaltic pavement in a straight line. Using a medium size passenger vehicle or pickup, run over the markers with the front and rear tires at a speed of 35 to 40 miles per hour, four (4) times in each direction. No more than one (1) out of the five (5) reflective surfaces shall be lost or displaced as a result of this test.
3. Small design variances may be noted between tab manufacturers.
4. See Standard Sheet WZ(SIPM) for tab placement on new pavements. See Standard Sheet TCP(7-1) for tab placement on seal coat work.

**RAISED PAVEMENT MARKERS USED AS GUIDEMARKS**

1. Raised pavement markers used as guidemarks shall be from the approved product list, and meet the requirements of DMS-4200.
2. All temporary construction raised pavement markers provided on a project shall be of the same manufacturer.
3. Adhesive for guidemarks shall be bituminous material hot applied or butyl rubber pad for all surfaces, or thermoplastic for concrete surfaces.

Guidemarks shall be designated as:  
 YELLOW - (two amber reflective surfaces with yellow body).  
 WHITE - (one silver reflective surface with white body).

DEPARTMENTAL MATERIAL SPECIFICATIONS	
PAVEMENT MARKERS (REFLECTORIZED)	DMS-4200
TRAFFIC BUTTONS	DMS-4300
EPOXY AND ADHESIVES	DMS-6100
BITUMINOUS ADHESIVE FOR PAVEMENT MARKERS	DMS-6130
PERMANENT PREFABRICATED PAVEMENT MARKINGS	DMS-8240
TEMPORARY REMOVABLE, PREFABRICATED PAVEMENT MARKINGS	DMS-8241
TEMPORARY FLEXIBLE, REFLECTIVE ROADWAY MARKER TABS	DMS-8242

A list of prequalified reflective raised pavement markers, non-reflective traffic buttons, roadway marker tabs and other pavement markings can be found at the Material Producer List web address shown on BC(1).

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**BARRICADE AND CONSTRUCTION PAVEMENT MARKINGS**

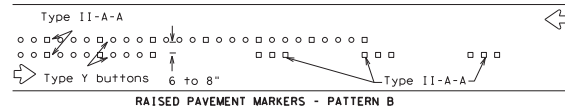
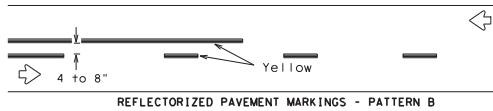
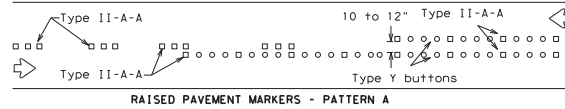
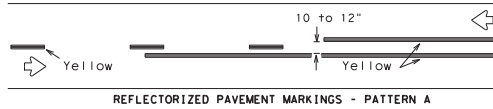
**BC(1) - 14**

FILE: dc-14.dgn	DN: TxDOT	CK: TxDOT	DR: TxDOT	EX: TxDOT
© TxDOT February 1998	CONT	SECT	JOB	HIGHWAY
2-98 9-07	REVISIONS		DIST	COUNTY
1-02 7-13				SHEET NO.
11-02 8-14				
TDS				

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by the State of Texas for any errors or omissions, or for damages resulting from its use.

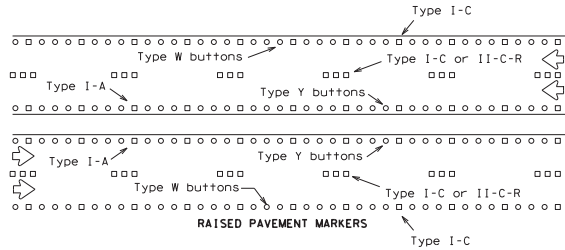
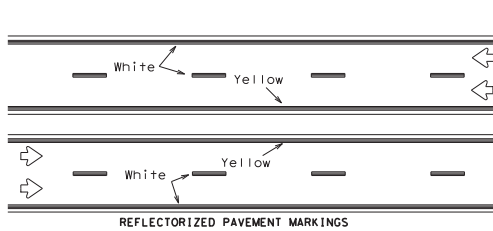
DATE: FILE:

PAVEMENT MARKING PATTERNS



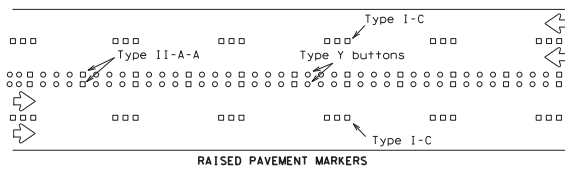
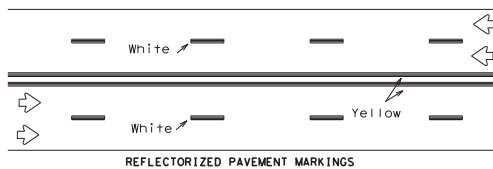
Pattern A is the TxDOT Standard, however Pattern B may be used if approved by the Engineer. Prefabricated markings may be substituted for reflectORIZED pavement markings.

CENTER LINE & NO-PASSING ZONE BARRIER LINES FOR TWO-LANE, TWO-WAY HIGHWAYS



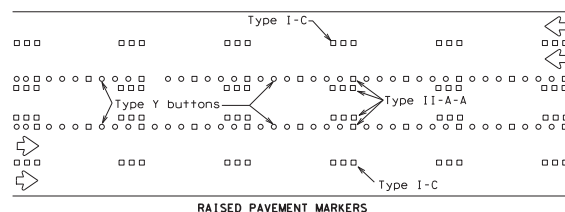
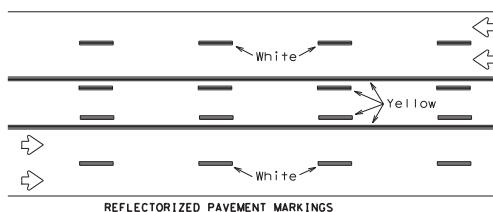
Prefabricated markings may be substituted for reflectORIZED pavement markings.

EDGE & LANE LINES FOR DIVIDED HIGHWAY



Prefabricated markings may be substituted for reflectORIZED pavement markings.

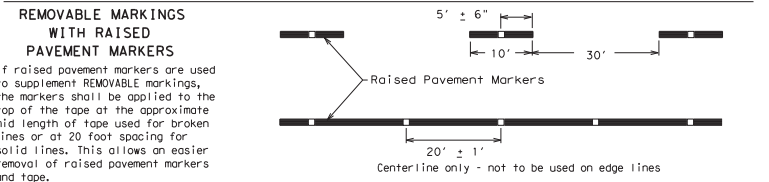
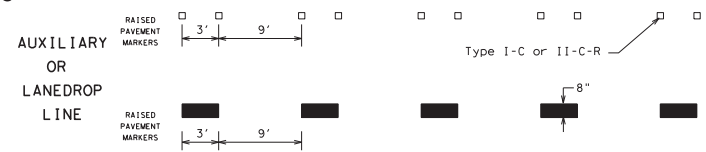
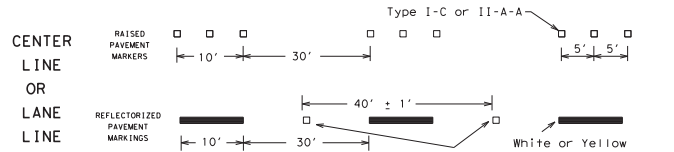
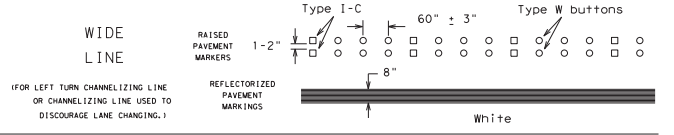
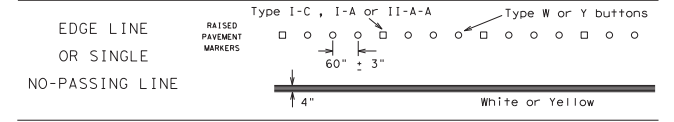
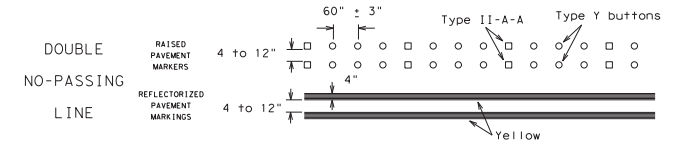
LANE & CENTER LINES FOR MULTILANE UNDIVIDED HIGHWAYS



Prefabricated markings may be substituted for reflectORIZED pavement markings.

TWO-WAY LEFT TURN LANE

STANDARD WORK ZONE PAVEMENT MARKINGS DETAILS



SHEET 12 OF 12



BARRICADE AND CONSTRUCTION PAVEMENT MARKING PATTERNS

BC (12) - 14

Raised pavement markers used as standard pavement markings shall be from the approved products list and meet the requirements of Item 672 "RAISED PAVEMENT MARKERS."

FILE: dc-14.dgn	DN: TxDOT	CHK: TxDOT	DR: TxDOT	CHK: TxDOT
© TxDOT February 1998	CONT	SECT	JOB	HIGHWAY
1-97 9-07	REVISONS			
2-98 7-13	DIST	COUNTY		SHEET NO.
11-02 8-14				

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DATE: FILE:



**16<sup>th</sup> Annual  
Christmas on Mercer Street  
December 5, 2020**

Attn: Mercer Street and Old Fitzhugh  
Area Residents and Merchants

Christmas on Mercer Street is being held this year on December 5, 2020. Please be advised that Mercer Street will be closed to through traffic from Bluff Street to Ranch Road 12 beginning on Saturday, December 5 at 6:30 AM. A portion of Old Fitzhugh Road, San Marcos and College Streets will also be closed at that time. All vehicles must be removed from the affected streets prior to closure. Old Fitzhugh Road businesses and residences will be accessible via the intersection of Ranch Road 12 and Old Fitzhugh Road. All streets will re-open to the general public at 9:30 PM on December 5, 2020.

A copy of the event's City Engineer approved Traffic Control Plan is attached for you to keep. Signs indicating street closures will be posted no less than 48 hours in advance of the event.

*Please contact City Hall with questions or concerns at 512-858-4725.*



September 15, 2020  
FY20  
Proposed Budget Amendment

**General Fund**

Propose moving the remaining FY19 rollover balance of \$435,614.01 to the Reserved for Capital Improvements Fund. This is the amount that was unused after all previous amendments. Previous council discussion supported moving excess funds to the Capital Improvement Fund.

City of Dripping Springs  
 FY20 Budget Amendment  
 09/15/2020

Item # 7.

	<b>Current</b>	<b>Proposed</b>	<b>Change</b>
Beginning Balance	577,031.04		
<b>Revenue</b>			
AD Valorem	1,288,527.00		
AV P&I	4,000.00		
Sales Tax	2,942,662.00		
Mixed Beverage	58,000.00		
Alcohol Permits	6,378.00		
Fire Inspections	15,000.00		
Bank Interest	35,000.00		
Development Fees:			
Subdivision	451,700.00		
Site Dev	265,530.82		
Zoning/Signs/Ord	65,305.00		
Building Code	1,020,000.00		
Health Permits/Inspections	50,000.00		
Municipal Court	250.00		
Other Income	50,000.00		
TXF from Capital Improvements	307,500.00		
FEMA Dam repair	352,487.00		
<b>Total</b>	<b>7,489,370.86</b>	<b>7,489,370.86</b>	<b>0.00</b>
<b>Expense</b>			
Supplies	25,000.00		
Office IT Equipment and Support	59,353.36		
Software Purchase, Agreements and Licenses	231,888.00		
Website	1,500.00		
Communications Network/Phone	20,160.00		
Miscellaneous Office Equipment	5,000.00		
Utilities:			
Street Lights	20,000.00		
Streets Water	3,000.00		
Office Electric	4,500.00		
Office Water	650.00		
Stephenson Electric	2,000.00		
Stephenson Water	500.00		
Transportation:			
Improvement Projects	669,620.00		
Street Maintenance	175,515.00		
Office Maintenance/Repairs	10,960.00		
Stephenson Building Maintenance	5,000.00		
Maintenance Equipment	46,500.00		
Equipment Maintenance	1,150.00		

City of Dripping Springs  
FY20 Budget Amendment  
09/15/2020

Item # 7.

Maintenance Supplies	2,797.00
Fleet Acquisition	27,000.00
Fleet Maintenance	12,000.00
City Hall Improvements	10,000.00
City Hall Lawn Maintenance	1,000.00
Uniforms	3,000.00
Special Projects:	
City Beautification	0.00
Family Violence Ctr	7,000.00
Lighting Compliance	2,000.00
Economic Development	5,000.00
Dam Repair	307,155.20
Records Management	580.00
TIRZ City portion	115,000.00
Stephenson Bldg Improvements	15,000.00
Stephenson Parking Lot Improvements	6,500.00
Future Land Use Plan	30,000.00
Public Safety:	
Emergency Management Equipment	33,835.13
Emergency Equipment Fire & Safety	2,118.00
Emergency Mgt PR	5,300.00
Emergency Equipment Maintenance	4,000.00
Animal Control	3,400.00
Public Relations	5,000.00
Postage	3,500.00
TML Insurance:	
Liability	14,769.00
Property	25,034.00
Workers' Comp	22,026.00
Dues, Fees, Subscriptions	24,025.00
Public Notices	5,000.00
Election	5,700.00
Salaries	1,650,848.56
Taxes	130,987.91
Benefits	171,386.21
Retirement	89,144.71
DSRP Salaries	231,444.00
DSRP Taxes	18,677.47
DSRP Benefits	35,992.75
DSRP Retirement	13,328.02
Professional Services:	
Financial Services	140,000.00
Engineering	70,000.00

City of Dripping Springs  
 FY20 Budget Amendment  
 09/15/2020

Item # 7.

City Attorney	115,000.00		
Muni Court	5,000.00		
Bldg. Inspector	816,000.00		
Health Inspector	45,000.00		
Architectural and Landscape Consultant	5,000.00		
Historic District Consultant	1,500.00		
Lighting Consultant	1,000.00		
Human Resource Consultant	15,000.00		
Training/CE	41,352.50		
Code Publication	8,500.00		
Mileage	2,000.00		
Miscellaneous	20,000.00		
Bad Debt Expense	5,000.00		
Contingencies/Emergency Fund	10,266.00		
TXF to Capital Improvement Fund		435,614.01	435,614.01
TXF to Reserve Fund	125,000.00		
TXF AV to TIF	65,471.77		
Sales Tax TXF to WWU	588,532.40		
SPA & ECO D TXF	474,150.00		
TXF to DSRP	57,557.86		
<b>Total</b>	<b>6,933,175.85</b>	<b>7,368,789.86</b>	<b>435,614.01</b>

**PARKS**

Revenue

Park Rental Fees	1,500.00
TXF from Parkland Dedication	269,700.00
TXF from Landscaping Fund	8,900.00
TXF from Contingency Funds	39,734.00
TXF from DSRP	15,500.00
Pool and Pavilion	47,470.00
S&R Donation	5,000.00
Programs and Events	46,475.00
Total revenue	434,279.00

Expense

**Other**

Park Consultants	5,000.00
Pool Operations	75,000.00
Park Supplies	4,000.00
<b>Total Other</b>	<b>84,000.00</b>

**Public Improvements**

Founders Park	75,000.00
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S & R Park	214,000.00
Charro Ranch Park	700.00
DS Ranch Park	31,460.00
<b>Total Improvements</b>	<b>321,160.00</b>

**Utilities**

Portable Toilets	5,000.00
Triangle Electric	2,000.00
S&R Park Water	13,000.00
SRP Electric	500.00
Triangle Water	200.00
FMP Pool/ Pavilion Water	3,500.00
FMP Pool//Electricity	7,500.00
Pool Phone	800.00
DS Ranch Park Electricity	1,200.00
DS Ranch Park Phone	800.00
DS Ranch Park Septic	750.00
<b>Total Utilities</b>	<b>35,250.00</b>

**Maintenance**

General Maintenance (All Parks)	8,000.00
Founders Park/Pool	15,500.00
S&R	27,900.00
Charro Ranch Park	16,100.00
Triangle/ Veteran's Memorial Park	9,000.00
DSRP	1,400.00
<b>Total Maintenance</b>	<b>77,900.00</b>

**Supplies**

Charro Ranch Supplies	1,550.00
Founders Park Supplies	6,000.00
Program and Events	1,000.00
<b>Total Parks Supplies</b>	<b>8,550.00</b>

<b>Camp Staff</b>	<b>28,000.00</b>
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<b>Total Parks Expense</b>	<b>554,860.00</b>
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**FOUNDERS DAY**

<b>Balance Fwd</b>	<b>36,015.36</b>
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**Revenue**

Craft booths/Business Booths	6,500.00
Food booths	1,100.00

City of Dripping Springs  
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BBQ cookers	4,600.00
Carnival	9,500.00
Parade	3,750.00
Sponsorship	63,600.00
Parking concession	1,700.00
Electric	2,400.00
Misc	
<b>Total</b>	<b>129,165.36</b>

<b>Expense</b>	
Publicity	8,500.00
Porta-Potties	6,500.00
Security	20,000.00
Barricades/Traffic Plan	19,874.00
Bands/Music/Sound	15,000.00
Clean Up	4,600.00
Postage/Supplies/Misc.	7,000.00
Sponsorship	5,000.00
Parade	650.00
Tent, Tables & Chairs	4,500.00
Electricity	1,800.00
FD Electrical Setup	4,600.00
Contingencies	31,141.36
<b>Total expenses</b>	<b>129,165.36</b>
<b>Balance Fwd</b>	<b>0.00</b>

**CONSOLIDATED GENERAL FUND**

<b>Revenue</b>		
City	7,489,370.86	7,489,370.86
Parks	434,279.00	434,279.00
Founders	129,165.36	129,165.36
<b>Total</b>	<b>8,052,815.22</b>	<b>8,052,815.22</b>
<b>Expense</b>		
City	6,933,175.85	7,368,789.86
Parks	554,860.00	554,860.00
Founders	129,165.36	129,165.36
<b>Total expense</b>	<b>7,617,201.21</b>	<b>8,052,815.22</b>
<b>Balance Fwd</b>	<b>435,614.01</b>	<b>0.00</b>

**DRIPPING SPRINGS FARMERS MARKET**

Balance Forward	37,942.32
<b>Revenue</b>	

City of Dripping Springs  
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FM Sponsor	2,000.00
Grant Income	1,000.00
Applications	4,000.00
Booth Space	26,000.00
Interest Income	569.73
Market Event	400.00
<b>Total</b>	<b>71,912.05</b>

**Expense**

Advertising	5,000.00
Market Manager	29,900.00
Payroll Tax Expense	2,449.35
Entertainment& Activities	1,000.00
Dues Fees & Subscriptions	200.00
Market Event	500.00
Training	200.00
Office Expense	200.00
Supplies Expense	400.00
Other Expense	100.00
Capital Fund	31,962.70
Total Expense	71,912.05

**Balance Forward** 0.00

**PARKLAND DEDICATION FUND**

Balance Forward	267,460.44
<b>Revenue</b>	
Parkland Fees	103,953.22
Total Revenue	371,413.66
<b>Expense</b>	
Park Improvements	269,700.00
Total Expenses	269,700.00
Balance Forward	101,713.66

**AG FACILITY FUND**

Balance Fwd	0.00
<b>Revenue</b>	
Ag Facility Fees	2,555.00
<b>Total Revenues</b>	<b>2,555.00</b>
<b>Expense</b>	
TXF to DSRP	2,555.00
<b>Total Expense</b>	<b>2,555.00</b>

**Balance Fwd** 0.00

**LANDSCAPING FUND**

Balance Fwd 131,134.00

**Revenue**

Tree Replacement Fees

**Total Revenues** 131,134.00

**Expense**

Sports and Rec Park 0.00

DSRP Tree Planting 20,700.00

DSRP Tree Maintenance 1,400.00

Charro 7,500.00

Historic District 20,000.00

Professional Services

**Total Expense** 49,600.00

Balance Fwd 81,534.00

**DRIPPING SPRINGS RANCH PARK OPERATING FUND**

Balance Forward 70,335.71

**Revenue**

Stall Rentals 22,000.00

RV Site Rentals 22,500.00

Facility Rentals 165,000.00

Equipment Rental 10,000.00

Riding Series 82,000.00

Fair and Rodeo 7,000.00

Merchandise Sales 10,000.00

Riding Permits 12,000.00

Staff & Misc Fees 3,000.00

Cleaning Fees 5,500.00

House Rental Income 4,000.00

Other Income 4,000.00

Interest 1,250.00

TXF from Ag Facility 11,305.00

TXF from HOT 135,759.76

TXF for RV/ Parking Lot HOT 50,000.00

TXF from General Fund 57,557.86

TXF from Landscape Fund 20,700.00

**Total Revenue** 693,908.33

**Expense**

Advertising	500.00
Office Supplies	3,000.00
DSRP Labor	10,400.00
Network and Communications	15,500.00
Alarm	1,080.00
Drainage Repairs	110,000.00
Sponsored Events	40,000.00
Supplies and Materials	30,000.00
Dues, Fees and Subscriptions	1,000.00
Mileage	1,500.00
Equipment	20,000.00
Equipment Rental	1,000.00
Portable Toilets	800.00
Electric	65,000.00
Water	15,000.00
Propane/Natural Gas	3,500.00
Stall Cleaning & Repair	2,000.00
Training and Education	3,195.00
Other Expense	2,500.00
Improvements	80,000.00
Tree Planting	20,700.00
Contingencies	34,500.00
Equipment Maintenance	20,000.00
Fleet Maintenance	7,500.00
General Maintenance and Repair	55,000.00
Lawn Maintenance	12,000.00
HCLE	26,000.00
Merchandise	5,000.00
RV/Parking Lot	50,000.00
TXF to Parks General Fund	15,500.00
Total Expenses	652,175.00
Total Bal Fwd	41,733.33

**WASTEWATER UTILITY FUND**

Balance Fwd	4,789,356.73
<b>Revenue</b>	
Wastewater Service	803,877.16
Late Fees/Rtn check fees	3,000.00
Portion of Sales Tax	588,532.40
Delayed Connection Fees	208,150.00
Solid Waste	36,000.00
PEC	120,000.00

ROW Fees	15,000.00
Cable	115,000.00
TX Gas Franchise Fees	3,600.00
Transfer fees	124,007.69
Over use fees	20,000.00
Interest	45,000.00
Other Income	30,000.00
Total	6,901,523.98

**Expense**

**Administrative and General Expense:**

Administrative/Billing Expense	104,400.00
Engineering & Surveying	20,000.00
Legal Fees	30,000.00
Auditing	10,000.00
Regulatory Expense	3,500.00
Misc Planning/Consulting 1431-001	50,000.00
Construction Phase Services 1431-001	10,000.00
Dues, Fees and Subscriptions	100.00
TXF to Water Fund	12,000.00

**Operations and Maintenance:**

Routine Operations	75,000.00
Non Routine Operations	50,000.00
System Maintenance & Repair	20,000.00
Chlorinator Maintenance	2,500.00
Chlorinator Alarm	1,000.00
Odor Control	15,000.00
Meter Calibrations	700.00
Lift Station Cleaning	4,000.00
Jet Cleaning Collection lines	10,000.00
Drip Field Lawn Maintenance	10,000.00
Drip Field Repairs	20,000.00
Lift Station repairs	15,000.00
WWTP Repairs/Pump Repairs	30,000.00
Chemicals	8,000.00
Electricity	45,000.00
Laboratory Testing	25,000.00
Sludge Hauling	80,000.00
Phone	3,000.00
Supplies	3,000.00
Equipment	17,000.00
Other Expense	5,000.00
Wastewater Flow Measurement	9,000.00

Water CCN Application	5,000.00
Pump and Haul	30,000.00
Reimbursement to Caliterra Oversize of West In	500,000.00
<b>Capital Projects:</b>	
CA 2nd Phase Irrigation Fields	300,000.00
2nd Amendment to CIP 1881-001	5,000.00
Road Reconstruction	20,000.00
Total Expenses	1,548,200.00
Balance Forward	5,353,323.98

**WATER**

**Revenue**

TXF from Wastewater Fund	12,000.00
<b>Total Revenue</b>	12,000.00

**Expense**

Operating and Maintenance	12,000.00
<b>Total Expense</b>	12,000.00
Balance Forward	0.00

**IMPACT FUND**

Bal Fwd	3,318,940.27
---------	--------------

**Revenue**

Impact Fees	909,600.00
Impact Fee Deposits	
Interest Income	20,000.00
<b>Total</b>	4,248,540.27

**Expense**

TXF to Debt Service 2015	729,182.20
TXF to Debt Service 2019	933,553.00
Total expense	1,662,735.20
Total Bal Fwd	2,585,805.07

**DEBT SERVICE FUND 2015**

Bal Fwd	816,123.45
---------	------------

**Revenue**

TXF from Impact Fund	729,182.20
Interest	8,000.00
<b>Total Revenue</b>	1,553,305.65

**Expenses**

Debt Payment 2015	713,725.96
Total Expense	713,725.96
Balance Fwd	839,579.69

**DEBT SERVICE FUND 2013**

Bal Fwd	96,943.68
---------	-----------

Revenue	
TXF from HOT	90,107.50
Interest	900.00
Total	187,951.18

Expense	
Tax Series 2013	92,805.00
Total Expenses	92,805.00
Balance Fwd	95,146.18

**DEBT SERVICE FUND 2019**

Bal Fwd	41,199.75
---------	-----------

Revenue	
TXF from Impact Fees	933,553.00
Interest	8,000.00
Total	982,752.75

Expense	
Tax Series 2019	41,149.75
Total Expenses	41,149.75
Balance Fwd	941,603.00

**TWDB**

Balance Forward	
<b>Revenues</b>	22,937,323.00
Interest	10,000.00
Total revenue	22,947,323.00

**Expenses**

Escrow Fees	1,000.00
<b>Consultant Contracts</b>	
SAM	260,440.00
HDR	652,900.00
Horizon Environmental	20,000.00



Terracon	48,800.00
Carollo	895,000.00
CMA	
Discharge WWTP and Collection Improvements	5,000.00
So Regional WW Sytem Expansion P&M	75,000.00
West Interceptor, So Collector and LS and FM	200,000.00
East Interceptor	100,000.00
Effluent Holding Pond	150,000.00
<b>Total Expense</b>	<b>2,407,140.00</b>
Balance Forward	20,540,183.00

**HOTEL OCCUPANCY TAX FUND**

Balance Fwd	86,120.24
<b>Revenue</b>	
Hotel Occupancy Tax	430,000.00
Interest	1,900.00
Total	518,020.24

**Expense**

Advertising	1,000.00
Seasonal Lighting Displays	12,000.00
City Sponsored Events	3,000.00
Historic Districts	6,500.00
Signage	13,472.60
Dues and Fees	5,000.00
TXF to Debt Service	90,107.50
TXF to Event Center	135,759.76
TXF to Event Center RV/ Parking Lot	50,000.00
Grants	180,969.84
Total expenses	497,809.70
Balance Fwd	20,210.54

**PEG FUND**

Balance Fwd	78,498.76
<b>Revenues</b>	
TWC	24,000.00
Interest Income	1,000.00
<b>Total Revenues</b>	<b>103,498.76</b>
<b>Expense</b>	<b>0.00</b>
<b>Balance Fwd</b>	<b>103,498.76</b>

**RESERVE FUND**

Balance Fwd	1,168,145.64
<b>Revenue</b>	
TXF from General Fund	125,000.00
Interest	11,000.00
Total	1,304,145.64
<b>Expense</b>	
Expense	0.00
Total Expense	0.00
Balance Fwd	1,304,145.64

**TIRZ 1**

Balance Forward	42,060.11
<b>Revenues</b>	
Ad Valorem	23,731.15
Interest Income	
Partner Shares	322,500.00
Total Revenue	388,291.26
<b>Expense</b>	
Bank Fees	
TIRZ Expense	
Total Expense	322,500.00
Balance Forward	65,791.26

**TIRZ 2**

Balance Forward	26,604.09
<b>Revenue</b>	
Interest Income	100.00
Ad Valorem	41,740.62
Total Revenue	68,444.71
<b>Expense</b>	
Bank Fees	0.00
Total Expense	0.00
Balance Forward	68,444.71

**CITY OF DRIPPING SPRINGS**

**ORDINANCE NO. 2020-\_\_\_\_\_**

**BUDGET AMENDMENT**

**AN ORDINANCE OF THE CITY OF DRIPPING SPRINGS, TEXAS AMENDING THE CURRENT 2019-2020 FISCAL YEAR BUDGET; FINDING MUNICIPAL PURPOSES; AUTHORIZING EXPENDITURES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Dripping Springs (“City Council”) seeks to amend and otherwise modify the City’s budget for Fiscal Year 2019-2020; and

**WHEREAS**, the City has funds to transfer to the Capital Improvement Fund; and

**WHEREAS**, the City Council finds that the proposed Budget Amendment is for legitimate municipal purposes, and thus is statutorily authorized by Texas Local Government Code section 102.010; and

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

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

**WHEREAS**, the City Council finds that it is necessary and proper for the good government, peace or order of the City of Dripping Springs to adopt an ordinance amending the current budget.

**NOW, THEREFORE, BE IT ORDAINED by the Dripping Springs City Council, that:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein. The City of Dripping Springs’ budget for Fiscal Year 2019-2020 shall read in accordance with *Attachment “A”*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

**2. BUDGET AMENDMENTS**

The City of Dripping Springs' budget for Fiscal Year 2019-2020 shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

### 3. REPEALER

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

### 4. SEVERABILITY

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

### 5. NOTICE TO COUNTY

The City Secretary has hereby been directed to file this Budget Amendment in the office of the County Clerk in Hays County pursuant to Chapter 102 of the Local Government Code.

### 6. EFFECTIVE DATE

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

### 7. PROPER NOTICE & MEETING

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

**PASSED & APPROVED this, the 15<sup>th</sup> day of September, 2020 by a vote of \_\_\_ (ayes) to \_\_\_ (nays) to \_\_\_ (abstentions) of the City Council of Dripping Springs, Texas.**

**CITY OF DRIPPING SPRINGS:**

*by:* \_\_\_\_\_  
Bill Foulds, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Andrea Cunningham, City Secretary



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

**Submitted By:** Laura Mueller, City Attorney

**Council Meeting Date:** September 15, 2020

**Agenda Item Wording:** **Discuss and consider approval of an Ordinance Amending Section 1.02.041: Regular Meetings: Establishing a new meeting time for City Council; Providing for the following: findings of fact; amendment; repealer; severability; codification; effective date; and proper notice and meeting.**

**Agenda Item Requestor:** Mayor Bill Foulds, Jr.

**Summary/Background:** The City has used a workshop prior to the first City Council meeting in order to discuss items prior to the meeting and for presentations. However, all notices for public hearings have been set for the actual meeting time which is thirty minutes after the start of the workshop. There have been times when the workshop does not require the full thirty minutes. As an alternative, all meetings could start at 6 p.m. and workshops can be added to any meeting where it is needed for discussion or presentation and can be any length. All notices would then be done for the beginning of all meetings at 6 p.m. This change would also change the Board of Adjustment start time to 6 p.m.

Attached is an ordinance that would change all City Council meetings to 6 p.m. start times.

**Commission Recommendations:** N/A

**Recommended Council Actions:** Approve the ordinance in order to provide additional flexibility to scheduling items within the meetings.

**Attachments:** Ordinance

**Next Steps/Schedule:** If approved, change notices moving forward to have a 6 p.m. start time.  
Change the City Website and the Agenda template.

**CITY OF DRIPPING SPRINGS**

**ORDINANCE No. 2020-\_\_\_\_\_**

AN ORDINANCE AMENDING SECTION 1.02.041: REGULAR MEETINGS: ESTABLISHING A NEW MEETING TIME FOR CITY COUNCIL; PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; AMENDMENT; REPEALER; SEVERABILITY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

**WHEREAS**, Chapter 551 of the Local Government Code (Open Government; Ethics; Open Meetings) provides that a municipality must make a good faith effort, whether on its website or by physical postings, to provide notice of a meeting time to the general public at least 72 hours before the meeting; and

**WHEREAS**, the City of Dripping Springs desires to change its meeting times for workshops on the first meeting of each month of Council from the time of 5:30 p.m. to the new time of 6:00 p.m.

**NOW, THEREFORE, BE IT ORDAINED by the City Council of Dripping Springs, Texas:**

**1. FINDINGS OF FACT**

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

**2. AMENDMENT**

Section 1.02.041 Regular Meetings of City Council, Code of Ordinances, City of Dripping Springs, Texas, is hereby amended to read in accordance with *Attachment A*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Language that is struck through is repealed, language that is underlined is added.

**3. REPEALER**

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance, are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

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



## 5. CODIFICATION

The City Secretary is hereby directed to record the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

## 6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage.

## 7. PROPER NOTICE & MEETING

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

**PASSED & APPROVED** this, the 15<sup>th</sup> day of September 2020, by a vote of \_\_ (ayes) to \_\_ (nays) to \_\_ (abstentions) of the City Council of Dripping Springs, Texas.

### CITY OF DRIPPING SPRINGS:

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Bill Foulds, Jr., Mayor

### ATTEST:

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Andrea Cunningham, City Secretary

*Attachment "A"*

**CODE OF ORDINANCES  
CHAPTER 1 GENERAL PROVISIONS  
ARTICLE 1.02 CITY COUNCIL**

Sec. 1.02.041 Regular meetings

- (a) Regular meetings shall be conducted on the second (2nd) and third (3rd) Tuesday of each month at city hall.
- (b) Timing. Regular meetings will commence at 6:00 p.m. ~~The second Tuesday regular meetings shall commence with a staff workshop at 6:00 p.m. followed by executive session. The second Tuesday regular meeting will be called to order at 6:30 p.m., at which time the city council will conduct roll call and give the Pledge of Allegiance. The third Tuesday regular meeting will be called to order at 6:00 p.m.~~
- (c) Rescheduling. When deemed necessary, prudent and in the public interest, the city council may occasionally opt to move a regular meeting date to a different time, date or place in order to facilitate unusual occurrences, such as holidays or inclement weather conditions. The mayor or a majority of the city council may call for the taking of items out of the order listed on the agenda.
- (d) Agenda. An agenda shall be posted by the city secretary not less than seventy-two (72) hours in advance of such meetings.

# MEMORANDUM

DATE: August 14, 2020

TO: TML Health Benefits Pool Members – Region 10

FROM: Leah Simon, Board Secretary and General Counsel

RE: Official Ballots for 2020 Board of Trustee Election

Enclosed is the ballot for the 2020 Board of Trustees elections for your region’s designated position, whose 3-year term of office will begin on October 1, 2020. Your ballot contains the names of all qualified persons submitted to be placed on the ballot. Please submit the signed certified ballot approved by your governing body no later than the deadline September 28, 2020.

Ballots must:

- **certify** that the vote was taken at an official meeting of the governing body;
- be received no later than 5:00 p.m. (CST) on September 28, 2020, at TML Health Benefits Pool, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754; and
- as an option, be submitted to the Board Secretary by mail, by facsimile (512) 719-8349 or electronically to [BoardSecretary@tmlhb.org](mailto:BoardSecretary@tmlhb.org) prior to the deadline.

### ***What if I want to write-in a name?***

You may write-in a person’s name only if the elected or appointed official is otherwise duly qualified. Qualified individuals must either be an employee or elected official of an incorporated city within the state of Texas, which is a Member of the Pool at the time of their election. A qualified municipal “employee” must: 1) hold a position of Department Head or higher; 2) work at least 20 hours per week for an incorporated city; 3) be paid by the incorporated city with incorporated city funds; and 4) be hired and fired only by another incorporated city official or by the incorporated city’s governing body. TML Health Trustees may not serve as both a voting member of TML Health’s Board and as a voting member of the Texas Municipal League or the TML Intergovernmental Risk Pool Board of Trustees.

### ***How will votes be counted?***

When more than two (2) candidates running, the person receiving the largest number of votes is elected.

If you have any questions, feel free to contact me at (512) 719-8349.

Attachments

# TML HEALTH BENEFITS POOL OFFICIAL BALLOT

Board of Trustees – TML Region 10

Term of Office

October 1, 2020 – September 30, 2023



Item # 9.

*Please vote for one candidate.*

**Ashley Wayman, City Secretary, City of Rollingwood**

Ashley Wayman currently serves as City Secretary for the City of Rollingwood since 2019. Wayman is interested in providing greater representation for small cities, which she feels are often underrepresented in professional organizations, surrounding this industry. Wayman is actively involved in the Texas City Management Association and the Central Texas Chapter of Women Leading Government, which she believes would bring a unique perspective to the TML Health Board of Trustees. Additionally, Wayman hopes to bring a new voice to the table by representing millennials professionals, who are becoming an increasingly large portion of the workforce and need to be represented in the way that benefits are provided.

**Jeff Looney, City Manager, City of Granite Shoals**

Jeff Looney currently serves as City Manager for the City of Granite Shoals and has served in this role since his appointment by unanimous vote on August 21, 2018. Prior, he served nine years as the City Administrator for the City of Fairfield, Texas. Looney has a Masters Degree in Public Administration from the University of North Texas, and a Bachelors of Science in Education from Baylor University. In the last two years, Jeff Looney has overseen the completion of a major arterial street infrastructure improvement program, launched an annual signature festival for the city called “GraniteFest”, overseen a half million dollar Park Grant project, overseen a Charter Amendment Election, and has overseen a Water Bond election. He is currently overseeing the resulting projects for upgrades of the entire water production, distribution and storage infrastructure. Looney has 33 years of experience in management at the state and local government. He also served as a City Manager/Administrator for the City of Teague from 2000-2007 and worked for two years in Colorado for the Town of Rangely as Town Manager from 1998-2000. When Granite Shoals hired Jeff Looney, they stated a desire for “...energetic leadership and the ability and willingness to be a part of the community and to lead economic development and utility infrastructure projects. A “hands on” management style is essential as are municipal finance and budgeting knowledge skills”. Looney has decades of experience working with TML Health and a vested interest to see the pool maintained in a manner to bring the best health care to city employees at the most reasonable prices.

**Tad Cleaves, City Attorney, City of Liberty Hill**

Tad Cleaves currently serves as City Attorney for the City of Liberty Hill. Cleaves interest stems from his background growing up with his father who was a family practice physician in Corpus Christi, which allowed him to understand that the most important thing once can do to improve one’s health (as much as that is possible) is to prevent illness before it starts. Cleaves understands the power that health care plans wield both to ensure access to quality health care services when they are needed and to incentivize good, prevention-focused decision making. He states, “If by serving on the TML Health Benefits Pool Board of Trustees I can help influence policyholders to make more healthful choices to improve their health outcomes, that would be time exceedingly well-spent (and probably make my dad proud!)”.

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***Write-In Name of Otherwise Duly Qualified Elected/Appointed Official***

I certify that this ballot is cast in accordance with official action taken at a duly called meeting on \_\_\_\_\_, 2020.

Ballots may be submitted by mail, facsimile (512) 719-8349 or electronically to [BoardSecretary@tmlhb.org](mailto:BoardSecretary@tmlhb.org). Ballots must be received by September 28, 2020, 5:00 p.m.

Leah Simon, Board Secretary

TML Health Benefits Pool

1821 Rutherford Lane, Suite 300, Austin, Texas 78754

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Entity

Ballots may be submitted by mail, facsimile (512) 719-8349 or electronically to [BoardSecretary@tmlhb.org](mailto:BoardSecretary@tmlhb.org). Ballots must be received by September 28, 2020, 5:00 p.m.  
Leah Simon, Board Secretary  
TML Health Benefits Pool  
1821 Rutherford Lane, Suite 300, Austin, Texas 78754

# OFFICIAL BALLOT

## Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 1 – 4 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2020. Ballots received after September 30, 2020, cannot be counted. **The ballot must be properly signed, and all pages of the ballot must be mailed to:**

**Trustee Election  
David Reagan, Secretary of the Board  
P.O. Box 149194  
Austin, Texas 78714-9194**

**If the ballot is not signed, it will not be counted.**

**PLACE 1**

- Robert T. Herrera** (Incumbent). City Manager, City of Cibolo (Region 7) since 2012. Mr. Herrera served as City Manager of Hondo, Texas from 2003 to 2012 and as City Manager of La Porte from 1986 to 2002. He has served other Texas cities, including management positions with the cities of San Marcos, Missouri City, and Woodway. Mr. Herrera has been a Board member of the TML Intergovernmental Risk Pool since 1993 and has served as Chair and Vice Chair of the Board. He also served as Chair of the Finance-Information Technology Committee and the Underwriting-Claims Committee of the TML Intergovernmental Risk Pool.

**WRITE IN CANDIDATE:**

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**PLACE 2**

- Chris Armacost.** City Commissioner for the City of Hitchcock (Region 14). Mr. Armacost is Director of Technology, Transportation, Facilities, and Operations for the Hitchcock Independent School District. He serves on the Hitchcock Education Foundation and Hitchcock Chamber of Commerce. He is the president of the Hitchcock Little League Baseball Association and coached several teams. Mr. Armacort has been awarded the Hitchcock Chamber President Award and the Above and Beyond Citizen Award from the Hitchcock ISD. He has obtained a Certified Municipal Official certification from TML.
  
- John W. (Buzz) Fullen** (Incumbent). Mayor of the City of Henderson since 2019 and from 2004 to 2012 (Region 15). Mr. Fullen also served as a Commissioner of the Henderson Housing Authority from 2011 to 2019 and is now ex-officio on same. He currently serves on the Henderson Main Street Board (2004–present), Henderson Civic Center Board (2003–present), and the Henderson ETMC Hospital Diabetes Board (2009–present). He has been a Board member of the TML Intergovernmental Risk Pool since 2010, during which time he served as Chair (2018-2020) and Vice Chair (2016-2018).

**WRITE IN CANDIDATE:**

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PLACE 3

- George Hyde.** City Attorney for the City of Watuaga (Region 8). Mr. Hyde is a partner in the law firm Russell Rodriquez Hyde Bullock, LLP, located in Georgetown. He is a member of and holds Merit Certification in Municipal Law from the Texas City Attorneys Association. He has served as City Attorney for ten other cities across Texas, since 2003. He has also served local governments in various public safety positions within Fire Departments, Parks Departments, and Police Departments. During his tenure as a peace officer, Mr. Hyde received the Texas Commission on Law Enforcement Educational Achievement Award for exceeding normal expectations in job performance.
  
- Roy E. Maynor.** City Alderman, Position 3, for the City of West Columbia (Region 14). He has been an elected official of West Columbia since 2013. Mr. Maynor is a Life Safety Systems Specialist for Vallen Safety Services and a member of Gulf Coast Christian Church. He is also part-owner of Grit Fitness in West Columbia. He and his wife, Rachel, have two children.
  
- Jeffrey Snyder** (Incumbent). City Manager for the City of Plainview (Region 2). He previously served as the Assistant City Manager for Plainview and as the City Manager for Idalou. Mr. Snyder graduated from West Texas A&M University and obtained a Master of Public Administration from Texas Tech University. He is a member of the International City Management Association (ICMA) and TCMA. He is a graduate of the Public Executive Institute through the University of Texas and is a credentialed manager through ICMA. He has been a Board member of the TML Intergovernmental Risk Pool since 2018 and served on various committees with TML, TCMA and ICMA and as past president of the Panhandle City Management Association.

**WRITE IN CANDIDATE:**

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PLACE 4

- Robert S. Hauck** (Incumbent). City Manager for the City of Tomball (Region 14), a position he has held since April 2018. He began his full-time career in public service with the Los Angeles Police Department in 1988. In 2008, Mr. Hauck retired from the LAPD and joined the City of Tomball, where he has served as Chief of Police, Assistant City Manager, and now City Manager. Mr. Hauck holds a Bachelor of Arts degree in Business Administration, and a Master of Science degree in Management. He has been a Board member of the TML Intergovernmental Risk Pool since 2019. Mr. Hauck and his wife Kathleen have three children – Lauren, Conner, and Madeline.
  
- Dave Martin**. City Councilmember and current Mayor Pro Tem for the City of Houston (Region 14). Mr. Martin serves as Chair of the City Council Budget and Fiscal Affairs Committee. He previously served on the Humble ISD Board of Trustees and as Secretary/Treasurer of the Board of Directors for the Harris County Houston Sports Authority. Mr. Martin is a Managing Director of Marsh & McLennan Companies, Inc., the largest Global Risk Management firm. Previously he worked for two “Big Four” accounting firms, PricewaterhouseCoopers, LLP and Ernst & Young, LLP.
  
- Kimberly Meisner**. Executive Director for General Operations for Kerrville (Region 7), overseeing Human Resources, Municipal Court, Public Library, Public Information, the Senior Services Advisory Committee, and the Kerrville Area Youth Leadership Academy. Ms. Meisner has over 23 years of public service, which includes serving Kerrville and La Porte. She is a member of the TCMA, International Public Management Association for Human Resources (IPMA-HR), Society for Human Resource Management (SHRM), and is a former President of the Bay Area Human Resource Management Association. She has a Master’s degree in Public Administration and is an IPMA-HR Senior Certified Professional and a SHRM Certified Professional.
  
- Sean Overeynder**. City Manager for the City of Lamesa, Texas (Region 3). Sean Overeynder began his career in local government administration in August 2014 in Economic Development, working for various public and private organizations. He has held the position of City Manager for the City of Lamesa since March 2020. Prior to becoming the City Manager, he was appointed as the Economic Development Director for the City of Lamesa on August 27, 2018.

**WRITE IN CANDIDATE:**

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## Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Printed Name of Political Entity