

CITY OF SANTA FE
REGULAR COUNCIL MEETING
SPECIAL PLANNING & ZONING COMMISSION MEETING
MARCH 26, 2020 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS

Via Telephone Conference
Public Access Telephone No.
United States (Toll Free): 844-890-7777 (after 6:55 p.m.)
Access Code: 387-449-700

In accordance with the Orders of the Office of the Governor issued March 16, 2020, and March 19, 2020, and in compliance with the recommendations of the CDC and other governmental agencies, to limit meetings to less than ten persons to limit the spread of the COVID-19 virus, the City Council will conduct the Meeting by telephone conference. [There will be no public access to the location described above.] Members of the public will not be permitted to attend the meeting in person, but will, instead attend by telephone conference at the number above. Also, members of the public may submit comments to the City Council in any of the following ways: 1) emailing the City Secretary at janet@ci.santa-fe.tx.us; 2) delivering written comments by fax (409.316.1941) or email to City Hall prior to the meeting; or 3) identifying themselves on the telephone conference when requested by the Mayor for members of the public wishing to provide public comment. Those identifying themselves to make public comment during the meeting will be placed on a list and called in that order during Citizens' Comments. You may also wish to visit our facebook page at City of Santa Fe City Hall Facebook Live to watch the Council meeting live and to make comments on the agenda items.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Invocation and Pledge of Allegiance to the U.S. Flag and to the Texas Flag
- IV. Mayor's and City Manager's Report
 - a. Presentation and approval of minutes: 2/13/20
- V. Citizens' Comments

(Any person with city-related business not on this agenda who has signed in may speak to the Council. Time is limited to three (3) minutes. In compliance with the Texas Open Meeting Act, the City Council may not deliberate on the comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.)
- VI. Planning and Zoning Business:
 - A. Old Business: None

B. New Business:

- 1. Consideration and possible action: Public hearing and first reading of an ordinance of the City of Santa Fe, Texas, amending the text of Ordinance No. 02-03, commonly known as the City of Santa Fe Unified Development Code, or the Santa Fe Zoning Ordinance, 2002 Edition, amending Article 8, Performance Standards, by amending Section 8.10.04, Design and Construction of Storm Water Detention Structures, by adopting Galveston County Drainage District #1 Design Criteria Manual; providing for severability**
- 2. Consideration and possible action: Public hearing and first reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 8, Subdivision Regulations, Code of Ordinances, Section 6, Requirements for Improvements, Reservations, and Design; by amending certain requirements for the development of a subdivision; providing for penalties and severability**
- 3. Consideration and possible action: Adoption of a resolution of the City of Santa Fe, Texas, adopting the Engineering Design Specifications specified by Chapter 3, Construction Regulations, and Chapter 8, Subdivisions, of the Code of Ordinances of the City of Santa Fe, Texas**
- 4. Consideration and possible action: Approving revisions to the Major Thoroughfare Plan**

VII. City Business (Other):

A. Old Business:

- 1. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 9, Traffic Code, Section 3, Speed Limits, Subsection E(3), FM 1764, by adding Subsubsection (b), to establish a school zone near Avenue G ½ by altering the prima facie speed limits established for vehicles under the provisions of §545.356, Texas Transportation Code, upon the basis of an engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate limits of the City of Santa Fe as set out in this ordinance; and providing a penalty of a fine not to exceed \$200 for the violation of this ordinance**

B. New Business:

- 1. Consideration and possible action: Authorizing execution of Interlocal Cooperation Contract with the Texas Department of Public Safety for the Failure to Appear (FTA) Program**

2. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, amending the Traffic Control Device Inventory – Schedule III in accordance with Chapter 9, Section 2, Subsection D, of the Code of Ordinances, City of Santa Fe, Texas, to add stop signs on Alles-House at Pecan Circle and at Shouse
3. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, ordering postponement of the May 2, 2020, Special Election to the November 3, 2020, uniform election date
4. Consideration and possible action: Authorizing staff to proceed with the purchase of computer equipment for city operations and authorizing the Mayor to execute the Government Obligation Contract and related documents for acquisition of the computer equipment
5. Consideration and possible action: Adoption of Order Consenting to Continue Declaration of Local State of Disaster for the City of Santa Fe, Texas

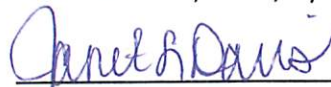
VIII. Announcements

- IX. Summary of action from this agenda;
Request for future agenda items;
Scheduling future meetings

X. Adjournment

The City of Santa Fe will make every reasonable effort to make its meetings accessible to persons with disabilities. Requests for accommodation services must be made prior to the meeting by contacting the City Secretary at (409) 925-6412.

I hereby certify this agenda was posted at Santa Fe City Hall on March 23, 2020, by 6:00 p.m.



Janet L. Davis, City Secretary

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
FEBRUARY 13, 2020 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:01 p.m. by Mayor Jason Tabor.

Roll Call: Present: Mayor Jason Tabor
 Mayor Pro-tem Bill Pittman
 Councilmember Fidencio Leija
 Councilmember IV Hoke
 Councilmember Jason O'Brien
 Councilmember Corey Jannett

The invocation was given by Mayor Pro-tem Bill Pittman. The pledge of allegiance to the U. S. Flag and to the Texas Flag was led by members of Boy Scout Troop 628.

Mayor's and City Manager's Report:

- a. The minutes of 1/23/20 and 2/4/20 were approved as presented.
- b. Mayor Tabor presented an appreciation plaque to George Crayton on behalf of the Aldersgate United Methodist Church for opening its doors and heart for the Santa Fe community.
- c. Mayor Tabor read a tribute for Parkland's 2nd anniversary and paused for a moment of silence honoring the victims of 2/14/18.
- d. City departmental reports provided by staff.

Citizens' Comments: None

Planning and Zoning Business: None

City Business (Other):

Old Business:

1. Consideration and possible action: Second and final reading of an ordinance of the City Council of the City of Santa Fe, Texas, calling a special election to be held within the city on Saturday, May 2, 2020, to submit a proposition to the electors on the sole question of whether to authorize the City of Santa Fe, Texas, to use the current one-half of one percent (1/2 cent) local sales and use tax originally adopted by "Proposition 1" on May 5, 2001, for economic development projects designed to promote any new or expanded business enterprises and any other projects authorized under the law applicable to a Type B Corporation created under Section 505.003, Texas Local Government Code, as amended, making provision for the conduct of the special election; providing for other matters related thereto; and providing for an effective date

City Manager Glen Adams said the EDC needs to change in order to be able to support a comprehensive plan or the wave of development heading south will take us over if we don't have a plan for development. Councilmember Leija distributed a Frequently Asked Questions flyer about EDC authority for economic development to promote new and expanded business enterprises. He said we need to update our 2002 Master Plan and investing in a long-

term comprehensive plan would build upon our recent Utility Plan. Councilmember Leija further stated that unrestricting the existing sales tax use would allow the SFEDC to find creative ways to help existing businesses grow and expand and would also provide more opportunities to benefit our community. Councilmember Pittman said he is in favor of it but suggested Council develop a checklist to provide guidance to the Council when projects are brought forth for approval. Mr. Dennis Wagner, Drainage District #1 Commissioner, said he is concerned about how existing funds would be spent and how we would ensure that our water and sewer infrastructure projects continue to expand. Mr. Rusty Schroeder of FM 1764 said he is in favor of helping this town expand business but has concerns about how this proposition will accomplish that purpose without taking money from infrastructure projects for other projects. Motion by Councilmember Pittman, seconded by Councilmember Jannett to pass the second and final reading of an ordinance of the City Council of the City of Santa Fe, Texas, calling a special election to be held within the city on Saturday, May 2, 2020, to submit a proposition to the electors on the sole question of whether to authorize the City of Santa Fe, Texas, to use the current one-half of one percent (1/2 cent) local sales and use tax originally adopted by "Proposition 1" on May 5, 2001, for economic development projects designed to promote any new or expanded business enterprises and any other projects authorized under the law applicable to a Type B Corporation created under Section 505.003, Texas Local Government Code, as amended, making provision for the conduct of the special election; providing for other matters related thereto; and providing for an effective date. The motion passed the roll call vote unanimously.

New Business:

1. Consideration and possible action: Appointment of member to serve on the Planning and Zoning Commission for an unexpired term to expire May, 2021

Community Services Director Diana Steelquist said Wanda Wagner has submitted an application to serve on the Planning and Zoning Commission to fill a vacant position. Ms. Steelquist said we will still have another vacancy because Mr. Barker, who was appointed last month, cannot serve since he is not a resident of the city. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to appoint Wanda Wagner as a member of the Planning and Zoning Commission for an unexpired term to expire May, 2021. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Appointment/reappointment of members to serve on the Santa Fe Park and Recreation Board for a two-year term to expire February, 2022

Community Services Director Diana Steelquist said staff recommends the reappointment of Joanne Woolsey and Jeanne Theilemann and the appointment of new applicants Chris Bozeman and Bill Pittman. She said TML has confirmed that Councilmember Pittman can serve on this board since it is an advisory board. Motion by Councilmember Jannett, seconded by Councilmember Hoke to reappoint Joanne Woolsey and Jeanne Theileman and to appoint Chris Bozeman and Bill Pittman as members of the Santa Fe Park and Recreation Board for a two-year term to expire February, 2022. The motion passed the roll call vote unanimously with Councilmember Pittman abstaining from the vote due to a potential conflict of interest as a board appointee.

3. Consideration and possible action: Approval of rental fee reduction for the Runge Park indoor and outdoor facilities benefiting Mission Santa Fe – Arcadia First Baptist Church

Community Services Director Diana Steelquist said the Arcadia First Baptist Church sponsors an annual one-week event benefiting Mission Santa Fe and they are requesting a reduction in the rental rate for Runge Park indoor and outdoor facilities similar to what the county approved in the past when they controlled the facility. She said staff is

recommending an 80 percent reduction from \$2,780 to \$556. Motion by Councilmember Jannett, seconded by Councilmember Pittman to approve a 90 percent rental fee reduction for the Runge Park indoor and outdoor facilities benefiting Mission Santa Fe – Arcadia First Baptist Church. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Presentation and acceptance of 2019 Annual Racial Profiling Report
Police Chief Philip Meadows presented the 2019 racial profiling report detailing traffic stops and arrests by ethnicity. He said we are in compliance with our policies and no complaints have been received. Motion by Councilmember Jannett, seconded by Councilmember Pittman to accept the 2019 Annual Racial Profiling Report. The motion passed the roll call vote unanimously.

5. Consideration and possible action: Adoption of a resolution appointing City Manager Glen Adams as the successor representative of the City of Santa Fe, Texas, to the Public Power Pool (P³)
City Manager Glen Adams said this is a housekeeping item to change the city's representative with the Public Power Pool from retired City Manager Joe Dickson to him as our new City Manager. Motion by Councilmember Leija, seconded by Councilmember O'Brien to adopt the resolution appointing City Manager Glen Adams as the successor representative of the City of Santa Fe, Texas, to the Public Power Pool (P³). The motion passed the roll call vote unanimously.

6. Consideration and possible action: Adoption of a resolution authorizing the aerial spraying for the abatement of mosquitoes
Motion by Councilmember Jannett, seconded by Councilmember Leija to adopt the resolution authorizing the aerial spraying for the abatement of mosquitoes. The motion passed the roll call vote unanimously.

7. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 9, Traffic Code, Section 3, Speed Limits, Subsection E(3), FM 1764, by adding Subsubsection (b), to establish a school zone near Avenue G ½ by altering the prima facie speed limits established for vehicles under the provisions of §545.356, Texas Transportation Code, upon the basis of an engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate limits of the City of Santa Fe as set out in this ordinance; and providing a penalty of a fine not to exceed \$200 for the violation of this ordinance

Police Chief Philip Meadows said that TxDOT has completed an engineering and traffic study and has recommended establishing a school zone in front of the new elementary school on FM 1764 at Avenue G ½. Chief Meadows said the law allows a 20 mph drop in the speed limit for a school zone. Mrs. Amber Thurmond Cappadona of 25th Street said the proposed school zone is already posted. Motion by Councilmember Hoke, seconded by Councilmember Pittman to pass the first reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 9, Traffic Code, Section 3, Speed Limits, Subsection E(3), FM 1764, by adding Subsubsection (b), to establish a school zone near Avenue G ½ by altering the prima facie speed limits established for vehicles under the provisions of §545.356, Texas Transportation Code, upon the basis of an engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate limits of the City of Santa Fe as set out in this ordinance; and providing a penalty of a fine not to exceed \$200 for the violation of this ordinance. The motion passed the roll call vote unanimously.

8. Consideration and possible action: Discuss and authorize the purchase of new excavator for street department maintenance and operations and authorize staff to seek proposals for lease purchase financing
Street Superintendent Billy Creppon said a new 2020 excavator costs approximately \$376,000 and has a life expectancy of about 15 years. He said our maintenance costs this year so far exceed \$12,000 and we lose digging time when the machine is in the shop for repairs. City Manager Glen Adams said the vendor has offered \$5,000 to trade in our old equipment but he is recommending selling it in a public auction later this year. Councilmember Pittman said he agrees we need a new piece of equipment, but he stated we work so hard each year to produce a balanced budget and we are just six months away from that process. He said we are paying off several pieces of equipment this year which will free up \$80,000 to be used toward a new note in the upcoming budget. Councilmember Pittman asked if we could rent one to make it a few more months. Mayor Tabor said leasing this type of equipment is not financially beneficial to the city for this day-to-day routine operation. Motion by Councilmember Leija to follow through with finance options and leasing options. Councilmember Leija withdrew his motion. Motion by Councilmember Pittman, seconded by Councilmember O'Brien to table this item to give staff time to gather lease-purchase financing proposals and leasing proposals and bring back to Council for further discussion. The motion passed the roll call vote unanimously.

9. Consideration and possible action: Discuss and authorize the purchase of vehicles for use in the community services department

City Manager Glen Adams said staff recommends purchasing one 2014 F150 truck for use in code enforcement to replace a vehicle that was handed down from the police department and is proving to be unreliable and undependable causing staff to use their personal vehicles for city business. Motion by Councilmember Jannett, seconded by Councilmember Pittman to authorize the purchase of one vehicle for use in the community services department. The motion passed the roll call vote unanimously.

10. Consent Agenda – (All matters listed under Consent Agenda are considered routine and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.)

a. Consideration and possible action: Ratifying execution of Agreement between the Texas Department of Agriculture and the City of Santa Fe for the Community Development Fund Contract No. 7219399 for water improvements

b. Consideration and possible action: Adoption of a resolution designating authorized signatories for contractual documents between the Texas Department of Agriculture and the City for the 2019 Texas Community Development Block Grant for water improvements and for documents requesting funds pertaining to the Community Development Block Grant Program (TXCDBG) Contract Number 7219399

c. Consideration and possible action: Adoption of a resolution adopting Civil Rights' policies for standards of conduct covering conflicts of interest and governing the actions of employees engaged in the TXCDBG contract

d. Consideration and possible action: Adoption of a resolution proclaiming April as Fair Housing Month

e. Consideration and possible action: Authorizing Mayor to execute the Engineering Services Agreement with John D. Mercer & Associates for the Texas Community Development Block Grant Program (TXCDBG)
Director of Administrative Services Stacey Baker said these items relate to the \$350,000 grant for water improvements. She said this work would be completed prior to the \$1.3M grant previously discussed for road and drainage improvements in the same area. Motion by Councilmember O'Brien, seconded by Councilmember Hoke to pass all items listed under the Consent Agenda. The motion passed the roll call vote unanimously.

Announcements: The City is receiving an award from HGAC for the Therapeutic Garden, under the direction of Keep Santa Fe Beautiful. Kickball tournament memorial at Runge Park on Sunday, February 16, 2020, at 2 p.m. Fundraiser at Cruzer's Ice House on February 27, 2020, beginning at 11 a.m. benefiting Tommy, the barber, who is battling cancer.

Summary of action from this agenda, request for future agenda items, and scheduling future meetings

Motion by Councilmember Pittman, seconded by Councilmember Jannett to adjourn. The motion passed and the meeting adjourned at 8:40 p.m.

JASON TABOR, MAYOR

ATTEST:

Janet L. Davis, City Secretary

**Santa Fe Municipal Court
Monthly Report
FEBRUARY 2020**

New Cases Filed	155
Revenue Collected Kept by City	\$20,750.54
Revenue Remitted to State	\$5,498.26
Total Revenue Collected Does not include Linebarger fees	\$26,248.80
Cases closed with non-cash credit Time served or community service	15 valued at \$5,566.65
Warrants Issued	82
Warrants Cleared	68 valued at \$20,296.70
Warrant Amount Collected	\$15,508.05
Warrants Closed Non-Cash Time served	\$4,788.65
Total Cases Disposed	131
Linebarger Cases Cleared Collected	32
Amount Remitted to Linebarger	\$2,839.82

MAE S. BRUCE LIBRARY

February 2020 Statistics

ITEMS CHECKED OUT:

	In-House:	Digital:	ILLs:	Juvenile:
Print: 1759		329	23	Inhouse - 1039
Audio: 12		293		Digital - 47
Video: 404		0		1086
Totals 2175		622	23	

ILL = 8; ISL = 4 Total Borrowed = 12 ILL = 10; ISL = 1 Total Loaned = 11

TOTAL CHECK-OUTS: 2,820

ACCOUNTS: New: 23 Renewed: 13

INVENTORY (not including items marked lost-and-paid for or withdrawn or, uncataloged items such as magazines).

27,873 Cataloged items, valued at \$596,968.78

DOOR COUNT: 1,908 AVG #visits per 8hr day = ~86/8hrs

Patrons saved \$ 23,486.23 by using the Public Library in Feb (YTD \$106,047.39)

PROGRAMS: 14 children / 1 YA / 4 adult

ATTENDANCE AT PROGRAMS: 351 / 8 / 60

REFERENCE QUESTIONS: 307

MATERIALS USED IN-HOUSE: 283

MEMORIALS/HONORARIUMS: 0/\$ 0

VOLUNTEER HOURS WORKED: 11.25

COMPUTER USE:

In-house Computer log-ons (#patrons)	588
Remote (website only, not apps) log-ons	564
Guest WiFi log-ons	<u>226</u>
Total # log-ons	1,378

INCOME:

	This Month	YTD
Fines: In-house	\$ 32.70	\$ 162.30
(#47210) On-line	00.00	63.20
Paypal fees	-00.00	- 5.38
Copies (#47430)	168.50	692.50
FAX24 commission (#47430)	0.00	00.00
FAXcards sold (508-9560)	6.25	76.25
LPF items (508-9526)		
In-house	00.00	114.00
On-line	00.00	99.00
LPF items Returned	-00.00	-00.00
Grants: (#47325)	00.00	00.00
Donations: (#47416)	00.00	150.00
Memorials: (#47415)	00.00	90.00
Honorariums: (#47415)	00.00	00.00
	<u>\$207.45</u>	<u>\$ 1,441.87</u> YTD

TO: CITY MANAGER: GLEN ADAMS
FROM: STREET SUPERINTENDENT: BILLY CREPPON
DATE: MARCH 2020.
SUBJECT: STREET DEPARTMENT MONTHLY REPORT FOR FEBRUARY.

STREET MAINTENANCE:

- I Seven one streets or segments of streets were patched with asphalt. Some streets were patch multiple times.**
- II Pick up Debris and leaves out of ditches thru the city.**
- III Repair Ave J ditch in five spot from car ruts.**

DRAINAGE:

- I EXCAVATED:**
 - Ave G1/2 west side (738).**
 - 32nd St. south (150').**
 - Ave G1/2 west side north end (584')**
 - Ave E west side (2338').**
- II A total of 156' linear feet of new culverts were set for citizens.**
- III A total of 20' linear feet of culverts were reset to correct drainage.**
- IV We washed out the culverts along the ditches that were dug.**
- V We cleaned out culvert entrances throughout the city as needed.**

MOWING:

The Street Dept. yard was mowed and trimmed.
Mowed in section of the city ditches #1 #2 and in section # 3 now.

MISCELLANEOUS:

- I Ave K pickup 5 dump truck loads of tree limbs.
- II Patch holes on F-bar with concrete.
- III 10701 North Morning View put crush concrete in driveway.
- IV Clean out ditch on 32nd St and FM 646 south.
- V Trim tree on Thamen.
- VI We pick up (14) dead animals.
- VII {107} traffic control signs were repaired or replaced in the city.
- VIII 5013 Ave L-cold patch four driveways
- IX Add crush concrete on Ave E1/2 at Rose hill farm.
- X Remove debris at culvert crossing at 18th and Ave P.
- XI

PROJECTIONS FOR MARCH:

- I We will continue working on drainage projects.
- II We will be continue servicing and making repairs as needed to the mowers.
- III We will continue Patching Streets thru the month.
- IIII

SANTA FE GRANT VOCA PARTNERReport due 5th day of each month to record previous month's activities.**PROVIDER NAME:****City of Santa Fe Resiliency Center****REPORT COMPLETED BY (NAME AND POSITION):****Carol Gaylord, Director****EMAIL:****cgaylord@ci.santa-fe.tx.us****PHONE NUMBER:****409-218-7129****Month of Report: February 2020****A. Program Name, Primary Location, Primary Population, Brief Goal***Program Name: City of Santa Fe Resiliency Center**Location: 4605 Peck St, Santa Fe, TX 77517**Population: All community members effected directly or indirectly by the tragedy at the Santa Fe High School on May 18th, 2018.**Goal: To provide a variety of events, resources, self-care, therapeutic opportunities, and counseling to the community impacted by the tragedy at Santa Fe High School on May 18, 2018.***B. OPTIONAL Calendar of Events: Include date and brief narrative overview****Note:** If you have an agency calendar, provide the link here.**Calendar Link:** https://www.ci.santa-fe.tx.us/calendar?field_microsite_tid=311

- Feb 1st Reduce Anxiety & Stress Workshop – 2:00 – 3:00 - 4
- Feb 3rd Resilient Parent Support Group 5:30 – 6:30 – 4
- Feb 4th Stress Survival Introduction – 5:00 – 6:00 - 3
- Feb 4th Trauma Informed Yoga 6:00 – 7:00 – 10
- Feb 5th Stress Survival Session 10:00 – 11:00 – 4
- Feb 5th Santa Fe Ten Memorial Foundation – 4:30 – 8:00
- Feb 5th Substance Use Recovery Peer Support Group – 6:00-7:00 – 0
- Feb 6th Music Therapy – 5:00-6:00 - 6
- Feb 6th Art of Healing – Expressive Teen Art – 6:00-7:00 - 2
- Feb 6th Resilient 1st Responder & Veteran Support – 7:00 - 8:00 - 1
- Feb 7th Homeschool Expressive Art Therapies – 9:00 – 10:00 - 1
- Feb 7th Homeschool Music Therapy – 10:00 – 11:00 - 4
- Feb 10th Resilient Parent Support Group 5:30 – 6:30 - 4
- Feb 11th Santa Fe Senior Citizen Council, Inc. – 10:00 – 11:00 - 12
- Feb 11th Stress Survival Introduction – 5:00 – 6:00 - 5
- Feb 11th Trauma Informed Yoga 6:00 – 7:00 – 11
- Feb 12th Stress Survival Session 10:00 – 11:00 - 5

Feb 12th Substance Use Recovery Peer Support Group – 6:00-7:00 – 1
 Feb 13th Music Therapy – 5:00-6:00 - 1
 Feb 13th Santa Fe Ten Memorial Foundation – 5:00 – 6:30
 Feb 13th Art of Healing – Expressive Teen Art – 6:00-7:00- IA – 0
 Feb 13th Resilient 1st Responders & Veterans Support Group – 7:00 – 8:00 - 1
 Feb 13th City of Santa Fe City Council – 7:00 – 8:30
 Feb 14th Homeschool Expressive Art Therapy – 9:00 – 10:00 - Illness
 Feb 14th Homeschool Music Therapy – 10:00 – 11:00 – 5
 Feb 17th Resilient Parent Support Group – 5:30 – 6:30 – 1
 Feb 18th Stress Survival Introduction – 5:00 – 6:00 - 3
 Feb 18th Trauma Informed Yoga – 6:00 – 7:00 - 7
 Feb 19th Stress Survival Session – 10:00 – 11:00 - 6
 Feb 19th Hurts, Habits & Hang-ups – 6:00 – 7:00 – 0
 Feb 19th Substance Use Recovery – 6:30 – 7:30 – 0
 Feb 20th Homeschool Elementary Expressive Art Therapies - 10:00 – 11:00 – 6
 Feb 20th VOCA Counselor's Meeting – 12:00 – 2:00
 Feb 20th Resiliency Center Coordinated Recovery Committee meeting – 3:00 – 4:00 - 8
 Feb 20th Music Therapy – 5:00 – 6:00 – 0
 Feb 20th Art of Healing – 6:00 – 7:00 - 0
 Feb 20th Resilient 1st Responders & Veterans Support – 0
 Feb 21st Homeschool Expressive Art Therapies – 1
 Feb 21st Homeschool Music Therapy – 6
 Feb 24th Resilient Parent Support Group – 5:30 – 6:30 - 1
 Feb 25th Leadership Committee meeting – SFISD Admin – 1:00 – 2:00
 Feb 25th Stress Survival Introduction – 5:00 – 6:00 - 6
 Feb 25th Trauma Informed Yoga 6:00 – 7:00 – 11
 Feb 26th Stress Survival Session 10:00 – 11:00 – 6
 Feb 26th Hurts, Habits & Hang-ups – 6:00 - 7:00 - 0
 Feb 26th Substance Use Recovery Peer Support Group – 7:00-8:00 – 1
 Feb 27th Homeschool Expressive Art Therapies Elementary – 10:00 – 11:00 – 6
 Feb 27th Music Therapy – 5:00-6:00 – 4
 Feb 27th Art of Healing – Expressive Teen Art – 6:00-7:00 - 3
 Feb 27th Resilient 1st Responder & Veteran Support Group – 7:00 – 8:00 – 0
 Feb 28th Homeschool Expressive Art Therapies for Teens – 9:00 – 10:00 - 1
 Feb 28th Homeschool Music Therapy – 10:00 – 11:00 - 6

C. REQUIRED Data to be Reported

MONTH/YEAR February 2020

MEASURE ONE: INDIVIDUAL COUNSELING

Data Point One	Children/Youth1-17	Adults 18+	TOTALS
Total Number of New Persons Served*	3	3	6
Total Number of Ongoing Persons Served**	14	13	27
Total persons served	16	16	32
Data Point Two			
Total Hours of Counseling Provided***	40	30	70

*Total number of new persons refers to those seen for the first time in this time period (e.g. Month of...). If they started counseling in a previous month and are continuing this month, they are **not** counted in *Data Point One: Individual Counseling/New Persons Served*. If someone seen previously at your agency for counseling or other service and later returns for individual counseling this month, count them as 'new' in *Data Point One: Individual Counseling/New Persons Served*.

** Total number of Ongoing Persons Served refers to those clients that initially started individual counseling in a prior month and are continuing to be seen in current month. They are counted separately from New Persons Served.

*** Total Hours of Counseling Provided includes all hours of individual counseling provided to all clients in a given month, both New and Continuing

MEASURE TWO: TRAINING AND PRESENTATIONS

Data Point			
<i>*List Trainings or Presentations Provided and Total Number of Persons Served</i>			
TRAINING TITLE/TOPIC	DATE PRESENTED	AUDIENCE [Child/Youth, Adult, Both)	NUMBER OF PERSONS SERVED
Reduce Anxiety & Stress – 1 hour	02/01	Both	4
Stress Survival Intro – 1 hour	2/4,11,18,&25	Both	7
Stress Survival Session – 1 hour	2/5,12,19,&26	Both	10
Substance Use Recovery – 1 hour	2/12 & 2/26	Adult	1
Trauma Informed Yoga – 1 hour	2/4,11,18,&25	Both	16

15 hours of training

Total of 36 Group hours - 22 new clients & 32 on going = total of 54 clients

* May include workshops, psycho-educational sessions, suicide prevention and mass casualty training, stress management and self-care, among others. For large attendance events without a sign-in sheet, may count a percentage of total estimated attendees (% of total attendees at event: e.g.300 total attendees, 25% = 75)

Other Program Information: (Highlights, Challenges/Solutions, Best Practices and Lessons Learned)*

We welcomed 21 new clients to our groups this month. Several of them are attending more than one group.

We added a new group for teens and young adults. Hurts, habits and hang-ups is a session dealing with youth struggling with drugs, alcohol, vaping, peer or parent pressures or anything else that is addictive or overwhelming. (see attached)

We also added a homeschool expressive art therapies session for elementary students. We currently have 6 students attending. (see attached)

During Spring Break we will host a Reduce Anxiety & Stress Workshop for Teens and Young Adults, Spring Break Bash and a Creating a Peaceful Community Workshop. (see attachments)

****Please include media, flyers, other products as links or attachments***

Questions: Please Contact HHSC Santa Fe VOCA Grant Staff

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- ❖ **Vacant, Direct Support/Training Specialist**
- ❖ **Vacant, Info/Communication Specialist**
- ❖ **Vacant, Finance Officer**

**BUSINESS OF THE CITY COUNCIL
CITY OF SANTA FE, TEXAS**

SUBJECT: Public Hearing, Consideration and Possible Action Regarding Amending Article 8, Performance Standards, Zoning Ordinance, City of Santa Fe, Section 8 Storm Water Management by amending certain requirements for the development of a subdivision; Providing for Penalties and Severability

FOR AGENDA OF: March 26, 2020 DATE SUBMITTED: March 9, 2020

SUBMITTED BY: D. Steelquist REVIEWED BY:

EXHIBITS: Draft Ordinance

**Proposed Revenue: \$
Amount Budgeted: \$ City Treasurer: _____
Notes:**

BACKGROUND INFORMATION

It is the desire of the City to have the same design requirements for the design and construction of Storm Water detention structures as Galveston County DD#1. The Drainage District went through an extensive review of its criteria in 2019 and adopted new criteria. The criterion includes updates to rainfall and frequency data as outlined in the National Weather Service Atlas 14 report. This report is a historical rainfall study. The study shows that we are likely to experience larger storms than previously thought so severe flooding is also more likely.

Most other communities within Galveston County and adjacent counties have already or are in the process of updating their criteria to account for the Atlas 14 information.

A draft ordinance with the proposed amendments is attached.

RECOMMENDED ACTION

Staff recommends approval of the amendments of the Zoning Ordinance.

THE CITY OF SANTA FE, TEXAS

Ordinance # _____ - 2020

AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, AMENDING THE TEXT OF ORDINANCE NO. 02-03, COMMONLY KNOWN AS THE CITY OF SANTA FE UNIFIED DEVELOPMENT CODE, OR THE SANTA FE ZONING ORDINANCE, 2002 EDITION, AMENDING ARTICLE 8 PERFORMANCE STANDARDS, BY AMENDING SECTION 8.10.04 DESIGN AND CONSTRUCTION OF STORM WATER DETENTION STRUCTURES., BY ADOPTING GALVESTON COUNTY DRAINAGE DISTRICT #1 DESIGN CRITERIA MANUAL ; PROVIDING FOR SEVERABILITY

WHEREAS, Ordinance No. 02-03, commonly known as the City of Santa Fe Unified Development Code or the Santa Fe Zoning Ordinance, 2002 Edition, establishes performance standards which protect the public from potential negative effects of storm water; and

WHEREAS, the Galveston County Drainage District #1 has adopted an updated Design Criteria manual which incorporates NOA Atlas 14 storm frequency and duration data; and

WHEREAS, the City Council of the City and the Planning and Zoning Commission of the City of Santa Fe wish to keep the Storm Water Design Criteria the same for development within Santa Fe and its Extra Territorial Jurisdiction; and

WHEREAS, the City Council of the City of Santa Fe and the Planning and Zoning Commission of the City of Santa Fe have both conducted a joint public hearing to consider such text amendment; and

WHEREAS, as a result of the said public hearings and the recommendation of the Planning and Zoning Commission, the City Council hereby finds and determines that the proposed text change is appropriate;

NOW, therefore, be it ordained BY THE CITY COUNCIL OF THE CITY OF SANTA FE, TEXAS:

Section 1. That Ordinance No. 02-03 commonly known as the Santa Fe Unified Development Code, or Santa Fe Zoning Ordinance, Article 8 Performance Standards, Section 8.10.04 Design and Construction of Storm Water Detention Structures, is hereby amended by as follows:

"8.10.04. *Design and Construction of Storm Water Detention Structures*: The design and construction of Storm Water Detention systems and structures shall conform to the provisions of the ~~Dickinson Bayou Watershed Regional Drainage Plan—Drainage Criteria Manual for Galveston County, Texas and Texas Water Development Board, August 1992 Edition.~~ Galveston County Drainage Distric # 1 Drainage Criteria Manual, January 2020 edition."

Section 2. Severability. It is hereby declared to be the intention of the City Council that the above sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a valid judgment or decree of any court of competent jurisdiction, such constitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Passed and adopted on first reading the _ of _____, 2020

Passed and approved on second and final reading the _____ day of _____, 2020.

Jason Tabor, Mayor

Attest:

Janet L. Davis, City Secretary

**BUSINESS OF THE CITY COUNCIL
CITY OF SANTA FE, TEXAS**

SUBJECT: Public Hearing, Consideration and Possible Action Regarding Amending Chapter 8, Subdivisions, Code of Ordinances, City of Santa Fe, Article 6 Requirements for Improvements, Reservations and design by amending certain requirements for the development of a subdivision; Providing for Penalties and Severability

FOR AGENDA OF: March 26, 2020 DATE SUBMITTED: March 9, 2020

SUBMITTED BY: D. Steelquist REVIEWED BY:

EXHIBITS: Draft Ordinance

Proposed Revenue: \$

Amount Budgeted: \$ City Treasurer: _____

Notes:

BACKGROUND INFORMATION

It has been several years since the Planning & Zoning Commission has reviewed the Subdivision Ordinance. In the previous month, the Commission took a detailed look at portions of the Ordinance which they recommend be updated based upon changes in State regulations and new development taking place in our community.

It is the desire of the Commission and Staff to have similar design requirements with the County to complement our Interlocal agreement when development occurs in the City's ETJ. Further, the Drainage Criteria needs to be in compliance with Galveston County DD#1.

A draft ordinance with the proposed amendments is attached.

RECOMMENDED ACTION

Staff recommends approval of the amendments of the Subdivision Ordinance.

The City of Santa Fe, Texas

Ordinance # -2020

AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, AMENDING CHAPTER 8 SUBDIVISION REGULATIONS, CODE OF ORDINANCES CITY OF SANTA FE SECTION 6: REQUIREMENTS FOR IMPROVEMENTS, RESERVATIONS AND DESIGN; BY AMENDING CERTAIN REQUIREMENTS FOR THE DEVELOPMENT OF A SUBDIVISION; PROVIDING FOR PENALTIES AND SEVERABILITY

WHEREAS, the City of Santa Fe wishes to have subdivision development regulations that closely mirror Galveston County regulations to aid in development control in the city’s extra-territorial jurisdiction (ETJ); and

WHEREAS, the City of Santa Fe wishes to be in compliance with State requirements for the timing of subdivision approvals by requesting additional information before accepting a plat submittal; and:

WHEREAS, the City of Santa Fe also wishes to comply with Fire Codes related to the health and safety of its citizens by providing adequate emergency access in new developments; and

WHEREAS, the City Council of the City of Santa Fe and the Planning and Zoning Commission of the City of Santa Fe have both conducted public hearings to consider such amendment; and

WHEREAS, as a result of the said public hearings and the recommendation of the Planning and Zoning Commission, the City Council hereby finds and determines that the proposed text changes to the Subdivision Ordinance are appropriate;

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

Section 1. THAT, Chapter 8, Subdivision Regulations, Code of Ordinances, Section 6.1.1 Conformance to Applicable Rules and Regulations is amended to read as follows:

“6.1.1 Conformance to Applicable Rules and Regulations. In addition

Chapter 8 Subdivisions

• Section 6.1 - General Improvements

6.1.1 Conformance to Applicable Rules and Regulations. In addition to the requirements established in these regulations, all subdivision plats shall comply with the following laws, rules, and regulations:

- A. All applicable statutory provisions.
- B. The City of Santa Fe zoning ordinance, building and housing codes, and all other applicable laws of the appropriate jurisdictions.
- C. The Official Comprehensive Plan, and Capital Improvements Program of the City of Santa Fe, including all streets, drainage systems, and parks shown on the Comprehensive Plan as adopted.
- D. The special requirements of these regulations and any rules of the Galveston County Health Department and/or appropriate state or sub-state agencies.
- E. The rules of the Texas Department of Transportation if the subdivision or any lot contained therein abuts a state highway or connecting street.
- F. The standards and regulations adopted by the City of Santa Fe Development Officer and all boards, commissions, agencies, and officials of the City of Santa Fe.
- G. All pertinent standards contained within the planning guides published by the applicable regional or metropolitan planning commission or Metropolitan Council of Governments.

① ✓ **H. The rules and guidelines established by the United States Postal Service for centralized mailbox delivery.**

H. I. Plat approval may be withheld if a subdivision is not in conformity with the above laws, regulations, guidelines, and policies as well as the purposes of these regulations.

I. J. The Subdivider shall bear the cost of all engineering review, approval and consulting fees associated with the subdivision approval process. An estimate of such costs will be provided to the Subdivider prior to application acceptance. Costs accrued, exceeding this estimate, shall be payable before acceptance of the improvements by the City. Unused funds will be returned to the subdivider within 60 days of a final accounting of cost; no interest on unused funds shall be paid during this period. No construction permits shall be issued for any improvements of property within the subdivision until all accounts have been settled to the satisfaction of the City. Accounts that cannot be reasonably settled because of unforeseen events or conditions may be presented to City Council; Council may defer payment, cancel the debt or make such other arrangement that it deems to be in the public interest.

6.1.2 Adequate Public Facilities. No preliminary plat shall be approved unless the Planning Commission determines that public facilities will be adequate to support and service the area of the proposed subdivision. The applicant shall, at the request of the Planning Commission, submit sufficient information and data on the proposed subdivision to demonstrate the expected impact on and use of public

Commented [DS1]: Postal service wants all new development to have centralized box for mail service. the Developer has to work with Postal service to figure out what type is best. This needs to be done during the utility planning stage.

Chapter 8 Subdivisions

facilities by possible uses of said subdivision. Public facilities and services to be examined for adequacy will include streets, sewerage, and water service.

21 ✓

1. A traffic impact analysis may be required and shall be an engineering review expense charged to the developer before plat submittal.
2. Letters of Correctness are required from utility companies indicating development acceptability including water, sewer, electric, gas and cable and must be included with the plat application.

A. Periodically the City Council will establish by resolution, after public hearing, guidelines for the determination of the adequacy of public facilities and services. To provide the basis for the guidelines, the Planning Commission must prepare an analysis of current growth and the amount of additional growth that can be accommodated by future public facilities and services. The Planning Commission must also recommend any changes in preliminary plat approval criteria it finds appropriate in the light of its experience in administering these regulations.

B. The applicant for a preliminary plat must, at the request of the Planning Commission, submit sufficient information and data on the proposed subdivision to demonstrate the expected impact on and use of public facilities and services by possible uses of said subdivision.

C. Comprehensive Plan Consistency Required. Proposed public improvements shall conform to and be properly related to the City of Santa Fe comprehensive plan and all applicable capital improvements plans.

D. Water. All habitable buildings and buildable lots shall be connected to a public water system capable of providing water for health and emergency purposes, including adequate fire protection. Exception: see Section 6.5, Water Facilities.

E. Wastewater. All habitable buildings and buildable lots shall be served by an approved means of wastewater collection and treatment. Exception: see Section 6.6, Sewerage Facilities.

F. Storm-water Management. Drainage improvements shall accommodate potential runoff from the entire upstream drainage area and shall be designed to prevent increases in downstream flooding. The City of Santa Fe may require the use of control methods such as retention or detention, and/or the construction of off-site drainage improvements to mitigate the impacts of the proposed developments.

G. Streets. Proposed streets shall provide a safe, convenient, and functional system for vehicular, pedestrian, and bicycle circulation; shall be properly related to the comprehensive plan; and shall be appropriate for the particular traffic characteristics of each proposed development.

H. Extension Policies. All public improvements and required easements shall be extended through the parcel on which new development is proposed. Streets, water lines, wastewater systems, drainage facilities, electric lines, and telecommunications lines shall be constructed through new development to promote the logical extension of public infrastructure. The City of Santa Fe may require the applicant of a subdivision to extend off-site improvements to reach the

Commented [DS2]: The City may need a Traffic Impact Analysis done before we grant any approvals. The cost should be born by the developer. Requiring a letter of Correctness was a recommendation from APA and TML. There is a requirement from the State that once an application is 'complete' it must be approved or denied in 30 days.

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subdivision or oversize required public facilities to serve anticipated future development as a condition of plat approval.

I. Future Utility Easements. When the provisions of this ordinance do not require the connection of the subdivision to existing utility systems the subdivider shall, in any event, create accommodations for future utilities as follows:

1. Provide dedicated utility easements for the installation of domestic water, sanitary sewer, storm water, gas, power, communications and other services similarly distributed to the community. Such easements shall be coordinated with dedicated streets, lot configurations, reserves, drainage and other significant site features to permit installation of such utilities at a future date. Special emphasis shall be given to connecting links with anticipated utility systems external to the subdivision, provisions for looping and double feed, lift and pumping stations sites, access by heavy equipment, and service connections to property beyond the current subdivision.

2. No engineering is required to be performed by the subdivider but the city may reserve a reasonable time to plan and engineer the easements parameters. The city shall submit an easement plan to the subdivider within 90 days of the rejection of the plat submittal if such rejection is based on this paragraph.

3. The plat shall clearly state that permanent structures are prohibited in utility easements except surface parking lots, drives and non-permanent landscaping. The minimum easement width shall be ten (10) feet except that an easement may lie astride and parallel to a property line in which event the minimum easement on each adjoining lot shall be not less than eight (8) feet. Where easements are placed in mandatory yard set backs, (re: Zoning Ordinance), and such minimum yards are less than the above utility easement widths, such utility easements may be reduced to the mandatory yard width.

6.1.3 Self-imposed Restrictions. If the owner places restrictions on any of the land contained in the subdivision greater than those required by the Zoning Ordinance or these regulations, such restrictions or reference to those restrictions may be required to be indicated on the subdivision plat, or the Planning Commission may require that restrictive covenants be recorded with the County Recorder of Deeds in a form to be approved by the City Attorney.

6.1.4 Plats Straddling Municipal Boundaries. Whenever access to the subdivision is required across land in another city, the Planning Commission may request assurance from the City of Santa Fe Attorney that access is legally established, and from Development Officer that the access street is adequately improved, or that a guarantee has been duly executed and is sufficient in amount to assure the construction of the access street. In general, lot lines should be laid out so as not to cross municipal boundary lines.

6.1.5 Monuments. The applicant shall place permanent reference monuments in the subdivision as required in these regulations and as approved by a registered land surveyor.

A. Monuments shall be located on street right-of-way lines, at street intersections, angle points of curve and block corners. They shall be spaced so as to be within sight of each other, the sight lines being contained wholly within the street limits.

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B. The external boundaries of a subdivision shall be recorded in the field by monuments of stone or concrete, not less than thirty (30) inches in length, not less than four (4) inches square or five (5) inches in diameter, and marked on top with a cross, brass plug, iron rod, or other durable material securely embedded; or by iron rods or pipes at least thirty (30) inches long and two (2) inches in diameter. These monuments shall be placed not more than 1,400 feet apart in any straight line and at all corners, at each end of all curves, at the point where a curve changes its radius, at all angle points in any line, and at all angle points along the meander line, those points to be not less than twenty (20) feet back from the bank of any river or stream, except that when such corners or points fall within a street, or proposed future street, the monuments shall be placed in the side line of the street.

C. All internal boundaries and those corners and points not referred to in the preceding paragraph shall be recorded in the field by like monuments as described above. These monuments shall be placed at all block corners, at each end of all curves, at a point where a curve changes its radius, and at all angle points in any line.

D. The lines of lots that extend to rivers or streams shall be recorded in the field by iron pipes at least thirty (30) inches long and seven-eighths ($7/8$) inch in diameter or by round or square iron bars at least thirty (30) inches long. These monuments shall be placed at the point of intersection of the river or stream lot line, with a meander line established not less than twenty (20) feet back from the bank of the river or stream.

E. All monuments required by these regulations shall be set flush with the ground and planted in such a manner that they will not be removed by frost.

F. All monuments shall be properly set in the ground and approved by a registered land surveyor prior to the time the Planning Commission recommends approval of the final plat.

6.1.6 Character of the Land. Land that the Planning Commission finds to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, adverse earth formations or topography, utility easements, or other features that will reasonably be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas, shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by the Planning Commission, upon recommendation of the Development Officer, to solve the problems created by the unsuitable land conditions. Such land shall be set aside for uses as shall not involve any danger to public health, safety, and welfare.

6.1.7 Subdivision Name. The proposed name of the subdivision shall not duplicate, or too closely approximate phonetically, the name of any other subdivision in the area covered by these regulations. The Planning Commission shall have final authority to designate the name of the subdivision, which shall be determined during sketch plat approval.

• Section 6.2 - Lot Improvements

6.2.1 Lot Arrangement. The lot arrangement shall be such that there will be no foreseeable difficulties, for reasons of topography or other conditions, in securing

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building permits to build on all lots in compliance with the Zoning Ordinance and Galveston County Health Regulations, and in providing driveway access to buildings on the lots from an approved street.

6.2.2 Lot Dimensions. Lot dimensions shall comply with the minimum standards of the Santa Fe Zoning Ordinance. Where lots are more than double the minimum required area for the zoning district, the Planning Commission may require that those lots be arranged so as to allow further subdivision and the opening of future streets where they would be necessary to serve potential lots, all in compliance with the Zoning Ordinance and these regulations. In general, side lot lines shall be at right angles to street lines (or radial to curving street lines) unless a variation from this rule will give a better street or lot plan. The lot width on corner lots shall be increased to reflect the increase in the side building setbacks. Depth and width of properties reserved or laid out for business, commercial, or industrial purposes shall be adequate to provide for the off-street parking and loading facilities required for the type of use and development contemplated, as established in the Zoning Ordinance.

6.2.3 Lot Orientation. The lot line common to the street right-of-way shall be the front line. All lots shall face the front line and a similar line across the street. Wherever feasible, lots shall be arranged so that the rear line does not abut the side line of an adjacent lot.

6.2.4 Double Frontage Lots and Access to Lots.

A. Double Frontage Lots. Double frontage and reversed frontage lots shall be avoided except where necessary to provide separation of residential development from traffic arterials or to overcome specific disadvantages of topography and orientation.

B. Access from Major and Secondary Arterials. Lots shall not, in general, derive access exclusively from a major or secondary street. Where driveway access from a major or secondary street may be necessary for several adjoining lots, the Planning Commission may require that such lots be served by a combined access drive in order to limit possible traffic hazards on the street. Where possible, driveways shall be designed and arranged so as to avoid requiring vehicles to back into traffic on major and secondary arterials.

6.2.5 Soil Preservation, Grading, and Seeding.

A. Soil Preservation and Final Grading. No certificate of occupancy shall be issued until final grading has been completed in accordance with the approved final subdivision plat and the lot pre-covered with soil with an average depth of at least four (4) inches which shall contain no particles more than two (2) inches in diameter over the entire area of the lot, except that portion covered by buildings or included in streets, or where the grade has not been changed or natural vegetation seriously damaged. Topsoil shall not be removed from residential lots or used as spoil, but shall be redistributed so as to provide at least four (4) inches of cover on the lots and at least four (4) inches of cover between the sidewalks and curbs, and shall be stabilized by seeding or planting.

B. Lot Drainage. Lots shall be laid out so as to provide positive drainage away from all buildings, and individual lot drainage shall be coordinated with the general storm drainage pattern for the area. Drainage shall be designed so as to avoid concentration of storm drainage water from each lot to adjacent lots.

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C. Lawn-Grass Seed and Sod. Lawn seed, sod, or plugs shall be required for each lot in a residential subdivision.

6.2.6 Debris and Waste. No cut trees, timber, debris, earth, rocks, stones, soil, junk, rubbish, or other waste materials of any kind shall be buried in any land, or left or deposited on any lot or street at the time of the issuance of a certificate of occupancy, and removal of those items and materials shall be required prior to issuance of any certificate of occupancy on a subdivision. No items and materials as described in the preceding sentence shall be left or deposited in any area of the subdivision at the time of expiration of any subdivision improvement agreement or dedication of public improvements, whichever is sooner.

6.2.7 Water Bodies and Watercourses. If a tract being subdivided contains a water body, or portion thereof, lot lines shall be so drawn as to distribute the entire ownership of the water body among the fees of adjacent lots. The Planning Commission may approve an alternative plan whereby the ownership of and responsibility for safe maintenance of the water body is so placed that it will not become a City of Santa Fe responsibility. No more than twenty-five percent (25%) of the minimum area of a lot required under the Zoning Ordinance may be satisfied by land that is under water. Where a watercourse separates the useable area of a lot from the street by which it has access, provisions shall be made for installation of a culvert or other structure, of design approved by the City of Santa Fe Development Officer.

• Section 6.3 - Streets

6.3.1 General Requirements

A. Frontage on Improved Streets. No subdivision shall be approved unless the area to be subdivided shall have frontage on and access from an existing street as shown on the comprehensive plan, or unless such street is:

1. An existing state, county, or township highway; or
2. A street shown upon a plat approved by the Planning Commission and recorded in the County Recorder of Deeds' office. Such street or highway must be suitably improved as required by the highway rules, regulations, specifications, or orders, or be secured by a performance bond required under these subdivision regulations, with the width and right-of-way required by these subdivision regulations. Wherever the area to be subdivided is to utilize existing street frontage, the street shall be suitably improved as provided above.

3. Where vehicular traffic loads resulting from the subdivision exceed the existing capacity of access roads, such roads shall be improved by upgrading pavement, increasing street width, or both, an shall be improved from the subdivision to the nearest existing public road capable of handling the imposed traffic. Such improvements shall be at the developer's expense.

4. Fire and Emergency access; Where residential development contains 30 or more dwelling units on a single street, a secondary emergency access will be required as specified in the adopted International Fire Code. Access plans must be approved by the Santa Fe Fire Marshal.

Commented [DS3]: reiterating the need for Traffic Analysis and road improvements needed.

Commented [DS4]: See Chapter 5 of the IFC Section 503 and appendix D107

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B. Grading and Improvement Plan . Streets shall be graded and improved and conform to the City of Santa Fe construction standards and specifications and shall be approved as to design and specifications by the City of Santa Fe Development Officer, in accordance with the construction plans required to be submitted prior to final plat approval.

C. Classification . All streets shall be classified as arterials, collectors, or local streets. In classifying streets, the City of Santa Fe shall consider projected traffic demands after 20 years of development.

D. Topography and Arrangement .

1. Streets shall be related appropriately to the topography. Local streets shall be curved wherever possible to avoid conformity of lot appearance. All streets shall be arranged so as to obtain as many building sites as possible at, or above, the grades of the streets. Grades of streets shall conform as closely as possible to the original topography. A combination of steep grades and curves shall be avoided.

2. All streets shall be properly integrated with the existing and proposed system of thoroughfares and dedicated rights-of-way as established by the Comprehensive Plan.

3. All thoroughfares shall be properly related to special traffic generators such as industries, business districts, schools, churches, and shopping centers; to population densities; and to the pattern of existing and proposed land uses.

4. Minor or local streets shall be laid out to conform as much as possible to the topography to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum number of streets necessary to provide convenient and safe access to property.

5. The rigid rectangular gridiron street pattern is discouraged, and the use of curvilinear streets, or U-shaped streets shall be encouraged where such use will result in a more desirable layout.

6. Proposed streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions, or unless in the opinion of the Planning Commission such extension is not necessary or desirable for the coordination of the layout of the subdivision with the existing layout or the most advantageous future development of adjacent tracts.

7. In business and industrial developments, the streets and other access ways shall be planned in connection with the grouping of buildings, location of rail facilities, and the provision of alleys, truck loading and maneuvering areas, and walks and parking areas so as to minimize conflict of movement between the various types of traffic, including pedestrian.

E. Blocks

1. Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to major streets, rail streets, or waterways.

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2. The lengths, widths, and shapes of blocks shall be such as are appropriate for the locality and the type of development contemplated, but block lengths in residential areas shall not exceed two thousand two hundred (2,200) feet or twelve (12) times the minimum lot width required in the zoning district, nor be less than four hundred (400) feet in length. Wherever practicable, blocks along major arterials and collector streets shall be not less than one thousand (1,000) feet in length.

3. In long blocks the Planning Commission may require the reservation of an easement through the block to accommodate utilities, drainage facilities, or pedestrian traffic.

4. Pedestrian ways or crosswalks, not less than ten (10) feet wide, may be required by the Planning Commission through the center of blocks more than eight hundred (800) feet long where deemed essential to provide circulation or access to schools, playgrounds, shopping centers, transportation, or other community facilities. Blocks designed for industrial uses shall be of such length and width as may be determined suitable by the Planning Commission for prospective use.

F. Access to Primary Arterials : Where a subdivision borders on or contains an existing or proposed primary arterial, the Planning Commission may require that access to such streets be limited by one of the following means:

1. The subdivision of lots so as to back onto the primary arterial and front onto a parallel local street; no access shall be provided from the primary arterial, and screening shall be provided in an eight foot (8') landscape easement along the rear property line of such lots.

2. A series of U-shaped streets, or short loops entered from and designed generally at right angles to such a parallel street, with the rear lines of their terminal lots backing onto the primary arterial.

3. A marginal access or service street (separated from the primary arterial by a planting or grass strip and having access at suitable points).

G. Street Names . Street names shall be sufficiently different in sound and spelling from other street names in the municipality so as not to cause confusion. A street which is (or is planned as) a continuation of an existing street shall bear the same name. The Planning Commission shall have the authority to determine street names. Street names will be verified by 911 services for uniqueness.

H. Street Regulatory Signs . All street and traffic control signs shall be installed by the developer, at developer's expense, before issuance of certificates of occupancy for any structure. Street name signs shall be placed at all intersections within or abutting the subdivision, the type and location of which to be approved by the City of Santa Fe Development Officer.

I. Street Lights . Installation of street lights shall be required in accordance with design and specification standards approved by the City of Santa Fe. The subdivider shall install and shall prepay the estimated costs attributable to street lighting for a period of three years.

J. Reserve Strips . The creation of reserve strips shall not be permitted adjacent to a proposed street in such a manner as to deny access from adjacent property to the street.

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K. Construction of Streets and Dead-end Streets

1. Construction of Streets. The arrangement of streets shall provide for the continuation of principal streets between adjacent properties when the continuation is necessary for convenient movement of traffic, effective fire protection, for efficient provision of utilities, and where the continuation is in accordance with the City of Santa Fe Comprehensive Plan. If the adjacent property is undeveloped and the street must temporarily be a dead-end street, the right-of-way shall be extended to the property line. A temporary T-or L-shaped turnabout shall be provided on all temporary dead-end streets, with the notation on the subdivision plat that land outside the normal street right-of-way shall revert to abutters whenever the street is continued. The Planning Commission may limit the length of temporary dead-end streets in accordance with the design standards of these regulations.

2. Dead-end Streets (Permanent). Where a street does not extend beyond the boundary of the subdivision and its continuation is not required by the Planning Commission for access to adjoining property, its terminus shall normally not be nearer to such boundary than fifty (50) feet. However, the Planning Commission may require the reservation of an appropriate easement to accommodate drainage facilities, pedestrian traffic, or utilities. A cul-de-sac turnaround shall be provided at the end of a permanent dead-end street in accordance with City of Santa Fe construction standards and specifications. For greater convenience to traffic and more effective police and fire protection, permanent dead-end streets shall, in general, be limited in length in accordance with the design standards of these regulations.

6.3.2 Design Standards

A. General: In order to provide for streets of suitable location, width, and improvement to accommodate prospective traffic and afford satisfactory access to police, fire fighting, sanitation, and street-maintenance equipment, and to coordinate streets so as to compose a convenient system and avoid undue hardships to adjoining properties. Street design and construction standards shall be adopted annually by the Planning Commission and shall be provided to the public by the Development Officer.

- ④ ✓
1. Residential developments with 30 units or more shall have an access plan approved by the Santa Fe Fire Marshal.

Commented [DS5]: Matches fire code requirements which we need to enforce

B. Street Surfacing and Improvements: After sewer and water utilities have been installed by the developer, the developer shall surface or cause to be surfaced streets to the widths prescribed in these regulations. All surfacing shall be of a character as is suitable for the expected traffic and in harmony with similar improvements in the surrounding areas. Types of pavement shall be as determined by the City of Santa Fe Development Officer. Adequate provision shall be made for culverts, drains, and bridges. All street pavement, shoulders, drainage improvements and structures, curbs, turnarounds, and sidewalks shall conform to all construction standards and specifications adopted by the Planning Commission, City of Santa Fe Development Officer, or City Council and shall be incorporated into the construction plans required to be submitted by the developer for plat approval. Street design and construction standards shall be adopted bi-annually by the Planning Commission and shall be provided to the public by the Development Officer.

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C. Right-of-Way Width and Paving.: The minimum right-of way width is dependent on the type of street, either arterial, collector or local.

- 1. Arterial streets require a right-of-way width minimum of 80 feet up to 120 feet; recommended pavement width 60 feet to 100 feet.**
- 2. Collector streets require a right-of-way width minimum of 60 feet up to 70 feet; recommended pavement of 28 feet to 49 feet**
- 3. Local streets require a minimum of 60 feet of right-of-way; minimum of 29 feet of pavement.**

Commented [DS6]: Providing specific ROW and pavement widths that match with county and city design specs



C. Excess Right-of-Way : Right-of-way widths in excess of the standards designated in these regulations shall be required whenever, due to topography, additional width is necessary to provide adequate earth slopes. Such slopes shall not be in excess of three to-one.



D. Railstreets and Limited Access Highways : Railstreet rights-of-way and limited access highways where so located as to affect the subdivision of adjoining lands shall be treated as follows:

1. In residential districts a buffer strip at least 25 feet in depth in addition to the normal depth of the lot required in the district shall be provided adjacent to the railstreet right-of-way or limited access highway. This strip shall be part of the platted lots and shall be designated on the plat: "This strip is reserved for screening. The placement of structure on this land is prohibited."
2. In districts zoned for business, commercial, or industrial uses the nearest street extending parallel or approximately parallel to the railstreet right-of-way shall, wherever practicable, be at a sufficient distance from the railstreet right-of-way to ensure suitable depth for commercial or industrial sites.
3. When streets parallel to the railstreet right-of-way intersect a street which crosses the railstreet right-of-way at grade, they shall, to the extent practicable, be at a distance of at least 150 feet from the railroad right-of-way. Such distance shall be determined with due consideration of the minimum distance required for future separation of grades by means of appropriate approach gradients.



E. Intersections :

1. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two (2) new streets at an angle of less than seventy-five (75) degrees shall not be acceptable. An oblique street should be curved approaching an intersection and should be approximately at right angles for at least one hundred (100) feet therefrom. Not more than two (2) streets shall intersect at any one point unless specifically approved by the Planning Commission.
2. Proposed new intersections along one side of an existing street shall, wherever practicable, coincide with any existing intersections on the opposite side of such street. Street jogs with center-line offsets of less than 150 feet shall not be permitted, except where the intersected street has separated dual drives without median breaks at either intersection. Where streets intersect major streets, their alignment shall be continuous. Intersection of major streets shall be at least eight hundred (800) feet apart.

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3. Minimum curb radius at the intersection of two (2) local streets shall be at least twenty (20) feet; and minimum curb radius at an intersection involving a collector street shall be at least twenty-five (25) feet. Alley intersections and abrupt changes in alignment within a block shall have the corners cut off in accordance with standard practice to permit safe vehicular movement.

4. Intersections shall be designed with a flat grade wherever practical. In hilly or rolling areas, at the approach to an intersection, a leveling area shall be provided having not greater than a two percent (2%) rate at a distance of sixty (60) feet, measured from the nearest right-of-way line of the intersecting street.

5. Where any street intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation (including trees) in connection with the grading of the public right-of-way to the extent deemed necessary to provide an adequate sight distance.

6. The cross-slopes on all streets, including intersections, shall be three percent (3%) or less.

G. Bridges. Bridges of primary benefit to the applicant, as determined by the Planning Commission, shall be constructed at the full expense of the applicant without reimbursement from the City of Santa Fe. The sharing expense for the construction of bridges not of primary benefit to the applicant as determined by the Planning Commission, will be fixed by special agreement between the City Council and the applicant. The cost of bridges that do not solely benefit the developer shall be charged to the developer pro rata based on the percentage obtained by dividing the service area of the bridge into the area of the land being developed by the subdivider.

6.3.3 Road Dedications and Reservations.

A. New Perimeter Streets: Street systems in new subdivisions shall be laid out so as to eliminate or avoid new perimeter half-streets. Where an existing half-street is adjacent to a new subdivision, the other half of the street shall be improved and dedicated by the subdivider. The Planning Commission may authorize a new perimeter street where the subdivider improves and dedicates the entire required street right-of-way width within its own subdivision boundaries.

B. Widening and Realignment of Existing Streets. Where a subdivision borders an existing narrow road or when the Comprehensive Plan Official Map, or zoning setback regulations indicate plans for realignment or widening a road that would require use of some of the land in the subdivision, the applicant shall be required to improve and dedicate at its expense those areas for widening or realignment of those streets. Frontage roads and streets as described above shall be improved and dedicated by the applicant at its own expense to the full width as required by these subdivision regulations when the applicant's development activities contribute to the need for the road expansion. Land reserved for any road purposes may not be counted in satisfying yard or area requirements of the Zoning Ordinance whether the land is to be dedicated to the municipality in fee simple or an easement is granted to the City of Santa Fe.

Section 6.4 - Drainage and Storm Sewers

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6.4.1 General Requirements : The Planning Commission shall not approve any plat of subdivision that does not make adequate provision for storm and flood water runoff channels or basins. The storm water drainage system shall be separate and independent of any sanitary sewer system. Storm sewers, where required, shall be designed according to methods as approved by the Planning Commission, and a copy of design computations shall be submitted along with plans. Inlets shall be provided so that surface water is not carried across or around any intersection, nor for a distance of more than 600 feet in the gutter. When calculations indicate that curb capacities are exceeded at a point, no further allowance shall be made for flow beyond that point, and basins shall be used to intercept flow at that point. Surface water drainage patterns shall be shown for each and every lot and block. Storm drainage systems shall conform to the provisions of the Santa Fe Zoning Ordinance for storm water detention. Design criteria shall be as set out in the "Dickinson Bayou Watershed Regional Drainage Plan-Drainage Criteria Manual for Galveston County, Texas and Texas Water Development Board". **City of Santa Fe Engineering Design Specifications and the Galveston County Drainage District #1 Criteria Manual, January 2020 edition**. Small projects meeting city design standards and city design criteria may be exempted from detention requirements in whole or in part.

Commented [DS7]: updating

6.4.2 Nature of Storm Water Facilities :

A. Location . The applicant may be required by the Planning Commission to carry away by pipe or open ditch any spring or surface water that may exist either previously to, or as a result of the subdivision. Such drainage facilities shall be located in the road right-of-way where feasible, or in perpetual unobstructed easements of appropriate width, and shall be constructed in accordance with the construction standards and specifications.

B. Accessibility to Public Storm Sewers .

1. Where a public storm sewer is accessible, the applicant shall install storm sewer facilities, or if no outlets are within a reasonable distance, adequate provision shall be made for the disposal of storm waters, subject to the specifications of the Development Officer. However, in subdivisions containing lots less than 15,000 square feet in area and in business and industrial districts, underground storm sewer systems shall be constructed throughout the subdivisions and be conducted to an approved out-fall. Inspection of facilities shall be conducted by the Development Officer.

2. If a connection to a public storm sewer will be provided eventually, as determined by the City of Santa Fe Development Officer and the Planning Commission, the developer shall make arrangements for future storm water disposal by a public utility system at the time the plat receives final approval. Provision for such connection shall be incorporated by inclusion in the subdivision improvement agreement required for the subdivision plat.

C. Accommodation of Upstream Drainage Areas : A culvert or other drainage facility shall in each case be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the subdivision. Development Officer shall determine the necessary size of the facility, based on the provisions of the construction standards and specifications assuming conditions of maximum potential watershed development permitted by the Zoning Ordinance.

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D. Effect on Downstream Drainage Areas : The City of Santa Fe Development Officer shall also study the effect of each subdivision on existing downstream drainage facilities outside the area of the subdivision. City of Santa Fe drainage studies together with such other studies as shall be appropriate, shall serve as a guide to needed improvements. Where it is anticipated that the additional runoff incident to the development of the subdivision will overload an existing downstream drainage facility, the Planning Commission may withhold approval of the subdivision until provision has been made for the expansion of the existing downstream drainage facility. No subdivision shall be approved unless adequate drainage will be provided to an adequate drainage watercourse or facility.

E. Areas of Poor Drainage : Whenever a plat is submitted for an area that is subject to flooding, the Planning Commission may approve such subdivision provided that the applicant fills the affected area of the subdivision to an elevation sufficient to place the elevation of streets and lots at a minimum of twelve (12) inches above the elevation of the one hundred (100) year flood plain, as determined by the City of Santa Fe Development Officer. The plat of the subdivision shall provide for an overflow zone along the bank of any stream or watercourse, in a width that shall be sufficient in times of high water to contain or move the water, and no fill shall be placed in the overflow zone nor shall any structure be erected or placed in the overflow zone. The boundaries of the overflow zone shall be subject to approval by the Development Officer. The Planning Commission may deny subdivision approval for areas of extremely poor drainage.

F. Flood Plain Areas : The Planning Commission may, when it deems it necessary for the health, safety, or welfare of the present and future population of the area and necessary to the conservation of water, drainage, and sanitary facilities, prohibit the subdivision of any portion of the property that lies within the flood plain of any stream or drainage course. These flood plain areas shall be preserved from any and all destruction or damage resulting from clearing, grading, or dumping of earth, waste material, or stumps, except at the discretion of the Planning Commission.

G. Detention Basins and Facilities:

1. Maintenance of private detention basins and facilities shall be the responsibility of the Property Owner(s) or Home Owners Association. Evidence of the maintenance agreement shall be required at time of final plat approval.
2. A minimum four-foot high fence is required around a detention basin with slopes that are greater than 2:1 or have a vertical wall.

6.4.3 Dedication of Drainage Easements :

A. General Requirements : When a subdivision is traversed by a watercourse, drainage-way, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially to the lines of such watercourse, and of such width and construction as will be adequate for the purpose. Wherever possible, it is desirable that the drainage be maintained by an open channel with landscaped banks and adequate width for maximum potential volume of flow.

B. Drainage Easements :

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1. Where topography or other conditions are such as to make impractical the inclusion of drainage facilities within road rights-of-way, perpetual, unobstructed easements at least fifteen (15) feet in width for drainage facilities shall be provided across property outside the road lines and with satisfactory access to the road. Easements shall be indicated on the plat. Drainage easements shall extend from the road to a natural watercourse or to other drainage facilities.
2. When a proposed drainage system will carry water across private land outside the subdivision, appropriate drainage rights must be secured and indicated on the plat.
3. The applicant shall dedicate, either in fee or by a drainage or conservation easement, land on both sides of existing watercourses to a distance to be determined by the Planning Commission.
4. Low-lying lands along watercourses subject to flooding or overflowing during storm periods, whether or not included in areas for dedication, shall be preserved and retained in their natural state as drainage ways. Such land or lands subject to periodic flooding shall not be computed in determining the number of lots to be utilized for average density procedures nor for computing the area requirement of any lot.

5. Drainage easements and drainage access easements shall be provided for all drainage structures and systems. Drainage easements shall not be combined with utility easements.

Commented [DS8]: This matches Galveston County requirements.

• Section 6.5 - Water Facilities

6.5.1 General Requirements :

A. When a public water main is not accessible, the developer shall take necessary action to extend or create a water-supply district for the purpose of providing a water-supply system capable of providing for domestic water use and fire protection.

B. When a public water main is accessible, the developer shall install adequate water facilities (including fire hydrants) subject to the specifications of state or local authorities. All water mains shall be at least six (6) inches in diameter for residential development and at least eight (8) inches in diameter for commercial development.

Commented [DS9]: This is what the Fire Marshall needs. Also matches County requirements.

C. Water main extensions shall be approved by the Development Officer.

D. The location of all fire hydrants, all water supply improvements, and the boundary lines of proposed districts, indicating, all improvements proposed to be served, shall be shown on the preliminary plat, and the cost of installing same shall be borne by the developer and included in the subdivision improvement agreement and security to be furnished by the developer.

6.5.2 Individual Wells and Central Water Systems .

A. Where a public water system is not available and in the discretion of the Planning Commission, individual wells may be used or a central water system provided in a manner so that an adequate supply of potable water will be available

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to every lot in the subdivision. Water samples shall be submitted to the Galveston County Health Department for its approval and individual wells and central water systems shall be approved by the Galveston County Health Department, **the Texas Commission on Environmental Quality, and the Harris-Galveston County Subsidence District**. Approvals shall be submitted to the Planning Commission prior to final subdivision plat approval along with documentation regarding maintenance and ownership for any central water system.

Commented [DS10]: Updating

B. If the Planning Commission requires that a connection to a public water main be eventually provided as a condition to approval of an individual well or central water system, the applicant shall make arrangements prior to receiving final plat approval for future water service. Performance or cash bonds may be required to ensure compliance.

6.5.3 **Fire Hydrants**. Fire hydrants shall be required for all subdivisions located within a water utility district **per adopted International Fire Code and agreement with the water utility district**. Fire hydrants shall be located no more than ~~1,000~~ **500** feet apart and within ~~500-300~~ feet of any structure and shall be approved by the applicable fire protection unit. To eliminate future street openings, all underground utilities for fire hydrants, together with the fire hydrants themselves, and all other supply improvements shall be installed before any final paving of a street shown on the subdivision plat. Outside an existing water district, the developer shall provide a fire protection system using alternative methodologies (ponds, pools, fire pumps, storage tanks or similar systems) **as approved by the Santa Fe Fire Marshal**. Minor Plats are exempt from using alternative methodologies.

Commented [DS11]: Fire Marshal and WCID#8 have an agreement that hydrants not be more than 500 feet apart. Authority rests with Fire Marshal.

• Section 6.6 - Sewerage Facilities

6.6.1 **General Requirements**: The applicant shall install sanitary sewer facilities in a manner prescribed by the City of Santa Fe construction standards and specifications. All plans shall be designed and approved in accordance with the rules, regulations, and standards of the City of Santa Fe.

6.6.2 **High-Density Residential and Nonresidential Districts**: Sanitary sewerage facilities shall connect with public sanitary sewerage systems. Sewers shall be installed to serve each lot and to grades and sizes required by the Development Officer. No individual disposal system or treatment plants (private or group disposal systems) shall be permitted. Sanitary sewerage facilities (including the installation of laterals in the right-of-way) shall be subject to the specifications, rules, regulations, and guidelines of the City of Santa Fe.

6.6.3 **Low- and Medium-Density Residential Districts**: Sanitary sewerage systems shall be constructed as follows:

A. When a public sanitary sewerage system is reasonably accessible, the applicant shall connect with same and provide sewers accessible to each lot in the subdivision.

B. When public sanitary sewerage systems are not reasonably accessible but will become available within a reasonable time (not to exceed fifteen (15) years), the applicant may choose one of the following alternatives:

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1. Central sewerage system with the maintenance cost to be assessed against each property benefitted. Where plans for future public sanitary sewerage systems exist, the applicant shall install the sewer lines, laterals, and mains to be in permanent conformance with such plans and ready for connection to such public sewer mains; or

2. Individual disposal systems, provided the applicant shall install sanitary sewer lines, laterals, and mains from the street curb to a point in the subdivision boundary where a future connection with the public sewer main shall be made. Sewer lines shall be laid from the house to the street line, and a connection shall be available in the home to connect from the individual disposal system to the sewer system when the public sewers become available. Such sewer systems shall be capped until ready for use and shall conform to all plans for installation of the public sewer system, where such exist, and shall be ready for connection to such public sewer main.

C. When sanitary sewer systems are not reasonably accessible and will not become available for a period in excess of fifteen (15) years, the applicant may install sewerage systems as follows:

1. Medium-Density Residential Districts . Only a central sewerage system may be constructed. No individual disposal system will be permitted. Where plans exist for a public sewer system to be built, for a period in excess of fifteen (15) years, the applicant shall install all sewer lines, laterals, and mains to be in permanent conformance with such plans and ready for connection to such public sewer main.

2. Low-Density Residential District : Individual disposal systems or central sewerage systems shall be used.

6.6.4 Mandatory Connection to Public Sewer System : If a public sanitary sewer is accessible and a sanitary sewer is placed in a street or alley abutting upon property, the owner of the property shall be required to connect to the sewer for the purpose of disposing of waste, and it shall be unlawful for any such owner or occupant to maintain upon any such property an individual sewage disposal system.

6.6.5 Individual Disposal System Requirements : If public sewer facilities are not available and individual disposal systems are proposed, minimum lot areas shall conform to the requirements of the Santa Fe Zoning Ordinance and percolation tests and test holes shall be made as directed by the Development Officer and the results submitted to the Galveston County Health Department. The individual disposal system, including the size of the septic tanks and size of the tile fields or other secondary treatment device, shall also be approved by the Development Officer.

6.6.6 Design Criteria for Sanitary Sewers :

A. General Guidelines : These design criteria are not intended to cover extraordinary situations. Deviations will be allowed and may be required in those instances when considered justified by the Planning Commission.

B. Design Factors : Sanitary sewer systems should be designed for the ultimate tributary population. Due consideration should be given to current zoning regulations and the Santa Fe Comprehensive Plan. Sewer capacities should be adequate to handle the anticipated maximum hourly quantity of sewage and

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industrial waste together with an adequate allowance for infiltration and other extraneous flow. The unit design flows presented below should be adequate in each case for the particular type of development indicated. Sewers shall be designed for the total tributary area using the following criteria:

Design Criteria for Sanitary Sewers

Land Use Categories	Unit Design Flows
One and Two-Family Dwellings	.02 cubic feet per second (c.f.s./acre)
Apartments	
One and Two Story	.02 c.f.s./acre
Three through Six Story	.03 c.f.s./acre
Commercial	
Small Stores, Offices, & Miscellaneous	.02 c.f.s./acre
Shopping Centers	.02 c.f.s./acre
High Rise	As directed by the Development Officer
Industrial	As directed by the Development Officer

These design factors shall apply to watersheds of 300 acres or less. Design factors for watersheds larger than 300 acres and smaller than 1,000 acres shall be computed on the basis of a linear decrease from the applicable design factor for an

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area of 300 acres to a design factor of .01 c.f.s./acre for an area of 1,000 acres unless otherwise directed by the City of Santa Fe Development Officer. Design factors for watersheds larger than 1,000 acres shall be .01 c.f.s./acre unless otherwise directed by the Development Officer.

C. Maximum Size : The diameter of sewers proposed shall not exceed the diameter of the existing or proposed outlet, whichever is applicable, unless otherwise approved by the Development Officer.

D. Minimum Size : No public sewer shall be less than eight (8) inches in diameter.

E. Minimum Slope : All sewers shall be designed to give mean velocities when flowing full of not less than 2.0 feet per second. All velocity and flow calculations shall be based on the Manning Formula using an N value of 0.013. The design slopes shall be evenly divisible by four (4). The slopes shall be minimum for the size indicated. Exceptions to these minimum slopes shall be made at the upper end of lateral sewers serving under thirty (30) houses.

Minimum Slopes for Sewer Size Indicated

Sewer Size in Inches	Minimum Slope (feet per 100 feet)
9	.33
10	.25
12	.20
15	.15
16	.11
21	.09
24	.08

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F. Alignment : All sewers shall be laid with straight alignment between manholes, unless otherwise directed or approved by the City of Santa Fe Development Officer.

G. Manhole Location : Manholes shall be installed at the end of each line; at all changes in grade, size, or alignment; at all intersections; and at distances not greater than 500 feet for sewers 15 inches and smaller, and 500 feet for sewers 18 inches in diameter and larger.

H. Manholes : The difference in elevation between any incoming sewer and the manhole invert shall not exceed 12 inches except where required to match crowns. The use of drop manholes will require approval by the City of Santa Fe Development Officer, but in no case shall the diameter be less than forty eight (48) inches. The minimum inside diameter of the manholes shall conform to those specified by the City of Santa Fe Development Officer. Inside drop manholes will require special considerations; however, in no case shall the minimum clear distance be less than that indicated above. When a smaller sewer joins a larger one, the crown of the smaller sewer shall not be lower than that of the larger one. The minimum drop through manholes shall be 0.2 feet.

I. Sewerage Locations : Sanitary sewers shall be located within street or alley rights-of-way unless topography dictates otherwise. When located in easements on private property, access shall be to all manholes. A manhole shall be provided at each street or alley crossing. End lines shall be extended to provide access from street or alley right-of-way when possible. Imposed loading shall be considered in all locations. Not less than six (6) feet of cover shall be provided over the top of pipe in street and alley rights-of-way or three (3) feet in all other areas.

J. Cleanouts and Lampholes : Cleanouts and lampholes will not be permitted.

K. Water Supply Interconnections : There shall be no physical connection between a public or private potable water supply system and a sewer which will permit the passage of any sewage or polluted water into the potable supply. Sewers shall be kept removed from water supply wells or other water supply sources and structures.

L. Relation of sewers to Water Mains : A minimum horizontal distance of ten (10) feet shall be maintained between parallel water and sewer lines. At points where sewers cross water mains, the sewer shall be constructed of cast iron pipe or encased in concrete for a distance of ten (10) feet in each direction from the crossing, measured perpendicular to the water line. This will not be required when the water main is at least two (2) feet above the sewer.

• Section 6.7 - Sidewalks

6.7.1 Required Improvements :

- A. Sidewalks are required for all roads when curbs and gutters are provided.
- B. Sidewalks shall be included within the dedicated non-pavement right-of-way of all streets.
- C. Sidewalks shall be improved as required in Section 6.3(2)B of these regulations.

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D. All required sidewalks shall be a minimum five feet in width, shall lie generally parallel with the property line and shall be placed fully on the right-of-way approximately one (1) foot from the right-of-way line. Alternatives to this configuration may be approved by the Development Officer, but in no case shall the sidewalks be installed less than two (2) feet from the curb in residential zones.

E. Wheel chair accessible ramps shall be installed at all intersections and at all crosswalks and shall be configured in accordance with city specifications.

F. Mid-block crosswalks and ramps shall be provided when the block length exceeds six (600) feet and wherever public walking, jogging, biking and bridle trails cross streets. The Development Officer shall determine when such devices are required under this provision.

G. The installation of sidewalks may be deferred until completion of the improvements on the adjoining lot; however, no Certificate of Occupancy shall be issued for such improvements until the required sidewalks are installed and approved by the city.

6.7.2 Pedestrian Accesses : The Planning Commission may require, in order to facilitate pedestrian access from the streets to schools, parks, playgrounds, or other nearby streets, perpetual unobstructed easements at least twenty (20) feet in width. Easements shall be indicated on the plat.

• Section 6.8 - Utilities

6.8.1 Location : All utility facilities, including but not limited to gas, electric power, telephone, and CATV cables, shall be located underground throughout the subdivision. Whenever existing utility facilities are located above ground, except when existing on public streets and rights-of-way, they shall be removed and placed underground. All utility facilities existing and proposed throughout the subdivision shall be shown on the preliminary plat. Underground service connections to the street property line of each platted lot shall be installed at the subdivider's expense. At the discretion of the Planning Commission, the requirement for service connections to each lot may be waived in the case of adjoining lots to be retained in single ownership and intended to be developed for the same primary use.

6.8.2 Easements :

A. Easements centered on rear lot lines shall be provided for utilities (private and municipal) and such easements shall be at least ten (10) feet wide. Proper coordination shall be established between the subdivider and the applicable utility companies for the establishment of utility easements established in adjoining properties.

B. When topographical or other conditions are such as to make impractical the inclusion of utilities within the rear lot lines, perpetual unobstructed easements at least ten (10) feet in width shall be provided along side lot lines with satisfactory access to the road or rear lot lines. Easements shall be indicated on the plat.

• Section 6.9 - Public Uses

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6.9.1 Recreation Areas, City Facilities and Streetscapes:

A. Purpose and Authority: The City of Santa Fe has considered the projected growth in population and development within the municipality and determined that park and recreational facilities are needed to accommodate such growth as stated in the Comprehensive Plan and Parks Master Plan. Increased population growth also affects the city's general appearance by affecting the physical condition of streetscapes, neighborhoods, public spaces and business districts. The purpose of this Section is to ensure that there will be sufficient support of existing Community Parks or the creation of new, drug-free Neighborhood Parks which will meet the demand and needs of future residents for open space and parks. Support is also needed to beautify and improve the general appearance of the City as it grows.

The regulations contained in this Section have been adopted under the authority of the Texas Local Government Code, Chapter 212 - Municipal Regulations Of Subdivision And Property Development, Chapter 51 - General Powers of Municipalities, and the Home Rule Charter of the City of Santa Fe.

The City of Santa Fe has Community Parks which service the entire municipality. These parks require continued improvements to meet the needs of a growing population. As new residential units are permitted, a Community Park fee will be assessed for each unit. This per unit price shall be established by City Council, incorporated in the master permit fee schedule, and revised from time to time as needed by the City Council with a recommendation from the Parks Board. Community Park fees shall be held in reserve and used solely for the improvement and maintenance of existing and future Community Parks as well as city beautification projects that create a pleasant community appearance.

B. Neighborhood Park requirements: Drug-free Zone Neighborhood Parks are encouraged within individual developments. Drug-free Neighborhood Parks are intended for recreation and are open to the public. Certain playground equipment is required and must include three (3) or more separate apparatus intended for the recreation of children, such as slides, swing sets, and teeterboards. Community Park fees shall be fully mitigated with the development of a Neighborhood Park when minimum requirements are met.

Commented [DS12]: P&Z would like to revisit this issue at a later date.

Commented [DS13]: For discussion: do we want to require each development to have a park??

1.

Additional minimum amenities.

A Neighborhood Park must have minimum amenities in order to get full Community Park fee credit (in addition to playground equipment, provide two (2) out of the following):

- Covered pavilion a)
- Hike/bike/walking trail b)
- Hard surface court - basketball or tennis c)
- Ball field - soccer, baseball or football d)

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- e) Picnic tables (one for each 10,000 sq. ft.)
- f) Park benches (one for each 7,500 sq. ft.)
- g) Lighting
- 2. Pocket Parks are allowed within phased subdivisions so long as an overall park plan is submitted and meets minimum amenities. Minimum size of pocket park one-quarter (¼) acre.
- 3. A Neighborhood Park must front on a public road with at least forty (40) feet of frontage.
- 4. A Neighborhood Park must be recommended by the Parks Board and approved by the Planning and Zoning Commission before a final plat is approved for the first phase of a subdivision.
- 5. Neighborhood Parks must be maintained by the Home Owners Association. Documentation must be provided at time of final plat submittal.
- 6. Trees required:
 - a) One eight-foot tall, two-inch caliper tree, measured four (4) feet above ground level, (developer's choice) per twenty-five hundred (2,500) sq. ft. of park area.
 - b) Existing trees of above minimum size can be used to meet tree requirements. Documentation required showing location and size of existing trees used to meet requirements
- 7. Construction of Neighborhood Park must be completed before building permits are issued.
- 8. Neighborhood Park areas shall be marked on preliminary and final plat as "Reserved for park and/or Recreational purposes."

C. Other Recreation Reservations: The provisions of this section are minimum standards. None of the paragraphs above shall be construed as prohibiting a developer from reserving other land for recreation purposes in addition to the requirements of this section.

D. Alternative Procedure—Money in Lieu of Land: Where, with respect to a particular subdivision, the reservation of land required pursuant to this section does not equal the percentage of total land required to be reserved in Section 6.9(I)A, the Planning Commission shall require, prior to final approval of the subdivision plat, that the applicant deposit with the City Council a cash payment in lieu of land reservation. Such deposit shall be placed in a Neighborhood Park and Recreation

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Improvement Fund to be established by the City Council. The deposit shall be used by the City of Santa Fe for improvement of a neighborhood park, playground, or recreation area including the acquisition of property. The deposit must be used for facilities that actually will be available to and benefit the persons in the subdivision for which payment was made and be located in the general neighborhood or subdivision. The Planning Commission shall determine the amount to be deposited, based on the following formula: two hundred dollars (\$200) multiplied by the number of times that the total area of the subdivision is divisible by the required minimum lot size of the zoning district in which it is located, less a credit for the amount of land actually reserved for recreation purposes, if any, as the land reserved bears in proportion to the land required for reservation in Section 6.9(l)(a), but not including any lands reserved through density zoning.

E. Applicability to Land Utilizing Average Density. Any subdivision plat in which the principle of average density of flexible zoning has been utilized shall not be exempt from the provisions of its section, except as to such portion of land which is actually dedicated to the City of Santa Fe for park and recreation purposes. If no further area, other than the area to be reserved through averaging, is required by the Planning Commission, the full fee shall be paid as required in Section 6.9(l)(d). If further land is required for reservation, apart from that reserved by averaging, credit shall be given as provided by Section 6.9(l)D.

F. Other Recreation Reservations. The provisions of this section are minimum standards. None of the paragraphs above shall be construed as prohibiting a developer from reserving other land for recreation purposes in addition to the requirements of this section.

6.9.2 Other Public Uses.

A. Plat to Provide for Public Uses. Except when an applicant utilizes planned unit development or density zoning in which land is set aside by the developer as required by the provision of the Zoning Ordinance, whenever a tract to be subdivided includes a school, recreation uses [in excess of the requirements of Section 6.9L, or other public use as indicated on the Comprehensive Plan or any portion thereof, the space shall be suitably incorporated by the applicant into its sketch plat. After proper determination of its necessity by the Planning Commission and the appropriate City of Santa Fe official or other public agency involved in the acquisition and use of each such site and a determination has been made to acquire the site by the public agency, the site shall be suitably incorporated by the applicant into the preliminary and final plats.

B. Referral to Public Body. The Planning Commission shall refer the sketch plat to the public body concerned with acquisition for its consideration and report. The Planning Commission may propose alternate areas for such acquisition and shall allow the public body or agency 30 days for reply. The agency's recommendation, if affirmative, shall include a map showing the boundaries and area of the parcel to be acquired and an estimate of the time required to complete the acquisition.

C. Notice to Property Owner. Upon a receipt of an affirmative report, the Planning Commission shall notify the property owner and shall designate on the preliminary and final plats that area proposed to be acquired by the public body.

D. Duration of Land Reservation. The acquisition of land reserved by a public agency on the final plat shall be initiated within twelve (12) months of notification, in writing, from the owner that he intends to develop the land. Such letter of intent

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shall be accompanied by a sketch plat of the proposed development and a tentative schedule of construction. Failure on the part of the public agency to initiate acquisition within the prescribed 12 months shall result in the removal of the "reserved" designation from the property involved and the freeing of the property for development in accordance with these regulations.

• Section 6.10 - Preservation of Natural Features and Amenities

6.10.1 General : Existing features that would add value to residential development or to the City of Santa Fe as a whole, such as trees, as herein defined, watercourses and historic spots, and similar irreplaceable assets, shall be preserved in the design of the subdivision. No trees shall be removed from any subdivision nor any change of grade of the land effected until approval of the preliminary plat has been granted. All trees on the plat required to be retained shall be preserved, and all trees where required shall be walled and protected against change of grade. The sketch plat shall show the number and location of existing trees as required by these regulations and shall further indicate all those marked for retention and the location of all proposed shade trees required along the street side of each lot as required by these regulations.

6.10.2 Shade Trees Planted by Developer :

A. As a requirement of subdivision approval the applicant shall plant shade trees on the property of the subdivision. Such trees are to be planted within ten (10) feet of the right-of-way of the road or streets within and abutting the subdivision, or, at the discretion of the Planning Commission, within the right-of-way of such streets. One (1) tree shall be planted for every forty (40) feet of frontage along each road unless the Planning Commission, upon recommendation of the Santa Fe Development Officer, shall grant a waiver. The waiver shall be granted only if there are trees growing along the right-of-way or on the abutting property which, in the opinion of the Planning Commission, comply with these regulations.

B. New trees to be provided pursuant to these regulations shall be approved by the Santa Fe Development Officer and shall be planted in accordance with the regulations of the City. The trees shall have a minimum trunk diameter (measured twelve (12) inches above ground level) of not less than two (2) inches. Only indigenous long-lived shade trees, acceptable to the Planning Commission, shall be planted.

6.10.3 Shade Tree Easement and Dedication : The preliminary plat and final plat shall reserve an easement authorizing the City of Santa Fe to plant shade trees within ten (10) feet of the required right-of-way. No street shall be accepted for dedication until the City of Santa Fe shall inform the Planning Commission and the City Council that compliance, where necessary, has been made with these regulations.

(Ordinance No. 02-2010 of April 8, 2010, Secs. 25, 26)

• Section 6.11 - Nonresidential Subdivisions

6.11.1 General : If a proposed subdivision includes land that is zoned for commercial or industrial purposes, the layout of the subdivision with respect to the

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land shall make provision as the Planning Commission may require. A nonresidential subdivision shall also be subject to all the requirements of site plan approval set forth in the Zoning Ordinance. Site plan approval and nonresidential subdivision plat approval may proceed simultaneously at the discretion of the Planning Commission. A nonresidential subdivision shall be subject to all the requirements of these regulations, as well as such additional standards required by the Planning Commission, and shall conform to the proposed land use and standards established in the Comprehensive Plan and Zoning Ordinance.

6.11.2 Standards: In addition to the principles and standards in these regulations, which are appropriate to the planning of all subdivisions, the applicant shall demonstrate to the satisfaction of the Commission that the street, parcel, and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following principles and standards shall be observed:

- A. Proposed industrial parcels shall be suitable in area and dimensions to the types of industrial development anticipated.
- B. Street rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated thereupon.
- C. Special requirements may be imposed by the City of Santa Fe with respect to street, curb, gutter, and sidewalk design and construction.
- D. Special requirements may be imposed by the City of Santa Fe with respect to the installation of public utilities, including water, sewer, and storm water drainage.
- E. Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial subdivision, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for a permanently landscaped buffer strip when necessary.
- F. Streets carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential areas.

• Section 6.12 - Storm Water Pollution Prevention Measures

6.12.1 General: The City of Santa Fe, as an operator of a small MS4 (municipal separate storm sewer system - MS4), is required to reduce the discharge of pollutants to water of the State and the United States to the "maximum extent practicable" to protect water quality.

The City of Santa Fe is required to develop, implement, and enforce a program to reduce pollutants in runoff from construction activities disturbing greater than or equal to one acre (including smaller sites that are part of a greater common plan of development). The City of Santa Fe also requires construction site operators to implement erosion and sediment control Best Management Practices (BMPs) and to control waste.

6.12.2 Requirements for developers: Any subdivision with development disturbing one or more acres shall provide the following measures prior to any soil

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disturbance, clearing, grading, or excavation to manage storm water pollution during and after development.

A. Storm Water Pollution Prevention Plan (SWPPP).

1. Using the guidelines found in the National Pollutant Discharge Elimination System (NPDES) General Permits for Storm Water Discharges from Construction Activities, prepare a SWPPP.
2. Certify the SWPPP and file a Notice of Intent (NOI) with the Texas Commission on Environmental Quality under the TPDES General Permit TXR150000, if required by the State. Individual permits may also be applied for from TCEQ.
3. Send a copy of the NOI and the SWPPP to the City of Santa Fe, the local MS4 operator.
4. A copy of the SWPPP shall be kept on the construction site at all times.
5. The SWPPP must be approved by TCEQ before construction can begin.

B. Erosion and sediment control Best Management Practices (BMPs) during and post-construction.

1. Minimize the extent and duration of disturbance surface stabilization using BMPs such as:

- Mulching,
 - Preserving Natural Vegetation,
 - Recontouring,
 - Permanent Seeding,
 - Riprap,
 - Sodding,
 - Surface Roughening,
 - Temporary Gravel Construction Access,
 - Temporary Seeding,
 - Top soiling,
 - Erosion Control Compost,
 - Erosion Control Blanket,
 - Runoff Diversion,
2. Utilize runoff conveyance measures such as:
- Grass-Lined Channel or Swale,
 - Hardened Channel,

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- Interceptor Swale,
 - Temporary Slope Drain,
 - Paved Flume,
 - Runoff Diversion Dike.
3. Utilize outlet protection on storm water facilities:
- Level Spreader,
 - Outlet Stabilization Structure.
4. Utilize sediment traps and barriers:
- Block and Gravel Drop Inlet Protection,
 - Excavated Drop Inlet Protection,
 - Fabric Storm Drain Inlet Protection,
 - Sediment Basin,
 - Rock Dam,
 - Sediment Fence/Straw Bale Barrier,
 - Sediment Trap,
 - Sand Filter System,
 - Sod Drop Inlet Protection,
 - Vegetated Filter Strip,
 - Filter Berm (rock, sandbag, compost, mulch),
 - Filter Sock (compost or mulch),
 - Brush Barrier,
 - Wetlands,
 - Wet Basin,
 - Extended Detention Basin.
5. Utilize stream protection measures:
- Streambank Stabilization,
 - Streambed Stabilization,
 - Temporary Stream Crossing.

**BUSINESS OF THE CITY COUNCIL
CITY OF SANTA FE, TEXAS**

SUBJECT: Consideration and Possible Action regarding Resolution adopting revisions to the Engineering Specifications for Subdivision Development.

FOR AGENDA OF: March 26, 2020 **DATE SUBMITTED:** March 9, 2020

SUBMITTED BY: D. Steelquist **REVIEWED BY:**

EXHIBITS: draft with highlighted changes, resolution

Proposed Revenue: \$

Amount Budgeted: \$ **City Treasurer:** _____

Notes:

BACKGROUND INFORMATION

The design criteria for subdivision development is a combination of regulations from the City Code/Subdivision ordinance and the Galveston County Engineering specifications for subdivision development.

The last update/review of these regulations eight years ago.

I have added the following to conform to our updated Subdivision Ordinance requirements:

- minimum width of concrete roads is 28 feet,
- Storm Water criteria changes (*this may change*)

The Planning & Zoning Commission on January 7, 2020 discussed possible changes and recommended City Council approved the revised specifications.

THE CITY OF SANTA FE, TEXAS

Resolution # 2020 - _____

A RESOLUTION OF THE CITY OF SANTA FE, TEXAS, ADOPTING THE ENGINEERING DESIGN SPECIFICATIONS SPECIFIED BY CHAPTER 3, CONSTRUCTION REGULATIONS, AND CHAPTER 8, SUBDIVISIONS, OF THE CODE OF ORDINANCES OF THE CITY OF SANTA FE, TEXAS

WHEREAS, the City of Santa Fe provides minimum technical standards to assist the design professional in the development of the engineering and construction of public works called the Public Works Specifications; and

WHEREAS, Chapter 3, Construction Regulations and Chapter 8, Subdivisions, of the Code of Ordinances of the City of Santa Fe, Texas contain references to Engineering Design Specifications to be adopted by Council Resolution in support of those chapters; and

WHEREAS, The City Council wishes to have these technical standards updated to include references to Galveston County Engineering specifications as well as Galveston County Drainage District #1 Drainage Criteria;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA FE, TEXAS: that the existing Public Works Specifications supporting Chapter 3, Construction Regulations of the Code of Ordinances and Chapter 8 Subdivisions, renamed as Engineering Design Specifications and attached and identified as Exhibit A, be adopted as guiding principles for the design and construction of public improvements by the development community.

Passed and adopted on the _____ of March, 2020.

Jason Tabor, Mayor

Attest:

Janet L. Davis, City Secretary

Chapter 1 Administration

1.0 COMPLIANCE OVERVIEW:

In the interest of consistency and to maintain the most efficient oversight of the land subdivision and the land development process, the City of Santa Fe adopts the following Public Works Specification. This specification closely parallels the Galveston County "Rules, Regulations and Requirements Relating to the Approval and Acceptance of Improvements in Subdivisions or Re-Subdivisions" as promulgated by the Galveston County Engineering Department, March 3, 1997 and adopted by the Galveston County Commissioner's Court. It is edited and modified in conformance to the requirements of the Santa Fe Zoning Regulations and various regulations of the Code of the City of Santa Fe.

Generally, compliance with county specifications will place a project in compliance with Santa Fe regulations; however because of specific requirements of Santa Fe codes and ordinances and differences between the roles, power and duties of home rule city and county government, it is imperative that the designer, engineer and developer review this specification in detail when applying it to a project within Santa Fe jurisdiction. When a project is proposed in the Santa Fe Extra-territorial Jurisdiction and a conflict arises between the requirements of Santa Fe and the county, it shall be the designer, engineer or developer's responsibility to alert both governments to the conflict and to arrange resolution mutually agreeable to both entities. In general, the more restrictive condition will prevail.

When a public works project is proposed within the city limits of Santa Fe full compliance with this specification is mandatory. The staff administrator or City Engineer may modify the technical requirements of this specification when strict adherence compromises good engineering practice or when modifications will result in a project that exceeds in quality that required by the specifications. Modifications to the technical requirements proposed to lower or avoid cost to the developer will be routinely submitted to City Council for approval. At no time will this specification be binding on city funded projects. Such projects will be provided with drawings and specifications appropriate to each project.

1.1 DEFINITION OF TERMS:

City. Wherever the term "city" is used throughout this specification it shall mean the City of Santa Fe, Texas.

City Engineer or Engineer. Throughout this specification where ever the term "City Engineer" or "Engineer" is used it shall mean the City Engineer of the City of Santa Fe or the individual or firm designated as acting City Engineer by the City Council or it shall mean the Director of Community Services when no City Engineer has been designated.

FEMA. Wherever the term "FEMA" is used throughout this specification it shall mean "Federal Emergency Management Agency".

R.O.W. Wherever the term "R.O.W." is used throughout this specification it shall mean "right(s)-of-way".

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1.2 APPLICATION OF THIS SPECIFICATION

It is the intent of the Planning and Zoning Commission and the City Council of the City of Santa Fe that the standards and restrictions required by this specification shall be applied to all public works and improvements thereto whether on public or private property and whether single or multi-tenant. Specific exceptions are as follows:

1.2.1 These specifications are not intended to be applied to private drives giving access to a single family dwelling located on either a pre-existing, conforming or non-conforming, lot or tract of land.

1.2.2 Nor are they intended to apply to driveways within single tenant commercial and industrial developments when such driveways are not intended for public use

1.3 SUBMITTAL OF DESIGN AND CONSTRUCTION DOCUMENTS:

Subdivision documentation shall be submitted in the form and quantity required by the Subdivision and Zoning Ordinances of the city. A minimum of four copies of all other design and engineering documentation must be submitted to the City Engineer for review. This quantity may be reduced to two copies with approval of the Administrator or City Engineer. Additional copies may be required under some circumstances; the designer, engineer or developer will be notified accordingly.

1.4 CONSTRUCTION DRAWINGS:

1.4.1 Minimum Required Information

Construction drawings for public improvements, private and public rights-of-way improvements and projects intended to be dedicated to public use and intended to be maintained at public expense must be designed to at least these minimum standards. Projects must be approved by the City of Santa Fe. Complete drawings and specifications must be submitted including details, cross-sections, profiles showing line and grade of streets, roads, bridges, sewers, ditches, easements. Also shown must be all existing improvements both sub-surface and above ground including buildings, structures, pipelines, electrical utilities and communications cables. The location and size of all easements and rights-of-way must be shown. Drawings must also include complete detention facility drawings and the engineering and hydrology analysis supporting the design of the drainage and detention system. The design engineer must also provide the proposed location of sewage disposal systems and potable water supply and associated equipment and devices. Information must be provided for the above items both on and within 200 feet of the site.

1.4.2 Format

All drawings must be presented on 24" x 36" format unless a different format is approved prior to commencing the project. Deviation from this standard size is discouraged.

1.4.3 Reproduction

Check sets and working sets must be blue or black line reproductions. As-built drawings must be black line reproductions; reproducibles shall be non-

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water soluble black line on mylar media. As-builts and final plats shall also be submitted in digital Adobe file format (.pdf).

1.4.4 Design Professional's Seal

Drawings submitted for record must carry the original seal and signature of the responsible design professional. Interim design and check sets need not be sealed. Final approval sets and as-built sets will carry seals.

1.4.5 Floodplain Data

All site or location plans within or partially within the 100 year floodplain must carry current flood plain information including the location of the flood plain boundaries and pertinent elevation information.

1.5 ADMINISTRATIVE PROCEDURES IN THE REVIEW OF SUBDIVISION PLATS AND CONSTRUCTION DRAWINGS:

1.5.1 General. Refer to the City of Santa Fe Subdivision and Zoning Ordinances; these ordinances will control all subdivision and public improvements. No provision of these Public Works specifications will diminish any provision or restriction of such ordinances. If an apparent conflict arises it is the duty of the Professional Engineer to bring it to the attention of the City Engineer. Small subdivisions meeting certain guidelines of the Subdivision Ordinance will be reviewed and approved administratively. Most plats will be reviewed for conformity by the Santa Fe Planning and Zoning Commission. All variances will be referred to the City Council for review and approval.

1.5.2 Preliminary plat, preliminary drawings and engineering drawings.

Copies in the number required on the subdivision application must be submitted to the City Engineer; additional copies must be submitted to Galveston County Drainage District #1 for review and recommendations to conform to requirements, *as necessary*. Abutting owners and property lines will be shown; see Subdivision Ordinance for additional information. A table showing the acreage in each tract and total acreage will be shown.

1.5.3 Final plat, final drawings and engineering drawings.

Copies shall be submitted complete with drawings and specifications including details, cross-sections and profiles showing line and grade of all streets, roads, bridges, sewers, ditches, utility easements and the course and location of existing pipelines or pipeline easements through such proposed subdivision (five copies). The design engineer shall furnish the proposed location of sewage disposal facilities and the source of water supply.

1.5.4 Approval.

Plats and drawings will be reviewed and the drawings either will be approved or recommendations made for further changes.

1.5.5 Planning and Zoning Commission Approval.

Upon approval of the plat and drawings by the City Engineer's Office, the final plat pursuant to plat recordation requirements will be submitted to the Planning and Zoning Commission for approval. If approved, the construction and dedication of all public improvements must be completed in one year. Alternatively, the owner of the subdivision may enter into a Subdivision Improvement Agreement by posting a bond or making a financial

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guarantee in lieu of the bond before the plat may be approved by the Planning and Zoning Commission.

1.5.6 Permits Required

Before construction begins on the subdivision, the proper development permits will be obtained from the Santa Fe Floodplain Administrator.

1.5.7 Storm Water Pollution Prevention

Before construction begins, all development disturbing one or more acres shall provide a Storm Water Pollution Prevention Plan. Provide a copy of the NOI (Notice of Intent) filed with the Texas Commission on Environmental Quality. Use Best Management Practices for erosion and sediment control. Review the Galveston Bay Stormwater...Keep it Clean!! *Stormwater Pollution Prevention for the Construction Industry* Guide available from the City Engineer.

1.6 PLAT RECORDATION AND PUBLIC IMPROVEMENTS ACCEPTANCE REQUIREMENTS:

The original plat drawing submitted to the City Engineer prior to approval by Planning and Zoning Commission and recordation in the Galveston County Map Records will be delivered by city personnel to the County Clerk's Office for recording in the Map Records of Galveston County, Texas. The plat will be a maximum size of 24" x 36", be an original mylar signed with black non water soluble ink. No sepias are acceptable. The plat will be recorded by the County Clerk upon receipt of the required fee. All associated fees are the responsibility of the developer.

The following additional information is required to accompany the final plat submittal for recordation:

1.6.1 Title Report A title report, statement, or opinion, title policy or certificate or letter from a title company authorized to do business in the State of Texas or an attorney licensed as such in the State of Texas must be provided indicating ownership of the property, all liens against same, and any easements; said title information shall not have been executed more than sixty (60) days prior to the time the plat is received in the Community Development Office.

1.6.2 Tax Certificates

A certificate from each tax collector of a political subdivision in which the property is located showing that all taxes owed to the County, School District, Utility District and/or any other political subdivision have been paid in full to date.

1.6.3 Health Department Permits

A letter to the City Engineer, signed by the County Health Officer, certifying that the subdivision's water and sewage treatment system has been approved in accordance with the requirements of the Texas Department of Health and existing laws.

1.6.4 Subdivision Name Approval

A letter from the County Tax Assessor-Collector certifying that the name of the subdivision to be presented to the Planning and Zoning Commission is not in conflict with any other subdivision previously recorded; this requirement applies to the first section only of multi-section subdivisions and is not applicable to street dedication plats designated by the street name.

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1.6.5 Floodplain Disclosure

If a portion of the plat lies within the 100-year floodplain, a letter is required from the developer/owner stating he is aware of the fact and will advise all prospective property owners of the fact. The same will apply to the 100-year floodway.

1.6.6 Reserves

Two sets of approved construction drawings are to be on file in the City Engineers Office at the time the plat is submitted to Planning and Zoning Commission for Final Platting; however, in the event a tract of land is being platted to create reserves for the purposes of sale only and there are no immediate plan for construction of improvements on said reserves, then a note shall be placed on the face of the plat stating the following:

"Site drainage drawings for the future development of this reserve must be approved by the applicable Galveston County Drainage District and City Engineer."

1.6.7 Easement Crossing

A letter, statement or other instrument from the owner of any privately owned easement or fee strip within the plat boundaries where such easements or fee strips are proposed to be crossed by streets (either public or private) or public utility or drainage easements, stating that the owner of such easement or fee strip approves such crossing of the private easement or fee strip for the purposes intended and depicted upon the plat.

1.6.8 Special Easement Annotation

All utility and drainage easements shown on Subdivision plats and Replats shall be clearly annotated in the following manner:

"The obstruction of any portion of this utility easement by the erection or installation of buildings, structures, improvements and landscaping devices is strictly prohibited."

Or

"The obstruction of any portion of this drainage easement by the erection or installation of buildings, structures, improvements, land forms, fill and the placing of landscaping is strictly prohibited."

1.6.9 Subdivision Improvement Agreement.

A bond with the owner of the subdivision named as Principal, this bond shall:

1.6.9.1 be made payable to the City of Santa Fe;

1.6.9.2 be in the total amount of paving and appurtenant drainage improvements;

1.6.9.3 be executed with sureties as may be approved by the City Attorney;

1.6.9.4 be executed by a company authorized to do business as a surety in this state; and

1.6.9.5 be conditioned that the roads and streets will be constructed in accordance with the specifications adopted by the City of Santa Fe; in the event that all paving and drainage improvements have not been constructed and accepted within one year from the date of plat approval, the owner of the may request a one year extension.

1.6.9.6 The bond will be reviewed and approved by the City Attorney.

1.6.10 Cash or Letter of Credit

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In lieu of a bond an owner may deposit cash or a letter of credit issued by a federally insured financial institution. If a letter of credit is used, it must:

1.6.10.1 list as the sole beneficiary the City of Santa Fe, and

1.6.10.2 be conditioned that the owner of the tract of land to be subdivided will construct any roads, streets and drainage in the subdivision:

1.6.10.3 in accordance with the specifications adopted by the City of Santa Fe; and

1.6.10.4 within a reasonable time as set by the Planning and Zoning Commission.

1.6.11 Supporting Data

Additional information may be required by the City Engineer to clarify or support any of the aforementioned requirements.

1.6.12 Street Lighting

A letter from the developer stating that when street lighting is installed he is aware that he will have to pay the installation, maintenance, and monthly usage costs for at least three years; see the Subdivision Ordinance for details.

1.6.13 Sidewalks and Landscaping

A letter from the developer stating that if sidewalks and landscape berms or medians are installed, he is aware that he will have to pay the installation and maintenance costs for at least one year.

1.6.14 Responsibility to Federal State and Local Agencies

A letter from the developer stating he is aware that all other requirements and permits are his responsibility including, but not limited to, U.S. Army Corps of

Engineers permits for work in wetlands or navigable waters, U.S. Environmental Protection Agency, U.S. Federal Emergency Management Administration, Texas General Land Office, Texas Attorney General, Texas Commission on Environmental Quality, United States Postal Service, and local and state health agencies.

1.6.15 Extension of Existing R.O.W.s

If any portion of a proposed or planned street, collector or thoroughfare traverses any part of the land being subdivided, that portion of the street at the proposed R.O.W. width shall be incorporated into the subdivision plan and shall be dedicated to the appropriate governmental entity.

1.6.16 Extension of Existing Drainage

If any portion of a proposed ditch, channel or drainage improvement traverses any part of the land being subdivided, that portion of the ditch, channel or drainage improvement as planned, at the proposed R.O.W. width, shall be incorporated into the subdivision plan and shall be dedicated or conveyed to the appropriate governmental entity.

1.6.17 FIRM Remapping

If the proposed subdivision necessitates the need for a FEMA FIRM or Floodway map amendment or revision, the developer shall provide the engineering and all costs for these. The amendment or revision shall be completed and approved by FEMA before the subdivision can be approved.

1.6.18 FEMA Compliance

All development shall conform to FEMA's National Flood Insurance Program and Related Regulations which have been adopted by the City of Santa Fe as a

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requirement to participate in the National Flood Insurance Program.

1.6.19 Professional Engineer

State of Texas Engineering Practice Act should be reviewed in conjunction with these regulations.

1.6.20 Professional Land Surveyor

The State of Texas Professional Land Surveying Practices Act should be reviewed in conjunction with these regulations.

1.6.21 Permits Only Upon Completion.

No building permits will be issued in any subdivision until the road and drainage have been constructed per the approved plans and specifications and inspected and accepted by the city for compliance with the same.

1.6.22 Bond.

A bond in the amount of all improvements (streets, drainage, grading) shall be submitted with the request to accept the improvements. The bond will be in effect for one year after acceptance.

1.7 PLAT FORMAT:

The standard format and standardized statements required on each plat will be in conformance to those set out in the Santa Fe Zoning Subdivision Ordinance.

1.8 SPECIFIC IMPROVEMENTS, DEVELOPMENT REQUIREMENTS:

1.8.1 Landscaping

Landscaping on right-of-way must be approved by the city. Installation costs are at developer's expense. Maintenance and utility expenses remain the responsibility

of the developer until after final acceptance of the streets and improvements for one year.

1.8.2 Signs and Identification Structures

Entry, subdivision and project signs must conform with the sign regulations of the city and must be placed on private property or on dedicated easement or reserves outside of rights-of-way.



Chapter 2 DRAWING REQUIREMENTS

2.1 GENERAL

The Professional Engineer, registered in the State of Texas, is required to seal, date and sign each sheet of the drawings in accordance with rules set forth by the Texas State Board of Registration for Professional Engineers. The seal must reproduce on all sheets.

2.2 CONSTRUCTION PLANS

2.2.1 Elevation Data.

All projects shall be tied to National Geodetic Survey (NGS) Datum adjustment which matches the Federal Emergency Management Agency (FEMA) rate maps or the most current NGVD which matches the FEMA rate maps. In the event GPS surveying is used to establish bench marks, at least two references to bench marks relating to the FEMA rate maps must be identified. Equations may be used to translate other datum adjustments to the required adjustment.

2.2.2 Dimensions.

Indicate right-of-way widths, pavement widths and thickness, type of roadway materials, curbs, intersection radii, curve data, stationing, existing and proposed utilities - type, location, etc. on each plan sheet.

2.2.3 Stations.

Stationing must run from left to right except for short streets or lines originating from a major intersection where the full length can be shown on one sheet.

2.2.4 North Arrow.

A North arrow is required on all sheets and should be generally oriented either upward or to the right.

2.2.5 Adjoining Properties.

Identify all adjacent property and owners, show all lot lines, property lines and rights-of-way lines, etc.

2.2.6 Cover Sheet.

A cover sheet shall be required for all projects involving three or more plan and profile sheets. All plan sheet numbers should be included on the cover sheet or area map. A vicinity map should always be included to show the project location.

2.2.7 Existing Roadway information.

If a roadway exists where drawings are being prepared to improve or construct new pavement or to construct a utility, this roadway should be labeled as to its existing width, type of surfacing and base thickness if available without destruction of pavement.

2.2.8 Final Plat in Engineering Drawings.

A copy of the final plat should be included with the final drawings when the design drawings are submitted for final approval.

2.2.9 Mylar Media.

Drawings submitted for City Engineer's approval shall be on mylar or linen.

2.2.10 Match Lines.

Do not place match lines in intersections.

2.2.11 Plan and Profile View.

All utility lines four inches (4") in diameter or larger within the right-of-way or construction easement should be shown in the profile view. All utility lines, regardless of size, should be shown in the plan view.

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Resolve all known conflicts of proposed utilities with existing utilities.

2.2.12 Flow lines.

Show flow line elevations and direction of flow of all existing ditches.

2.2.13 Profiles.

Show natural ground profiles at each right-of-way or easement line. Center line profiles of natural ground will be satisfactory for rights-of-way or easements except where there is a difference of 0.50 feet or more from one right-of-way or easement line to the other; in which case, dual profiles will be required.

2.2.14 Drawing Size.

Drawings for street and/or public improvements shall be standard 24"x 36" overall dimensions for all design in rights-of-way or easements.

2.2.15 Uniformity of Scales.

Details of special structures not covered by approved standard drawings, such as stream and gully crossings, special manholes, etc., should be drawn with the horizontal and vertical scales equal to each other.

2.2.16 Scale.

Drawings shall be drawn to accurate scale, showing proposed pavement typical cross sections and details, lines and grades, and all existing topography within the street rights-of-way; and at intersections, the cross street shall be shown at sufficient distance in each direction along the cross street for designing adequate street crossings.

2.2.17 Grades.

Grades should be labeled for the top of the curb except at railroad crossings. Gutter elevation shall be shown at Railroad

Crossings. Center line elevations are acceptable only on streets without curb and gutters.

2.2.18 Curb Return Elevations.

Curb return elevations for turnouts shall be shown in the profile.

2.2.19 Station Locations.

Station all esplanade noses, both existing and proposed.

2.2.20 Esplanade.

The design of both roadways is required on all pavement sections with an esplanade.

2.2.21 Station Locations.

Station all PC's P.T.'s, radius returns and grade change P.I.'s in the plan view. Station all radius returns and grade change P.I.'s in the profile with their respective elevations.

2.2.22 Standard Scales.

The standard scales permitted for plans and profiles of paving and utility drawings are as follows:

2.2.22.1 Major thoroughfares or special intersections/ situations:

1" = 2' Vertical; 1" = 20' Horizontal

2.2.22.2 Minor streets:

1" = 5' Vertical; 1" = 50' Horizontal

or

1" = 4' Vertical; 1" = 40' Horizontal

(for reconstruction on minor streets, a larger scale may be required to show detail)

2.2.23 Detail Scales.

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The above scales of paragraph 2.2.22.1 are the minimum, and larger scales may be used to show details of construction.

2.2.24 Scale Deviations.

Deviations to these scales can only be allowed with the specific approval of the City Engineer.

2.2.25 Key and Index.

In addition to the plan and profile sheets described above, where applicable, each set of construction drawings shall contain a separate key paving and drainage drawing and a key utility drawing indexing specific plan and profile sheets.

2.2.26 Key Drawing.

It is preferable that key overall layouts be drawn at a scale of 1" = 100' or 1" = 200'. Smaller scale may be used where appropriate for the project with prior approval.

2.2.27 Drafting Conventions.

Drafting principals, conventions, techniques shall be those generally recognized in contemporary literature, and in common practice in the engineering practice.

2.2.28 Graphic Standards.

Graphic standards shall be in accordance with those currently used in common engineering practice.



CHAPTER 3 General Standards

3.1 Street Right-of-Way Standards.

3.1.1 Right-of-Way Width.

The minimum right-of-way width is sixty (60) feet. Minimum width for feeders and arterials are as otherwise specified herein or set out in the Santa Fe Subdivision Ordinance, whichever is greater.

3.1.2 Cul-de-sac Right-of-Way Length.

The maximum cul-de-sac right-of-way length is 1000' in single family residential zones and 800' in all other zones. Cul-de-sacs traversing both a single family residential zone and any other zone are limited to a maximum right-of-way length of 800'.

3.1.3 Minimum Existing Street Width Correction.

When a proposed subdivision adjoins an existing non-conforming width right-of-way the non-conforming right-of-way width must be corrected by dedication of proposed subdivision's share of the non-conforming width shortfall.

3.1.4 Dead-end and Cul-de-sac Policy.

It is the general policy of the City of Santa Fe to discourage the use of dead-end and cul-de-sac streets. The following reasons are given for this position: the efficiency and effectiveness of police patrol on cul-de-sac and dead-end streets is restricted and therefore often gives the community a false sense of security. Such streets are subject to blockage during emergency access or evacuation, and by their nature restrict emergency access under ordinary

conditions. Utilities are also limited by the single source nature of dead-end lines.

3.2 UTILITY APPROVAL AND ACCEPTANCE PROCESS

3.2.1 Utility Easements Required.

When dead end streets, cul-de-sacs, character of adjoining property, adjoining development or potential development, indicates that easements are required for future utility lines, such easements must be provided at locations, and in widths, as determined by the City Engineer. A remotely future time for installation of such utilities is not justification to eliminate such easements.

3.2.2 Utility Oversight.

To assist in the preparation for future utilities, copies of all drawings must be submitted to the local Water Control and Improvement District. District requirements for the development should be viewed as requirements of the City and an approval of design work by the District will be required by the City Engineer. Development within the District jurisdiction will require full compliance with District standards and specifications. The Professional Engineer must obtain copies of the District acceptance of improvements and submit same to the City Engineer at each stage of the approval and acceptance process.

3.2.3 Utility Drawings Submitted to City.

A copy of all utility drawings and specifications associated with development must be submitted to the City Engineer for reference.

3.2.4 As-built Drawing Distribution.

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Copies of all "As-built" drawings and specs must be distributed to both the District and the City.



**Chapter 4
DRAINAGE DESIGN
REQUIREMENTS**

4.1 GENERAL:

4.1.1 Reference.

All storm sewers and appurtenant construction shall conform to the ~~City of Houston Department of Public Works and Engineering Standard Construction Details for Wastewater Collection, Water Lines, Storm Drainage and Street Paving (See section 4.6.2)~~ Galveston County drainage District #1 Drainage Criteria Manual, January 2020 edition and all subsequent revisions. Where specifications may differ, the more stringent shall apply.

4.1.2 Bedding and Backfill.

Any storm sewers and sanitary sewers which are located underneath or within one (1) foot of the paving section shall be bedded and backfilled with cement stabilized sand which meets or exceeds minimum 100 psi and contains not less than 1-1/2 sack cement per ton of sand. Backfill with cement sand to within one (1) foot of subgrade. Water lines to be bedded and backfilled in accordance with City of Houston Technical Specifications.

4.1.3 Trenching.

Trench excavation shall comply with all provisions contained in Article 1015Q (Texas Civil Statutes, Annotated).

$$i = \frac{b}{(d + TC)^e}$$

4.2 REQUIREMENTS UNIQUE TO MAJOR THOROUGHFARES

4.2.1 The high point of top of curb should be at or not more than 3" below finished grade and the gutter to slope to inlet on minimum 0.25% grade.

4.2.2 Paving elevations, grades and storm sewer design shall be such that not more than one traffic lane of water shall pond in the low gutter of curbed sections during a 25 year event rainfall.

4.2.3 Storm sewers shall be designed from the following criteria:

A minimum 150' wide strip each side of and adjacent to the proposed road right-of-way shall be considered an impervious surface contributing runoff to the storm sewer and an in depth study of runoff and characteristics shall be made of all land areas contributing runoff to the roadway. The contributing runoff from all areas outside the two 150' wide strips shall be computed according to section C below.

4.3 GENERAL DESIGN REQUIREMENTS

4.3.1 Design Rainfall Intensities

4.3.1.1 The 2-year storm, as derived from the National Weather Service Technical Paper 40 and Hydrometeorological Report 35 publications, shall be used for storm sewer and roadside ditch design in Santa Fe. The 2-year rainfall intensity may be computed using the following equation:

Where I =rainfall intensity (inches per hour)
TC = Time of Concentration (minutes)

$$b = 75.01; d = 16.2; e = 0.8315$$

For example, the rainfall intensity for an area that has a TC of 25 minutes would be 3.42 inches per hour.

4.3.1.2 Determination of Time of Concentration

Time of concentration can be calculated from the following formula:

$$TC = 10a^{0.1761+15}$$

Where: TC = Time of Concentration (minutes)

a = the sub-area in acres

For example, the Time of Concentration for a 2-acre sub-area would be 26.3 minutes.

4.3.1.3 Rational Method

The Rational method calculates the peak runoff for a storm drain system using the following equation for runoff:

$$Q = \text{Sum}(CA)i$$

C = Runoff Coefficient

Where:

A = Area (acres)

i = Rainfall Intensity (inches per hour)

The rational method will be used for design on all storm sewered areas up to 600 acres in size. The Rational Method will be considered applicable for all storm sewered areas up to 1,200 acres and for areas served by roadside ditches to 500 acres in size.

4.3.1.4 Calculation of Runoff Coefficient

The runoff coefficient "C" values in the Rational Method formula will vary based on the land use. Land use types and "C" values which can be used are as follow:

See Table 1 for values of "C" for various land use types.

Table 1

Land Use Type	Runoff Coefficient
Residential Districts	
Lots more than ½ acre	0.35
Lots ¼ to ½ acre	0.45
Lots less than ½ acre	0.55
Multi-Family Areas	
Less than 20 DU/AC	0.65
20 DU/AC or greater	0.80
Business Districts	
	0.80
Industrial Districts	
Light Areas	0.65
Heavy Areas	0.75
Railroad yard areas	0.30
Parks/Open Areas	0.18

Alternatively, the runoff coefficient "C" in the Rational Method formula can be calculated from the equation:

$$C=0.6I_a+0.2$$

C= watershed coefficient

Where:

I_a=percent impervious area.

For example, if the percent impervious is 0.9, then the runoff coefficient would be 0.74.

If this alternate equation is used rather than the values tabulated above, the details of the computation of C are to be provided as part of the drainage calculations.

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4.3.2 Offsite Flows:

Runoff originating outside the development's limit, but entering the development's system, shall be designed at 1 cfs/acre or at a rate determined by complete study of the area using the Harris County Flood Control District Site Runoff Curves for a 25-year storm event (Figure 1). In the event a swale ditch is needed to intercept runoff and direct it to the proper storm sewer system or drainage outfall ditch utilize the following guidelines:

4.3.2.1 Provide Contour Map showing area to be drained along with calculations to support ditch size and grades.

4.3.2.2 Locate in an easement sufficient in width to allow for proper maintenance operations. See drainage standard drawings.

4.3.3 Mapping Requirements:

Provide a Contour Map and Drainage Area Map for all areas which are to be drained by the proposed drainage system.

4.3.4 Drainage Calculations and Roughness Coefficients:

Submit drainage calculations to support line sizes and slopes. The "n" coefficient in Manning's Formula shall be 0.013 for concrete pipe and 0.024 for corrugated metal pipe.

4.3.5 Hydraulic Grade Line:

A graphical plot and calculations of the hydraulic gradient shall be furnished by the design engineer. The hydraulic gradient shall be calculated assuming the top of the outfall pipe as the starting water surface. At drops in pipe invert, should the upstream pipe be higher than the hydraulic grade line, then the hydraulic grade line shall be recalculated assuming the starting water surface to be at the top of pipe at that point.

For the design storm, the hydraulic gradient shall at all times be below the gutter line for all newly developed areas. For approved streets with ditch sections, the hydraulic gradient shall be 0.5' below the edge of pavement or natural ground elevation, whichever is lower.

4.3.6 Storm Sewer Pipe Sizes:

The minimum size for storm sewers and inlet leads shall be twenty-four inches (24") inside diameter pipe or equivalent cross section area. Box culverts shall be at least 2' by 2'.

4.3.7 Storm Sewer Flow Velocities:

Storm sewers shall be designed to have a minimum velocity of three feet per second (3'/sec) when flowing full. Storm sewers should be constructed to flow in subcritical hydraulic conditions if possible. Maximum velocities should not exceed 8 feet per second without use of energy dissipation downstream. Maximum velocities should not exceed 12 feet per second.

4.3.8 Storm Sewer Junctions:

Larger pipes upstream should not flow into smaller pipes downstream unless construction constraints prohibit the use of a larger pipe downstream, or the improvement are outfalling into an existing system, or the upstream system is intended for use in detention. Match crowns of pipe at any size change unless severe depth constraints prohibit.

4.3.9 Soil Borings and Bedding:

For all storm sewers having a cross sectional area equivalent to a forty-two inch (42") inside diameter pipe or larger, soil borings with logs shall be made along the alignment of the storm sewer at intervals not to exceed five-hundred feet (500') and to a depth not less than three feet (3') below the flowline of the sewer. The

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required bedding of the storm sewer as determined from these soil borings shall be shown in the profile of each respective storm sewer. When the trench is opened, if in the judgement of the Design Engineer, conditions differ from the design bases, he may authorize changes in the bedding indicated on the drawings. Such changes shall be shown on the record drawings.

4.3.10 Roadside Ditches:

4.3.10.1 Design Flows: The rainfall runoff criteria shall be determined based on the projected land use, and the rational method as described above. The design storm event for the roadside ditches shall be a 2-year rainfall. Design capacity for a roadside ditch shall be to 0.5 feet below the edge of pavement or the natural ground at the right-of-way line, whichever is lower. The design must include an extreme event analysis to indicate that structures will not be flooded.

4.3.10.2 Slide Slopes: The minimum preferred unlined or unimproved roadside ditch section should have a side slope no steeper than three (3) horizontal to one (1) vertical configuration. Steeper slopes will be allowed when the existing right of way is limited or other construction features dictate the design. The steepest slope shall not exceed two (2) horizontal to one (1) vertical.

4.3.10.3 Bottom widths: The minimum bottom width for roadside ditches should be two feet (2') unless design hydraulics will support a narrower or vee ditch configuration.

4.3.10.4 Roughness Coefficients: The "n" coefficient in Manning's Formula for ditch calculations shall be based on the surface treatment of the completed channel

section with 0.040 as the minimum coefficient for unlined dirt ditches and 0.025 for ditches with paved inverts.

4.3.10.5 Flowline Slope: The minimum grade or slope of roadside ditches shall be 0.10 percent (0.1 foot per 100 feet). For grass lined sections, the maximum design velocity shall be 3.0 feet per second during the design event.

4.3.10.6 Allowable Depth: The minimum depth of roadside ditches shall be eighteen inches (18") from the top of the pavement, and the maximum depth shall be not more than four feet (4'). Extreme conditions may warrant a deeper ditch, specific approval of which must be obtained from the City Engineer.

4.3.10.7 Culvert Capacity: Culverts will be placed at all driveway and roadway crossings, and other locations where appropriate. A graphic plot and calculations of the hydraulic gradient employing culvert design parameters shall be shown for each drainage ditch section and shall be 0.50' below the edge of pavement or natural ground elevation, whichever is lower. Head losses in culverts shall conform to TxDOT Hydraulic Manual, Chapter 4-Culverts, or equivalent. Culverts will be designed assuming inlet control.

4.3.10.8 Culvert Size: The minimum size culvert shall have a cross section area equal to or greater than an eighteen-inch (18") inside diameter pipe. Roadside culverts are to be sized based on drainage area. Calculations are to be provided for each block based on drainage calculations. Pipe culverts shall conform to ASTM Specifications C-76, Class III, for reinforced concrete pipe. All proposed and reasonably expected future culverts shall be included in the hydraulic profile. The

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size of culvert used shall not create an additional head loss of more than 0.20' greater than the normal water surface profile prior to placement of the culvert. All driveways to have culverts; no paved dips for driveways.

4.3.10.9 Erosion Protection: Erosion control methods acceptable to the City Engineer shall be utilized in ditch designs where the velocities of flow are calculated to be greater than five feet (5') per second or where soil conditions indicate their need. All ditches and channels require seeding, fertilizing, hydromulching with a short and long term grass in accordance with section 4.11 of this chapter. Ditch invert protection will be used at the upstream and downstream ends of all culverts.

4.3.10.10 Outfalls: Outfalls from storm sewers and ditches shall enter at the grade of the outfall ditch or in a manner acceptable to the applicable Galveston County Drainage District and City Engineer. If necessary, drop type outfall structures shall be used to prevent erosion.

4.3.10.11 Shoulder Width: The shoulder widths for roadways shall be a minimum of 6 feet (6') from the edge of pavement to the adjacent edge of ditch bank.

4.3.10.12 Right-of-way: The minimum distance between the right-of-way line and adjacent edge of the bank of ditch shall be two feet (2').

4.3.10.13 Storm Sewer Inlets: Storm water discharging from a ditch into a storm sewer system must be received by use of an approved structure (i.e., stubs with ring grate or type "E" Manholes. The capacity of type "E" inlet is 20 cfs.).

4.3.10.14 Lot Drainage: All side lot or back lot drainage facilities shall be underground storm sewers constructed in accordance with the specifications herein. Individual lot drainage shall be exempted from this requirement.

4.3.11 Major Channels

Major drainage ways through a subdivision shall be designed and constructed to accommodate the 100-year peak rate of runoff, in the manner prescribed by the applicable Galveston County Drainage District and the City Engineer. For channels with drainage areas of 300 acres or less, the site runoff curves (Figure 2) may be used. For larger drainage areas, a more detailed hydrologic analysis should be performed. A minimum of 20' to 30' maintenance berm is required on each side and must be seeded, mulched, and fertilized. If topsoil is needed to obtain a successful stand of grass, it shall be provided. Water surface elevation shall be calculated using Manning's Equation and the continuity equation. For the design storm event, the water surface should be calculated to remain within banks.

4.3.12 Major Channel Structures:

If the developer proposes to construct major structures, such as box culverts or bridges across drainage channels, such structures shall conform to drawings and specifications of TxDOT as well as the City Engineer. See Section V.A-1, Structures. Head losses in culverts shall conform to TxDOT Hydraulic Manual, Chapter 4-Culverts, or equivalent. Generally, corrugated metal pipe will not be approved for permanent installation of culverts in Santa Fe right-of-way except at railroad crossings.

Engineering Design Specifications**Chapters 1 - 12****4.4 FLOOD PLAIN DEVELOPMENT GUIDELINES AND PROCEDURES****4.4.1 Requirements within 100 year Floodplain.**

The following requirements shall apply to all developments planned within the 100-year flood plain:

4.4.1.1 Any construction and/or fill that would obstruct flow and cause any increase in flood levels must be fully offset with conveyance improvements.

4.4.1.2 Flood plain storage volumes shall not be reduced by way of fill. Where flood plain fill is proposed and is demonstrated not to adversely affect conveyance, compensatory storage equal in volume and effect shall be excavated.

4.4.2 Procedures for Development within 100 year Floodplain.

Specific procedures to be followed for analysis of development proposed within the flood plain are outlined below:

4.4.2.1 The existing designated 100-year flood plain and floodway should be plotted on a map of the proposed development. The designated flood levels and floodway may be obtained from the Santa Fe Floodplain Administrator or the appropriate Galveston County Drainage District.

4.4.2.2 A hydraulic profile should be developed utilizing the HEC-2 computer program or other acceptable hydraulic modeling technique which provides a reasonable comparison with the designated flood levels and floodway.

4.4.2.3 The effect of the proposed development and the encroachment into

the flood plain area should be incorporated into the hydraulic model and the resulting flood plain determined. Careful consideration should be given to providing an accurate modeling of effective flow areas taking into account the expansion and contraction of the flow.

4.4.2.4 The required channel improvements or other means of off-setting increases in flood plain elevations should then be incorporated into the hydraulic model. The resulting flood levels should be determined to verify that the improvements sufficiently offset the encroachment.

4.4.2.5 Once it has been determined that the proposed improvements adequately offset the encroachment, a revised floodway for the stream must be computed and delineated.

4.4.2.6 All hydraulic model data should be submitted with appropriate supporting information and computations to the City Engineer and/or the appropriate Galveston County Drainage District for review.

4.5 DOWNSTREAM IMPACT ANALYSIS

The following paragraphs describe general procedures to be used to determine the effect a proposed development has on downstream flood conditions.

4.5.1 General Criteria

The task of determining what downstream areas may be impacted by a proposed development is not an easy one. Varying rainfall patterns over a watershed and changing land-use conditions in other areas of the watershed may affect the extent and area of impact due to a proposed development. Also,

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developments of a similar nature located in different parts of a watershed may have different downstream impacts. Because of these various factors and uncertainties, the criteria outlined below are general in nature. Specific projects should be closely coordinated with the City Engineer and/or the appropriate Galveston County Drainage District from their inception in order to avoid costly revisions and delays in project completion. The following are generally recommended criteria and procedures to be followed:

4.5.1.1 The location of the proposed project should be submitted by the project engineer to the City Engineer and/or the appropriate Galveston County Drainage District for comment.

4.5.1.2 The City Engineer and/or the appropriate Galveston County Drainage District will indicate the downstream areas which are considered to be of concern with respect to the potential impact of the proposed project.

4.5.1.3 The project engineer will then determine the impact on the areas of concern and present data to satisfy the City Engineer and/or the appropriate Galveston County Drainage District that no adverse impact will result

4.5.2 Courses of Action.

To satisfy the City Engineer and/or the appropriate Galveston County Drainage District that no adverse impact will result, three potential courses of action may be followed:

4.5.2.1 Provide channel improvements through the area of concern which fully offset the increased flow rates caused by the proposed development, or;

4.5.2.2 A detention basin or other acceptable detention system may be designed to eliminate any increase in peak flow rates to the receiving stream, or;

4.5.2.3 A flood routing study may be performed which shows that the proposed project will not increase peak flow rates through the critical area under reasonable assumptions regarding rainfall distribution and land use within the watershed.

4.5.2.4 Combination of solutions.

These three alternative courses of action are not intended to be mutually exclusive. A combination of solutions involving these approaches may be obtained. For example, a combination of some downstream channel improvements and detention storage may be used. A detailed routing study may show that the proposed development may increase downstream flow rates to a minor extent which may be compensated for by minor channel improvements or a small detention system. However, in lieu of a detailed routing study; the design of offsetting channel improvements or detention will be based on the assumption that the peak runoff rate from the proposed development occurs at the same time as the peak runoff rate for the receiving stream through the critical reach. The design of improvements under items (1) and (2) above shall follow the procedures in common engineering practice at that time.

4.5.3 Guidelines.

Regarding routine studies to evaluate the impact on downstream critical reaches, the following general guidelines shall be followed:

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4.5.3.1 Rainfall distribution over the watershed shall be in accordance with the HEC-1 default triangular distribution. However, the City Engineer and/or the appropriate Galveston County Drainage District may require additional analyses under different rainfall assumptions if it feels such analyses are warranted.

4.5.3.2 Channel improvements planned to be completed within a two-year period may be considered in the routine procedures.

4.5.3.3 Future land-use conditions within the watershed to be used in the routing study shall be defined by the City Engineer and/or appropriate Galveston County Drainage District.

4.5.3.4 Unless an alternative method is specifically approved by the City Engineer and/or the appropriate Galveston County Drainage District, the Corps of Engineers' HEC-1 program shall be used for performing the routing analysis. Optional routing methodologies should be reviewed with the City Engineer and/or the appropriate Galveston County Drainage District. Sub-area runoff computations and associated routing shall be performed on sub-areas which are of a size that allow reasonable determination of the timing of flows from the development in comparison with the overall timing of flood flows from the watershed. The sub-area breakdown, hydrograph coefficients, routing methodology, etc. should be submitted to the City Engineer and/or the appropriate Galveston County Drainage District for approval prior to performing detailed calculations.

4.6 MATERIALS:

4.6.1 Storm Sewers.

All storm sewers shall be constructed with reinforced concrete pipe, either precast pipe, box conduits or cast in place pipe. The use of corrugated galvanized metal pipe, or other approved equal, may be used only at the storm sewer outfall into unlined channels. The length of the outfall shall be determined on an individual basis as dictated by the construction requirements.

4.6.2 Reference to City of Houston Specification.

All storm sewer construction shall conform to the City of Houston, Department of Public Works and Engineering "Storm Sewer Standard Details Date 1996", City of Houston Drawings 02081-01 through 02081-10, 02084-02 through 02084-09, 02317-03 through 02317-07, 02317-09, 02362-01 through 02362-10, 02633-01, 02633-02, 02641-01, 02642-01 and all subsequent revisions.

4.7 STORM SEWER ALIGNMENTS

4.7.1 Horizontal Alignment.

All cast in place concrete storm sewers shall follow the alignment of the right-of-way or easement.

4.7.2 Vertical Alignment.

All precast concrete pipe storm sewers should be designed in a straight line and tops of pipes should be matched at all pipe sized changes.

4.7.3 Leads.

All storm sewer inlet leads shall be designed in a straight line.

4.7.4 Back Lot Easements Discouraged.

Storm sewers shall be located in public street rights-of-way or in approved

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easements. Back lot easements are discouraged.

4.7.5 Centering and Bedding.

In all easements restricted to storm sewers, the pipe shall be centered within the limits of the easement. Minimum width of easement shall be 20 feet (20'). In the event of extreme depth and/or large sewers, additional width will be required to allow for proper maintenance operations. Bedding shall be provided in accordance with City of Houston requirements stated previously.

4.7.6 Minimum Widths.

For storm sewers located in easements adjacent to public street rights-of-way, the minimum width of the easement shall be ten feet (10'). The minimum width shall be increased for larger pipe or conduit with the requirement that a minimum distance of five feet (5') shall be maintained from the easement line to the outside edge of the sewer, and a minimum distance of two feet (2') shall be maintained from the right-of-way line to the outside edge of the sewer pipe or conduit.

4.8 MANHOLES SHALL BE LOCATED AT:**4.8.1 Size Changes.**

All pipe size or cross section changes. Tops of pipe should be matched.

4.8.2 Intersections.

All pipe sewer intersections or P.I.'s.

4.8.3 Grade Changes.

All pipe sewer grade changes (precast pipe only).

4.8.4 Intersections. All street intersections.

4.8.5 Maximum Interval.

A maximum of seven-hundred feet (700') measured along the center line of the pipe sewer. Manholes are not required where inlet leads intersect a monolithic concrete storm sewer; however, manholes may be required as necessary to provide access for adequate maintenance of lead lines.

4.8.6 Inlet Lead and Conduit Intersections.

All inlet lead and conduit intersections with the pipe sewer where precast concrete pipe sewers are designed. Manholes are not required where inlet leads intersect a monolithic concrete storm sewer; however, manholes may be required as necessary to provide access for adequate maintenance of lead lines.

4.9 INLETS:**4.9.1 Low Points Locations.**

Shall be located at all low points on gutter gradient.

4.9.2 Inlet Spacing.

Inlets must be spaced to serve the runoff calculated using the Rational Method as applied according to Section 4.3 of this document. Curb inlets shall be spaced so that the maximum travel distance of water in the gutter will not exceed seven-hundred feet (700') one way for residential streets and three-hundred feet (300') one way on major thoroughfares and streets within commercial developments. It is preferable that curb inlets be located on intersecting side streets instead of major thoroughfares on all original designs or developments. Do not place inlets in circular portion of cul-de-sac streets unless special conditions warrant otherwise. Place inlets at the end

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of proposed pavement, if drainage will enter or leave pavement. Do not locate inlets adjacent to esplanade openings. Special conditions warranting other locations of curb inlets shall be determined on a case by case basis by the City Engineer.

4.9.3 Construction Type.

Standard Inlet Type and Construction: Type "BB" Inlet or equal is to be used as a curb inlet on curbed streets. The capacity of a Type "BB" Inlet is 5 cfs and valley gutters are not permitted on public streets (public alleys exempted) on all original designs or developments. All inlets are to be constructed of brick masonry, cast concrete in place, or may be precast as approved by the City Engineer. Minimum lead size is 24".

4.9.4 Other Inlet Types

Certain instances may bring about the need for utilization of inlet types other than the standard "BB" and will be used only after receiving approval of the City Engineer. Do not use "Beehive" grate inlets or other "specialty" inlets. Do not use grate top inlets in unlined roadside ditch.

4.10 CONSIDERATION OF OVERLAND FLOW

4.10.1 Design Frequency.

The design frequencies for consideration of overland sheet flow will consider extreme storm events which exceed the capacity of the underground storm sewer system resulting in ponding and overland sheet flow through the development to the primary outlet.

4.10.2 Relationship of Structures to Street. All structures will be higher than the highest level of ponding anticipated resulting from the extreme event analysis.

4.10.3 Calculation of Flow

4.10.3.1 Streets will be designed so that consecutive high points in the street will provide for a gravity flow of drainage to the ultimate outlet.

4.10.3.2 The maximum depth of ponding at high points will be six inches above top of curb.

4.10.3.3 The maximum depth of ponding at low points will be 18 inches above top of curb.

4.10.3.4 Sheet flow between lots can be provided only through a defined drainage easement.

4.10.3.5 A map shall be provided to delineate extreme event flow direction through a proposed development and how this flow is discharged to the primary drainage outlet.

4.10.3.6 In areas where ponding occurs and no sheet flow path exists, then a calculation showing that runoff from the 100-year event can be conveyed and remain in compliance with the other terms of this section must be provided.

4.11 SEEDING AND FERTILIZING FOR EROSION CONTROL

4.11.1 Description.

This item shall consist of preparing ground, providing and hydromulching seeds and fertilizer, rolling and other management practices along and across such areas that are required to be reseeded as designated as on the plans and in accordance with these specifications. A complete uniform and mowable stand of grass must result or

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the area will be immediately re-seeded until such is the result.

4.11.2 Materials.

4.11.2.1 Seed: All seed must meet the requirements of the Texas Seed Law including the labeling requirements for showing pure live seed (PLS=purity + germination) name and type of seed. Seed furnished shall be of previous season's crop and the date of analysis shown on each bag shall be within nine months of the time of use on the project. Each variety of seed shall be furnished and delivered in separate bags or containers. A sample of each variety of seed shall be furnished for analysis and testing when directed by the Engineer. Seeding shall be a combination of Bermuda grass (hulled) at 15 lbs/acre and Rye grass 25 lbs/acre for a total of 40 lbs/acre.

4.11.2.2 Fertilizer: Fertilizer shall be delivered in bags or containers clearly labeled showing the analysis. The fertilizer is subject to testing in accordance with the Texas Fertilizer Law. Fertilizer that is powdered or caked will be rejected. A pelleted or granulated fertilizer which has an analysis of 12-12-12, (percent of nitrogen, phosphoric acid, and potash nutrients) shall be uniformly applied at a rate of 830 lbs/acre. In the event it is necessary to substitute a fertilizer of different analysis, the total amount of nutrients furnished and applied per acre shall equal that specified for each nutrient. Any such substitutions shall be approved in advance by the Engineer.

4.11.2.3 Mulch: Mulch for use with hydraulic application of grass seed and fertilizer shall consist of specially prepared wood cellulose fiber or shredded paper fiber. It shall be processed in such a

manner that it will not contain germination or growth inhibiting factors. It shall be dyed green to allow visual metering of its application. The fibers shall have the property of becoming evenly dispersed and suspended when agitated in water. When sprayed uniformly on the surface of the soil, the fibers shall form a blotter-like ground cover, which readily absorbs water, and allows infiltration to the underlying soil. Weight specifications from suppliers, and for all applications, shall refer only to air dry weight of the fiber, a standard equivalent to 10 percent moisture. The mulch material shall be supplied in packages having a gross weight not in excess of 100 pounds, and shall be marked by the manufacturer to show the air dry weight content. Suppliers shall be prepared to certify that laboratory and field testing of their product has been accomplished, and that it meets all of the foregoing requirements.

4.11.2.4 Topsoil:

4.11.2.4.A As needed 3" in depth spread and rolled on exposed slopes and other exposed areas. The topsoil shall be fertile loam, easily cultivated and free from objectionable material, and shall have a relatively high erosion resistance and be readily able to support the growth of the planting, seeding or sodding specified. The City Engineer shall be notified at least 2 weeks in advance of obtaining topsoil from any material source to permit inspection and to prepare for a necessary checking and measurement.

4.11.2.4.B Trash, wood, brush, stumps and other objectionable materials encountered shall be removed and disposed of as directed by the Engineer prior to beginning of work required by this item.

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4.11.2.4.C Material may be stockpiled in the designated areas only. The source and stockpile areas shall be kept drained, insofar as practicable, during the period of use. Trash, wood, brush, stumps and other objectionable materials must not be allowed to contaminate the stockpiled topsoil so the site must be cleared and cleaned by the Contractor prior to stockpiling the topsoil and kept clean while the job is in progress.

4.11.2.4 D The selected topsoil material shall be used to improve designated areas for planting and seeding purposes.

4.11.2.4E The spreading of the topsoil shall be undertaken as soon as the grading operations have been completed. Topsoil shall be spread, so as to form a uniform cover 3 inches thick prior to rolling. After topsoil has been placed, shaped, and rolled it shall be seeded within 48 hours. The stockpile areas shall be cleaned, re-graded to preconstruction condition, and seeded at that time.

4.11.3 Seeding.

All exposed topsoil shall be seeded.

4.11.3.1 All areas to be seeded shall be cultivated to a depth of 4 inches. The seed bed shall be firmed with a roller not exceeding 90 pounds for each foot of roller width and then cultivated sufficiently to reduce the soil to a state of good tilth when the soil particles on the surface are small enough and lie closely enough together to prevent the seed from being covered too deep for optimum germination. The proper cross-section shall be maintained throughout the process of cultivation and any necessary reshaping shall be done prior to any planting of seed.

4.11.3.2 Seeding and fertilizing shall be accomplished by hydromulching only.

4.11.3.3 The application of the mulch slurry shall be made with hydraulic equipment, which has a built-in agitation system with an operating capacity sufficient to agitate, suspend and homogeneously mix slurry. The slurry distribution lines shall be large enough to prevent stoppage and shall be equipped with hydraulic spray nozzles which provide even distribution of the slurry on the slopes to be seeded. The fiber mulch shall be applied at the rate of 2,000 pounds per acre in combination with water, fertilizer, and seed, and shall be sprayed over the soil in a uniform coat. The mulch shall be kept moist by daily application of water if necessary, until the seeds in the mulch have germinated and rooted in the soil and are visible growing above the soil surface.

4.11.4 Sprinkle Irrigation.

All seeded areas must be irrigated.

4.11.4.1 Description. This item shall consist of providing and properly applying water on all seeded areas, and any other area as directed by the Engineer and as herein specified.

4.11.4.2 Materials. Water shall be clean and free of industrial wastes and other substances harmful to the growth of grass.

4.11.4.3 Construction Methods. This works shall be done within 24 hours after rolling the seed bed or as directed by the Engineer. The developer will furnish and operate sprinklers, nozzles, or other approved equipment which will insure the distribution of water in a uniform and controllable rate of application. The developer shall apply the water as necessary to cause the seed to germinate

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and sprout and without causing erosion or displacement of the topsoil.

4.11.5 Acceptance.

Seeding shall not be accepted until the planted seed has germinated, rooted in the soil, and is visibly growing above the surface of the topsoil. The developer shall be responsible for the establishment and proper care of a stand of grass over the entire seeded area. It is the intent of these specifications to have a good, thick, mowable stand over the entire project and before final acceptance of same.

4.12 STRUCTURAL DESIGN CRITERIA

4.12.1 GENERAL.

The structural design of flood control facilities encompasses all aspects of the design of modifications to existing channels and streams or new channels, from the selection of side slopes for earthen channels to major structures, such as bridges, culverts, drop structures, and retaining walls. Hydraulic structures should convey stormwater safely, control erosion, be cost effective, require minimal maintenance, and add safety and esthetics to the drainage system. The intent of this section is to present recommended standard structural details and to outline the criteria and calculations required for approval of non-standard structures. Discussed in the sections to follow is the structural design of drainage channels (both lined and unlined), culverts, bridges, drop structures, closed conduits, backslope drains, sheet flow interceptors, and storm sewer outlets.

4.12.2 DESIGN CONSIDERATION.

The structural design of any non-standard drainage structure will require an independent structural analysis in accordance with the recommendations of a

geotechnical study. The construction drawings should include a scaled drawing of sufficient size of the particular structure with appropriate typical sections, dimensions, and construction specifications and notes.

4.12.2.1 In the design of such structures, the following effects should be considered as minimum:

4.12.2.1.A Lateral earth pressures.

4.12.2.1.B Buoyant forces.

4.12.2.1.C Bank stability, including channel bottom rotational stability, when designing vertical drop structures.

4.12.2.1.D Scour and erosion forces.

4.12.2.1.E Dead loads, live loads, and impact loads.

4.12.2.1.F Wheel loadings in accordance with HS20-44.

4.12.2.1.G Bearing capacity of soils.

4.12.2.1.H Backfill effects, especially when expansive soils are involved.

4.12.2.1.I Negative pressure at drop structure overflow nappe.

4.12.2.1.J Fault lines.

4.12.2.1.K Construction loadings

4.12.2.2 The latest applicable standards should always be used in the design of hydraulic structures.

4.12.2.3 Structures should generally be able to be built by local contractors using common construction techniques in the

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Santa Fe area. Construction techniques not common to the area or patented building materials and processes should be avoided. Structures should also be designed so contract bidding will be competitive.

4.12.3 SOILS CONSIDERATIONS.

General Geotechnical Requirements

4.12.3.1 A subsurface soils investigation should be an integral part of improvement projects in Galveston County, Texas. A detailed subsurface investigation should be made by taking soil samples and analyzing the samples for various conditions that will affect the structural integrity of proposed structures. The field effort should define soil stratifications and groundwater conditions. Soil borings will be required at a minimum of every 1,000 feet along a channel in which improvements are proposed as well as at all proposed major structures.

4.12.3.2 Each boring should be a minimum of 1.5 times the proposed channel depth or conduit invert.

4.12.3.3 Soils in the area of Santa Fe tend to be clayey with areas of sandy clay. The clay soils tend to be very expansive and can generate large soil pressures on structures.

4.12.3.4 Channel Side Slope Stability. Laboratory test should be conducted to measure the undrained and drained shear strengths of appropriate soil strata and evaluate the grain size, permeability and competence of cohesionless zones. Index testing can be utilized along with specific test results to select proper soil parameters. All tests should be performed in accordance with American Society for

Testing and Materials (ASTM) procedures where appropriate.

4.12.3.5 Slope stability should be analyzed for the design cases as follows:

4.12.3.5A End of Construction Case, which models the initial undrained condition of the soil.

4.12.3.5.B Long Term Design Case, which represents steady state piezometric and stress conditions. When a ditch slope is excavated, altered stress conditions create pore pressure changes within the slope and the undrained strength of the bank soils is mobilized. With time, the soil pore pressures adjust to the imposed stress and piezometric conditions, and the bank soils rely on their available strength for long term stability.

4.12.3.5.C. Rapid Dragdown Case, which models the condition where high flood waters saturate and piezometrically "load" a ditch slope, and then quickly recede leaving a large unbalance of piezometric head in the bank slope.

4.12.4 CHANNEL DESIGNS

4.12.4.1 General. Flood control channels vary widely in make-up from totally earthen channels where adequate right-of-way exists to totally concrete lined where right-of way is very limited. In some instances, the channel section is a combination of these two extremes. This section defines the parameters for the design of these various channel sections.

4.12.4.2 Earthen Channels. The most common flood control channel in Santa Fe is a totally earthen channel. This is generally the most economical design except in the already developed areas

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where land costs are extremely high. The initial construction cost for a concrete lined channel is generally three to four times that of an earthen channel.

4.12.4.3 In the design of an earthen channel, consideration of long term maintenance has a very strong influence on design parameters. The following are minimum requirements to be used in the design of all earthen channels: Refer to Exhibit D-5-1.

4.12.4.3A Maximum earthen side slopes should be 3 (horizontal) to 1 (vertical). Slopes flatter than 3 to 1 may be necessary in some areas due to local soil conditions.

4.12.4.3B Minimum bottom width is six (6) feet.

4.12.4.3.C A minimum maintenance berm is required on either side of the channel of between 20 to 30 feet depending on channel size. For top widths less than 60 feet, 20-foot berms are acceptable and for top widths more than 60 feet, 30-foot berms are required.

4.12.4.3.D Backslope drains or interceptor structures are necessary at a minimum of 1,000 feet intervals to prevent sheet flow over the ditch slopes. A standard detail is presented in Exhibit D-5-2.

4.12.4.3.E Channel slopes must be re-vegetated immediately after construction to minimize bank erosion.

4.12.4.3.F Flow from roadside ditches must be conveyed to the channel through a roadside ditch interceptor structure and pipe (Exhibit D-5-3).

4.12.4.4 Concrete-Lined Trapezoidal Channels. In instances where flow velocities are excessive, channel confluences create a significant erosion potential, or right-of-way is limited, fully or partially concrete lined channels may be necessary. The degree of structural analysis required varies significantly depending on the intended purpose and the steepness of the slope on which paving is being placed.

4.12.4.5 Presented below are minimum requirements for partially and fully concrete lined trapezoidal channels (Exhibit D-5-4):

4.12.4.5.A All slope paving should include a minimum 18-inch toe wall at the top and sides and a 24-inch toe wall across or along the channel bottom for clay soils. In sandy soils, a 36-inch toe wall is recommended across the channel bottom.

4.12.4.5.B Fully lined cross-sections should have a minimum bottom width of eight (8) feet.

4.12.4.5.C Concrete slope protection placed on 3:1 slopes should have a minimum thickness of 4 inches and 6 x 6 x W 2.9 x W2.9 welded wire fabric or equivalent reinforcing.

4.12.4.5.D Concrete slope protection placed on 2:1 slopes should have a minimum thickness of 4-inches and 6 x 6 x W4.5 x W10 welded wire fabric or equivalent reinforcing.

4.12.4.5.E Concrete slope protection placed on 1.5:1 slopes should have a minimum thickness of 5-inches and 4 x 4 x W4 x W10 reinforcement or equivalent. Poured in place concrete side slopes should not be steeper than 1.5:1.

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4.12.4.5.F In instances where the channel is fully lined, no backslope drainage structures are required. Partially lined channels will require backslope drainage structures as outlined.

4.12.4.5.G Weep holes should be used to relieve hydrostatic head behind lined channel sections. Refer to Exhibit D-5-5.

4.12.4.5.H Where construction is to take place under conditions of mud and/or standing water, a seal of slab of Class C concrete should be placed in channel bottom prior to placement of concrete slope paving. Refer to Exhibit D-5-4.

4.12.4.5.I For bottom widths of twenty (20) feet and greater, transverse grade beams shall be installed at twenty (20) feet spacing on center. Grade beams shall be one foot wide, one foot-six inches deep, and run the width of the channel bottom. Refer to Exhibit D-5-4.



Chapter 5 PAVING REQUIREMENTS

5.1 GENERAL:

5.1.1 Both concrete pavement, flexible base pavement and the subgrade for both shall be designed and constructed in accordance with applicable "TxDOT Standard Specifications for the Construction of Roads and Bridges" (1993). Where conflicts occur, the requirements set forth in these guidelines shall supersede. Flex base shall be TxDOT Item 247 TyA, Grl.

5.1.2 Treatment of the subgrade shall be determined by a certified geotechnical engineer, accredited by the American Association for Laboratory Accreditation (A2LA). Recommendations(s) of the certified geotechnical engineer shall be adhered to unless the specified treatment is not consistent with conditions found during construction, at which time the geotechnical engineer will be required to make adjustments, as needed.

5.1.3 The following design requirements are applicable to all pavement within the City of Santa Fe's jurisdiction that is to be constructed by the development community.

5.2 TYPICAL SECTIONS

5.2.1 Reference.

Roadway cross sections, curb and gutter streets, shall conform to "~~Geometric Design Guidelines for Subdivision Streets, Harris County and City of Houston~~" Galveston County Rules, Regulations and requiremnets relating to the approval and acceptance of improvements in

Subdivision or Resubdivision, March 3, 1997 and any subsequent revisions thereto.

5.2.2 Roadway cross sections .

Roadway cross sections for streets with ditches:

5.2.2.1 Major thoroughfares shall be two (2) divided traffic lanes of twenty-four (24') edge to edge for each lane with minimum six foot (6') shoulder on each side.

Minimum width of the paving section for low density single family developments shall be twenty four feet (24') with a six foot (6') shoulder on each side. Thickness, cement content and reinforcement requirements, see 5.3 (below). All other roadways shall be designed in such a manner that the combined width of the paving and the shoulders is equal to or greater than the width requirements for a curb and gutter street with identical land use being planned for adjacent property. Thickness and reinforcement for such streets shall be seven inches (7") thick and reinforced with #4 (1/2") bars 18" on center each way. In no case shall minimum width of roadway be less than 28 feet (28') edge to edge of paving in any development with the exception of Low Density Single Family Residential Subdivisions. The city shall determine which subdivisions are low density single family type.

5.3 MINIMUM THICKNESS AND REINFORCEMENT REQUIREMENTS FOR CONCRETE PAVEMENT WITH CURBS

5.3.1 Minor Street Pavement.

For pavement less than thirty feet (30') F/F of curb, including subdivisions of low density single family type with concrete

streets shall require a minimum of twenty-eight feet (28') from face to face of curb. The concrete pavement is to be a minimum of six inch (6") uniform thickness, 5.0 sacks of Portland Cement per cubic yard, reinforced with #4 (1/2") deformed steel reinforcing bars spaced a maximum of 18" center to center each way.

5.3.2 Thoroughfare Pavement.

Pavement thickness and reinforcement for major thoroughfare streets shall be designed in accordance with item 5, below, and shall have minimum width of twenty-four feet (24') F/F of curb for each one-half of the roadway section. The concrete pavement shall be a minimum of 8" uniform thickness, 5.0 sacks of Portland Cement, reinforced with #4 (1/2") deformed steel reinforcing bars spaced a maximum of 18" center to center each way.

5.3.3 Other Pavement.

For all other curb and gutter streets, the concrete pavement shall be a minimum of 7" uniform thickness, 5.0 sacks of Portland Cement, reinforced with #4 (1/2") deformed steel reinforcing bars spaced 18" center to center each way.

5.3.4 Reinforcing Steel.

All reinforcing steel shall conform to TxDOT Specifications Item 440, Reinforcing Steel.

5.3.5 Special Conditions.

In the event special circumstances and engineering analysis indicate the need of a stronger pavement than those listed above, pavement thickness and reinforcement shall be supported by design analysis. Design method and loading requirements shall conform to current TxDOT or AASHTO Methods.

5.4 FLEXIBLE BASE PAVEMENT WITH DITCHES (VARIANCE REQUIRED)

Pavement of public or private streets in the City of Santa Fe requires the use of reinforced concrete. Flexible base pavement may only be used with a subdivision variance approved by the City Council with a recommendation from the Planning and Zoning Commission.

5.4.1 **Minimum Thicknesses** are as follows:

5.4.1.1 6" subgrade as specified in the applicable TxDOT Item 260 or Item 275.

5.4.1.2 8" of compacted base; crushed limestone, or approved equal(s). TxDOT Item 247, TyA, GrI.

5.4.1.3 1-1/2" of Hot Mix Hot Laid Asphaltic Concrete Pavement. TxDOT Item 340, TyD.

5.4.2 GEOTECHNICAL CONSULTANT.

Flexible Base Pavement for all developments other than Low Density Single Family residential shall be supported by design analysis conducted by a certified geotechnical engineer. Recommendation of the geotechnical engineer shall be strictly followed. Design method and loading requirements shall conform to current TxDOT or AASHTO Methods.

5.4.3 PAVEMENT WIDTH:

5.4.3.1 Minimum shall be ~~twenty-two feet (22')~~ twenty-four feet (24') edge to edge of paving with a six foot (6') shoulder on each side. (Low Density Single Family Residential).

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5.4.3.2 Roadway widths shall be designed in accordance with criteria set forth in "Roadway Cross Sections for Streets with Ditches". See Section 5.2.

5.4.3.3 Ditch sections will follow requirements given under drainage.

5.5 GRADE DESIGN REQUIREMENTS**5.5.1 Curb and Gutter Sections:**

5.5.1.1 Minimum gradient on gutter shall be 0.25 percent.

5.5.1.2 Maximum drop of grade tangents from opposite directions to a common inlet shall be 1.5 feet.

5.5.1.3 The maximum allowable curb run to an inlet shall be seven hundred feet (700') one way for residential streets and three hundred feet (300') one way for major thoroughfares or streets within commercial developments.

5.5.1.4 Maximum cut from finished grade at property line to top of curb shall be 1.75 feet.

5.5.1.5 Minimum one percent (1%) fall around intersection turnout for a minimum radius of twenty-five feet (25'). Grade for larger radius shall be determined on an individual basis.

5.5.1.6 Vertical curves shall be installed when algebraic difference in grades exceeds one percent (1%). Elevations shall be shown at ten-foot (10') intervals through vertical curves.

5.5.1.7 Radius of cul-de-sac pavement:

5.5.1.7.A Residential shall be a minimum of forty-two feet (42') to face of curb.

5.5.1.7.B Commercial shall be a minimum of fifty feet (50') to face of curb.

5.5.1.8 When a curb and gutter intersects a drainage ditch, the grade of gutter shall be above the designed water surface of the ditch in accordance with requirements of the city and the applicable Galveston County Drainage District.

5.5.1.9 Minimum grade for cul-de-sac shall be 0.60 percent along gutter.

5.5.1.10 Major thoroughfares shall be super elevated in accordance with sound engineering practice whenever the center line radius of lanes or rights-of-way are less than 2,000 feet.

5.5.1.11 For boulevard sections, the amount of cross slope over the pavement section should be shown on the drawings. The usual cross slope is one-fourth inch (1/4") per foot from curb line to curb line, and one-eighth-inch (1/8") per foot for left turn lanes and esplanade crossovers. For streets with single paving sections, the amount of cross slope over the pavement section shall be 1/4" per foot from center to edge of pavement.

5.5.1.12 A minimum gradient of 0.40 percent around the longest radius is required on an L-type street intersection.

5.5.1.13 When meeting an existing curbed street, top-of-curb grades should be laid to meet an elevation six inches (6") above the existing gutter, except at inlets.

5.5.1.14 Grades should be laid to match the top of the curb of an existing inlet.

5.5.1.15 Vertical curves should be labeled every ten feet (10'). Maintain

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minimum of 0.03 feet on ten-foot (10') intervals by altering the calculated elevations.

5.5.1.16 When the curb grades are not laid below the natural ground, fill lines shall be shown on the drawings and shall be of a sufficient height to insure a minimum of three-eighths-inch (3/8") per foot transverse slope toward the curb from the property line between a point two feet (2') outside right-of-way and top of the curb. If this type fill is required and the pavement is adjacent to a non-participating property owner, fill easements from this property owner shall be obtained, filed, and a copy of the easements shall accompany the final drawings.

5.5.1.17 Grades should be labeled for all top of curbs except at railroad crossings. Center line grades are acceptable for approved streets with ditch sections only.

5.5.1.18 Gutter elevations are required for vertical curves where a railroad track is being crossed.

5.5.1.19 The gradient for tangents to vertical curves at railroad crossings shall be a maximum of 3.5 percent and 4.0 percent at bridges, box culverts and pedestrian tunnels.

5.5.1.20 Where railroad crossings are not at right angles to the pavement slab, vertical curves should be calculated for each curb line and should be posted at ten-foot (10') intervals in the profile.

5.5.1.21 Valley Gutters are not permitted.

5.5.2 Roadway Sections with Ditches:

5.5.2.1 Minimum grade on ditches - 0.10 percent

5.5.2.2 Ditch design to handle runoff as determined in Section 4.3.10 "Roadside Design Requirements".

5.5.2.3 Side slopes of ditch not steeper than 3:1 for unimproved ditches. Steeper slopes may be allowed when existing right-of-way is limited or other construction features dictate the design.

5.5.2.4 Culverts shall be designed to carry ditch discharge, but not less than eighteen-inch (18") pipe and all driveways shall have culverts or bridges; no paved dips for driveways.

5.6 INLETS:**5.6.1 Inlets Types.**

Type "BB" inlets or equal shall be used on all curb and gutter sections unless certain conditions exist which warrant the use of other standard inlets. See Section 4.

5.6.2 Inlet Location.

Inlets at all low points on gutter gradient.

5.6.3 Inlets at Intersections.

Inlets should be placed away from the major thoroughfare and on the side streets at street intersections.

5.6.4 No Inlets at Critical Locations.

Attempt to keep the proposed inlets away from the esplanade openings and out of major thoroughfare intersections. Also attempt to keep inlets out of future driveways.

5.6.5 Inlets at Ends of Pavement.

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Inlets shall be placed at the end of pavement in order to eliminate drainage from the pavement gutter into a ditch when the drainage is toward the end of the pavement or from the ditch to the pavement gutter.

5.6.6 Approved Sewer to Ditch Interface. When meeting a ditch, storm water must be received by use of an approved structure. See Section 4.3.

5.7 CURBS, SIDEWALKS AND DRIVEWAYS

5.7.1 Curbs:

5.7.1.1 Standard curb height is six inches (6"), constructed in accordance with Santa Fe Subdivision Standards.

5.7.1.2 Curbs are to be decreased from six inches (6") to zero inches (0") in ten feet (10') when approaching railroad tracks or existing roadway without curbs.

5.7.2 Sidewalks and Driveways

5.7.2.1 All sidewalks and driveways shall conform to handicap requirements of the state and with the ADA. Minimum sidewalk width is five feet (5').

5.7.2.2 Sidewalk Construction in Esplanade: When concrete sidewalks are constructed in esplanades, they shall be six inches (6") thick.

5.8 REQUIREMENTS FOR INTERSECTIONS, TURNOUTS, TRANSITIONS AND THOROUGHFARES

5.8.1 Termination, New Street to Old at Intersection.

At a "T" intersection with a street that has not been improved to its ultimate width, concrete pavement should be stopped either at the right-of-way line or the end of the curb return, whichever would require less concrete removal at a future date.

5.8.2 Location of Transitions.

When roadway turnouts are placed where an existing cross street intersects, the turnout should be sized to fit the ultimate pavement width and then transitioned to the existing roadway utilizing same materials as exist on the existing road/street. Length of transition shall conform to "Geometric Guidelines for Subdivision Streets, Harris County and City of Houston", and any subsequent revisions thereto.

5.8.3 Half Thoroughfare Paving.

When paving only one (1) roadway of a proposed two (2) roadway thoroughfare, all left turn lanes and esplanade crossovers in the one half (1/2) of the right-of-way where the roadway is being paved shall be paved to center line of the street right-of-way.

5.8.4 Termination of New Street at Existing Concrete Street.

When meeting an existing concrete street at right angles, the existing street shall be saw cut in a V-shape extending from the curb returns to a point where the centerline of the proposed pavement intersects the quarter point of the existing street in order to create a crowned intersection. In the event that this construction causes excessively rough riding condition making

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adequate control of the vehicle difficult, a special design will be considered to eliminate this condition.

5.8.5 Traffic Signage Specifications.

All traffic signs, striping, channelization devices, etc. must comply with the Manual on Uniform Traffic Control Devices

5.9 MISCELLANEOUS PAVING REQUIREMENTS

5.9.1 Integral Driveway Entrances.

If driveways are to be constructed with the paving project, show locations on the drawings and post a center line for the driveway at the property line with elevation for each drive.

5.9.2 Private Street Intersections.

Private streets should be treated as if they were driveways, and the sidewalk area should be honored with no curb extending through this area.

5.9.3 Paving Headers.

Standard paving headers shall be placed at the end of all concrete slabs.

5.9.4 Concrete Demolition Edge Conditions.

All concrete to be removed shall be removed either to an existing joint or a sawed joint.

5.9.5 Vertical Crest Curves Speed Criteria.

A thirty (30) mph minimum sight distance shall be used on all crest vertical curves. Forty (40) mph minimum for major thoroughfares.

5.9.6 Barricades.

Standard City of Houston Type III barricades shall be placed at the end of all dead-end streets not terminating in a cul-

de-sac and other locations where applicable.

5.9.7 Responsibility for Signage.

Traffic Signs and Street Name Signs: Prior to final acceptance of the improvements, the owner of the development must furnish and install the traffic signs and street name signs for all intersections. The street name signs shall be standard City of Houston type. The traffic signs shall be the standard TxDOT type for small roadway signs. Further, all traffic signage is to be provided and installed by the developer following consultation and approval of the Streets Superintendent.

5.9.8 Approval of All Agencies.

Approval of all affected agencies must be obtained prior to approval of City Engineer.

5.9.9 Transmission Pipeline Crossings.

A letter of agreement approving the construction plan crossing is required when paving is placed over a transmission pipeline.

5.9.10 Doweling New to Old Concrete.

Horizontal dowels are required when meeting concrete pavement that has no exposed steel.

5.9.10.1 Dowels should be #6 bars, twenty four (24") long, twenty-four inches (18") center to center, embedded twelve inches (12") and epoxied.

5.9.10.2 As an alternate to 10.1 above, saw cut and remove existing concrete to expose a minimum of twelve inches (12") of steel (longitudinal to the new construction) with an equivalent cross section area of steel equal to the proposed pavement steel.

5.9.11 Termination of Uncompleted Paving.

Dead-end streets designed to be extended in the future shall have fifteen inches (15") of reinforcing steel exposed beyond the pavement, coated with asphalt and wrapped with burlap for future pavement tie.

02754-01,02754-02, 02763-01, 02763-02,
02775-01, 02775-02, 02902-01.

**5.9.12 Uniform Traffic Control Devices.**

Guidelines set forth in the Manual on Uniform Traffic Control Devices shall be strictly followed.

5.9.13 "Cold" Concrete Joints.

"Cold" joints are not allowed.

5.9.14 Streets Over Existing Pipelines.

When any of the roads or streets of a subdivision or re-subdivision are constructed over, across or along any existing oil, gas, sulfur, chemical or other pipeline running through the subdivision or re-subdivision, such pipeline shall be lowered and cased in such a manner as to meet the minimum requirements of the pipeline company and the City of Santa Fe.

5.9.15 Right-of-Way Staking.

Road rights-of-way shall be staked with three fourths inch (3/4") iron rods at all P.C.'s, P.T.'s, block corners and dead end streets prior to acceptance of the improvements. Lot corners may be staked with minimum five eighths inch (5/8") iron rods (or other suitable metal pipes).

5.9.16 Reference Specifications.

The following City of Houston, Department of Public Works and Engineering Standard Construction Details for Street Paving, dated September 1996 are adopted as part of these subdivision regulations: 02632-11,

Chapter 6 STRUCTURES

6.1 BRIDGES AND CROSSINGS REQUIRED.

Bridges or other ditch type crossings may be required in order to maintain a smooth flow of vehicular traffic through any given area. In the event uncertainty exists concerning whether or not a bridge will be required, it is advisable to contact the City Engineer regarding same so that the issue can be resolved while the project is in the planning stage.

6.2 BRIDGE STANDARDS.

All bridges and box culverts to be designed to minimum H20 or HS-20 as applicable load design.

6.3 BRIDGE WIDTHS:

6.3.1 Where there are no curbs on approach pavement, the width of bridge face to face of curbs to be out to out distance of approach road pavement edges plus two feet (2') each side, plus walk or walks.

6.3.2 Where curbs are on approach pavement, the width of bridge face to face of curbs to same as the distance between curb faces on the approach road.

6.3.3 Individual one way traffic bridges on esplanade boulevards shall have one walk on the outside and two way traffic bridges shall have a walk on each side.

6.3.4 Bridges of widths covered by condition (1) above are to have four feet (4') clear width sidewalks.

6.3.5 Bridges of widths covered by condition (2) above are to have six feet (6') clear width sidewalks.

6.4 BRIDGE MATERIAL.

All bridges to be of reinforced concrete design unless specific application require other materials and then only at the approval of the City Engineer.

6.5 BRIDGE RAILINGS.

Bridge railings to be of galvanized or stainless steel on reinforced concrete parapet wall.

6.6 GUARD RAILS.

Galvanized Flex Beam Guard Rails shall be designed and constructed in accordance with the TxDOT Item for this item.

6.7 BRIDGE DESIGN.

Design and construction shall be in conformance with TxDOT Item 420, "Concrete Structures".

6.8 CULVERT HEADWALLS.

Where culverts are used, the headwall shall be of sufficient height to allow construction of the guardrail and sidewalk at the elevation of the roadway.



Chapter 7 INSPECTION

7.1 Developer or his/her engineer will notify the Community Services Director and the applicable Galveston County Drainage District by letter seven (7) days prior to when construction of improvements is to begin. Contractor shall provide a minimum of twenty-four (24) hours advance notice to City Engineer, of each day's construction. Failure to do so may result in rejection, by the City, for acceptance and maintenance. Inspections shall be scheduled during normal city business hours, Monday through Friday.

7.1.1 To insure conformance with the final subdivision plat and drawings as approved by the Planning and Zoning Commission, a representative of the City Engineer will inspect the subdivision during construction and after construction is completed. The applicable Galveston County Drainage District may monitor construction related to their jurisdiction.

7.1.2 The Inspectors, under the direct supervision of the applicable Galveston County Drainage District and the City Engineer will report their findings and note variations from the approved drawings. If the developer fails to correct these variations, the subdivision may not be accepted by the City Council or the Drainage District.

7.2 Construction of improvements by a developer shall be conducted under the observation of a Professional Engineer to insure that the work is performed in accordance with the approved drawings. Work will also be monitored by the following:

7.2.1 A qualified resident Inspector furnished by the Professional Engineer,

7.2.2 A recognized laboratory, acceptable to the City of Santa Fe, employed by the Professional Engineer, whose representative(s) and technicians shall be NICET certified, Level II minimum.

7.2.3 An Inspector representing the City of Santa Fe.



Chapter 8 TESTING REQUIREMENTS

Note: A recognized laboratory, referenced throughout these specifications, means that the laboratory must be accredited by the American Association for Laboratory Accreditation (A2LA) in the field of construction materials testing.

8.1 General

8.1.1 Materials Testing.

Construction materials and operations shall be under controlled testing and inspection by a recognized laboratory in accordance with provisions set forth herein as well as all other applicable TxDOT Specification Items and ASTM Standards. All laboratory personnel shall be NICET approved and certified, Level II minimum.

8.1.2 Certification Required.

Upon completion of the work and prior to acceptance of the work by the city, the recognized laboratory shall submit, to the City Engineer, a written, certification sealed by a Professional Engineer registered in the state of Texas, that all construction materials and operations as specified above were under controlled testing and inspection by the laboratory and same complies with all specifications applicable to the project.

8.1.3. Backfill Testing.

Testing of materials used for bedding and backfill of storm sewers as well as other utilities, when located underneath or within one (1) foot of subgrade shall be conducted to insure compliance with other provisions contained in Section III "Drainage Design Requirements" (General).

8.2 TESTING REQUIREMENTS FOR FLEXIBLE BASE PAVEMENT

8.2.1 Reference.

Thickness of flexible base pavement shall conform to requirements given in Section 5.4 .

8.2.2 Subgrade

8.2.2.1 Densities shall be made on each three hundred linear feet or less as conditions may require. Preparation shall be in accordance with procedures and methods specified in the applicable TxDOT Specification item. 95% Standard Proctor density (ASTM D698) shall be uniformly achieved.

8.2.2.2 In the event of rainwater standing on the subgrade after densities are made, or other conditions beyond contractor's control, additional densities as specified above will be required prior to progressing with the work.

8.2.2.3 In no case shall there be less than three (3) density tests made for each day's activity and there shall be a minimum of three (3) density tests made for each street, unless approved otherwise by resident inspector.

8.2.2.4 The Contractor is required to have subgrade density test reports in his/her possession at the construction site at the time of placement of base material. Date of same shall be clearly marked.

8.2.3 Base Materials.

Approved base material shall be spread and uniformly compacted to 95% Standard Proctor density (ASTM D698) prior to commencing surfacing. Quantity of test(s) in accordance with above.

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8.2.4 Surfacing.

Surfacing shall be in accordance with Section 5 "Paving Requirements".

8.2.5 Paving Design.

Roadway section shall conform to provisions contained in Section 5 "Paving Requirements". All applicable portions of 8.2. contained in this section shall be strictly followed without exception.

8.3 TESTING REQUIREMENTS FOR CONCRETE PAVEMENT

8.3.1 Subgrade

8.3.1.1 Densities shall be made on each three hundred (300) linear feet or less as conditions may require. Preparation of the subgrade shall be in accordance with applicable city and TxDOT specification item. A minimum of 95% Standard Proctor density (ASTM D698) shall be uniformly achieved.

8.3.1.2 In the event of excessive rain water standing on the subgrade after densities are made and before concrete is placed on the prepared subgrade, or other conditions beyond Contractor's control, additional densities as specified above will be required prior to placement of the concrete.

8.3.1.3 In no case shall there be less than three (3) density tests made for each day's activity and there shall be a minimum of three (3) density tests made for each street, unless otherwise approved by the resident inspector.

8.3.1.4 The Contractor is required to have density test reports in his/her possession at the construction site prior to placement of concrete. Date of same shall be clearly marked.

8.3.2 Concrete Test Requirements (General)

8.3.2.1 The testing laboratory shall review the mix design for each project utilizing criteria regarding cement content set forth in Section 5 "Paving Requirements". Proportioning of concrete shall be in accordance with all applicable portions of the TxDOT Item "Concrete Pavement" Item 360.

8.3.2.2 Unless otherwise permitted, the concrete mix design shall be proportioned to provide a slump of 4.50 1/2-inch, when tested in accordance with ASTM C143, ± "Slump Test". A slump test will be made for each new concrete load or when consistency of the mix changes, at the point of discharge.

8.3.2.3 The laboratory shall inspect and confirm batch design proportions at the plant site each day prior to placement of that day's concrete.

8.3.2.4 Pavement mix designs shall meet flexural strength requirements of five hundred (500) psi at seven (7) days for 5.0 sack concrete in accordance with ASTM C293.

8.3.3 Testing Requirements (Concrete Beams)

8.3.3.1 A minimum of four (4) test beams shall be made for each seven hundred fifty (750) square yards, or less, of pavement placed each day. Samples to be taken in accordance with ASTM C172 and molded and cured in accordance with ASTM C31. Any deviations from these requirements shall be recorded on the test report.

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8.3.3.2 Test specimens in accordance with "Standard Test Method for Flexural Strength of Concrete" (ASTM C293).

8.3.3.2.A Two specimens shall be tested at 7 days and two shall be tested at 28 days. The acceptance test results shall be the average of the strengths of the two specimens tested at 7 or 28 days.

8.3.3.2.B If one specimen in a test manifests evidence of improper sampling, handling, molding or testing, it shall be discarded and the strength of the remaining specimens shall be considered the test result. Should both specimens in a test show any of the above defects, the entire test shall be discarded and beams sawed from the area in question may be required by the City Engineer in accordance with "Method of Obtaining and Testing Drilled Cores and Sawed Beams of Concrete" (ASTM C42).

8.3.3.2.C If the average seven day break and the twenty eight (28) day breaks do not meet minimum requirement, even though evidence of improper procedures as outlined above are not apparent, the City Engineer may, again, require sawed beams from area in question in accordance with ASTM C42.

8.3.3.3 In the event low strength concrete is confirmed, pavement in the area in question will not be accepted.

8.3.3.4 Additional beams may be required due to concrete placing conditions, or for adequately determining the strength of concrete when the early opening of the pavement to traffic is necessary and/or desirable. See TxDOT specification item 360, "Concrete Pavement".

8.3.4 Concrete Test Requirements (Cores)

8.3.4.1 After the pavement has been in place for a minimum of fourteen days, one (1) core shall be taken for each 1000 square yards of pavement, or portions thereof, except that not less than one (1) core shall be taken on each street. Cores shall be taken alternately in each one-half section of the pavement in order to obtain a representative sample for thickness. Location of cores shall be selected by the Resident Inspector.

8.3.4.2 Paving Thickness: Pavement thicknesses contained herein and in the Pavement Design Section (5.3 Minimum Thickness and Reinforcement Requirements For Concrete Pavement) are minimums. Therefore, there should not be a need for any tolerance for pavement that is too thin, or less than plan requirements. However, in the event pavement the thickness of which is less than plan requirements is determined, the following shall apply:

8.3.4.3 The thickness of individual cores shall be determined in accordance with ASTM C174 by averaging no less than three (3) such measurements. Any core, the thickness of which is equal to or greater than one-quarter-inch (1/4") less than the thickness shown on the approved drawings shall be considered one of deficient thickness. Cores drilled for thickness measurements shall be a minimum of four inches (4") in diameter.

8.3.4.4 If a core is determined to be deficient in thickness, additional cores shall be taken at ten-foot (10') intervals on either side of the deficient core to establish the length of the deficient section. The length of the deficient section shall be the

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distance between the nearest cores of satisfactory thickness, and the width shall be the entire width of the pavement. That pavement shall be removed and replaced with concrete that meets or exceeds requirements. This shall be done at no cost to the City of Santa Fe.

8.3.4.5 Other testing requirements and procedures will be given under the Section titled "Testing Requirements".

8.3.4.6 Defective Concrete. Any defective concrete discovered, after the forms have been removed, shall be removed immediately and replaced. If the surface of the concrete is bulged, uneven or shows excessive honeycombing or form marks, which in the opinion of the Engineer and the City Engineer cannot be repaired satisfactorily, the entire section shall be removed or renewed in a manner which is satisfactory to the City of Santa Fe.

8.3.4.7 Cores shall be broken at 28 days in accordance with ASTM C42. A minimum compressive strength of 3000 psi for 5.0 sack concrete is required. Thickness shall conform to minimum requirements contained in Section 5.3 "Minimum Thickness and Reinforcement Requirements For Concrete Pavement".

8.3.4.8 If a core fails to meet minimum strength requirements, additional cores may be required by the City Engineer and tested in accordance with procedures outlined above (ASTM C42). In the event low strength concrete is confirmed, pavement in the area in question will not be accepted. In the event minimum thickness is not attained, pavement will not be accepted.

8.4 TESTING REQUIREMENTS (STRUCTURES)

Bridges and box culvert testing shall be in accordance with TxDOT Specification Item 421 "Portland Cement Concrete", and others as they apply.

8.5 TEST REPORTS REQUIRED.

Copies of all test reports to be submitted to the City Engineer in an expeditious manner



**CHAPTER 9
ACCEPTANCE OF
IMPROVEMENTS WITHIN
SUBDIVISIONS**

9.1 DOCUMENTATION FOR ACCEPTANCE.

At the time pavement and drainage facilities have been completed, the following documents shall be submitted to the City Engineer on behalf of the owner/developer by the Professional Engineer who received City Engineer approval of drawings for construction of the improvements.

9.1.1 Acceptance Letter.

A letter from the Professional Engineer requesting acceptance of the improvements.

9.1.2 Mylar Reproducibles and Prints.

One reproducible mylar set and 2 prints of complete "as-built" construction drawings shall be provided and shall become a part of the permanent file to be maintained by the City Engineer and the applicable Drainage District. The following information shall be added to the original drawings approved by the City Engineer.

9.1.2.1 Crown and gutter line elevations of the roadway, flow line elevations and grade of all inlets and storm sewers shall be shown. Each drawing shall be stamped as "As-Built Drawing".

EXAMPLE

Drawings, as approved As-Built drawings

prior to construction	subsequent to construction
T.C. = 101.50	T.C. = 101.50 101.49 G 100.89
Flowline = 94.50	Flowline = 94.50 94.52

9.1.2.2 Top elevations of storm sewer manholes as well as all crude oil, gas and product pipelines shall be shown. Technique shall be similar to that prescribed above.

9.1.3 Grades and Elevations Certifications.

A letter signed and sealed by the Professional Engineer certifying that the elevations and grades were taken by an on-site survey on a certain date and that all pavement, inlets, manholes and appurtenances are constructed to grade as shown on the drawings and in compliance with the Approved plans & specifications. The letter shall also certify that all trunk storm sewers, and leads are of the proper size and that all improvements are capable of performance as designed and approved. Any deviations from the approved construction drawings to actual construction shall be noted for evaluation by the City Engineer.

9.1.4 Drainage District Approval Letter.

A letter from the applicable Galveston County Drainage District stating that the drainage facilities are constructed in accordance with the approved plans and specifications and are acceptable to them.

9.1.5 Testing Laboratory Certification Letter.

Certification letter from the recognized laboratory as described in Section 8.1.2

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"Testing Requirements", as well as copies of testing results as specified in Section 8.3.

9.1.6 Construction Costs.

Construction costs for the pavement and drainage improvements.

9.2 REVIEW AND ON-SITE INSPECTION.

Upon receipt of the above listed documentation, the City Engineer or designated representative(s) shall complete review of the material and an on-site inspection shall be scheduled.

9.2.1 Deficiencies and Re-inspection.

At the time of inspection, should any deficiencies be found, the City Engineer shall notify the applicant, in writing, of the deficiencies requiring correction. Re-inspection by the City Engineer will be made following receipt of a letter from the Professional Engineer stating that all noted deficiencies have been corrected. If more than three months have passed since the date of the first deficiency report released by the City Engineer, the project is subject to a complete re-inspection and all noted deficiencies found at that time shall be identified and reported to the Professional Engineer for correction.

9.2.2 City Engineer's Certification.

At the time all corrective work is completed and the City Engineer has found the streets and drainage improvements have been constructed in accordance with the approved plans and specifications, the City Engineer shall certify to such.

9.3 BOND

9.3.1 One Year Inspection.

At the request of the developer's engineer, the City Engineer or designated

representative(s) shall re-inspect these road, street and drainage improvements on or after one (1) year after the date of certification stated in 9.2.2 above.

9.3.2 Deficiencies and Re-inspection.

At the time of re-inspection, should any deficiencies be found, the City Engineer shall notify the owner/developer as principal on the bond, in writing, of the deficiencies requiring correction. Re-inspection by the City Engineer will be made following receipt of a letter from the Professional Engineer stating that all noted deficiencies have been corrected. If more than three months have passed since the date of the first deficiency report released by the City Engineer, the project is subject to a complete re-inspection and all noted deficiencies found at that time shall be identified and reported to the Professional Engineer for correction.

9.3.3 Final Inspection and Bond Termination.

At the time all corrective work is completed and the City Engineer has found the streets and drainage improvements are in compliance with the approved plans and specifications, the City Engineer shall recommend to the City Council that the bond be terminated. Upon action Council, the City Engineer, by letter, will transmit a copy of the Order terminating the bond to all concerned parties.

9.3.4 City Maintenance Begins.

The city Street Department shall place the roads and drainage on the road maintenance system following termination of the bond.



**CHAPTER 10 PAVING &
DRAINAGE STANDARD
DRAWINGS**

See Appendix 1



**CHAPTER 11
POTABLE WATER AND
WATER DISTRIBUTION
SYSTEMS**



11.1 W.C.I.D. No. 8

Refer to the specifications as adopted by W.C.I.D. No. 8.

11.2 Galveston County Health Department

Galveston County Health Department or individual water wells and systems refer to the regulations of the Galveston County Health Department. Licensing and approval of all wells and water systems is under Health Department authority.



**Chapter 12
Sanitary Sewer and Waste
Disposal**

12.1 W.C.I.D. No. 8

Refer to the specifications as adopted by W.C.I.D. No. 8.

12.2 Galveston County Health Department

For individual sewage treatment systems and septic systems refer to the regulations of the Galveston County Health Department. Licensing and approval of all sewage treatment systems and septic systems is under Health Department authority

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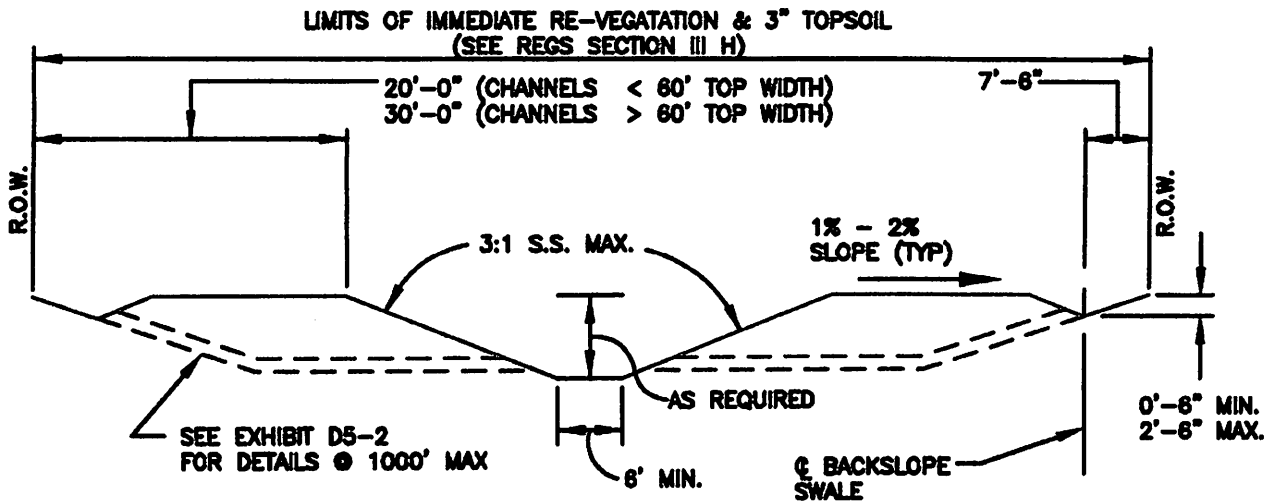
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Appendix 1

SECTION IX

PAVING & DRAINAGE
STANDARD DRAWINGS



* NO FENCES, TREES, STRUCTURES, BUILDINGS, UTILITIES OR ANY OTHER OBSTRUCTIONS OR ANY OTHER ITEMS ARE ALLOWED WITHIN THE R.O.W. OR EASEMENT.

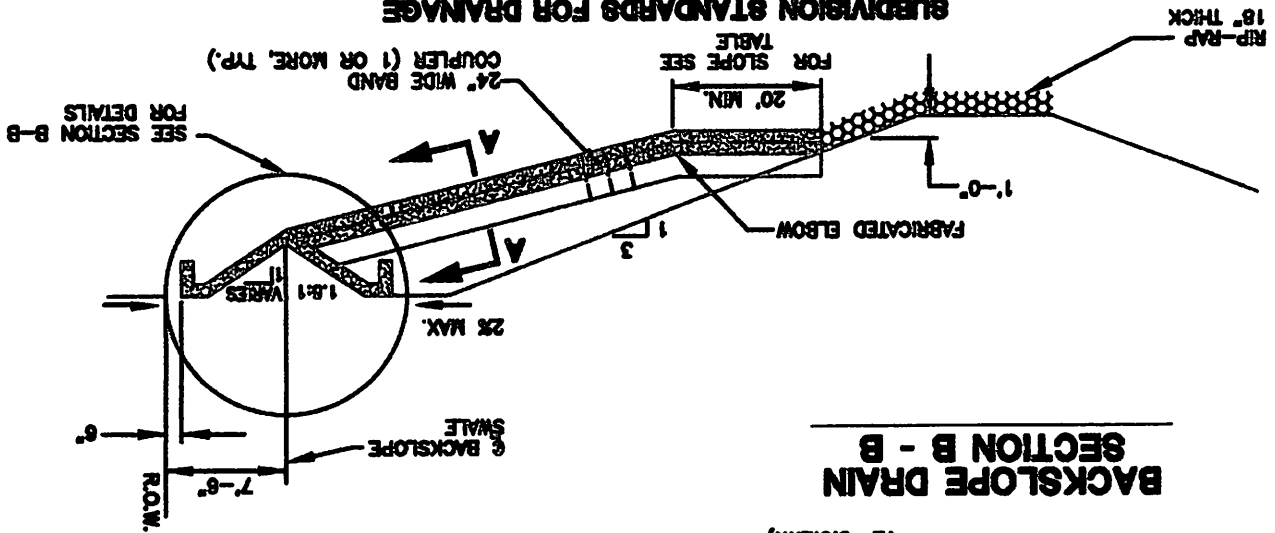
SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL SECTION
GRASS-LINED TRAPEZOIDAL

N.T.S.

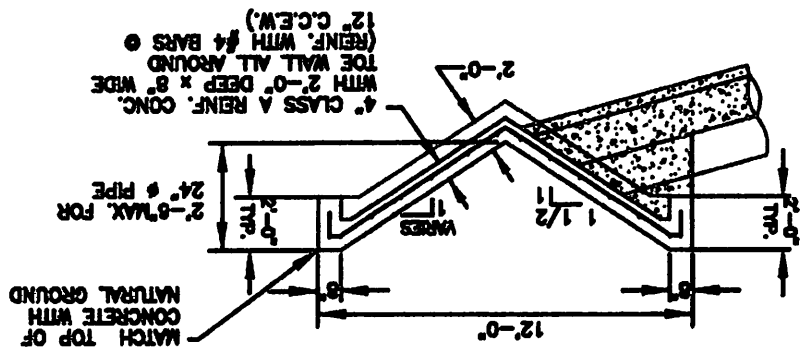
TYPICAL BACKSLOPE SWALE INTERCEPTOR STRUCTURE

SUBDIVISION STANDARDS FOR DRAINAGE

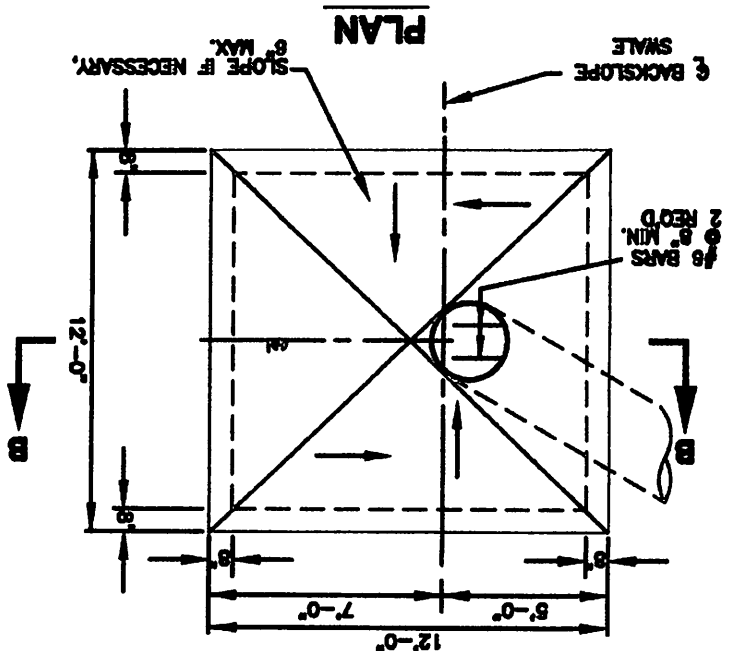
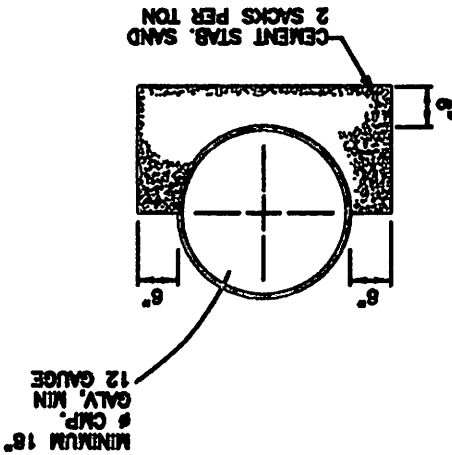
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SECTION B - B
BACKSLOPE DRAIN

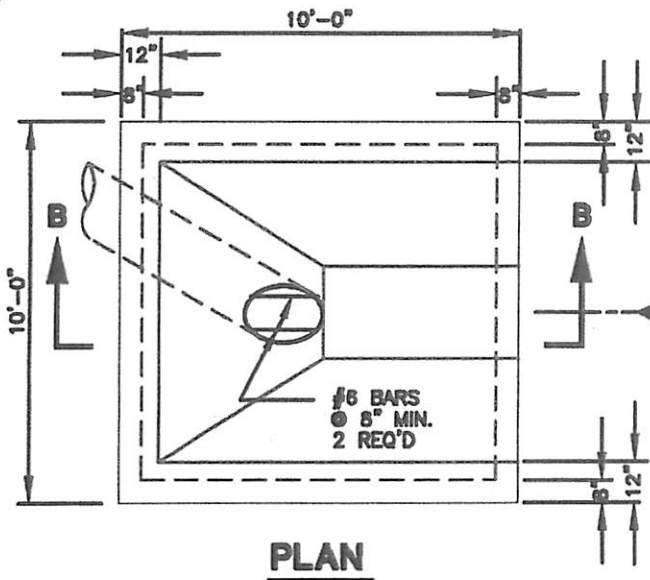


SECTION A - A



* IN COASTAL OR CORROSIVE LOCATIONS CORRUGATED PLASTIC PIPE IS REQUIRED. SUBMIT SPECIFICATIONS & PIPE DATA FOR PRE-APPROVAL.

PIPE DIA.	SLOPE
18 IN.	0.6%
MAX. 24-30 IN.	0.3%

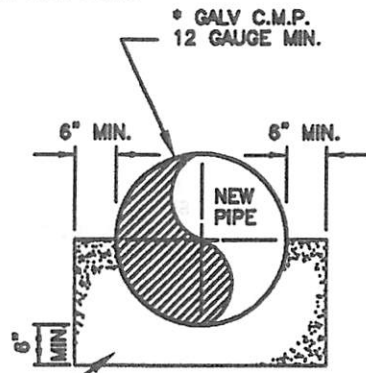


PLAN

PIPE DIA.	SLOPE
18 IN.	0.6%
36 IN.	0.3%
MAX. 42 IN.	0.2%

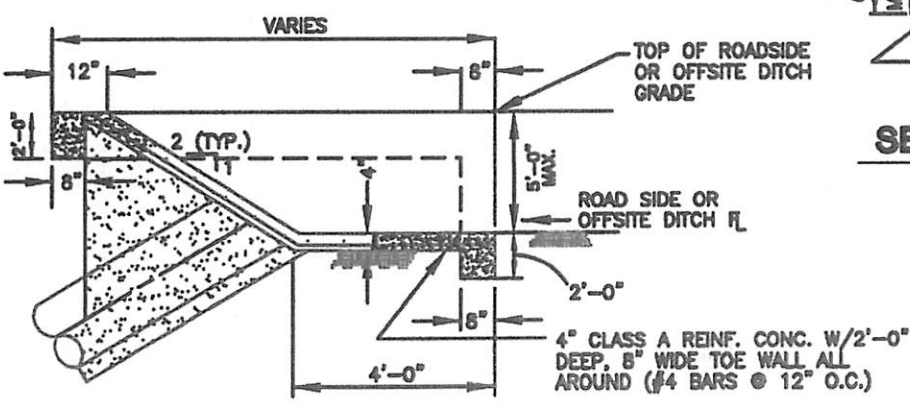
OUTFALLS LARGER THAN 42" WILL REQUIRE AN INDIVIDUALLY DESIGNED STRUCTURE.

← ROAD SIDE DITCH

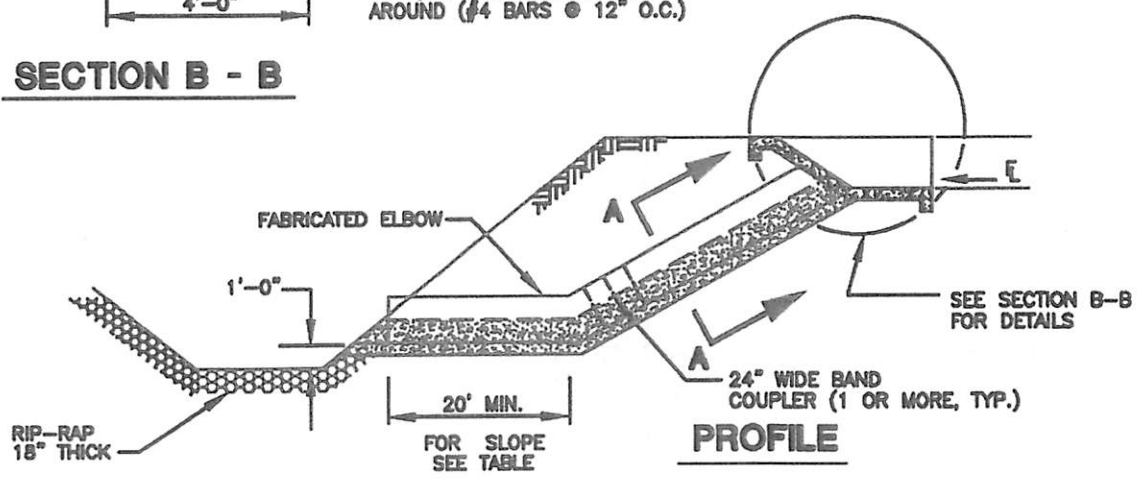


SECTION A - A

* IN COASTAL OR CORROSIVE LOCATIONS CORRUGATED PLASTIC PIPE IS REQUIRED. SUBMIT SPECIFICATIONS & PIPE DATA FOR PRE-APPROVAL



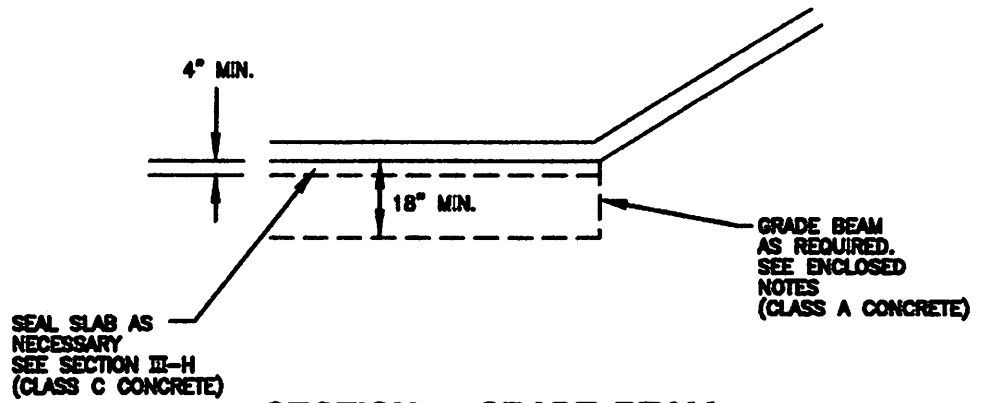
SECTION B - B



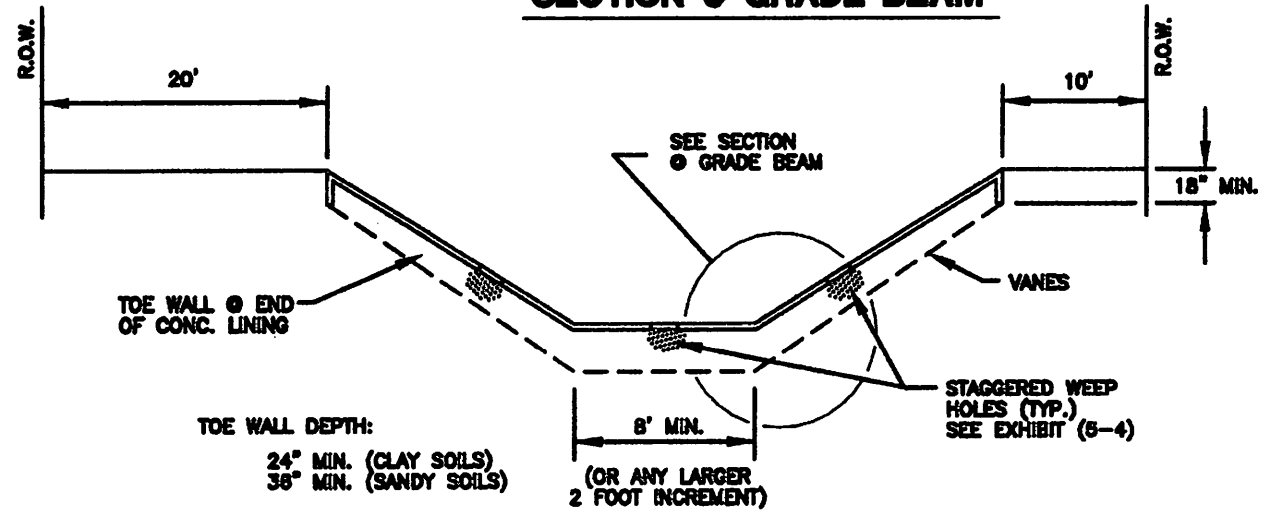
PROFILE

**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL ROADSIDE OR OFFSITE DITCH
INTERCEPTOR STRUCTURE**

N.T.S.



SECTION @ GRADE BEAM

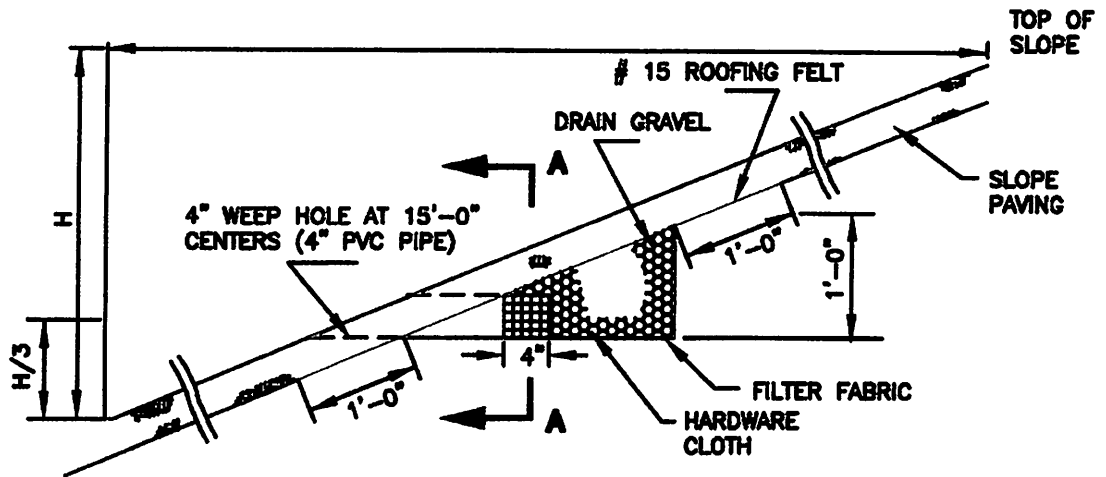


- A) MAX. SIDE SLOPE 1-1/2:1 (SEE SECTION III-H)
- B) NARROW MAINTENANCE BERM—ONE SIDE ONLY
- C) NO BACKSLOPE DRAINS REQUIRED
- D) SLOPE PAVING THICKNESS MIN. 4"
- E) CONCRETE, CLASS A, EXCEPT AS NOTED

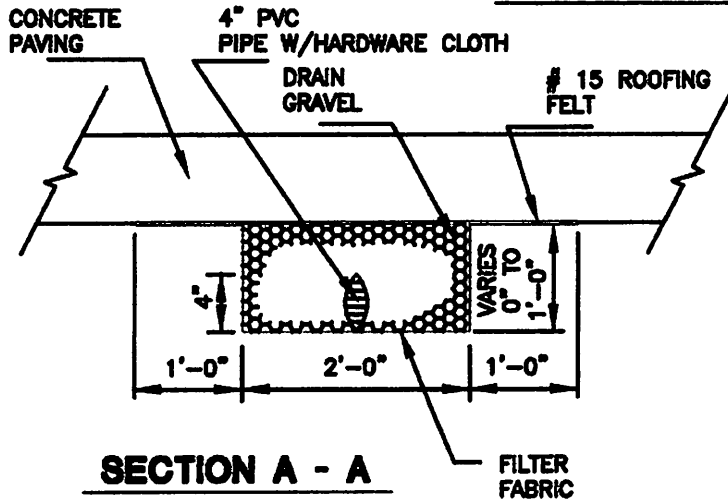
* NO FENCES, TREES, STRUCTURES, BUILDINGS, OR ANY OTHER OBSTRUCTIONS OR ANY OTHER ITEMS ARE ALLOWED WITHIN THE R.O.W. OR EASEMENT.

**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL SECTION
CONCRETE TRAPEZOIDAL**

N.T.S.



SLOPE DETAIL

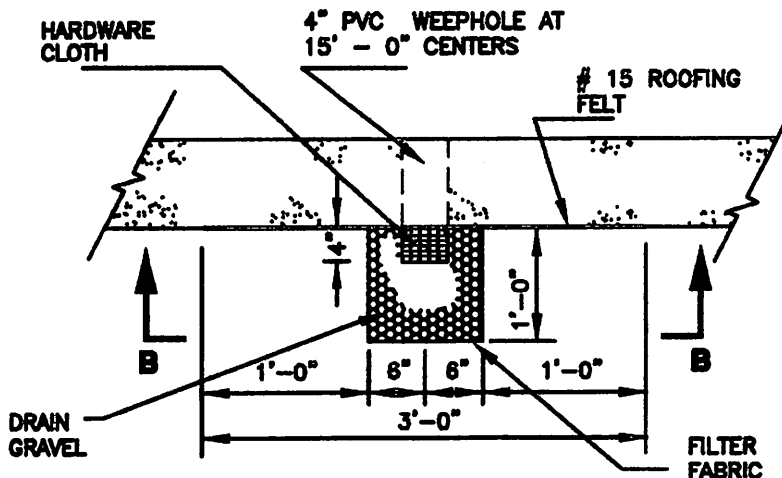


DRAIN GRAVEL	
SIEVE SIZE	% FINER
3/4"	100
3/8"	85 - 100
NO. 4	15 - 100
NO. 8	0 - 50
NO. 16	0 - 15
NO. 20	0 - 5
NO. 200	0 - 5

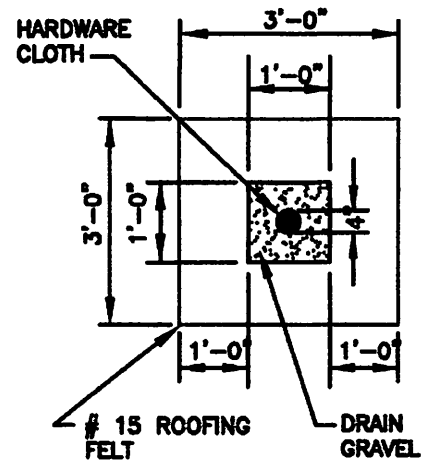
HARDWARE CLOTH	
MAX. WIDTH OF MESH OPENING	1/4"
MIN. WIDTH OF MESH OPENING	1/16"

FILTER FABRIC	
MAX. EQUIVALENT OPENING	NO. 70 SIEVE
MIN. EQUIVALENT OPENING	NO. 100 SIEVE

* P.C.V. PIPE SHALL BE SCHEDULE 40.



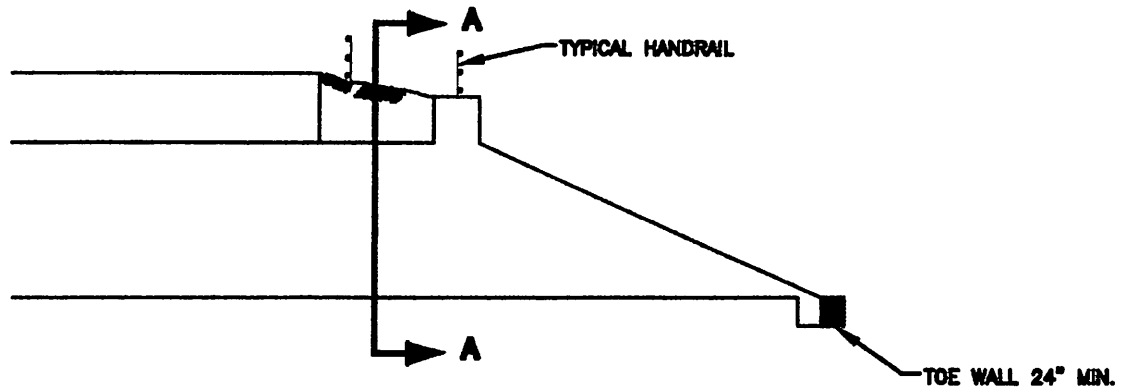
BOTTOM SLAB DETAIL



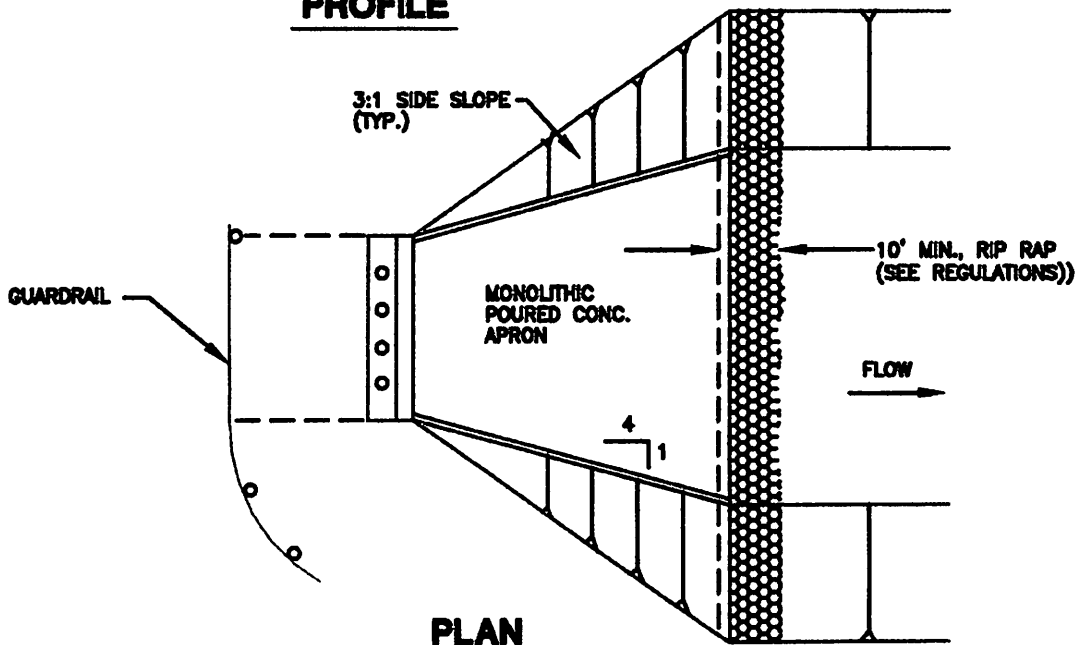
SECTION B - B

**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL WEEP
HOLE DETAIL**

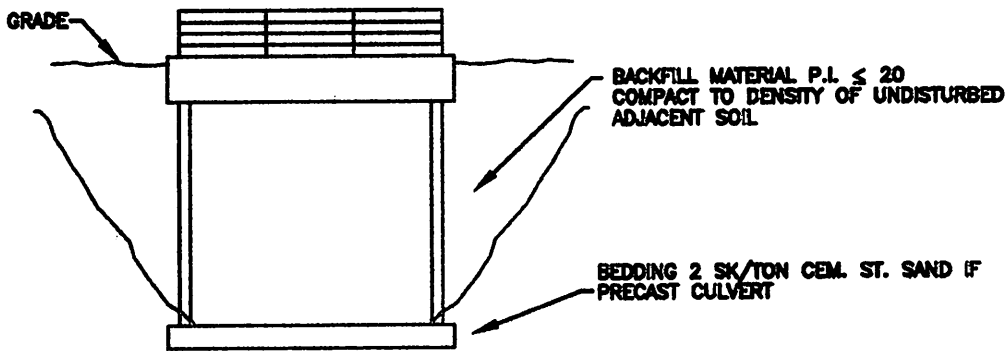
N.T.S.



PROFILE



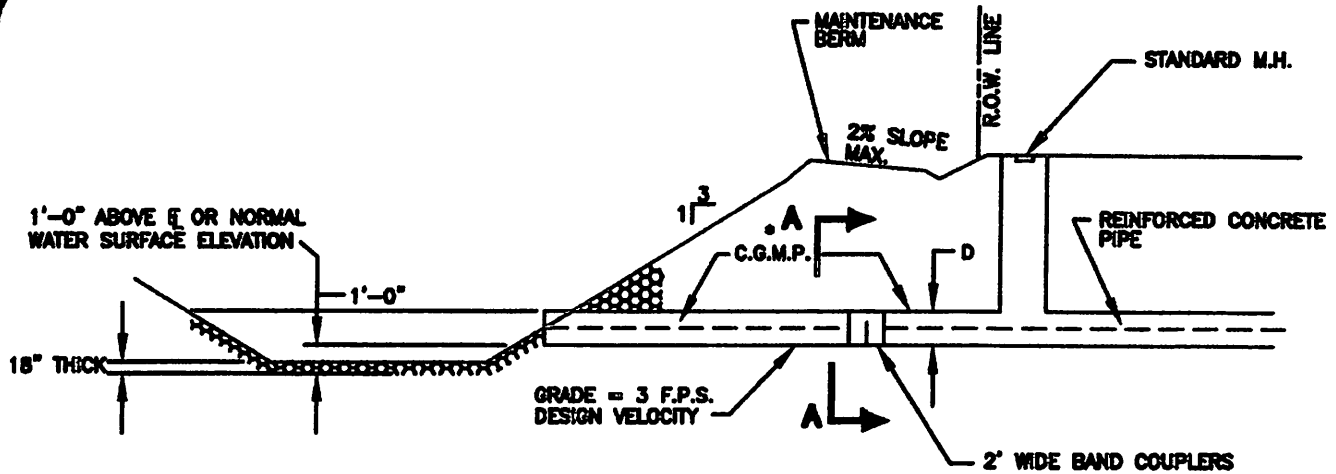
PLAN



SECTION A - A

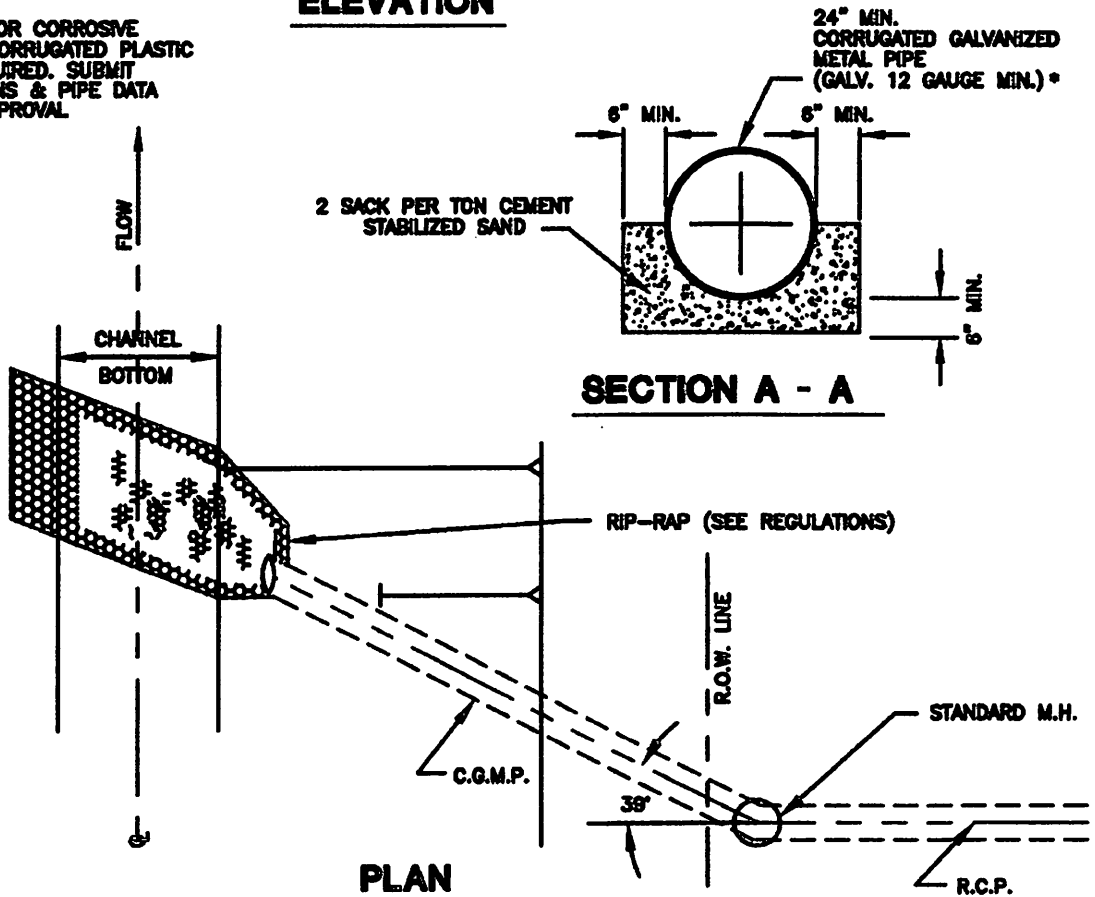
**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL BOX
CULVERT SCHEMATIC**

N.T.S.



ELEVATION

• IN COASTAL OR CORROSIVE LOCATIONS CORRUGATED PLASTIC PIPE IS REQUIRED. SUBMIT SPECIFICATIONS & PIPE DATA FOR PRE-APPROVAL

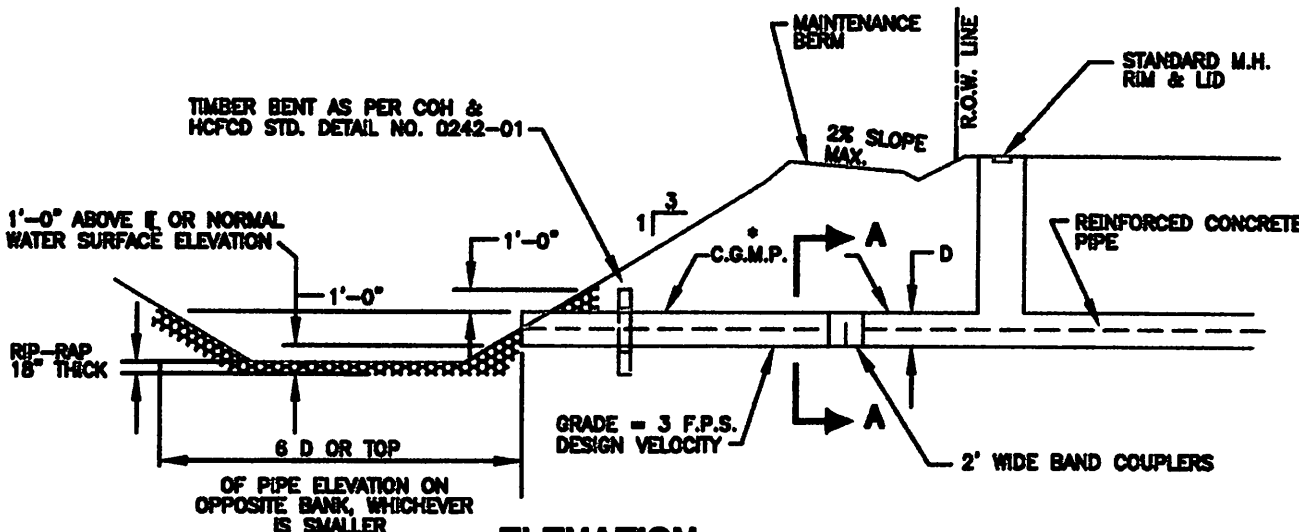


SECTION A - A

PLAN

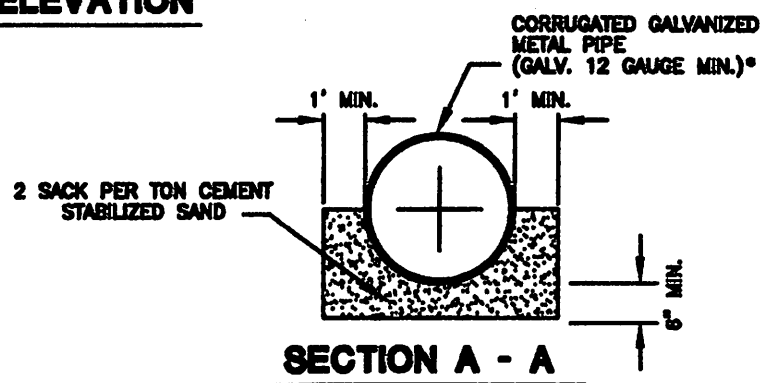
**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL STORM SEWER OUTFALL
STRUCTURE-
24-INCH TO 42-INCH DIAMETER**

N.T.A.

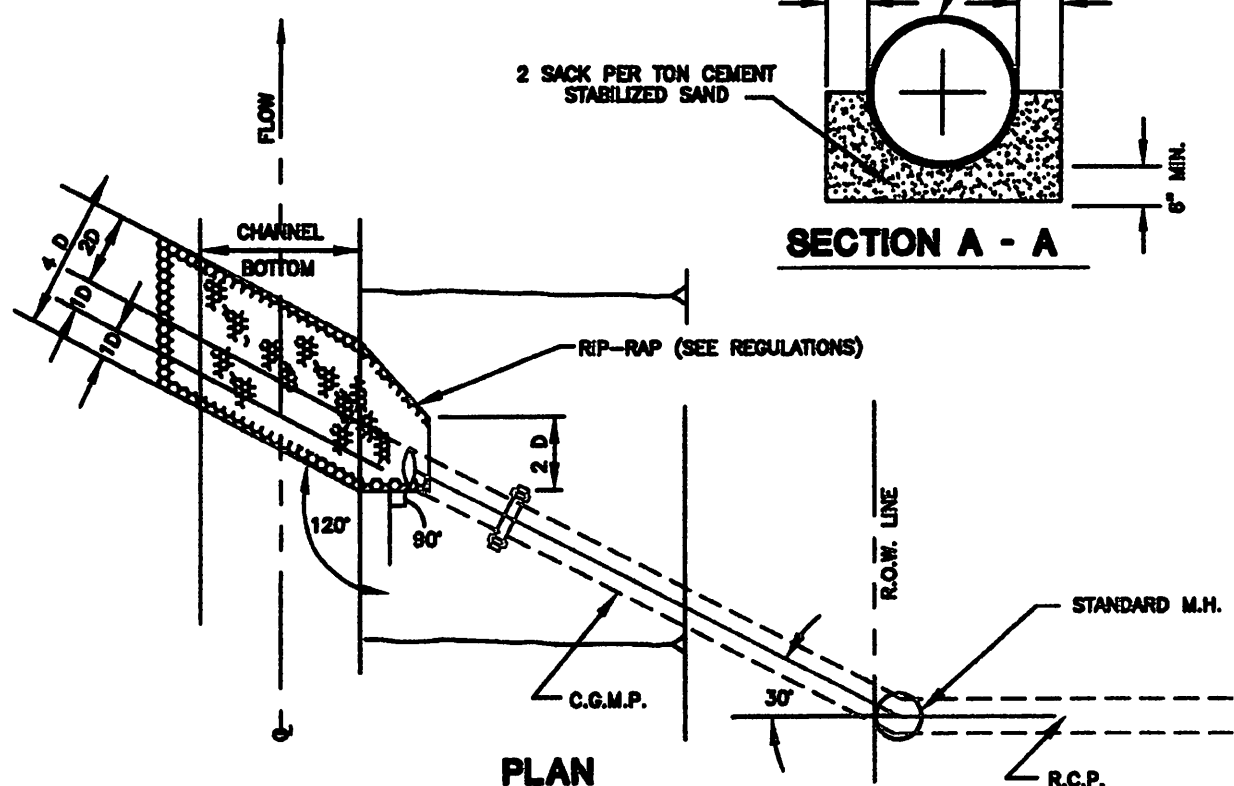


ELEVATION

* IN COASTAL OR CORROSIVE AREAS LOCATIONS CORRUGATED PLASTIC PIPE IS REQUIRED.



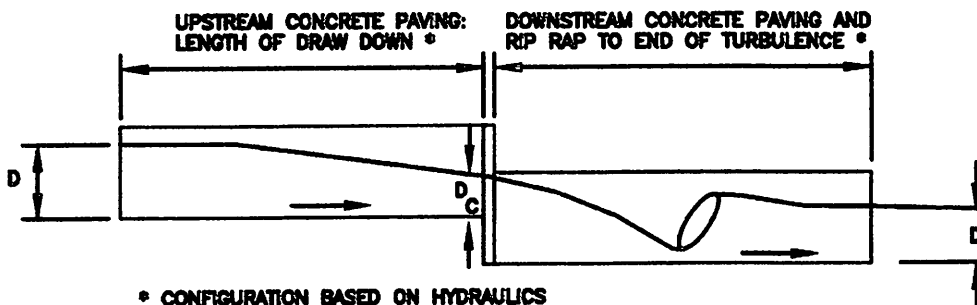
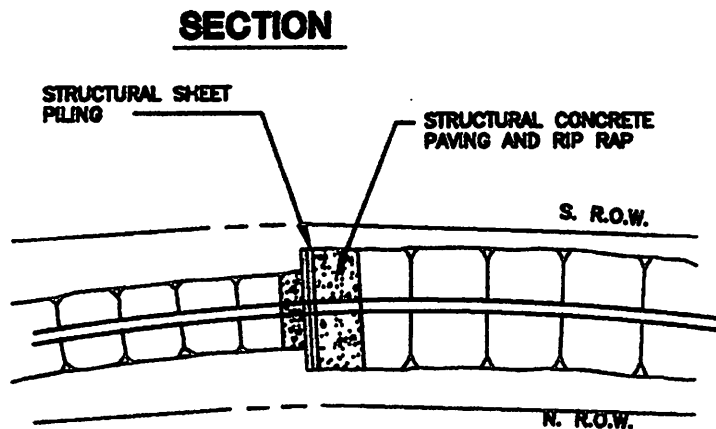
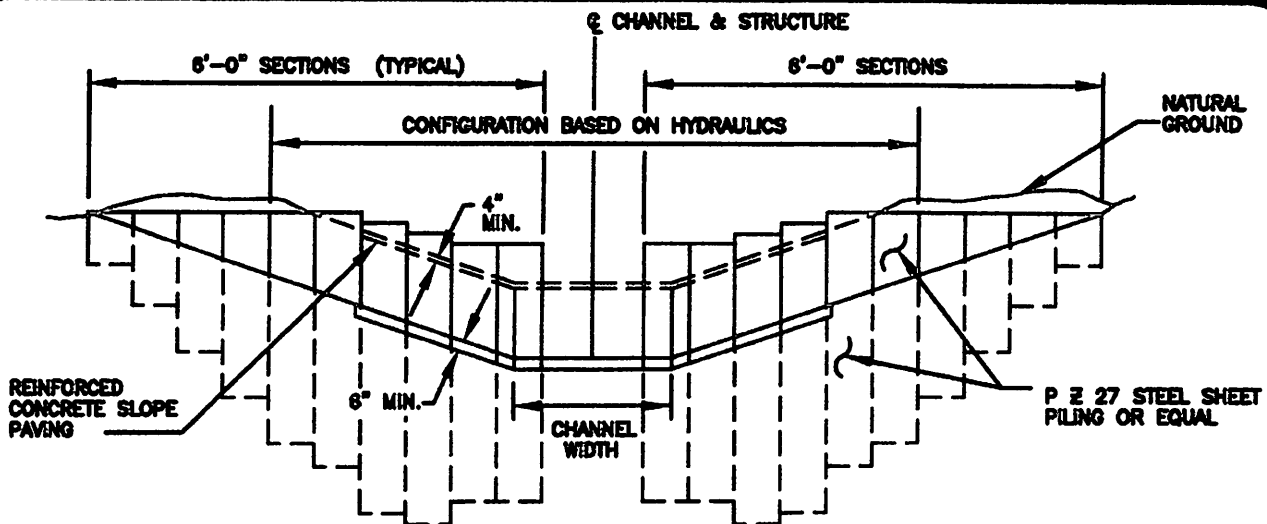
SECTION A - A



PLAN

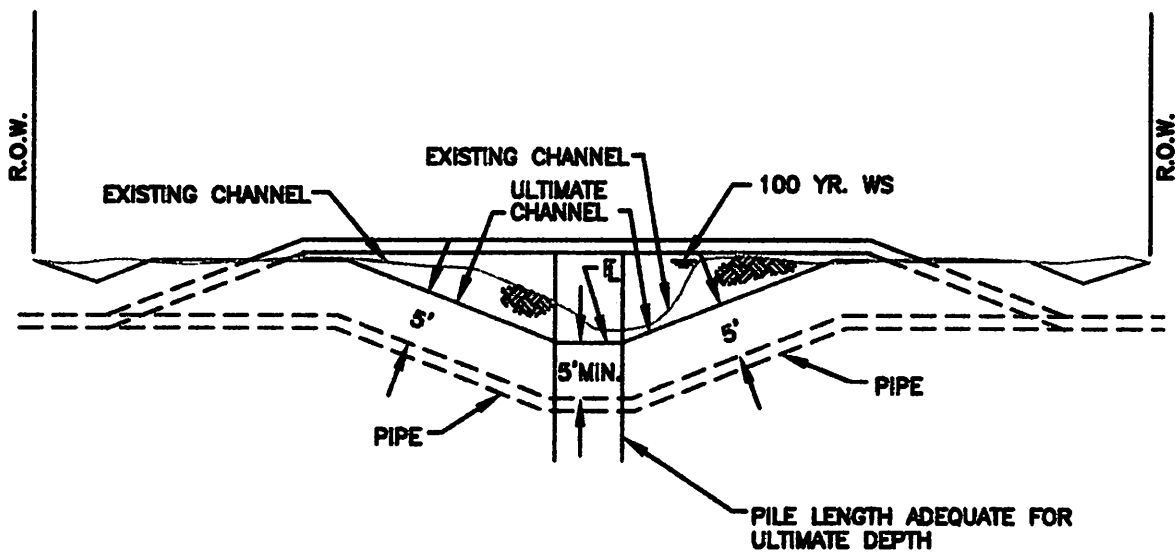
**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL STORM SEWER OUTFALL
STRUCTURE
48-INCH AND LARGER DIAMETER**

N.T.S.



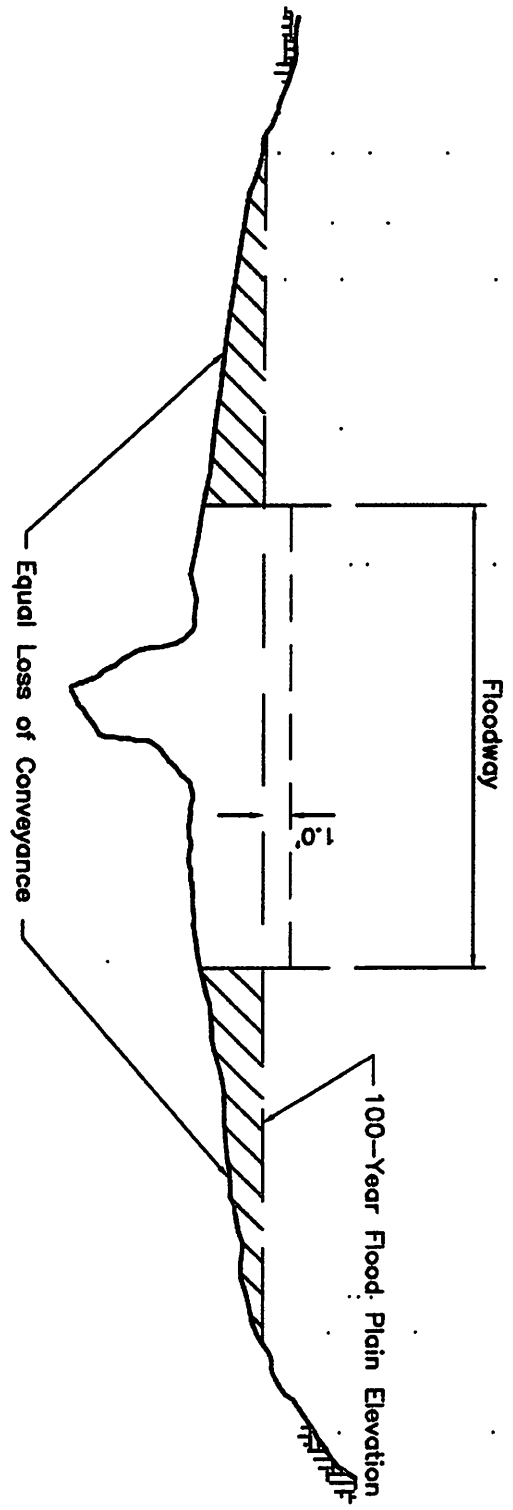
**SUBDIVISION STANDARDS FOR DRAINAGE
STEEL SHEET PILING
DROP STRUCTURE**

N.Y.A.



**SUBDIVISION STANDARDS FOR DRAINAGE
TYPICAL SECTION
UTILITY CROSSING**

N.T.S.



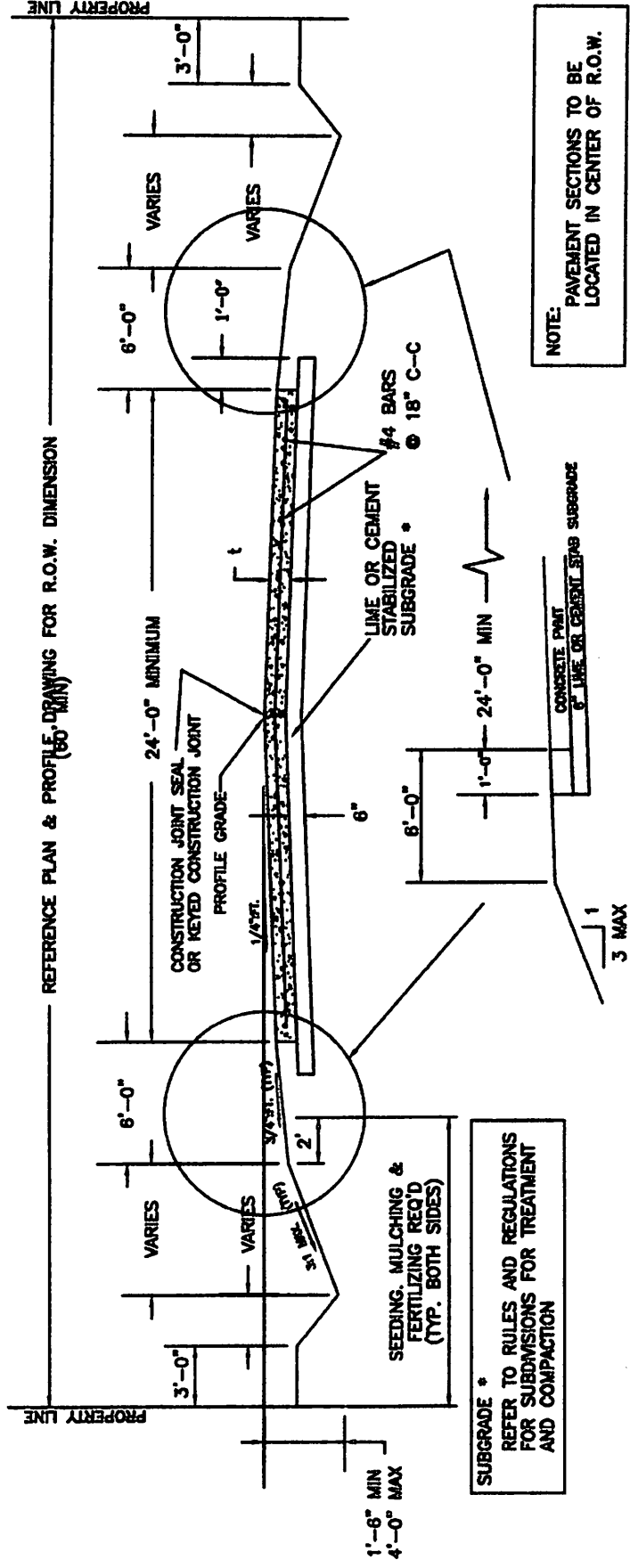
PREPARED BY GALVESTON COUNTY ENGINEERING DEPARTMENT

GALV. CO.
FLOOD PLAN
ADMINISTRATOR

N.T.S.
1996

DEFINITION OF 100-YEAR FLOOD PLAIN AND FLOODWAY

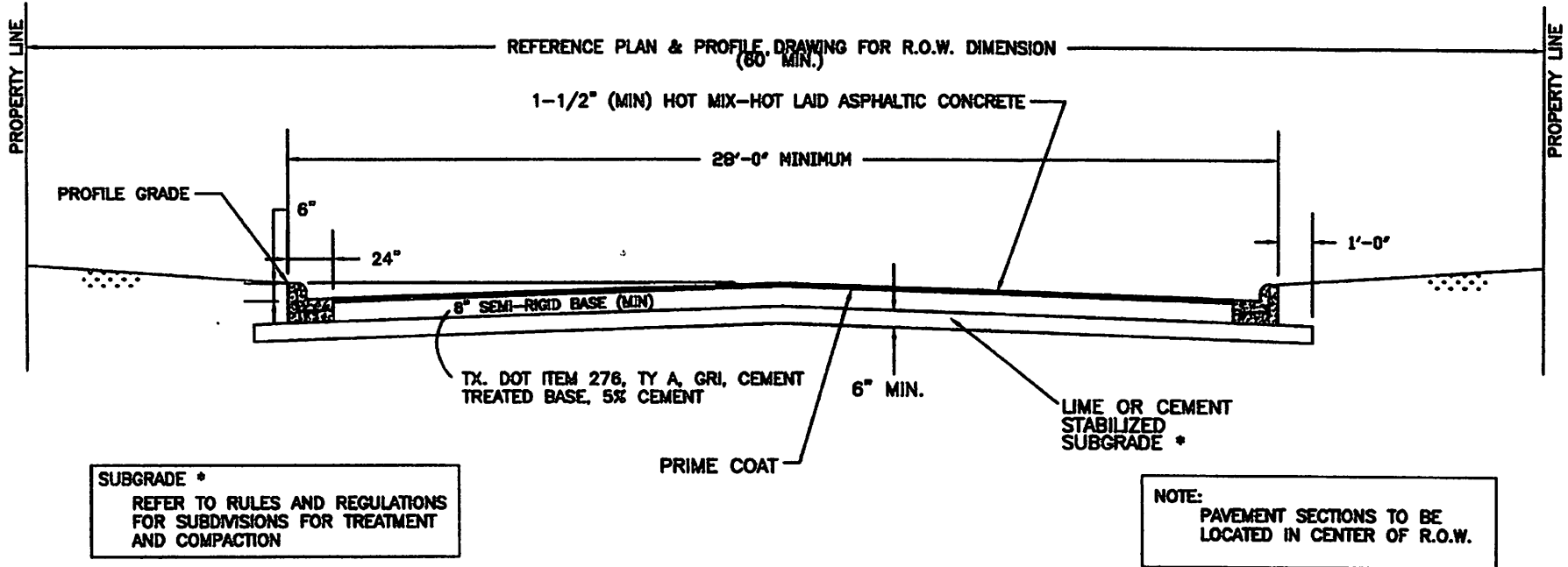
t = THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBDIVISION RULES AND
REGULATIONS



SUBGRADE *
REFER TO RULES AND REGULATIONS
FOR SUBDIVISIONS FOR TREATMENT
AND COMPACTION

SUBDIVISION STANDARDS FOR
CONCRETE PAVEMENT
DITCH SECTION

N.T.A.



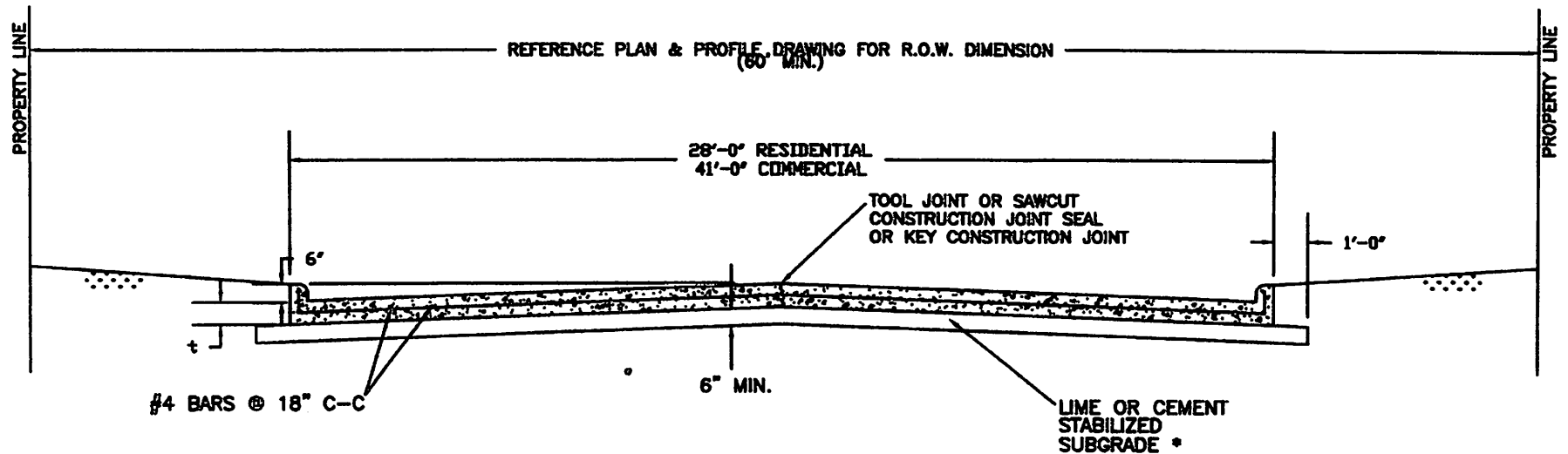
SUBDIVISION STANDARDS FOR

SEMI-RIGID BASE PAVEMENT

CURB & GUTTER SECTION

N.T.S.

t = THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBDIVISION RULES AND
REGULATIONS



SUBGRADE *
REFER TO RULES AND REGULATIONS
FOR SUBDIVISIONS FOR TREATMENT
AND COMPACTION

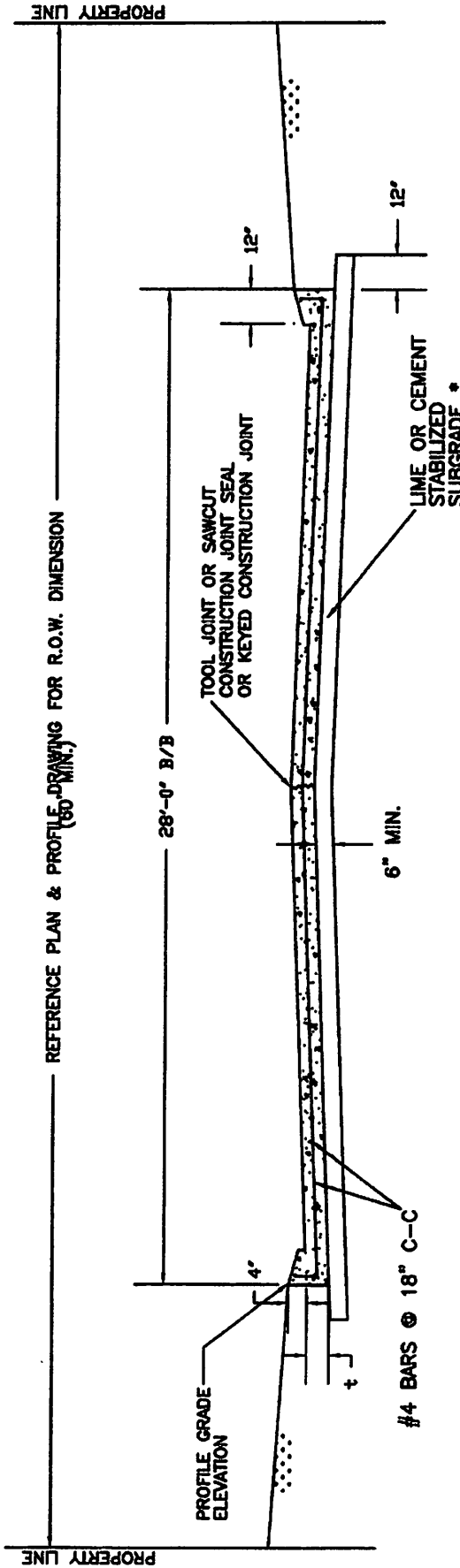
NOTE:
PAVEMENT SECTIONS TO BE
LOCATED IN CENTER OF R.O.W.

SUBDIVISION STANDARDS FOR
CONCRETE PAVEMENT
CURB & GUTTER SECTION

PARBOLIC CROWN IS AN ACCEPTABLE OPTION
N.T.S.

- 4' X 12" MONOLITHIC AND TRANSITION CURB NOTES:**
1. 4'-HIGH CONCRETE CURB TO BE CONSTRUCTED PER ALL EXISTING, BLANKET AND NON-RESIDENTIAL STREET, RESIDENTIAL, SIDEWALKS MAY BE CONSTRUCTED WITH EITHER 8-INCH CONCRETE CURB OR 4'-HIGH X 12-INCH CONCRETE CURB AS NOTED ON PLANS.
 2. ALL 4'-HIGH X 12-INCH CONCRETE CURBS TO BE POURED MONOLITHICALLY WITH PROPOSED CONCRETE PAVEMENT.
 3. TRANSITIONS FROM 8-INCH CONCRETE CURB TO 4'-HIGH CONCRETE CURB TO BE CONSTRUCTED WITH 10' FULL, UNLESS OTHERWISE SHOWN. IF THIS IS NOT COMPATIBLE WITH THE ADJACENT PAVEMENT, THE TRANSITION SHALL BE CONSTRUCTED WITH THE THICKER CURB. TRANSITION CURB IS TO BE INSTALLED.

t = THICKNESS OF CONCRETE PAVEMENT REFER TO SUBDIVISION RULES AND REGULATIONS



SUBGRADE *
REFER TO RULES AND REGULATIONS FOR SUBDIVISIONS FOR TREATMENT AND COMPACTION

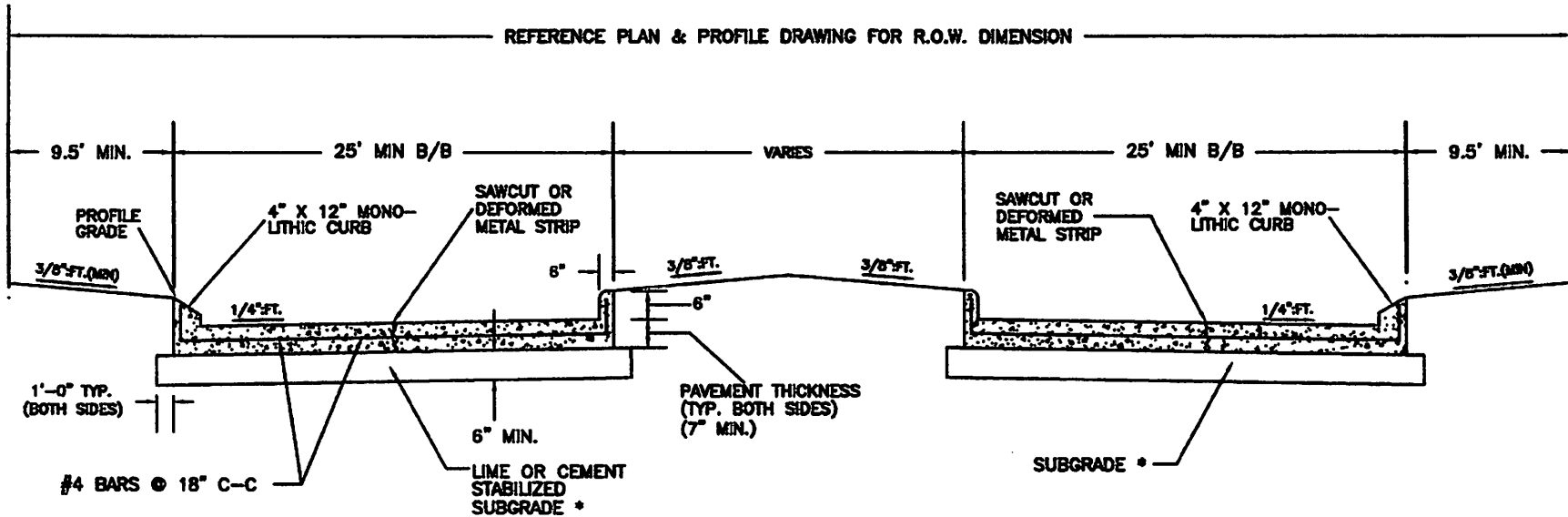
NOTE:
PAVEMENT SECTIONS TO BE LOCATED IN CENTER OF R.O.W.

**SUBDIVISION STANDARDS FOR
TYPICAL SECTION FOR
CONCRETE PAVEMENT WITH
4' X 12" MONOLITHIC CURB
FOR RESIDENTIAL STREETS**

M.T.S.

4" X 12" MONOLITHIC AND TRANSITION CURB NOTES:

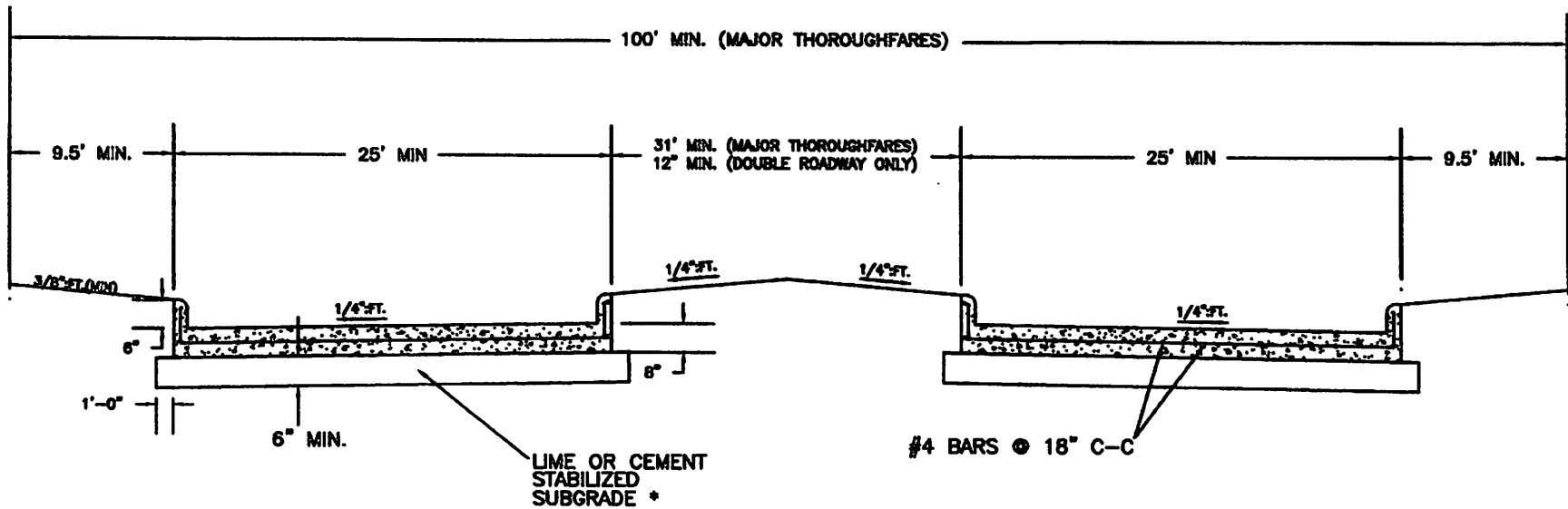
1. 6" HIGH CONCRETE CURBS TO BE CONSTRUCTED ON ALL EMPLOYER, ISLAND AND NON-RESIDENTIAL STREETS. RESIDENTIAL STREETS MAY BE CONSTRUCTED WITH EITHER 6" HIGH CONCRETE CURB OR 4" HIGH X 12" HIGH CONCRETE CURB AS NOTED ON PLANS.
2. ALL 4" HIGH X 12" HIGH CONCRETE CURBS TO BE POURED MONOLITHICALLY WITH PROPOSED CONCRETE PAVEMENT.
3. TRANSITIONS FROM 6" HIGH CONCRETE CURB TO 4" HIGH CONCRETE CURB TO BE ACCOMPLISHED WITHIN 10 FEET, UNLESS OTHERWISE SPECIFIED. IF THIS 10-FOOT TRANSITION CURB IS NOT POURED MONOLITHICALLY WITH THE PAVEMENT THEN REINFORCING STEEL AS SHOWN IN TYPICAL DETAIL. 4" HIGH X 12" HIGH TRANSITION CURB IS TO BE SPECIFIED.



SUBGRADE *
 REFER TO RULES AND REGULATIONS
 FOR SUBDIVISIONS FOR TREATMENT
 AND COMPACTION

SUBDIVISION STANDARDS FOR
**TYPICAL SECTION FOR
 COMBINATION CURB AND
 DIVIDED RESIDENTIAL STREETS**

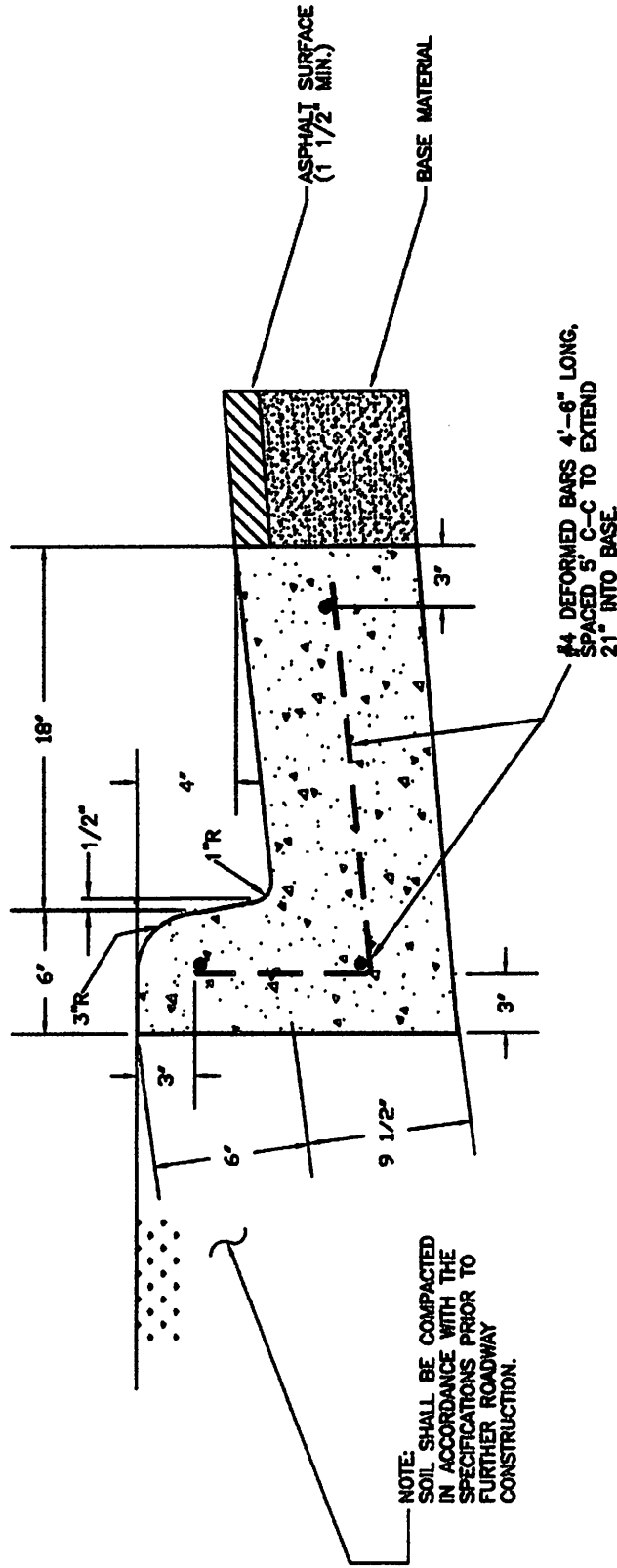
N.T.S.



SUBGRADE *
REFER TO RULES AND REGULATIONS
FOR SUBDIVISIONS FOR TREATMENT
AND COMPACTION

SUBDIVISION STANDARDS FOR
TYPICAL SECTIONS FOR
MAJOR THOROUGHFARES
AND ROADWAYS

N.T.S.



NOTE: SOIL SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFICATIONS PRIOR TO FURTHER ROADWAY CONSTRUCTION.

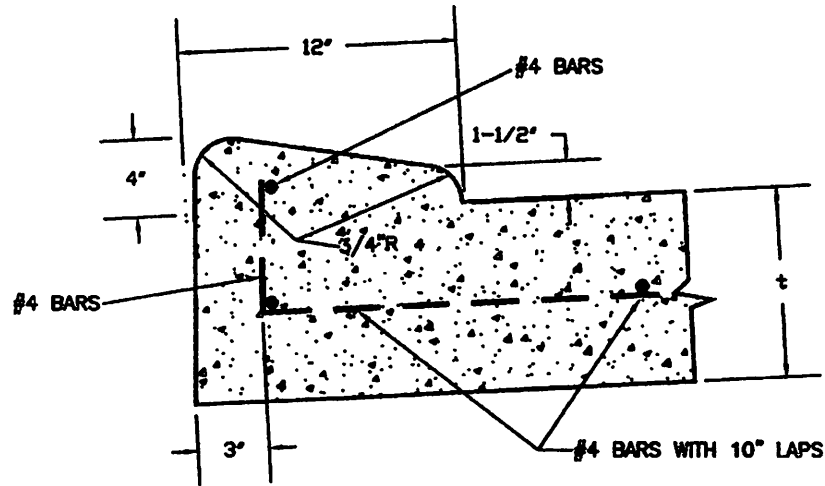
#4 DEFORMED BARS 4'-6" LONG, SPACED 5' C-C TO EXTEND 21" INTO BASE.

SUBDIVISION STANDARDS FOR
MONOLITHIC CURB AND GUTTER
 N.T.S.

4" x 12" MONOLITHIC AND TRANSITION CURB NOTES:

1. 6-INCH CONCRETE CURB TO BE CONSTRUCTED ON ALL ESPLANADES, ISLANDS AND NON-RESIDENTIAL STREETS. RESIDENTIAL STREETS MAY BE CONSTRUCTED WITH EITHER 6-INCH CONCRETE CURB OR 4-INCH x 12-INCH CONCRETE CURB AS NOTED ON PLANS.
2. ALL 4-INCH x 12-INCH CONCRETE CURBS TO BE POURED MONOLITHICALLY WITH PROPOSED CONCRETE PAVEMENT.
3. TRANSITIONS FROM 6-INCH CONCRETE CURB TO 4-INCH x 12-INCH CONCRETE CURB TO BE ACCOMPLISHED WITHIN 10 FEET, UNLESS OTHERWISE SHOWN. IF THIS 10-FOOT TRANSITION CURB IS NOT POURED MONOLITHICALLY WITH THE PAVEMENT, THEN REINFORCING STEEL AS SHOWN BELOW IN TYPICAL DETAIL 4-INCH x 12-INCH TRANSITION CURB IS TO BE INSTALLED.

**t = THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBMISION RULES AND
REGULATIONS**



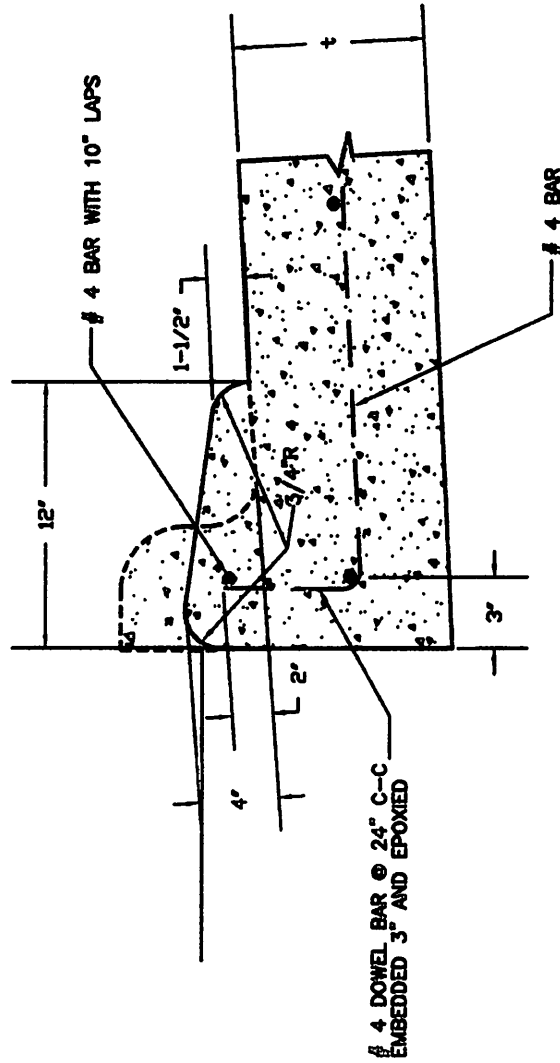
SUBDIVISION STANDARDS FOR
TYPICAL DETAIL
4" x 12" MONOLITHIC CURB

KT.S.

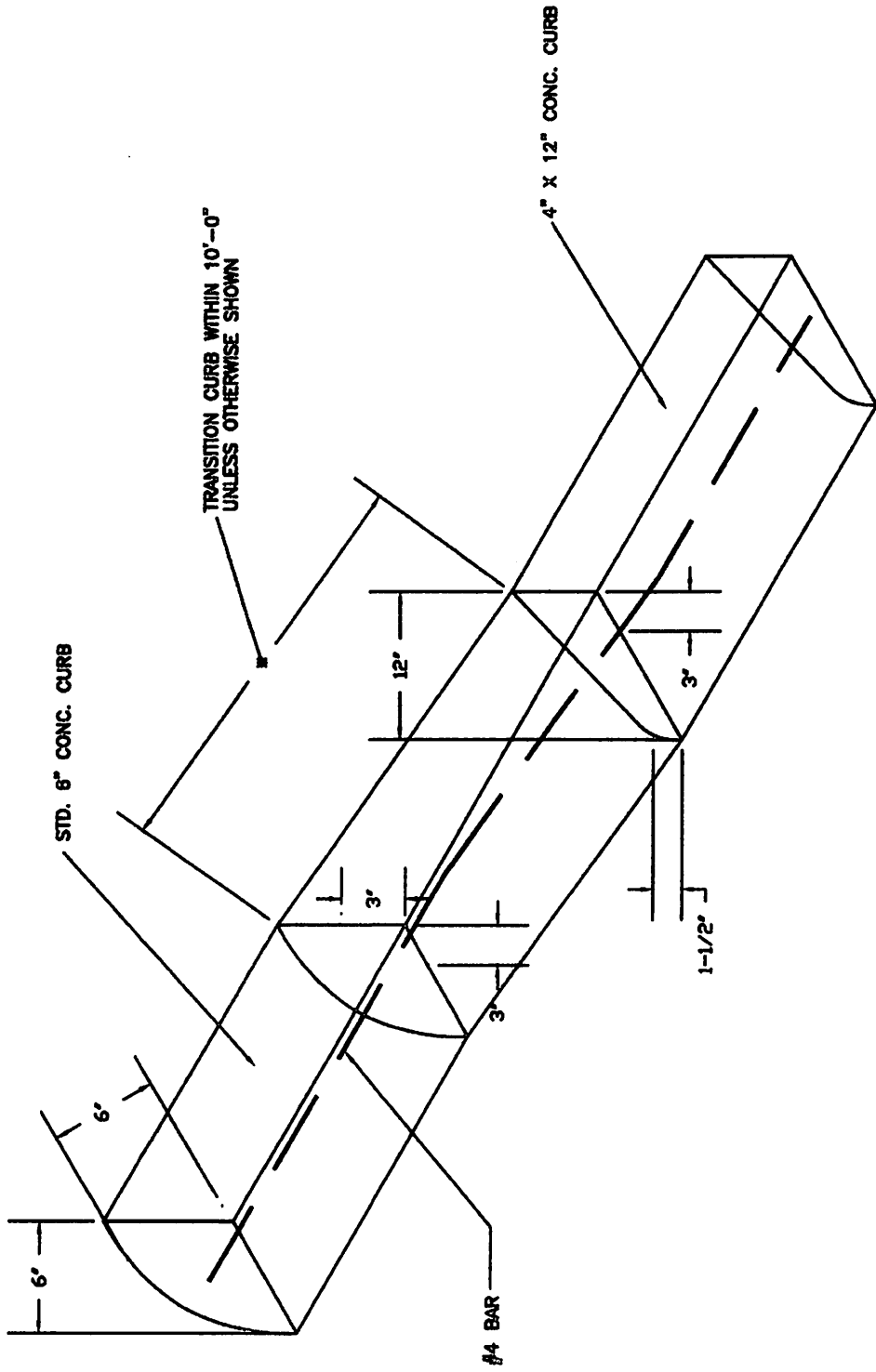
4" x 12" MONOLITHIC AND TRANSITION CURB NOTES:

1. 6-INCH CONCRETE CURB TO BE CONSTRUCTED ON ALL ESPLANADES, ISLANDS AND NON-RESIDENTIAL STREETS. RESIDENTIAL STREETS MAY BE BE CONSTRUCTED WITH EITHER 6-INCH CONCRETE CURB OR 4-INCH x 12-INCH CONCRETE CURB AS NOTED ON PLANS.
2. ALL 4-INCH x 12-INCH CONCRETE CURBS TO BE POURED MONOLITHICALLY WITH PROPOSED CONCRETE PAVEMENT.
3. TRANSITIONS FROM 6-INCH CONCRETE CURB TO 4-INCH x 12-INCH CONCRETE CURB TO BE ACCOMPLISHED WITHIN 10 FEET, UNLESS OTHERWISE SHOWN. IF THIS 10-FOOT TRANSITION CURB IS NOT POURED MONOLITHICALLY WITH THE PAVEMENT, THEN REINFORCING STEEL AS SHOWN BELOW IN TYPICAL DETAIL 4-INCH x 12-INCH TRANSITION CURB IS TO BE INSTALLED.

† = THICKNESS OF CONCRETE PAVEMENT REFER TO SUBDIVISION RULES AND REGULATIONS



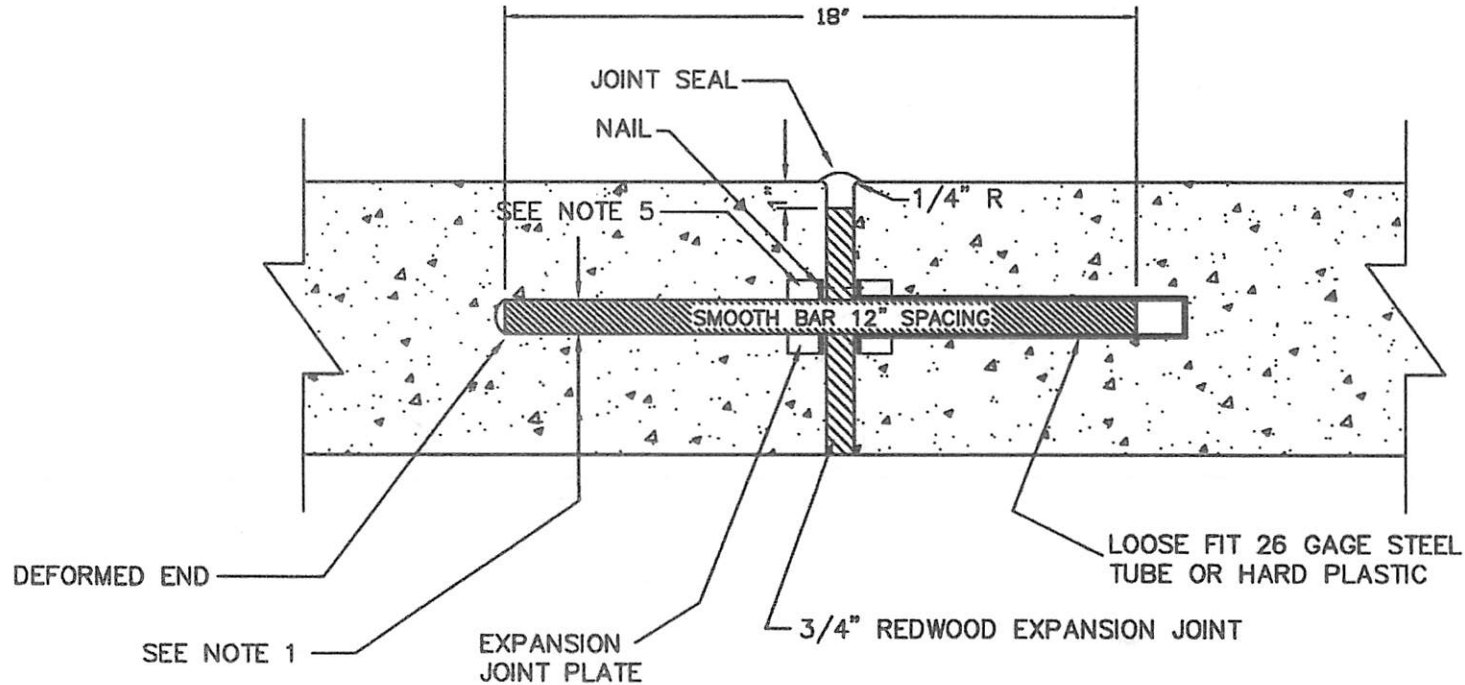
SUBDIVISION STANDARDS FOR
TYPICAL DETAIL
4" x 12" TRANSITION CURB
 NTA



SUBDIVISION STANDARDS FOR
TYPICAL CURB TRANSITION
 N.T.A.

NOTES:

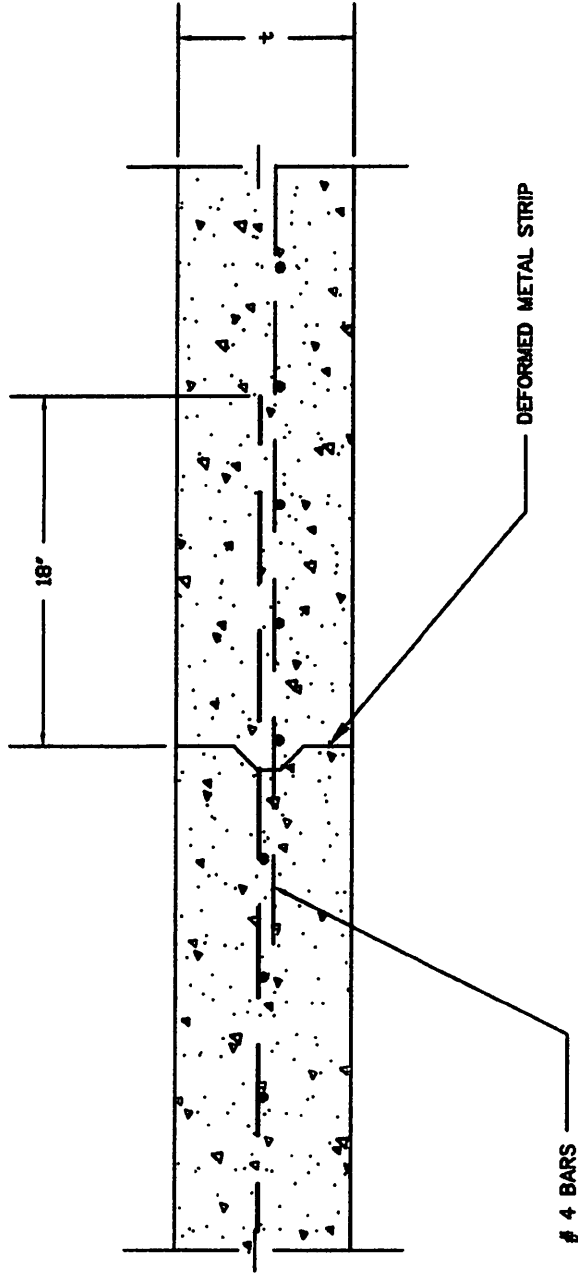
1. DOWELS FOR PAVEMENT EXPANSION SHALL BE $3/4"$ \varnothing FOR 6" TO LESS THAN 7" PAVEMENT THICKNESS, 1" \varnothing FOR 7" TO LESS THAN 9" PAVEMENT THICKNESS AND 1 1/4" \varnothing FOR 9" OR GREATER PAVEMENT THICKNESS
2. EXPANSION JOINT SHALL BE PLACED AT THE END OF EACH CURB RETURN AND AT MAXIMUM 80' SPACING.
3. ALL JOINT SEAL MATERIAL SHALL BE ASPHALT RUBBER ACCORDANCE WITH ASTM DESIGNATION D3405.
4. IF DEFORMED METAL STRIPS ARE ALLOWED, THEY SHALL BE STAKED IN PLACE WITH #3 BARS.
5. PRE-MANUFACTURED JOINT PLATE.



SUBDIVISION STANDARDS FOR
EXPANSION JOINT DETAIL

N.T.S.

t - THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBDIVISION RULES AND
REGULATIONS

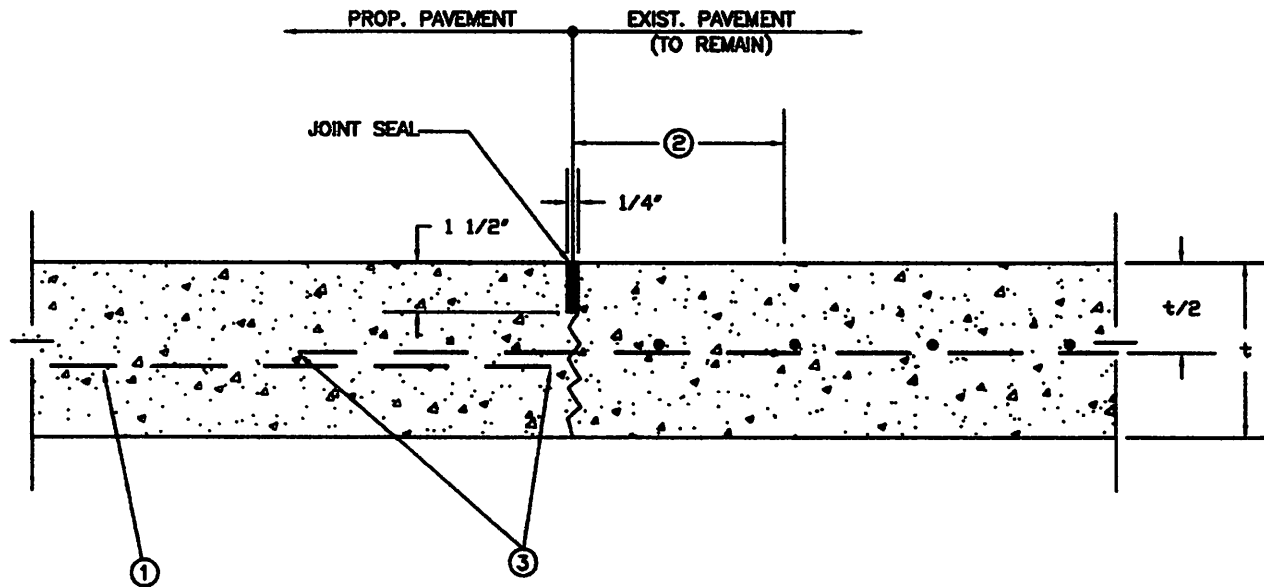


SUBDIVISION STANDARDS FOR
CONSTRUCTION JOINT DETAIL
M.T.A.

t = THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBDIVISION RULES AND
REGULATIONS

NOTES FOR TIE-IN:

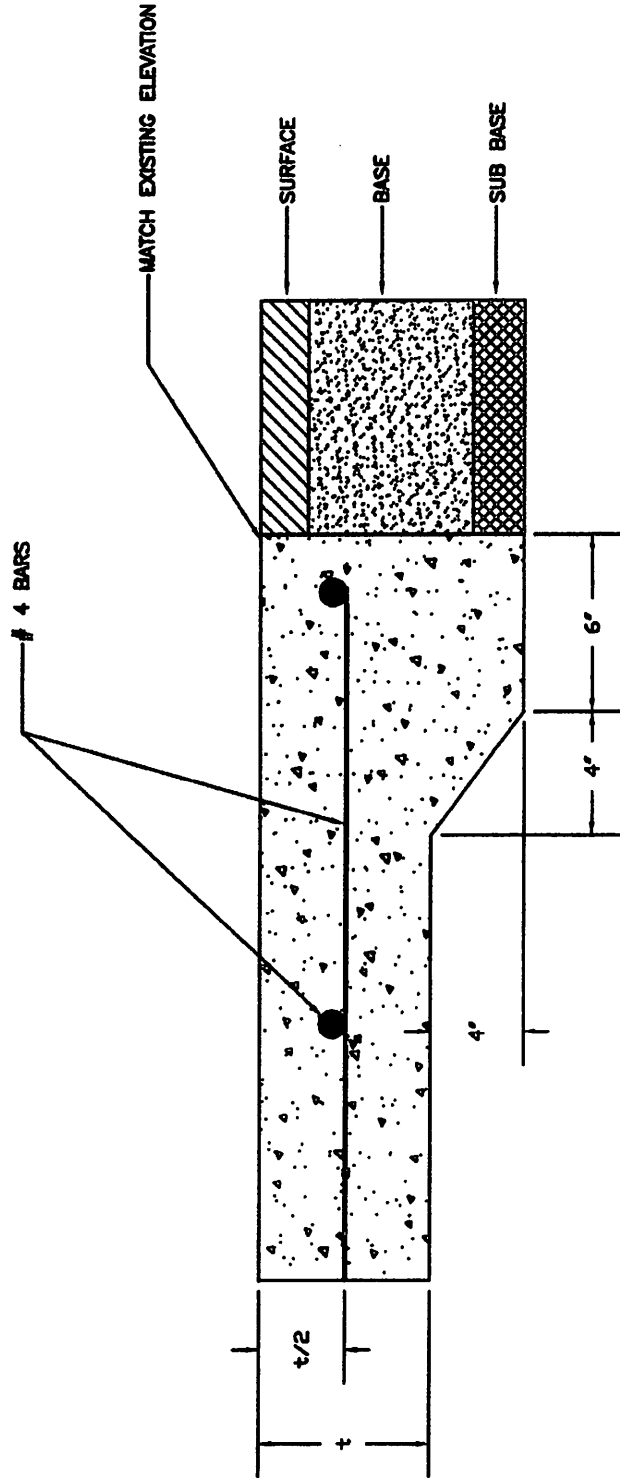
- ① REINFORCING CENTERED IN PROPOSED PAVEMENT, 3" CLEAR AT EDGES.
- ② SAW-CUT & REMOVE 2' EXISTING PAVEMENT OR PAVEMENT WITH CURB, EXPOSE AND CLEAN EXISTING REINFORCING.
- ③ 24 BAR DIAMETER LAP OR WELD, IF DIRECTED.



SUBDIVISION STANDARDS FOR
CONCRETE TO CONCRETE
STANDARD PAVEMENT TIE-IN

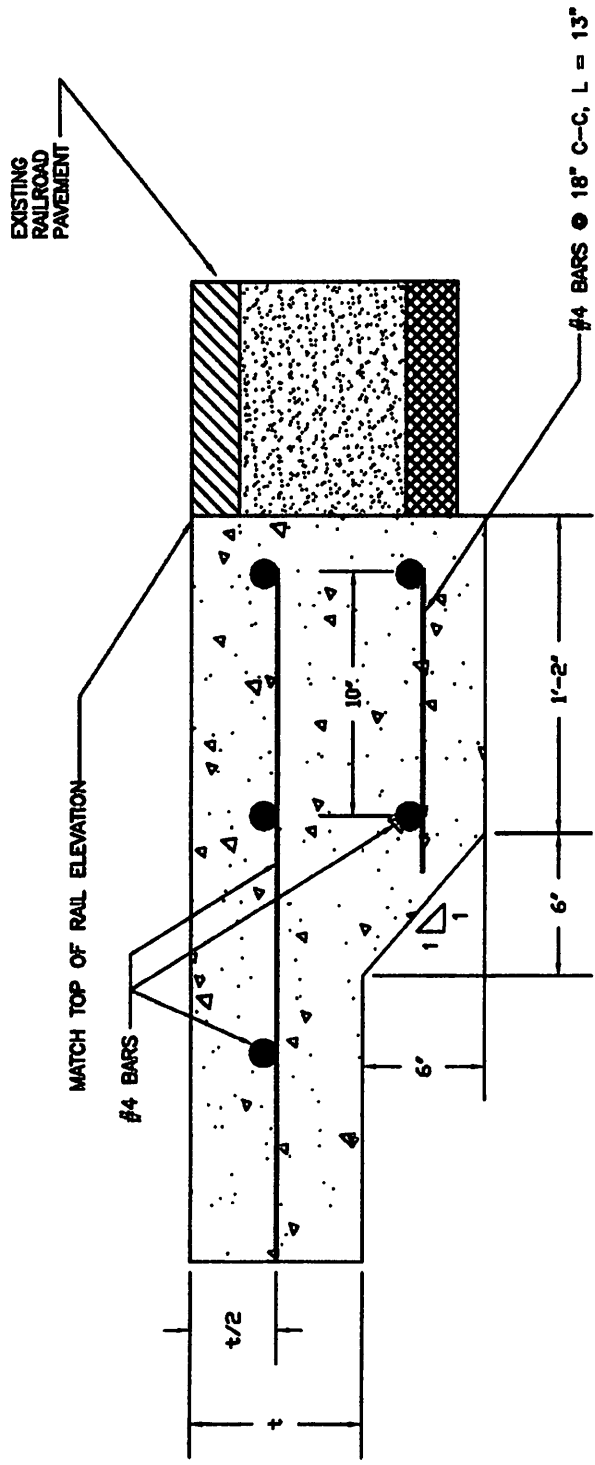
N.T.S.

t = THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBDIVISION RULES AND
REGULATIONS

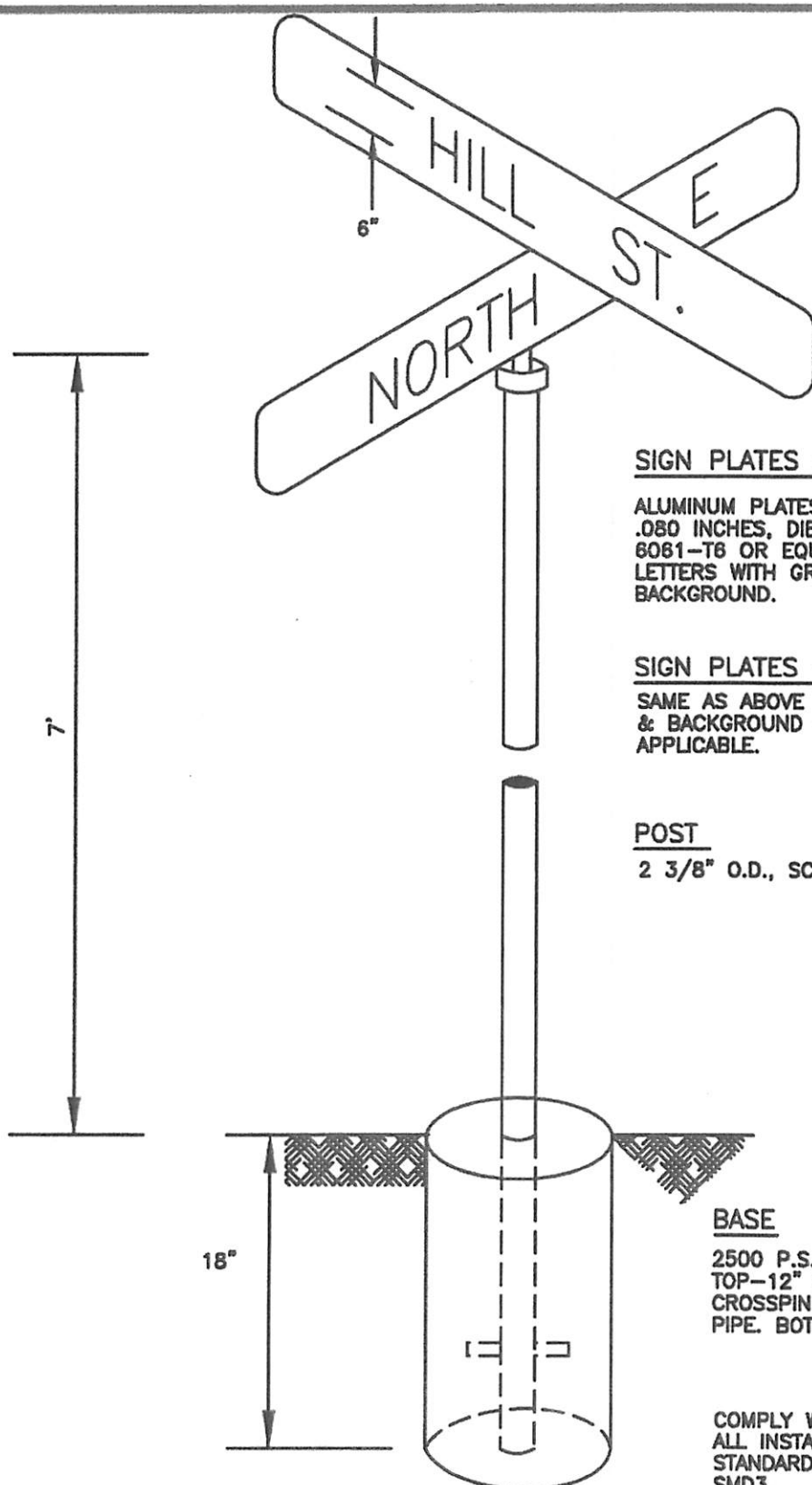


SUBDIVISION STANDARDS FOR
CONCRETE TO ASPHALT
STANDARD PAVING HEADER
 N.T.A.

t = THICKNESS OF CONCRETE PAVEMENT
REFER TO SUBMISSION RULES AND
REGULATIONS



SUBMISSION STANDARDS FOR
RAILROAD HEADER DETAIL
N/A.



SIGN PLATES – STREET SIGNS

ALUMINUM PLATES—MINIMUM THICKNESS .080 INCHES, DIE CUT, ALCOA ALLOY 6061-T6 OR EQUAL. REFLECTIVE WHITE LETTERS WITH GREEN REFLECTIVE BACKGROUND.

SIGN PLATES – TRAFFIC SIGNS

SAME AS ABOVE BUT LETTER & BACKGROUND COLOR AS APPLICABLE.

POST

2 3/8" O.D., SCH. 40 GALV. PIPE.

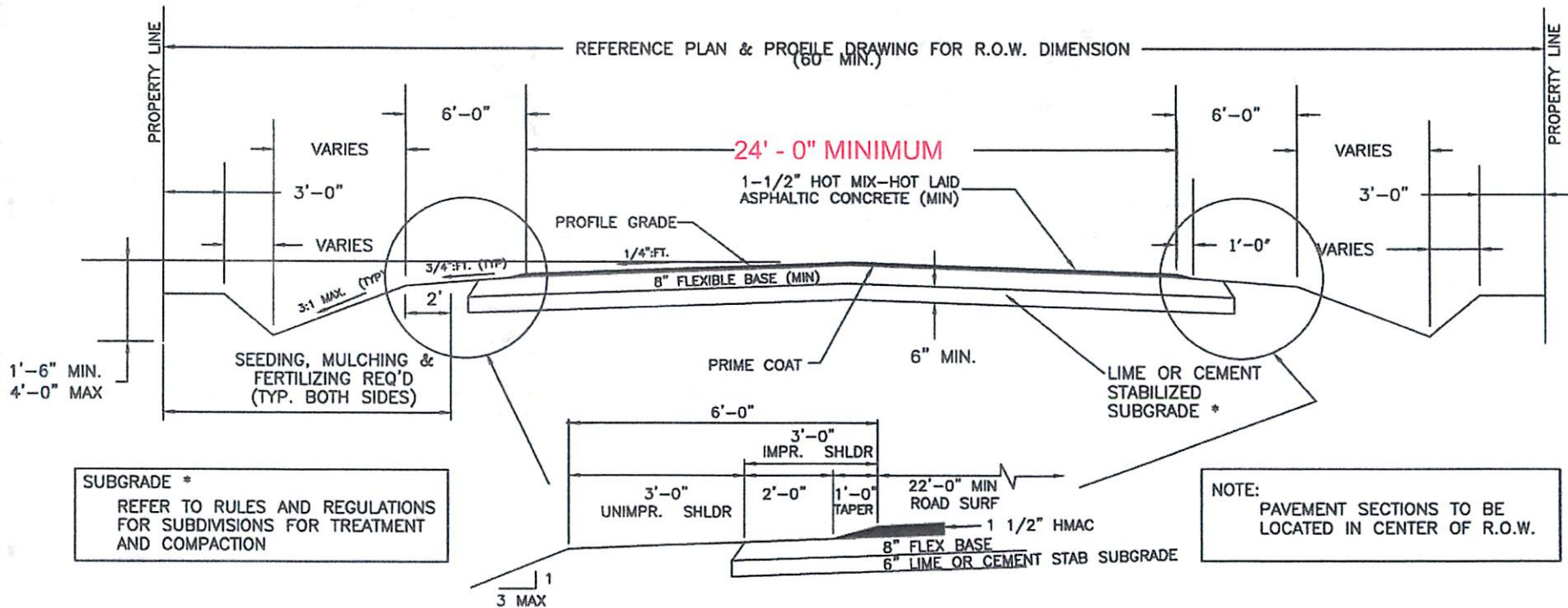
BASE

2500 P.S.I. CONCRETE TOP—12" DIA., FLUSH WITH GRADE. CROSSPIN—3/8" X 6" THROUGH PIPE. BOTTOM—12" DIAMETER.

COMPLY WITH MUTCD IN ALL INSTALLATIONS AND TX. DOT STANDARD DETAILS SMD1 THRU SMD3.

TRAFFIC & STREET SIGN DESIGN STANDARDS

N.T.S.



SUBDIVISION STANDARDS FOR
FLEXIBLE BASE PAVEMENT
DITCH SECTION

N.T.S.

FIGURE 1 Harris County Site Runoff Curves for 25-Year Storm Frequency

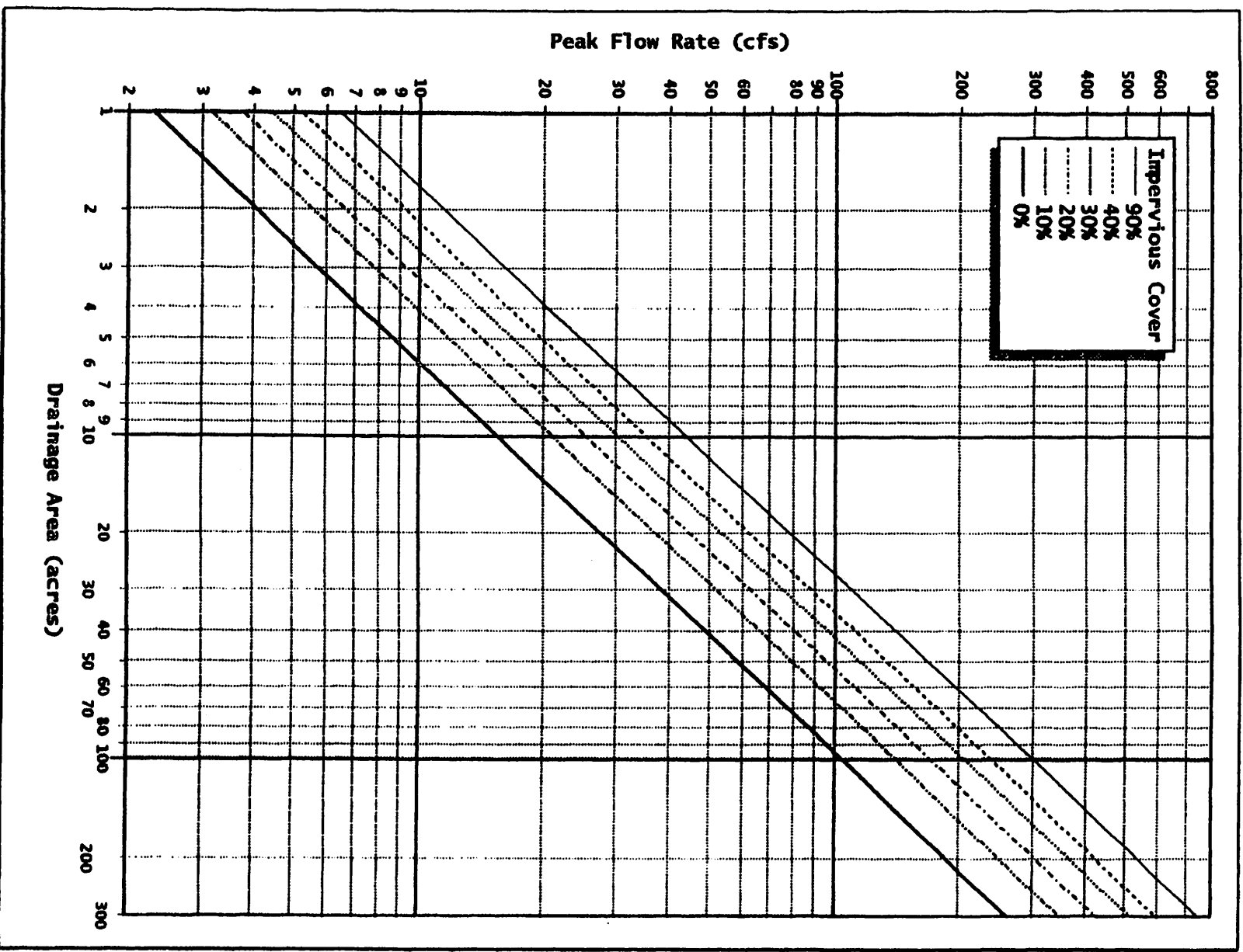


FIGURE 2 Harris County Site Runoff Curves for 100-Year Storm Frequency

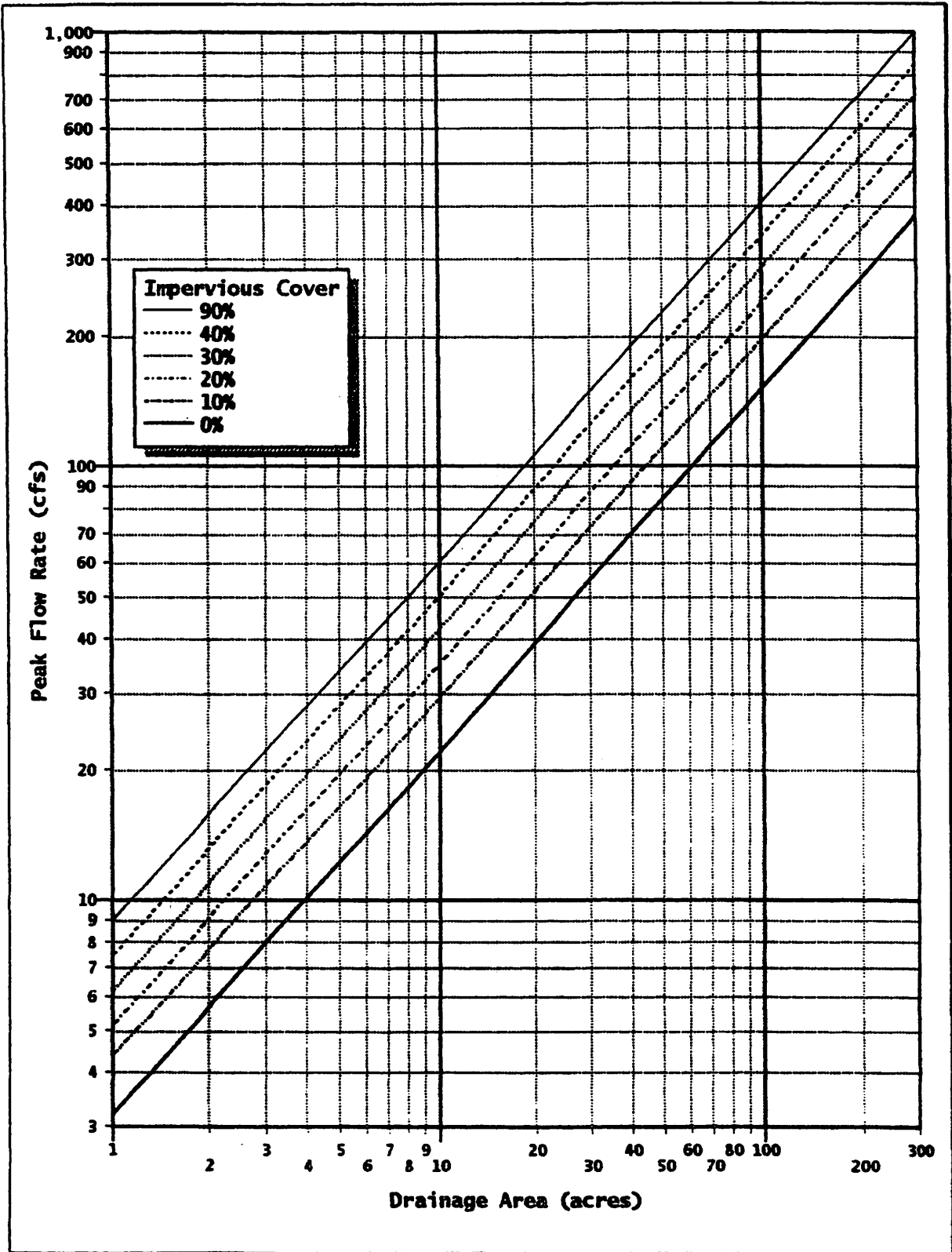
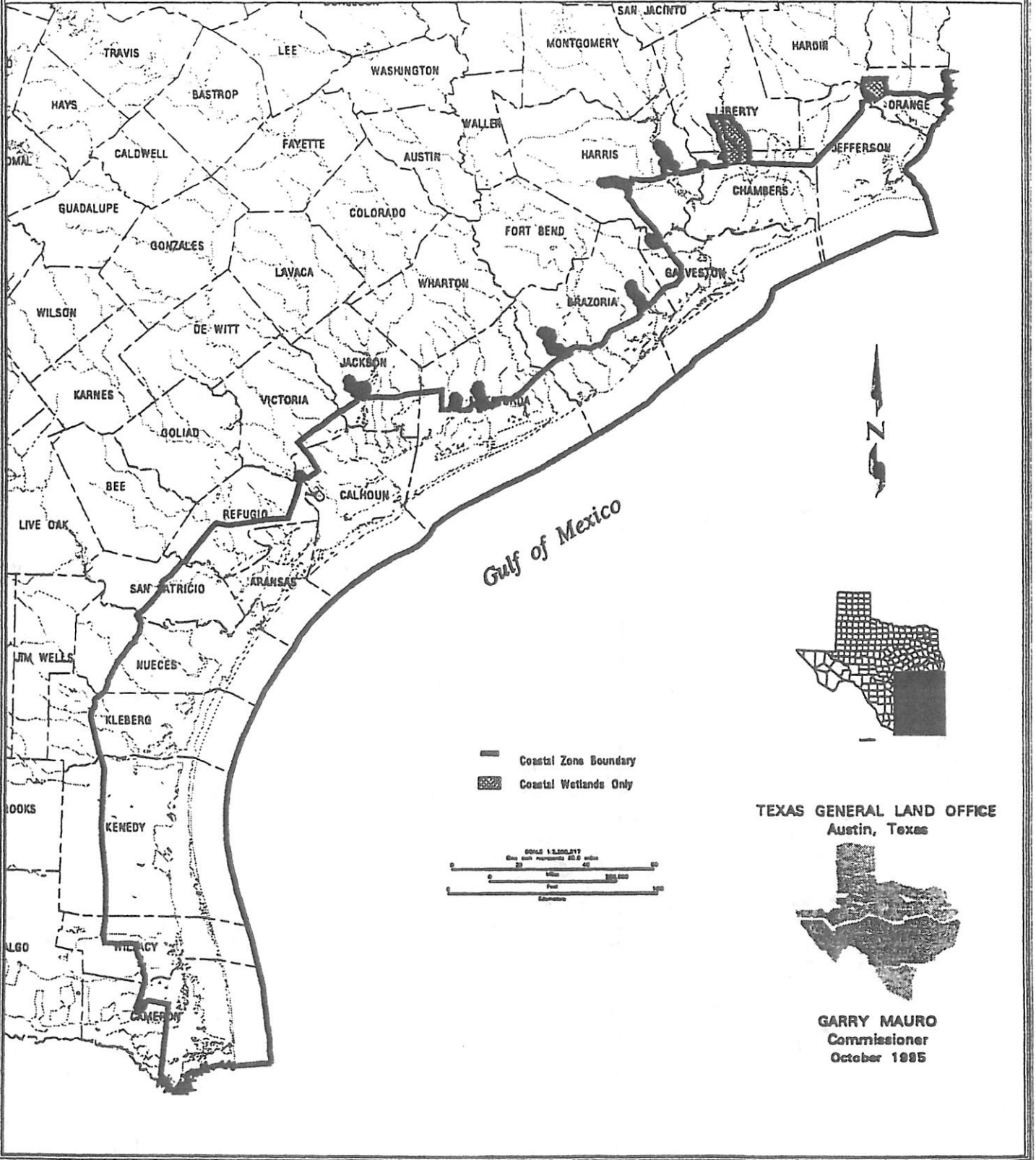


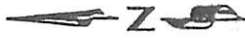
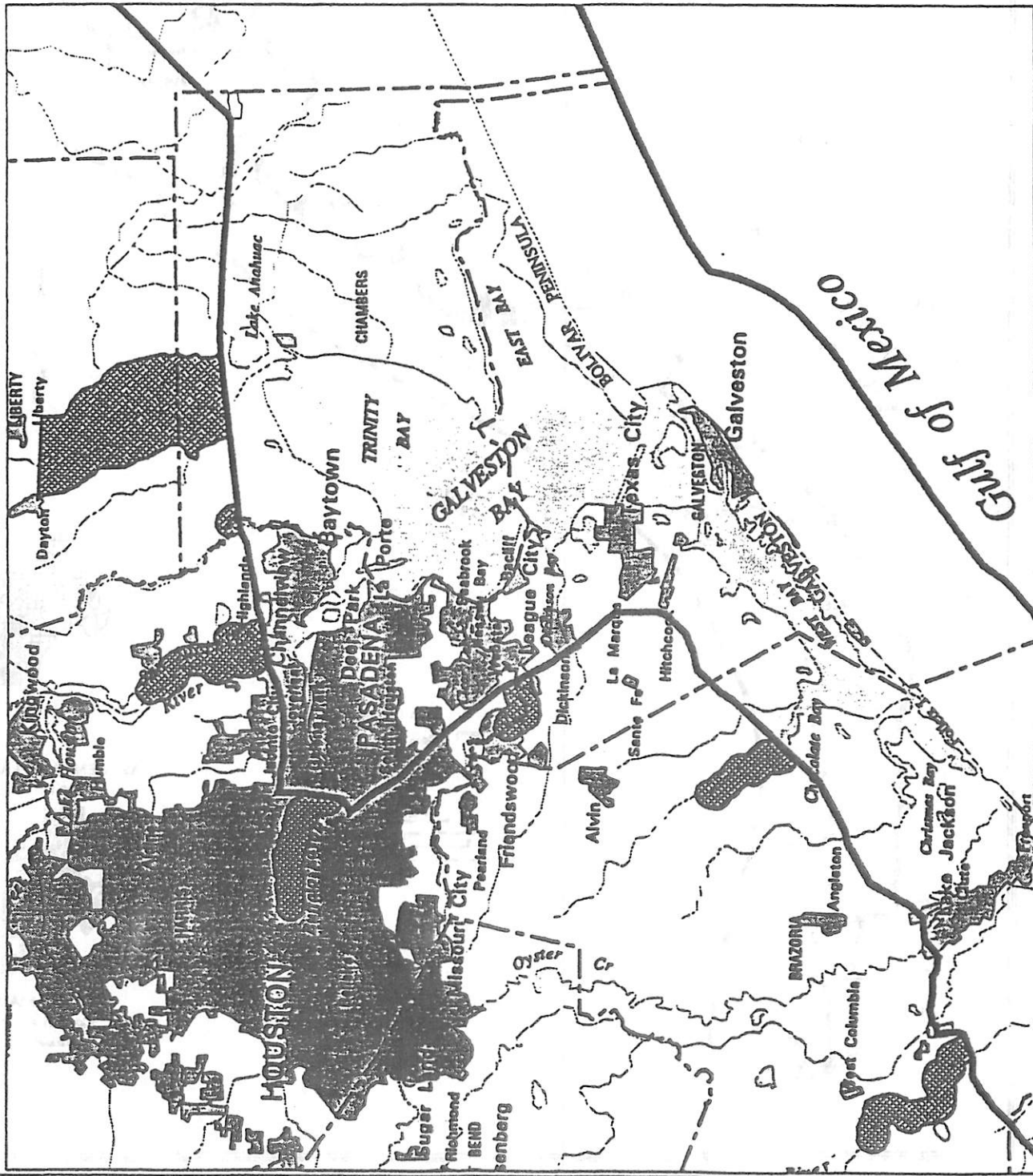
Figure 1

Texas Coastal Management Program



Galveston - Houston Area

Figure 5



- Coastal Zone Boundary (TIER I)
- ▨ Coastal Wetlands Boundary (TIER I)
- County Boundary
- Stream, Sheraline
- Lake, Bay
- Urban Area

Scale: 1 inch = 10 miles
 0 10 20 30 40 Miles
 0 10 20 30 40 Kilometers



**BUSINESS OF THE CITY COUNCIL
CITY OF SANTA FE, TEXAS**

SUBJECT: Consideration and possible action: Revision to Major Thoroughfare Plan

FOR AGENDA OF: March 26, 2020

DATE SUBMITTED: March 23, 2020

SUBMITTED BY: Diana Steelquist

REVIEWED BY:

EXHIBITS: map

Proposed Revenue: \$
Amount Budgeted: \$ **City Treasurer:** _____

Notes:

BACKGROUND INFORMATION

The Major Thoroughfare Plan (MTP) shows general alignments for existing and planned roads within the community. It is a guideline for proposed development so that connectivity is maintained with new growth. The Plan aids in the design of new development by providing right-of-way preservation and plans for acquisition. Actual alignments are subject to change based upon design and implementation.

The MTP map was prepared in 2001 as part of the Master Plan 2002. Recently, the City has met several times with a developer who has 440 acres in our Extra-Territorial Jurisdiction north of Hwy. 6. The area of the development will impact the extension of Bay Area Boulevard, 2nd Street, 4th Street and Tower Road.

After reviewing the existing available right-of-ways and other factors such as ownership, flood plains and stream crossings, a revised map has been prepared for this area of the city. It differs from the previously adopted map in that 2nd Street does not connect to Alcoa-Friendswood and Tower Road is shown to be fully connected from FM 517 to Hwy. 6. When reviewing the city of League City's MTP, the revised map conforms with their proposed connections to Bay Area Blvd. and Tower Rd. Tower Road within the city limits has already been paved with asphalt. A traffic impact analysis will need to be conducted by the developer so that upgrades to the existing road can be implemented before additional development begins in the ETJ.

STAFF RECOMMENDATION

Staff recommends the adoption of this change to the Major Thoroughfare Plan.



LEGEND:

- I-45 Gulf Freeway
- Proposed Grand Parkway Route
- State Highways
- Commercial Collector Streets
- Commercial Collector (unimproved)
- Residential Collector Streets
- Residential Collector (unimproved)
- Bay Area Blvd. (unimproved)

Interchange
 Major Map
 Santa Fe ETJ

Master Transportation Plan
 City of Santa Fe,
 Galveston County, Texas

Including proposed collector routes within the city limits and extra-territorial jurisdiction take in sur-

Tres Rios - Thoroughfare Recommendations



LEGEND

- ▬ Tract Boundaries
- ▬ Proposed EHRM Major Thoroughfare Alignments
- ▬ Proposed Major Thoroughfares
- ▬ Existing Major Thoroughfares
- ▬ Proposed Major Thoroughfares by Other Developments
- ▬ Culverts
- ▬ Floodway
- ▬ Flood Plain - 100 Yr.
- ▬ Flood Plain - 500 Yr.
- ▬ Existing Canals

EHRM
 Engineering & Planning
 1105 W. 15th Street, Suite 100
 Santa Fe, TX 77075
 Phone: 281.233.3972
 Fax: 281.233.3973
 Email: info@ehrm.com

BUSINESS OF THE CITY COUNCIL CITY OF SANTA FE, TEXAS

SUBJECT: School zone on FM 1764 in front of new elementary school

FOR AGENDA OF: 3/26/20

DATE SUBMITTED: 3/23/20

SUBMITTED BY: City Manager

REVIEWED BY: City Secretary

EXHIBITS: proposed ordinance and strip map

Proposed Expenditure: \$

Amount Budgeted: \$

City Treasurer: _____

Explanation:

BACKGROUND INFORMATION

The Texas Department of Transportation (TxDOT) has completed a speed zone study along FM 1764 post construction of the new elementary school. They have recommended establishing a school zone in the Avenue G ½ proximity of FM 1764 and reducing the speed from 50 mph to 35 mph when the sign is flashing.

RECOMMENDED ACTION

Pass second and final reading of the ordinance establishing a school zone on FM 1764.

**CITY OF SANTA FE
ORDINANCE # _____**

AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, AMENDING CHAPTER 9, TRAFFIC CODE, CODE OF ORDINANCES, SECTION 3, SPEED LIMITS, SUBSECTION E(3), FM 1764, BY ADDING SUBSUBSECTION (b), TO ESTABLISH A SCHOOL ZONE NEAR AVENUE G ½ BY ALTERING THE PRIMA FACIE SPEED LIMITS ESTABLISHED FOR VEHICLES UNDER THE PROVISIONS OF 545.356, TEXAS TRANSPORTATION CODE, UPON THE BASIS OF AN ENGINEERING AND TRAFFIC INVESTIGATION, UPON CERTAIN STREETS AND HIGHWAYS OR PARTS THEREOF, WITHIN THE CORPORATE LIMITS OF THE CITY OF SANTA FE, TEXAS, AS SET OUT IN THIS ORDINANCE; AND PROVIDING A PENALTY OF A FINE NOT TO EXCEED \$200 FOR THE VIOLATION OF THIS ORDINANCE

WHEREAS, §545.356 of Vernon's Texas Civil Statutes provides that whenever the governing body of the City shall determine upon the basis of an engineering and traffic investigation that any prima facie speed therein set forth is greater or less than is reasonable or safe under the conditions found to exist at any intersection or other place or upon any part of a street or highway within the City, taking into consideration the width and condition of the pavement and other circumstances on such portion of said street or highway, as well as the usual traffic thereon, said governing body may determine and declare a reasonable and safe prima facie speed limit thereat or thereon by the passage of an Ordinance, which shall be effective when appropriate signs giving notice thereof are erected at such intersection or other place or part of the street or highway;

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

Section 1. That Chapter 9, Traffic Code, Code of Ordinances, City of Santa Fe, Texas, Section 3, Speed Limits, Subsection E(3), FM 1764, is hereby amended by adding Subsubsection (b), upon the basis of an engineering and traffic investigation heretofore made as authorized by the provisions of 545.356, Texas Transportation Code, the following prima facie speed limits hereafter indicated for vehicles are hereby determined and declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named streets and highways, or parts thereof, described as follows:

“(b) Along FM 1764 a school zone, from a point 760 feet west of the centerline of Avenue G ½ to a point 270 feet east of the centerline of Avenue G ½, a distance of approximately 0.195 mile, the speed limit shall be 35 MPH when flashing.”

Section 2. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not more than Two Hundred Dollars (\$200).

Passed and Approved on the first reading the 13th day of February, 2020.

Passed and Approved on the second and final reading the 27th day of February, 2020.

JASON TABOR, MAYOR

ATTEST:

Janet L. Davis, City Secretary

BUSINESS OF THE CITY COUNCIL CITY OF SANTA FE, TEXAS

SUBJECT: Ratify execution of Interlocal Cooperation Contract between the Texas Department of Public Safety and the City to implement the provisions of failure to appear in municipal court.

FOR AGENDA OF: 3/26/20

DATE SUBMITTED: 2/25/20

SUBMITTED BY: Lisa Snider

REVIEWED BY: City Attorney

EXHIBITS: Letter from Texas DPS, contract

Proposed Expenditure: \$
Amount Budgeted: \$

City Treasurer: _____

Explanation:

BACKGROUND INFORMATION

The City of Santa Fe has had a contract with the Texas Department of Public Safety (TDPS) since May 2002, which provides that the City will provide information to TDPS necessary to deny renewal of the driver's license of a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine or cost in the manner ordered by the court in a matter involving any offense within the jurisdiction of the justice of the municipal court.

Under Section F Non-Waiver of Fees – Court will not waive the \$10.00 reimbursement fee for any person that has been submitted on an FTA report, unless that person is deemed to be indigent or the person is acquitted of the charges for which they failed to appear.

RECOMMENDED ACTION

Approve amended contract.

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
DIRECTOR
SKYLOR HEARN
FREEMAN F. MARTIN
RANDALL B. PRINCE
DEPUTY DIRECTORS



COMMISSION
STEVEN P. MACH, CHAIRMAN
A. CYNTHIA LEON

January 10, 2020

Dear Court Administrator:

Enclosed please find the revised contract offered by the Texas Department of Public Safety to accommodate Chapter 706 of the Texas Transportation Code. Please complete all of the appropriate entries on the contract and arrange for the approval and signature of the presiding official authorized to sign contractual documents in your jurisdiction (mayor, city manager, county judge, etc.).

Only one (1) original signed contract should be submitted for each political subdivision; if you require a final copy for the court, please indicate so when you return the document. Signed contracts should be returned to:

Texas Department of Public Safety
Attn: Enforcement and Compliance Service
5805 North Lamar Blvd.
Austin, Texas 78752-0001

After the contract has been returned to the Department it will be processed for the appropriate signatures.

Any questions regarding the contract should be forwarded to Enforcement and Compliance Service; Tijuana Pendergrass at (512) 424-5431.

Sincerely yours,

Frances Gomez, Manager
Enforcement and Compliance Service

**Interlocal Cooperation Contract
Failure to Appear (FTA) Program**

State of Texas

County of _____

I. PARTIES AND AUTHORITY

This Interlocal Cooperation Contract (Contract) is entered into between the Department of Public Safety of the State of Texas (DPS), an agency of the State of Texas and the _____ Court of the [City or County] of _____ (Court), a political subdivision of the State of Texas, referred to collectively in this Contract as the Parties, under the authority granted in Tex. Transp. Code Chapter 706 and Tex. Gov't Code Chapter 791 (the Interlocal Cooperation Act).

II. BACKGROUND

As permitted under Tex. Transp. Code § 706.008, DPS contracts with a private vendor (Vendor) to provide and establish an automated FTA system that accurately stores information regarding violators subject to the provisions of Tex. Transp. Code Chapter 706. DPS uses the FTA system to properly deny renewal of a driver license to a person who is the subject of an FTA system entry.

III. PURPOSE

This Contract applies to each FTA Report submitted by the Court to DPS or its Vendor and accepted by DPS or its Vendor.

Court will supply information to DPS, through its Vendor, that is necessary to deny renewal of the driver license of a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the Court in a matter involving any offense that Court has jurisdiction of under Tex. Code Crim. Proc. Chapter 4.

IV. PERIOD OF PERFORMANCE

This Contract will be effective on the date of execution and will automatically renew on the anniversary date of execution for up to three additional years unless terminated earlier.

V. COURT RESPONSIBILITIES

A. Written warnings

A peace officer authorized to issue citations within the jurisdiction of the Court must issue a written warning to each person to whom the officer issues a citation for a traffic law violation. This warning must be provided in addition to any other warnings required by law. The warning must state in substance that if the person fails to appear in court for the prosecution of the offense or if the person fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the Court, the person may be denied

renewal of the person's driver license. The written warning may be printed on the citation or on a separate instrument.

B. FTA Report

An FTA Report is a notice sent by Court requesting a person be denied renewal in accordance with this Contract. The Court may submit an FTA Report to Vendor if a person fails to appear or fails to pay or satisfy a judgment as required by law. There is no requirement that a criminal warrant be issued in response to the person's failure to appear. The Court must make reasonable efforts to ensure that all FTA Reports are accurate, complete, and non-duplicative. The FTA Report must include the following information:

1. the jurisdiction in which the alleged offense occurred;
2. the name of the court submitting the report;
3. the name, date of birth, and Texas driver license number of the person who failed to appear or failed to pay or satisfy a judgment;
4. the date of the alleged violation;
5. a brief description of the alleged violation;
6. a statement that the person failed to appear or failed to pay or satisfy a judgment as required by law;
7. the date that the person failed to appear or failed to pay or satisfy a judgment; and
8. any other information required by DPS.

C. Clearance Reports

The Court that files the FTA Report has a continuing obligation to review the FTA Report and promptly submit appropriate additional information or reports to the Vendor. The clearance report must identify the person, state whether or not a fee was required, and advise DPS to lift the denial of renewal and state the grounds for the action. All clearance reports must be submitted immediately, but no later than two business days, from the time and date that the Court receives appropriate payment or other information that satisfies the person's obligation to that Court.

To the extent that a Court uses the FTA system by submitting an FTA Report, the Court must collect the statutorily required \$10.00 reimbursement fee. If the person is acquitted of the underlying offense for which the original FTA Report was filed, the Court will not require payment of the reimbursement fee.

Court must submit a clearance report for the following circumstances:

1. the perfection of an appeal of the case for which the warrant of arrest was issued or judgment arose;
2. the dismissal of the charge for which the warrant of arrest was issued or judgment arose;
3. the posting of a bond or the giving of other security to reinstate the charge for which the warrant was issued;
4. the payment or discharge of the fine and cost owed on an outstanding judgment of the Court; or

5. other suitable arrangement to pay the fine and cost within the Court's discretion.

DPS will not continue to deny renewal of the person's driver license after receiving notice from the Court that the FTA Report was submitted in error or has been destroyed in accordance with the Court's record retention policy.

D. Quarterly Reports and Audits

Court must submit quarterly reports to DPS in a format established by DPS.

Court is subject to audit and inspection at any time during normal business hours and at a mutually agreed upon location by the state auditor, DPS, and any other department or agency, responsible for determining that the Parties have complied with the applicable laws. Court must provide all reasonable facilities and assistance for the safe and convenient performance of any audit or inspection.

Court must correct any non-conforming transactions performed by the Court, at its own cost, until acceptable to DPS.

Court must keep all records and documents regarding this Contract for the term of this Contract and for seven years after the termination of this Contract.

E. Accounting Procedures

Court must keep separate, accurate, and complete records of the funds collected and disbursed and must deposit the funds in the appropriate municipal or county treasury. Court may deposit such fees in an interest-bearing account and retain the interest earned on such accounts for the Court.

Court will allocate \$6.00 of each \$10.00 reimbursement fee received for payment to the Vendor and \$4.00 for credit to the general fund of the municipal or county treasury.

F. Non-Waiver of Fees

Court will not waive the \$10.00 reimbursement fee for any person that has been submitted on an FTA Report, unless the person is deemed to be indigent, or the person is acquitted of the charges for which the person failed to appear.

Failure to comply with this section will result in: (i) termination of this Contract for cause; and (ii) the removal of all outstanding entries of the Court in the FTA Report, resulting in the lifting of any denied driver license renewal status from DPS.

G. Litigation Notice

The Court must make a good-faith attempt to immediately notify DPS in the event that the Court becomes aware of litigation in which this Contract or Tex. Transp. Code Chapter 706 is subject to constitutional, statutory, or common-law challenge, or is struck down by judicial decision.

VI. PAYMENTS TO VENDOR

Court must pay the Vendor a fee of \$6.00 per person for each violation which has been reported to the Vendor and for which the Court has subsequently collected the statutorily required \$10.00 reimbursement fee. In the event that the person has been acquitted of the underlying charge or is indigent, no payment will be made to the Vendor or required of the Court.

Court agrees that payment will be made to the Vendor no later than the last day of the month following the close of the calendar quarter in which the payment was received by the Court.

DPS will not pay Vendor for any fees collected by Court.

VII. GENERAL TERMS AND CONDITIONS

- A. Compliance with Law.** The Court understands and agrees that it will comply with all local, state, and federal laws in the performance of this Contract, including administrative rules adopted by DPS.
- B. Contract Amendment.** DPS and Court may amend this Contract through a written amendment signed by an authorized signatory on behalf of the respective party.
- C. Notice.** The respective party will send the other party notice as noted in this section.

Court	Department of Public Safety
Attn.:	Enforcement & Compliance Service 5805 North Lamar Blvd.
Address:	Austin, Texas 78752-0001
Address:	(512) 424-5311 [fax]
Fax:	Driver.Improvement@dps.texas.gov
Email:	(512) 424-7172
Phone:	

- D. Termination.** Either party may terminate this Contract with 30 days' written notice. DPS may also terminate this Contract for cause if Court doesn't comply with Section V.F., *Non-Waiver of Fees*. After termination, the Court has a continuing obligation to report dispositions and collect fees for all violators in the FTA system at the time of termination. Failure to comply with the continuing obligation to report will result in the removal of all

outstanding entries of the Court in the FTA Report, resulting in the lifting of any denied driver license renewal status from DPS.

VIII. CERTIFICATIONS

The Parties certify that (1) the Contract is authorized by the governing body of each party; (2) the purpose, terms, rights, and duties of the Parties are stated within the Contract; and (3) each party will make payments for the performance of governmental functions or services from current revenues available to the paying party.

The undersigned signatories have full authority to enter into this Contract on behalf of the respective Parties.

Court*

Department of Public Safety

Authorized Signature

Driver License Division Chief or Designee

Title

Date

Date

*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Court. Each signature block must contain the person’s title and date.

BUSINESS OF THE CITY COUNCIL CITY OF SANTA FE, TEXAS

SUBJECT: 4-Way Stop Sign Placement at the Alles House, Shouse and Pecan Circle Intersection

FOR AGENDA OF: 3/26/20

DATE SUBMITTED: 3/20/20

SUBMITTED BY: Police Chief

REVIEWED BY: Police Lt.

EXHIBITS: proposed ordinance and site map

Proposed Expenditure: \$
Amount Budgeted: \$

City Treasurer: _____

Explanation:

BACKGROUND INFORMATION

Citizens are requesting that a 4-way stop be established at the Alles House, Shouse and Pecan Circle intersection to curb the issue of speeding vehicles and stop sign violators in their community. The Santa Fe Police Department has conducted a traffic study in the immediate area particularly focusing on speed and stop sign violations. It is the recommendation of the Santa Fe Police Department that a 4-way stop be established in the described location.

RECOMMENDED ACTION

Pass first reading of the ordinance adding stop signs on Alles House

CITY OF SANTA FE
ORDINANCE # _____

AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, AMENDING THE TRAFFIC CONTROL DEVICE INVENTORY - SCHEDULE III IN ACCORDANCE WITH CHAPTER 9, SECTION 2, SUBSECTION D, OF THE CODE OF ORDINANCES, CITY OF SANTA FE, TEXAS, TO ADD STOP SIGNS ON ALLES-HOUSE AT PECAN CIRCLE AND AT SHOUSE

WHEREAS, the City Council has determined the need to install additional traffic control devices to alleviate traffic issues and provide for a safer intersection;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA FE, TEXAS:

That the Traffic Control Device Inventory - Schedule III referred to in Chapter 9, Section 2, Subsection D of the Code of Ordinances, City of Santa Fe, Texas, is hereby amended to add the following stop signs:

“Eastbound lane of Alles House at the intersection of Alles House and Pecan Circle”

“Westbound lane of Alles House at the intersection of Alles House and Shouse”

PASSED AND APPROVED ON FIRST READING the _____ day of _____, 2020.

PASSED AND APPROVED ON SECOND AND FINAL READING the _____ day of _____, 2020.

JASON TABOR, MAYOR

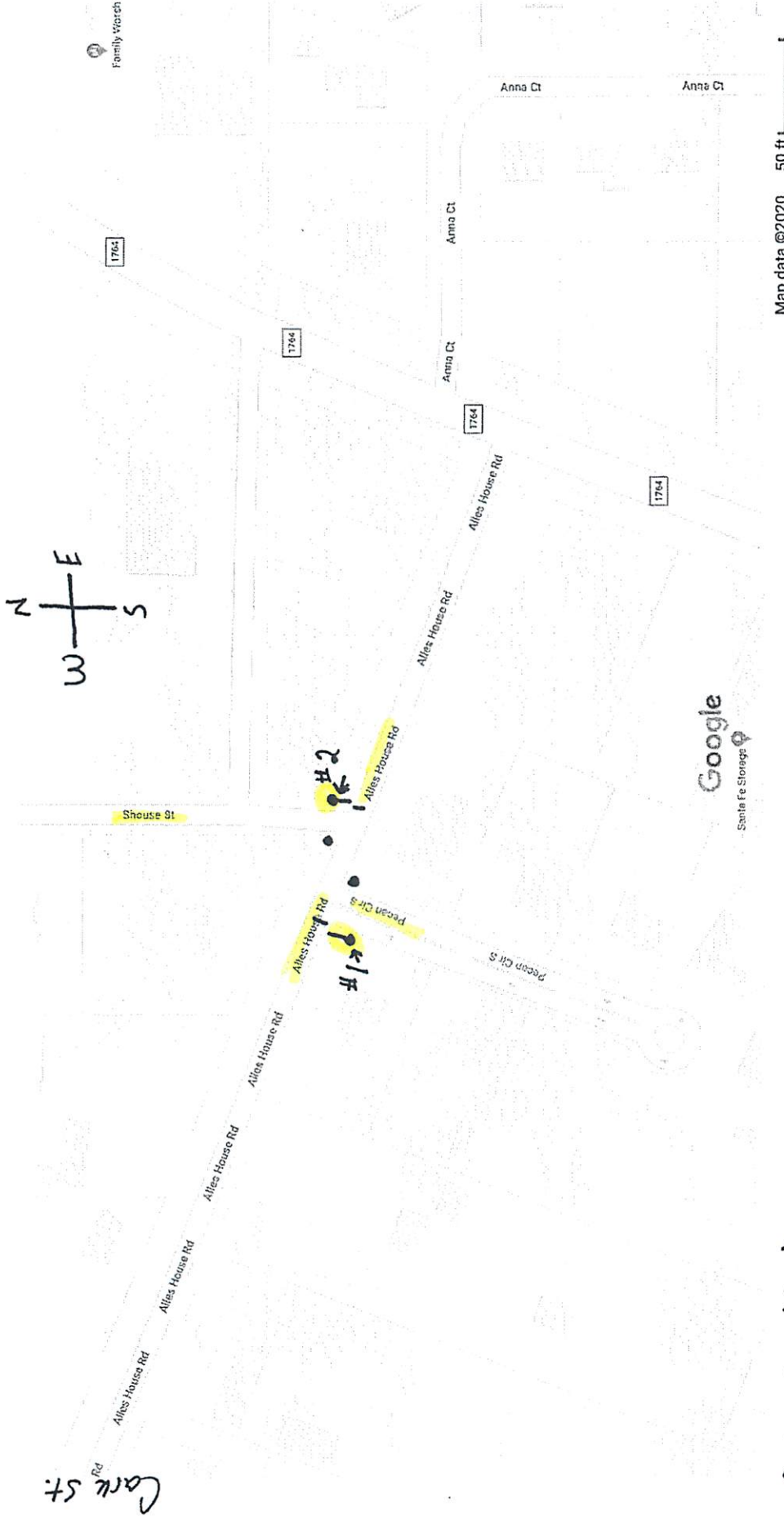
ATTEST:

Janet L. Davis, City Secretary

Google Maps

Stop Sign 1: Alles House Rd @ Pecan Circle
Shouse St @ Alles House Rd & Pecan Circle @ Alles House Rd.

Stop Sign 2: Alles House Rd. @ Shouse St Signs currently in place:



●: Stop Sign (New)

●: Stop Signs Currently in place

Janet Davis

From: Glen Adams
Sent: Tuesday, March 24, 2020 9:24 AM
To: Janet Davis
Subject: FW: I want the 4 way stop in the next week's City Council Agenda

Please add to the packet for the agenda.

V/R
Glen

Glen T. Adams
City Manager
Santa Fe, Texas
Cell 409-739-1208
gadams@ci.sante-fe.tx.us

Honor the past – Imagine the Future!
Help your neighbor - shop Santa Fe local!

Attention Public Officials: A "Reply to All" of this email could lead to violations of the Texas Open Meetings Act. A "Forward" of this email to another public official could also lead to violations of the Texas Open Meetings Act if a quorum is eventually involved. Please reply only to the sender.

From: Billy Creppon <bcreppon@ci.santa-fe.tx.us>
Sent: Tuesday, March 24, 2020 9:05 AM
To: Glen Adams <gadams@ci.santa-fe.tx.us>
Subject: RE: I want the 4 way stop in the next week's City Council Agenda

Mr. Adams here is the quote for the 4-way stop at Alles-House and Shouse.

Stop sign 2ea at \$28.86 is \$57.72
Poles 2ea at \$25.53 is \$51.06
Bracket 6ea at \$5.55 is \$33.30
Concrete 2ea at \$3.88 is \$7.76
All Way Sign 4ea at \$15.59 is \$62.36
Total is \$212.20

Thanks,

From: Glen Adams <gadams@ci.santa-fe.tx.us>
Sent: Friday, March 20, 2020 8:58 AM
To: Billy Creppon <bcreppon@ci.santa-fe.tx.us>
Cc: Janet Davis <janet@ci.santa-fe.tx.us>; Greg Boody <greg@ci.santa-fe.tx.us>
Subject: I want the 4 way stop in the next week's City Council Agenda

V/R
Glen

**BUSINESS OF THE CITY COUNCIL
CITY OF SANTA FE, TEXAS**

SUBJECT: Ordinance postponing special election

FOR AGENDA OF: 3/26/20

DATE SUBMITTED: 3/23/20

SUBMITTED BY: City Secretary

REVIEWED BY: City Attorney

EXHIBITS: proposed ordinance, Governor's proclamation, County notice, and Secretary of State Election Advisory 2020-12

Proposed Expenditure: \$

Amount Budgeted: \$

City Treasurer: _____

Explanation:

BACKGROUND INFORMATION

In response to the threat of disaster due to the coronavirus, the Governor has issued a proclamation allowing political subdivisions that would be holding a May 2, 2020, election to move their election to November 3, 2020. Accordingly, the Galveston County Elections Division has advised that they will not be conducting a May 2, 2020, election for any political subdivision and has recommended each political subdivision take official action outlined in Advisory 2020-12 in order for the change to be effective.

Since the County will not be conducting any May elections, the responsibility for conducting the special election would fall solely on the City in terms of securing equipment, preparing the ballot, hiring workers, conducting voting, and the costs.

Staff recommends following the Governor's and County's recommendation to postpone the May election to November to ensure the safety of the public.

RECOMMENDED ACTION

Adopt resolution.

CITY OF SANTA FE

ORDINANCE # _____

AN ORDINANCE OF THE CITY OF SANTA FE, TEXAS, ORDERING POSTPONEMENT OF THE MAY 2, 2020, SPECIAL ELECTION TO THE NOVEMBER 3, 2020, UNIFORM ELECTION DATE

WHEREAS, by Ordinance #03-2020 of February 13, 2020, the City Council ordered a special election to be held on May 2, 2020, for the purpose of submitting a proposition to the electors on the sole question of whether to authorize the City of Santa Fe, Texas, to use the current one-half of one percent local sales and use tax originally adopted by "Proposition 1" on May 5, 2001, for economic development projects designed to promote any new or expanded business enterprises and any other projects authorized under the law applicable to a Type B Corporation created under Section 505.003, Texas Local Government Code, as amended, making provision for the conduct of the special election; and

WHEREAS, May 2, 2020 is one of the uniform election dates in the State of Texas and is the date on which the City of Santa Fe, Texas and other municipalities ordinarily conduct their municipal elections; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and declared a state of disaster for all counties in Texas; and

WHEREAS, on March 18, 2020, the Governor of Texas issued a proclamation suspending Sections 41.0052(a) and (b) of the Texas Election Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 to the next uniform election date, occurring on November 3, 2020; and

WHEREAS, the Galveston County Elections Division has notified each entity that executed a contract for election services that they will not be conducting a May 2, 2020, election for any political subdivision; and

WHEREAS, the City Council of the City of Santa Fe, Texas, determines postponement of the special election from May 2, 2020, to November 3, 2020, to be in the public interest;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANTA FE, TEXAS, THAT:

SECTION 1: The special election scheduled for May 2, 2020, shall not be held and shall be postponed to the November 3, 2020, uniform election date.

SECTION 2: All Applications for Ballot by Mail (ABBMs) for voters that are voting by mail due to being over the age of 65 or due to disability **will still be valid** for the postponed election and all ABBMs submitted by voters based upon expected absence **will not be valid** for the postponed election.

SECTION 3: The deadline to register to vote in the November 3, 2020, election will be October 5, 2020, and the deadline to submit an application for ballot by mail will be October 23, 2020.

SECTION 4: The dates for early voting will be October 19 through October 30, 2020.

SECTION 5: The City Council shall make any necessary revisions to the City's current order of election by August 17, 2020, which may include:

1. The change to the date of the election;
2. Any change in location of the main early voting location;
3. Any changes to early voting dates and hours, including weekend early voting;
4. Any changes to the identity of the early voting clerk and their contact information; or
5. Any changes to branch early voting locations.

SECTION 6: All ordinances or portions of ordinances inconsistent or in conflict with the terms and provisions hereof are, to the extent of such inconsistency or conflict, hereby repealed.

SECTION 7: In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid, unlawful, or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Santa Fe, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED THIS THE 26th DAY OF MARCH, 2020.

ATTEST:

JASON TABOR, MAYOR

Janet L. Davis, City Secretary



GOVERNOR GREG ABBOTT

March 18, 2020

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00 AM 'CLOCK

MAR 18 2020

Secretary of State

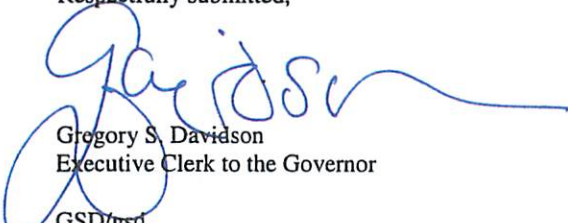
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation suspending Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office, and suspending Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

PROCLAMATION
BY THE
Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, Section 41.001(a)(2) of the Texas Election Code provides that a general or special election in this state shall be held on a uniform election date, and the next uniform election date is occurring on May 2, 2020; and

WHEREAS, Section 49.103 of the Texas Water Code provides that certain districts governed by this provision are required to hold director elections in May of each even-numbered year; and

WHEREAS, Section 41.0052 of the Texas Election Code prescribes a procedure for a political subdivision to change a general election date, but the time for making such a change has expired; and

WHEREAS, Section 31.093 of the Texas Election Code requires a county elections administrator to enter into a contract to furnish election services upon request of a political subdivision; and

WHEREAS, Section 42.0621(c) of the Texas Election Code does not require a political subdivision to enter into a contract with a county or hold a joint election with a county on the November uniform election date; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and, under the authority vested in the Governor by Section 418.014 of the Texas Government Code, declared a state of disaster for all counties in Texas; and

WHEREAS, pursuant to Section 418.016 of the Texas Government Code, the Governor has the express authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of a state agency if strict compliance with the provisions, orders, or rules would in any way prevent, hinder, or delay necessary action in coping with a disaster.

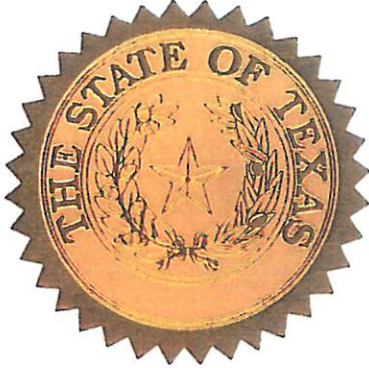
NOW, THEREFORE, I, GREG ABBOTT, Governor of Texas, under the authority vested in me by the Constitution and Laws of the State of Texas, do hereby suspend Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office. I further suspend Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The authority ordering the election under Section 3.004 of the Texas Election Code is the authority authorized to make the decision to postpone its election in accordance with this proclamation.

Current office holders will hold over to the extent authorized by Article XVI, Section 17 of the Texas Constitution.

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00AM O'CLOCK

MAR 18 2020



IN TESTIMONY WHEREOF, I
have hereto signed my name and
have officially caused the Seal of
State to be affixed at my office in the
City of Austin, Texas, this the 18th
day of March, 2020.

Handwritten signature of Greg Abbott in black ink.

GREG ABBOTT
Governor of Texas

ATTESTED BY:

Handwritten signature of Ruth R. Hughs in black ink.

RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00am O'CLOCK
MAR 18 2020

Janet Davis

From: Williams, Susan <Susan.Williams@co.galveston.tx.us>
Sent: Thursday, March 19, 2020 11:30 AM
To: Bacliff MUD, SL MUD1; Bacliff MUD; San Leon MUD; Christy Stroup; jjohnson@com.edu; Brasher, Christine; Burton, Clen; Smith, Valerie; Alun Thomas (athomas@ci.dickinson.tx.us); Robert Cobb (DickinsonISD); Melinda Welsh; tlocklear@fisdk12.net; Janelle Williams; Fortune, Emily; Ruth Ann Sorrell (rsorrell@cityofhitchcock.org); Marie Gelles (mgelles@cityofhitchcock.org); lleuschen@hitchcockisd.org; mchilcote@kemah-tx.com; Robin Eldridge; Robyn German; Janet Davis; Nick Finan; Rhomari Jackson-Glover; TIKI ISLAND,VILLAGE OF #; Kim Holle; Stephanie Nagel; ClayHolland@andrewskurth.com; Kwan, Priscilla; Michelle A. Perez; Joe Manchaca
Cc: Murrie, Ernest; Sullivan, Dwight; Fragoso, Wendi; Turnbow, Tommy; Eddy, Cindy; Duncan, SueAnne
Subject: RE: May 2020 entity elections

As per the link <https://www.sos.texas.gov/elections/forms/adv-12-may-2-2020-uniform-election-date.pdf> from the Texas Secretary of State – Elections Division, the Governor has authorized political subdivisions holding general or special elections on May 2, 2020 to postpone their respective elections to the November 3, 2020 uniform election date.

Accordingly, Galveston County is recommending each political subdivision take this official action, as outlined in [Advisory 2020-12](#), for such a change to be effective.

Please be advised that our office will not be conducting a May 2, 2020 election for any political subdivision. A political subdivision that opts not to postpone their election to November 3, 2020 will be responsible for administrating the elections themselves. There will be no cancellation fees charged in the event you move your election to November.

We ask that each political subdivision respond to this email with their decision of action as soon as possible. We anticipate sending new contracts in the month of August to those political subdivisions that postpone their elections to November 3, 2020.

Please don't hesitate to contact me or my staff with any of your concerns and/or questions.

Dwight D. Sullivan, MBA

Galveston County Clerk
600 59th Street, Suite 2001
Galveston, TX 77551
Dwight.Sullivan@co.galveston.tx.us
409-766-2210 office
409-457-7265 personal cell

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.texas.gov




Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

Ruth R. Hughs
Secretary of State

ELECTION ADVISORY

NO. 2020-12

TO: Election Officials

FROM: Keith Ingram, Director of Elections 

DATE: March 18, 2020

RE: Actions for May 2, 2020 Uniform Election Date

The purpose of this advisory is to provide guidance to local political subdivisions regarding their options for any general or special elections that have been ordered for the May 2, 2020 uniform election date. Pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their election to the November 3, 2020 uniform election date. Pursuant to Texas Election Code 31.003 and 31.004, our office has issued the following guidelines for entities that choose to exercise this authority and postpone their election to the November uniform election date.

Effect of Postponement of Election

- **Candidate Filings:** By postponing their election date, the political subdivision is preserving all candidate filings and ballot order actions that have already been taken. The postponement does **not** have the effect of reopening candidate filings.
 - **Deadlines related to Candidate Filings, Declarations of Ineligibility, Withdrawals or Death:** The deadlines that apply to the November 3, 2020 election would apply to all candidates who are currently on the ballot for the May 2, 2020 election.
- **Ballot By Mail Requests:** All applications for a ballot by mail (ABBMs) that were filed for the May 2, 2020 election that are marked annual would apply for the November 3, 2020 election. All single use ABBMs that were submitted for reasons of age or disability would still be valid for the November 3, 2020 election. If a single use ABBM was submitted and indicated the reason for voting by mail was due to absence from the county, this ABBM would not be valid as the applicable election date has changed. However, we would recommend that the political subdivision send a letter to these voters along with a new ABBM in case the circumstances

surrounding their absence from the county are still valid or the voter is otherwise eligible to vote by mail.

- **Ballots by Mail:** If a political subdivision has already sent out mail ballots, those mail ballots that are returned would still be valid for the November 3, 2020 postponed election date.
- **Election Records:** All records, including candidate filings, applications to vote by mail, ballot proofs, and printed ballots shall be retained and preserved.
 - **Printed Ballots:** If your ballots have already been printed up, you may be able to reuse them for November. However, if you must change your ballot to reflect any corrections or changes that occur between now and November, you would treat the original ballots as you would in a traditional ballot correction and those ballots should be destroyed in accordance with Section 52.0064 of the Texas Election Code.
- **Requirement to use County Election Precincts in November 2020:** Per Section 42.002 of the Texas Election Code, county election precincts are required for all elections occurring in November 2020. You will need to work with your county election officer to determine whether you need to make any modifications to your ballot in light of this requirement.
- **Requirement for County Election Officer to contract with Local Political Subdivisions:** All county election officers are required to contract with local political subdivisions that postponed their May 2, 2020 election and that request a contract for election services or a joint election agreement with their county election officer pursuant to the Governor's suspension of certain Texas Election Code provisions.
- **Office Hours:** The relevant dates for maintaining office hours for election purposes will be based on the November uniform election date rather than the May election date. Under Section 31.122 of the Texas Election Code, those office hours will need to be maintained for at least three hours each day, during regular office hours, on regular business days between September 14, 2020 and December 13, 2020. However, these entities should post contact information for individuals to contact their office about election-related issues during the timeframe that those offices may be closed over the coming months.
- **Holdovers in Public Office:** Under Art. XVI, Sec. 17 of the Texas Constitution, the individuals who currently hold public offices that are scheduled to be on the ballot on the May uniform election date will continue to exercise the duties of those offices until the new officers take their oaths of office, following the November uniform election date.
- **Campaign Finance Filings:** Please contact the Texas Ethics Commission for further guidance on how these modified timelines will affect any campaign finance reporting requirements. Their office can be reached at (512) 463-5800.
- **Candidates on the ballot in both May and November:** For candidates that may be running for two offices (one normally occurring in May and one normally occurring in November), these candidates will not be removed from the ballot as they are separate elections that are normally not occurring on the same date.

Required Action by Governing Body to Move Election Date

In order to utilize this move, the governing body of the political subdivisions holding the elections must order the postponement of their election to the November 3, 2020 uniform election date. The order for this official action should contain the following items:

1. A reference to the proclamation that authorizes the entity to postpone their election date, and the fact that the political subdivision is exercising this authority.
2. Confirmation that the candidate filings for the election will remain valid for the election held on the November date and that the filing period will not be re-opened for the November election date.
3. Confirmation that all ABBMs for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the postponed election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election.
4. The major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020 – October 30, 2020).

Necessary Revisions to Order of Election

In addition, the entity will need to meet by August 17, 2020 to make any necessary revisions to the entity's original order of election. Those revisions may include:

1. The change to the date of the election;
2. Any change in location of the main early voting location;
3. Any changes to early voting dates and hours, including weekend early voting;
4. Any changes to the identity of the early voting clerk and their contact information; or
5. Any changes to branch early voting locations.

If you are holding a bond election, you may need to make additional revisions to your order of election for that bond election. If this is the case, we recommend reaching out to your bond counsel for additional guidance.

Securing Election Records

All election records should be stored and secured during the postponement period. This may require your entity to use preservation methods that are similar to the methods you would use during the preservation period after the election has occurred. This includes:

- Storing returned ballots by mail in locked, sealed ballot boxes.
- Securely storing any unused ballots.
- Securely retaining any relevant election records, including candidate applications and ABBMs.

Voting System Equipment

If you are leasing voting system equipment from the county or directly from the vendor, then you may need to contact your vendor or your county regarding any necessary modifications to those lease agreements or to modify your procedures and timelines for receiving that equipment.

Open Meeting Requirements

The Governor has suspended and modified certain open meeting requirements pursuant to his disaster declaration. These changes include allowing the entity to establish procedures for telephonic or videoconferenced meetings of governmental bodies that are accessible to the public.

These procedures must include a process for members of the public to participate and address the governmental body in those meetings, notice to the public on the means of participating remotely, and access to the public for recordings of those meetings.

For more information, please review the applicable [documentation](#) from the Governor's Office or contact the Office of the Attorney General.

Update Official Websites and Notify Media

Any entities that are exercising this authority to postpone their election date must post notice on the entity's website and should alert any local media organizations regarding this change to their election date.

The entity must also provide notice to their county election officer regarding this change, as the county is required to post the entity's notice of election on the county's website no later than the 60th day before the date of the election under Election Code 4.008. If that election date will be changing due to the entity's decision to postpone the election then the entity must provide a revised notice to the county for posting on the county's website.

If you have any questions regarding this advisory, please contact the Elections Division at 1-800-252-2216.

KI:CA:CP

BUSINESS OF THE CITY COUNCIL CITY OF SANTA FE, TEXAS

SUBJECT: Financing for acquisition of computer equipment

FOR AGENDA OF: 3/26/20

DATE SUBMITTED: 3/23/20

SUBMITTED BY: City Secretary

REVIEWED BY: City Manager

EXHIBITS: financing proposal, payment worksheet, and sample proposed agreement

Total Proposed Expenditure:	\$100,000.00	
Current Proposed Expenditure:	\$ 26,234.08	(1 st of 4 lease-purchase payments)
Amount Budgeted:	\$ 28,000.00	

Explanation:

BACKGROUND INFORMATION

Last month, Council asked staff to solicit financing proposals for the purchase of an excavator in the amount of \$376,612. Additionally, staff sought proposals for an additional \$100,000 for computer equipment, as discussed during budget workshops last year. Proposals were received from Baystone Government Finance, BciCapital, Inc., and De Lage Landen Financial.

The most advantageous proposal was submitted by BciCapital, Inc. with a 1.55 percent interest rate; however, with the economic turmoil resulting from the coronavirus pandemic, Bci Capital has halted all lending and withdrawn their quote. Baystone Government Finance, the bank that has funded much of our capital purchases over the past 5 years, submitted an interest rate proposal of 3.31 percent and they are still committed to funding this project.

RECOMMENDED ACTION

Authorize staff to proceed with purchase of computer equipment and authorize the Mayor to execute the government obligation contract and related documents with Baystone Government Finance for acquisition of the computer equipment at 3.31 percent interest, with four annual payments to be made in advance.



Baystone Government Finance

February 18, 2020

FORMAL PROPOSAL

OBLIGOR: CITY OF SANTA FE, TX

- ✓ This is a finance/ownership contract. No residual value.
- ✓ Fixed interest rate for the three (3) year, and four (4) year terms.

EQUIPMENT: COMPUTER WORKSTATIONS

OPTION 1

Acquisition Cost:	\$100,000.00	Term:	Three (3) years	First Payment Due:	At Closing
Down Payment:	\$ 0.00	Payment Mode:	Annual in Advance	Payment Amount:	\$34,424.50
Trade In:	\$ 0.00	Interest Rate:	3.310%		
Principal Balance:	\$100,000.00	Rate Factor:	0.344245		

OPTION 2

Acquisition Cost:	\$100,000.00	Term:	Four (4) years	First Payment Due:	At Closing
Down Payment:	\$ 0.00	Payment Mode:	Annual in Advance	Payment Amount:	\$26,234.08
Trade In:	\$ 0.00	Interest Rate:	3.310%		
Principal Balance:	\$100,000.00	Rate Factor:	0.262341		

- **This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.**
- Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor will result in a documentation fee being assessed to the Obligor.
- This transaction must be credit approved, all documents properly executed and returned to Baystone Government Finance and the transaction funded on ALL proposals on or before April 22, 2020. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligee or its assignees, then Obligee or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety.
- This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- **OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE \$10,000,000 LIMIT, OR THE INTEREST RATE IS SUBJECT TO CHANGE.**
- **Neither KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and neither owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934**

BAYSTONE GOVERNMENT FINANCE

CITY OF SANTA FE, TX

Christina Ummel ~ cummel@ksstate.bank
Assistant Vice President

Signature

Title

Date

1010 Westloop Place, Manhattan, KS 66502
800.752.3562 ~ Fax: 785.537.4806

PAYMENT WORKSHEET FOR LEASE PURCHASE FINANCING						
2019/2020						
EQUIPMENT	COST	PROPOSED TERM OF FINANCING	PAYMENT AMOUNT	TOTAL COST	INTEREST PAID	BUDGET AMOUNT
<i>Schedule 1</i>						
Computer equipment	\$ 100,000.00	3 payments	\$ 34,424.50	\$103,273.50	\$ 3,273.50	26,000
					<i>court tech fund</i>	2,000
	\$ 100,000.00	4 payments	\$ 26,234.10	\$104,936.40	\$ 4,936.40	26,000
					<i>court tech fund</i>	2,000
<i>pmt factor - sch 1 - 3 pmts</i>	<i>0.344245</i>					
<i>pmt factor - sch 1 - 4 pmts</i>	<i>0.262341</i>					

PLEASE NOTE: This Sample contract, presented upon your request, may or may not contain the same language as the contract proposed after credit approval is obtained. As such, no negotiation of contract terms will occur until after credit approval and issuance of formal contract.

GOVERNMENT OBLIGATION CONTRACT

Obligor

Obligee

Dated as of

This Government Obligation Contract dated as of the date listed above is between Obligee and Obligor listed directly above. Obligee desires to finance the purchase of the Equipment described in Exhibit A to Obligor and Obligor desires to have Obligee finance the purchase of the Equipment subject to the terms and conditions of this Contract which are set forth below.

I. Definitions

Section 1.01 Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Additional Schedule" refers to the proper execution of additional schedules to Exhibit A and Exhibit B, as well as other exhibits or documents that may be required by the Obligee all of which relate to the financing of additional Equipment.

"Budget Year" means the Obligor's fiscal year.

"Commencement Date" is the date when Obligor's obligation to pay Contract Payments begins.

"Contract" means this Government Obligation Contract and all Exhibits attached hereto, all addenda, modifications, schedules, refinancings, guarantees and all documents relied upon by Obligee prior to execution of this Contract.

"Contract Payments" means the payments Obligor is required to make under this Contract as set forth on Exhibit B.

"Contract Term" means the Original Term and all Renewal Terms.

"Exhibit" includes the Exhibits attached hereto, and any "Additional Schedule", whether now existing or subsequently created.

"Equipment" means all of the items of Equipment listed on Exhibit A and any Additional Schedule, whether now existing or subsequently created, and all replacements, restorations, modifications and improvements.

"Government" as used in the title hereof means a State or a political subdivision of the State within the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended ("Code"), or a constituted authority or district authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of Treasury Regulation 1.103-1(b), or a qualified volunteer fire company within the meaning of section 150(e)(1) of the Code.

"Obligee" means the entity originally listed above as Obligee or any of its assignees.

"Obligor" means the entity listed above as Obligor and which is financing the Equipment through Obligee under the provisions of this Contract.

"Original Term" means the period from the Commencement Date until the end of the Budget Year of Obligor.

"Partial Prepayment Date" means the first Contract Payment date that occurs on or after the earlier of (a) the twenty-four month (24) anniversary of the Commencement Date or (b) the date on which Obligor has accepted all the Equipment and all amounts have been disbursed from the Vendor Payable Account to pay for the Equipment.

"Purchase Price" means the total cost of the Equipment, including all delivery charges, installation charges, legal fees, financing costs, recording and filing fees and other costs necessary to vest full, clear legal title to the Equipment in Obligor, subject to the security interest granted to and retained by Obligee as set forth in this Contract, and otherwise incurred in connection with the financing of this Equipment.

"Renewal Term" means the annual term which begins at the end of the Original Term and which is simultaneous with Obligor's Budget Year and each succeeding Budget Year for the number of Budget Years necessary to comprise the Contract Term.

"State" means the state which Obligor is located.

"Surplus Amount" means any amount on deposit in the Vendor Payable Account on the Partial Prepayment Date.

"Vendor Payable Account" means the separate account of that name established pursuant to Section X of this Contract.

II. Obligor Warranties

Section 2.01 Obligor represents, warrants and covenants as follows for the benefit of Obligee or its assignees:

- (a) Obligor is an "issuer of tax exempt obligations" because Obligor is the State or a political subdivision of the State within the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended, (the "Code") or because Obligor is a constituted authority or district authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of Treasury Regulation 1.103-1(b), or a qualified volunteer fire company within the meaning of section 150(e)(1) of the Code.
- (b) Obligor has complied with any requirement for a referendum and/or competitive bidding.
- (c) Obligor has complied with all statutory laws and regulations that may be applicable to the execution of this Contract; Obligor, and its officer executing this Contract, are authorized under the Constitution and laws of the State to enter into this Contract and have used and followed all proper procedures of its governing body in executing and delivering this Contract. The officer of Obligor executing this Contract has the authority to execute and deliver this Contract. This Contract constitutes a legal, valid, binding and enforceable obligation of the Obligor in accordance with its terms.
- (d) Obligor shall use the Equipment only for essential, traditional government purposes.
- (e) Should the IRS disallow the tax-exempt status of the interest portion of the Contract Payments as a result of the failure of the Obligor to use the Equipment for governmental purposes, or should the Obligor cease to be an issuer of tax exempt obligations, or should the obligation of Obligor created under this Contract cease to be a tax exempt obligation for any reason, then Obligor shall be required to pay additional sums to the Obligee or its assignees so as to bring the after tax yield on this Contract to the same level as the Obligee or its assignees would attain if the transaction continued to be tax-exempt.
- (f) Obligor has never non-appropriated funds under a contract similar to this Contract.
- (g) Obligor will submit to the Secretary of the Treasury an information reporting statement as required by the Code.
- (h) Upon request by Obligee, Obligor will provide Obligee with current financial statements, reports, budgets or other relevant fiscal information.
- (i) Obligor shall retain the Equipment free of any hazardous substances as defined in the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et. seq. as amended and supplemented.
- (j) Obligor hereby warrants the General Fund of the Obligor is the primary source of funds or a backup source of funds from which the Contract Payments will be made.
- (k) Obligor presently intends to continue this Contract for the Original Term and all Renewal Terms as set forth on Exhibit B hereto. The official of Obligor responsible for budget preparation will include in the budget request for each Budget Year the Contract Payments to become due in such Budget Year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Contract Payments coming due therein. Obligor reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose.
- (l) Obligor has selected both the Equipment and the vendor(s) from whom the Equipment is to be purchased upon its own judgment and without reliance on any manufacturer, merchant, vendor or distributor, or agent thereof, of such equipment to the public.
- (m) Obligor owns the Equipment and any additional collateral free and clear of any liens, and Obligor has not and will not, during the Contract Term, create, permit, incur or assume any levies, liens or encumbrances of any kind with respect to the Equipment or any additional collateral except those created by this Contract.
- (n) Obligor agrees to cooperate in providing all necessary information to facilitate Obligee's compliance with Customer Due Diligence Requirements for Financial Institutions as published by The Financial Crimes Enforcement Network ("CDD Rule"). Obligor agrees to notify Obligee of any changes to the required information, including but not limited to, changes in ownership or control of Obligor as defined in the CDD Rule, during the Original Term and any Renewal Term.

Section 2.02 Escrow Agreement. In the event both Obligee and Obligor mutually agree to utilize an Escrow Account, then immediately following the execution and delivery of this Contract, Obligee and Obligor agree to execute and deliver and to cause Escrow Agent to execute and deliver the Escrow Agreement. This Contract shall take effect only upon execution and delivery of the Escrow Agreement by the parties thereto. Obligee shall deposit or cause to be deposited with the Escrow Agent for credit to the Equipment Acquisition Fund the sum of N/A, which shall be held, invested and disbursed in accordance with the Escrow Agreement.

III. Acquisition of Equipment, Contract Payments and the Purchase Option Price

Section 3.01 Acquisition and Acceptance. Obligor shall be solely responsible for the ordering of the Equipment and for the delivery and installation of the Equipment. The Payment Request and Equipment Acceptance Form must be signed by the same authorized individual(s) who signed the Signature Card, Exhibit D. By making a Contract Payment after its receipt of the Equipment pursuant to this Contract, Obligor shall be deemed to have accepted the Equipment on the date of such Contract Payment for purposes of this Contract. All Contract Payments paid prior to delivery of the Payment Request and Equipment Acceptance Form shall be credited to Contract Payments as they become due as shown on the Contract Payment Schedule attached as Exhibit B hereto.

Section 3.02 Contract Payments. Obligor shall pay Contract Payments exclusively to Obligee or its assignees in lawful, legally available money of the United States of America. The Contract Payments shall be sent to the location specified by the Obligee or its assignees. The Contract Payments shall constitute a current expense of the Obligor and shall not constitute an indebtedness of the Obligor. The Contract Payments, payable without notice or demand, are due as set forth on Exhibit B. Obligee shall have the option to charge interest at the highest lawful rate on any Contract Payment received later than the due date for the number of days that the Contract Payment(s) were late, plus any additional accrual on the outstanding balance for the number of days that the Contract Payment(s) were late. Obligee shall also have the option, on monthly payments only, to charge a late fee of up to 10% of the monthly Contract Payment that is past due. Furthermore, Obligor agrees to pay any fees associated with the use of a payment system other than check, wire transfer, or ACH. Once all amounts due Obligee hereunder have been received, Obligee will release any and all of its rights, title and interest in the Equipment.

Section 3.03 CONTRACT PAYMENTS UNCONDITIONAL. Except as provided under Section 4.01, THE OBLIGATIONS OF OBLIGOR TO MAKE CONTRACT PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS CONTRACT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF, OR SUBJECT TO DEFENSE OR COUNTERCLAIM.

Section 3.04 Purchase Option Price. Upon thirty (30) days written notice, Obligor shall have the option to pay, in addition to the Contract Payment, the corresponding Purchase Option Price which is listed on the same line on Exhibit B. This option is only available to the Obligor on the Contract Payment date and no partial prepayments are allowed. If Obligor chooses this option and pays the Purchase Option Price to Obligee then Obligee will transfer any and all of its rights, title and interest in the Equipment to Obligor.

Section 3.05 Contract Term. The Contract Term shall be the Original Term and all Renewal Terms until all the Contract Payments are paid as set forth on Exhibit B except as provided under Section 4.01 and Section 9.01 below. If, after the end of the budgeting process which occurs at the end of the Original Term or any Renewal Term, Obligor has not non-appropriated as provided for in this Contract then the Contract Term shall be extended into the next Renewal Term and the Obligor shall be obligated to make all the Contract Payments that come due during such Renewal Term.

Section 3.06 Disclaimer of Warranties. OBLIGEE MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE OR ANY OTHER WARRANTY WITH RESPECT TO THE EQUIPMENT. OBLIGEE IS NOT A MANUFACTURER, SELLER, VENDOR OR DISTRIBUTOR, OR AGENT THEREOF, OF SUCH EQUIPMENT; NOR IS OBLIGEE A MERCHANT OR IN THE BUSINESS OF DISTRIBUTING SUCH EQUIPMENT TO THE PUBLIC. OBLIGEE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE ARISING OUT OF THE INSTALLATION, OPERATION, POSSESSION, STORAGE OR USE OF THE EQUIPMENT BY OBLIGOR.

IV. Non-Appropriation

Section 4.01 Non-Appropriation. If insufficient funds are available in Obligor's budget for the next Budget Year to make the Contract Payments for the next Renewal Term and the funds to make such Contract Payments are otherwise unavailable, then Obligor may non-appropriate the funds to pay the Contract Payments for the next Renewal Term. If Obligor non-appropriates, then all obligations of the Obligor under this Contract regarding Contract Payments for all remaining Renewal Terms shall be terminated at the end of the then current Original Term or Renewal Term without penalty or liability to the Obligor of any kind provided that if Obligor has not delivered possession of the Equipment to Obligee as provided herein and conveyed to Obligee or released its interest in the Equipment by the end of the last Budget Year for which Contract Payments were paid, the termination shall nevertheless be effective but Obligor shall be responsible for an amount equal to the amount of the Contract Payments thereafter coming due under Exhibit B which are attributable to the number of days after such Budget Year during which Obligor fails to take such actions. Obligor shall immediately notify the Obligee as soon as the decision to non-appropriate is made. If such non-appropriation occurs, then Obligor shall deliver the Equipment to Obligee as provided below in Section 9.04. Obligor shall be liable for all damage to the Equipment other than normal wear and tear. If Obligor fails to deliver the Equipment to Obligee, then Obligee may enter the premises where the Equipment is located and take possession of the Equipment and charge Obligor for costs incurred.

V. Insurance, Damage, Insufficiency of Proceeds

Section 5.01 Insurance. Obligor shall maintain both property insurance and liability insurance at its own expense with respect to the Equipment. Obligor shall be solely responsible for selecting the insurer(s) and for making all premium payments and ensuring that all policies are continuously kept in effect during the period when Obligor is required to make Contract Payments. Obligor shall provide Obligee with a certificate of insurance which lists the Obligee and/or assigns as a loss payee and an additional insured on the policies with respect to the Equipment.

- (a) Obligor shall insure the Equipment against any loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Obligee in an amount at least equal to the then applicable Purchase Option Price of the Equipment. Alternatively, Obligor may insure the Equipment under a blanket insurance policy or policies.
- (b) The liability insurance shall insure Obligee from liability and property damage in any form and amount satisfactory to Obligee.
- (c) Obligor may self-insure against the casualty risks and liability risks described above. If Obligor chooses this option, Obligor must furnish Obligee with a certificate and/or other documents which evidences such coverage.
- (d) All insurance policies issued or affected by this Section shall be so written or endorsed such that the Obligee and its assignees are named additional insureds and loss payees and that all losses are payable to Obligor and Obligee or its assignees as their interests may appear. Each policy issued or affected by this Section shall contain a provision that the insurance company shall not cancel or materially modify the policy without first giving thirty (30) days advance notice to Obligee or its assignees. Obligor shall furnish to Obligee certificates evidencing such coverage throughout the Contract Term.

Section 5.02 Damage to or Destruction of Equipment. Obligor assumes the risk of loss or damage to the Equipment. If the Equipment or any portion thereof is lost, stolen, damaged, or destroyed by fire or other casualty, Obligor will immediately report all such losses to all possible insurers and take the proper procedures to obtain all insurance proceeds. At the option of Obligee, Obligor shall either (1) apply the Net Proceeds to replace, repair or restore the Equipment or (2) apply the Net Proceeds to the applicable Purchase Option Price. For purposes of this Section and Section 5.03, the term Net Proceeds shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

Section 5.03 Insufficiency of Net Proceeds. If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement of the Equipment, then Obligor shall, at the option of Obligee, either (1) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds or (2) apply the Net Proceeds to the Purchase Option Price and pay the deficiency, if any, to the Obligee.

Section 5.04 Obligor Negligence. Obligor assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Equipment and for injury to or death of any person or damage to any property whether such injury or death be with respect to agents or employees of Obligor or of third parties, and whether such property damage be to Obligor's property or the property of others (including, without limitation, liabilities for loss or damage related to the release or threatened release of hazardous substances under the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or similar or successor law or any State or local equivalent now existing or hereinafter enacted which in any manner arise out of or are incident to any possession, use, operation, condition or storage of any Equipment by Obligor), which is proximately caused by the negligent conduct of Obligor, its officers, employees and agents.

Section 5.05 Reimbursement. Obligor hereby assumes responsibility for and agrees to reimburse Obligee for all liabilities, obligations, losses, damages, penalties, claims, actions, costs and expenses (including reasonable attorneys' fees) of whatsoever kind and nature, imposed on, incurred by or asserted against Obligee that in any way relate to or arise out of a claim, suit or proceeding, based in whole or in part upon the negligent conduct of Obligor, its officers, employees and agents, or arose out of installation, operation, possession, storage or use of any item of the Equipment, to the maximum extent permitted by law.

VI. Title and Security Interest

Section 6.01 Title. Title to the Equipment shall vest in Obligor when Obligor acquires and accepts the Equipment. Title to the Equipment will automatically transfer to the Obligee in the event Obligor non-appropriates under Section 4.01 or in the event Obligor defaults under Section 9.01. In such event, Obligor shall execute and deliver to Obligee such documents as Obligee may request to evidence the passage of legal title to the Equipment to Obligee.

Section 6.02 Security Interest. To secure the payment of all Obligor's obligations under this Contract, as well as all other obligations, debts and liabilities, plus interest thereon, whether now existing or subsequently created, Obligor hereby grants to Obligee a security interest under the Uniform Commercial Code constituting a first lien on the Equipment described more fully on Exhibit A. Furthermore, Obligor agrees that any other collateral securing any other obligation(s) to Obligee, whether offered prior to or subsequent hereto, also secures this obligation. The security interest established by this section includes not only all additions, attachments, repairs and replacements to the Equipment but also all proceeds therefrom. Obligor authorizes Obligee to prepare and record any Financing Statement required under the Uniform Commercial Code to perfect the security interest created hereunder. Obligor agrees that any Equipment listed on Exhibit A is and will remain personal property and will not be considered a fixture even if attached to real property.

VII. Assignment

Section 7.01 Equipment by Obligor. All of Obligor's rights, title and/or interest in and to this Contract may be assigned and reassigned in whole or in part to one or more assignees or sub-assignees by Obligor at any time without the consent of Obligor. No such assignment shall be effective as against Obligor until the assignor shall have filed with Obligor written notice of assignment identifying the assignee. Obligor shall pay all Contract Payments due hereunder relating to such Equipment to or at the direction of Obligor or the assignee named in the notice of assignment. Obligor shall keep a complete and accurate record of all such assignments.

Section 7.02 Assignment by Obligor. None of Obligor's right, title and interest under this Contract and in the Equipment may be assigned by Obligor unless Obligor approves of such assignment in writing before such assignment occurs and only after Obligor first obtains an opinion from nationally recognized counsel stating that such assignment will not jeopardize the tax-exempt status of the obligation.

VIII. Maintenance of Equipment

Section 8.01 Equipment. Obligor shall keep the Equipment in good repair and working order, and as required by manufacturer's and warranty specifications. If Equipment consists of copiers, Obligor is required to enter into a copier maintenance/service agreement. Obligor shall have no obligation to inspect, test, service, maintain, repair or make improvements or additions to the Equipment under any circumstances. Obligor will be liable for all damage to the Equipment, other than normal wear and tear, caused by Obligor, its employees or its agents. Obligor shall pay for and obtain all permits, licenses and taxes related to the ownership, installation, operation, possession, storage or use of the Equipment. If the Equipment includes any titled vehicle(s), then Obligor is responsible for obtaining such title(s) from the State and also for ensuring that Obligor is listed as First Lienholder on all of the title(s). Obligor shall not use the Equipment to haul, convey or transport hazardous waste as defined in the Resource Conservation and Recovery Act, 42 U.S.C. 6901 et. seq. Obligor agrees that Obligor or its Assignee may execute any additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Obligor which Obligor deems necessary or appropriate to protect Obligor's interest in the Equipment and in this Contract. Obligor shall allow Obligor to examine and inspect the Equipment at all reasonable times.

IX. Default

Section 9.01 Events of Default defined. The following events shall constitute an "Event of Default" under this Contract:

- (a) Failure by Obligor to pay any Contract Payment listed on Exhibit B for fifteen (15) days after such payment is due according to the Payment Date listed on Exhibit B.
- (b) Failure to pay any other payment required to be paid under this Contract at the time specified herein and a continuation of said failure for a period of fifteen (15) days after written notice by Obligor that such payment must be made. If Obligor continues to fail to pay any payment after such period, then Obligor may, but will not be obligated to, make such payments and charge Obligor for all costs incurred plus interest at the highest lawful rate.
- (c) Failure by Obligor to observe and perform any warranty, covenant, condition, promise or duty under this Contract for a period of thirty (30) days after written notice specifying such failure is given to Obligor by Obligor, unless Obligor agrees in writing to an extension of time. Obligor will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Obligor. Subsection (c) does not apply to Contract Payments and other payments discussed above.
- (d) Any statement, material omission, representation or warranty made by Obligor in or pursuant to this Contract which proves to be false, incorrect or misleading on the date when made regardless of Obligor's intent and which materially adversely affects the rights or security of Obligor under this Contract.
- (e) Any provision of this Contract which ceases to be valid for whatever reason and the loss of such provision would materially adversely affect the rights or security of Obligor.
- (f) Except as provided in Section 4.01 above, Obligor admits in writing its inability to pay its obligations.
- (g) Obligor defaults on one or more of its other obligations.
- (h) Obligor becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the benefit of creditors, applies for or consents to the appointment of a receiver, trustee, conservator, custodian, or liquidator of Obligor, or all or substantially all of its assets, or a petition for relief is filed by Obligor under federal bankruptcy, insolvency or similar laws, or is filed against Obligor and is not dismissed within thirty (30) days thereafter.

Section 9.02 Remedies on Default. Whenever any Event of Default exists, Obligor shall have the right to take one or any combination of the following remedial steps:

- (a) With or without terminating this Contract, Obligor may declare all Contract Payments and other amounts payable by Obligor hereunder to the end of the then current Budget Year to be immediately due and payable.
- (b) With or without terminating this Contract, Obligor may require Obligor at Obligor's expense to redeliver any or all of the Equipment and any additional collateral to Obligor as provided below in Section 9.04. Such delivery shall take place within fifteen (15) days after the Event of Default occurs. If Obligor fails to deliver the Equipment and any additional collateral, Obligor may enter the premises where the Equipment and any additional collateral is located and take possession of the Equipment and any additional collateral and charge Obligor for costs incurred. Notwithstanding that Obligor has taken possession of the Equipment and any additional collateral, Obligor shall still be obligated to pay the remaining Contract Payments due up until the end of the then current Original Term or Renewal Term. Obligor will be liable for any damage to the Equipment and any additional collateral caused by Obligor or its employees or agents.
- (c) Obligor may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights. Obligor shall be responsible to Obligor for all costs incurred by Obligor in the enforcement of its rights under this Contract including, but not limited to, reasonable attorney fees.

Section 9.03 No Remedy Exclusive. No remedy herein conferred upon or reserved to Obligor is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Contract now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

Section 9.04 Return of Equipment and Storage.

- (a) **Surrender:** The Obligor shall, at its own expense, surrender the Equipment, any additional collateral and all required documentation to evidence transfer of title from Obligor to the Obligor in the event of a default or a non-appropriation by delivering the Equipment and any additional collateral to the Obligor to a location accessible by common carrier and designated by Obligor. In the case that any of the Equipment and any additional collateral consists of software, Obligor shall destroy all intangible items constituting such software and shall deliver to Obligor all tangible items constituting such software. At Obligor's request, Obligor shall also certify in a form acceptable to Obligor that Obligor has complied with the above software return provisions and that they will immediately cease using the software and that they shall permit Obligor and/or the vendor of the software to inspect Obligor's locations to verify compliance with the terms hereto.
- (b) **Delivery:** The Equipment and any additional collateral shall be delivered to the location designated by the Obligor by a common carrier unless the Obligor agrees in writing that a common carrier is not needed. When the Equipment and any additional collateral is delivered into the custody of a common carrier, the Obligor shall arrange for the shipping of the item and its insurance in transit in accordance with the Obligor's instructions and at the Obligor's sole expense. Obligor at its expense shall completely sever and disconnect the Equipment and any additional collateral or its component parts from the Obligor's property all without liability to the Obligor. Obligor shall pack or crate the Equipment and any additional collateral and all of the component parts of the Equipment and any additional collateral carefully and in accordance with any recommendations of the manufacturer. The Obligor shall deliver to the Obligor the plans, specifications, operation manuals or other warranties and documents furnished by the manufacturer or vendor on the Equipment and any additional collateral and such other documents in the Obligor's possession relating to the maintenance and methods of operation of such Equipment and any additional collateral.
- (c) **Condition:** When the Equipment is surrendered to the Obligor it shall be in the condition and repair required to be maintained under this Contract. It will also meet all legal regulatory conditions necessary for the Obligor to sell or lease it to a third party and be free of all liens. If Obligor reasonably determines that the Equipment or an item of the Equipment, once it is returned, is not in the condition required hereby, Obligor may cause the repair, service, upgrade, modification or overhaul of the Equipment or an item of the Equipment to achieve such condition and upon demand, Obligor shall promptly reimburse Obligor for all amounts reasonably expended in connection with the foregoing.
- (d) **Storage:** Upon written request by the Obligor, the Obligor shall provide free storage for the Equipment and any additional collateral for a period not to exceed 60 days after the expiration of the Contract Term before returning it to the Obligor. The Obligor shall arrange for the insurance described to continue in full force and effect with respect to such item during its storage period and the Obligor shall reimburse the Obligor on demand for the incremental premium cost of providing such insurance.

X. Vendor Payable Account

Section 10.01 Establishment of Vendor Payable Account. On the date that the Obligor executed this Contract, which is on or after the date that the Obligor executes this Contract, Obligor agrees to (i) make available to Obligor an amount sufficient to pay the total Purchase Price for the Equipment by establishing a separate, non-interest bearing account (the "Vendor Payable Account"), as agent for Obligor's account, with a financial institution that Obligor selects that is acceptable to Obligor (including Obligor or any of its affiliates) and (ii) to deposit an amount equal to such Purchase Price as reflected on Exhibit B in the Vendor Payable Account. Obligor hereby further agrees to make the representations, warranties and covenants relating to the Vendor Payable Account as set forth in Exhibit C attached hereto. Upon Obligor's delivery to Obligor of a Payment Request and Equipment Acceptance Form in the form set forth in Exhibit C attached hereto, Obligor authorizes Obligor to withdraw funds from the Vendor Payable Account from time to time to pay the Purchase Price, or a portion thereof, for each item of Equipment as it is delivered to Obligor. The Payment Request and Equipment Acceptance Form must be signed by an authorized individual acting on behalf of Obligor. The authorized individual or individuals designated by the Obligor must sign the Signature Card which will be kept in the possession of the Obligor.

Section 10.02 Down Payment. Prior to the disbursement of any funds from the Vendor Payable Account, the Obligor must either (1) deposit all the down payment funds that the Obligor has committed towards the purchase of the Equipment into the Vendor Payable Account or (2) Obligor must provide written verification to the satisfaction of the Obligor that all the down payment funds Obligor has committed towards the purchase of the Equipment have already been spent or are simultaneously being spent with the funds requested from the initial Payment Request and Equipment Acceptance Form. For purposes of this Section, the down payment funds committed towards the Equipment from the Obligor are the down payment funds that were represented to the Obligor at the time this transaction was submitted for credit approval by the Obligor to the Obligor.

Section 10.03 Disbursement upon Non-Appropriation or Default. If an event of non-appropriation or default occurs prior to the Partial Prepayment Date, the amount then on deposit in the Vendor Payable Account shall be retained by the Obligee and Obligor will have no interest therein.

Section 10.04 Surplus Amount. Any Surplus Amount then on deposit in the Vendor Payable Account on the Partial Prepayment Date shall be applied to pay on such Partial Prepayment Date a portion of the Purchase Option Price then applicable.

Section 10.05 Recalculation of Contract Payments. Upon payment of a portion of the Purchase Option Price as provided in Section 10.04 above, each Contract Payment thereafter shall be reduced by an amount calculated by Obligee based upon a fraction the numerator of which is the Surplus Amount and the denominator of which is the Purchase Option Price on such Partial Prepayment Date. Within 15 days after such Partial Prepayment Date, Obligee shall provide to Obligor a revised Exhibit B to this Contract, which shall take into account such payment of a portion of the Purchase Option Price thereafter and shall be and become thereafter Exhibit B to this Contract. Notwithstanding any other provision of this Section 10, this Contract shall remain in full force and effect with respect to all or the portion of the Equipment accepted by Obligor as provided in this Contract, and the portion of the principal component of Contract Payments remaining unpaid after the Partial Prepayment Date plus accrued interest thereon shall remain payable in accordance with the terms of this Contract, including revised Exhibit B hereto which shall be binding and conclusive upon Obligee and Obligor.

XI. Miscellaneous

Section 11.01 Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 11.02 Binding Effect. Obligor acknowledges this Contract is not binding upon the Obligee or its assignees unless the Conditions to Funding listed on the Documentation Instructions have been met to Obligee's satisfaction, and Obligee has executed the Contract. Thereafter, this Contract shall inure to the benefit of and shall be binding upon Obligee and Obligor and their respective successors and assigns.

Section 11.03 Severability. In the event any provision of this Contract shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 11.04 Amendments, Addenda, Changes or Modifications. This Contract may be amended, added to, changed or modified by written agreement duly executed by Obligee and Obligor. Furthermore, Obligee reserves the right to directly charge or amortize into the remaining balance due from Obligor, a reasonable fee, to be determined at that time, as compensation to Obligee for the additional administrative expense resulting from such amendment, addenda, change or modification requested by Obligor.

Section 11.05 Execution in Counterparts. This Contract may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 11.06 Captions. The captions or headings in this Contract do not define, limit or describe the scope or intent of any provisions or sections of this Contract.

Section 11.07 Master Contract. This Contract can be utilized as a Master Contract. This means that the Obligee and the Obligor may agree to the financing of additional Equipment under this Contract at some point in the future by executing one or more Additional Schedules to Exhibit A and Exhibit B, as well as other exhibits or documents that may be required by Obligee. Additional Schedules will be consecutively numbered on each of the exhibits which make up the Additional Schedule and all the terms and conditions of the Contract shall govern each Additional Schedule.

Section 11.08 Entire Writing. This Contract constitutes the entire writing between Obligee and Obligor. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Contract, the Equipment or any additional collateral, financed hereunder. Any terms and conditions of any purchase order or other documents submitted by Obligor in connection with this Contract which are in addition to or inconsistent with the terms and conditions of this Contract will not be binding on Obligee and will not apply to this Contract.

Section 11.09 Participation in Israel Boycott. In accordance with Texas Government Code §2271.002, Obligee certifies that Obligee does not participate in, and agrees not to participate in during the term of the Contract, a boycott of Israel.

Section 11.10 Designation as Qualified Tax-Exempt Obligation. Pursuant to Section 265(b)(3)(B)(i) of the Internal Revenue Code of 1986 as amended (the "Code"), the Obligor hereby specifically designates the Contract as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code. In compliance with Section 265(b)(3)(D) of the Code, the Obligor hereby represents that the Obligor will not designate more than \$10,000,000 of obligations issued by the Obligor in the calendar year during which the Contract is executed and delivered as such "qualified tax-exempt obligations". In compliance with the requirements of Section 265(b)(3)(C) of the Code, the Obligor hereby represents that the Obligor (including all subordinate entities of the Obligor within the meaning of Section 265(b)(3)(E) of the Code) reasonably anticipates not to issue in the calendar year during which the Contract is executed and delivered, obligations bearing interest exempt from federal income taxation under Section 103 of the Code (other than "private activity bonds" as defined in Section 141 of the Code) in an amount greater than \$10,000,000.

Section 11.11 Acceptance of Obligation to Commence Contract Payments Under Exhibit B. By signing and attesting directly below, Obligor hereby warrants and certifies that: The Equipment described on Exhibit A has not been delivered, installed or available for use as of the Commencement date of this Contract. Obligor acknowledges that Obligee has agreed to deposit into a Vendor Payable Account an amount sufficient to pay the total purchase price (the "Purchase Price") for the Equipment so identified in such Exhibit A; The principal amount of the Contract Payments in the Exhibit B accurately reflects the Purchase Price; Obligor agrees to execute a Payment Request and Equipment Acceptance Form authorizing payment of the Purchase Price, or portion thereof, for each withdrawal of funds from the Vendor Payable Account

Section 11.12 Obligor further warrants and certifies that: Obligor's obligation to commence Contract Payments as set forth in Exhibit B is absolute and unconditional as of the Commencement Date and on each date set forth in Exhibit B thereafter, subject to the terms and conditions of the Contract; immediately upon delivery and acceptance of all the Equipment, Obligor will notify Obligee of Obligor's final acceptance of the Equipment by delivering to Obligee the Payment Request and Equipment Acceptance Form in the form set forth in Exhibit C attached to the Contract; in the event that any Surplus Amount is on deposit in the Vendor Payable Account when an event of non-appropriation or default under the Contract occurs, then those amounts shall be applied as provided in Section 10 of the Contract; regardless of whether Obligor delivers a final Payment Request and Equipment Acceptance Form, all Contract Payments paid prior to delivery of all the Equipment shall be credited to Contract Payments as they become due under the Contract as set forth in Exhibit B.

Section 11.13 Resolution and Authorization. By signing and attesting directly below, Obligor hereby warrants and certifies that the Governing Body of the Obligor at either a special or regular meeting or through some other approved method of authorization has determined that this Contract is in the best interests of the Obligor and the Governing Body did at such meeting or through some other approval method approve the entering into of the Contract by the Obligor and specifically designated and authorized the individual(s) who have signed directly below to execute this Contract on Obligor's behalf along with any related documents (including any Escrow Agreement) necessary to the consummation of the transaction contemplated by the Contract.

Obligee and Obligor have caused this Contract to be executed in their names by their duly authorized representatives listed below.

Signature

Printed Name and Title

Signature

Printed Name and Title

Attested By Authorized Individual:

Signature

Printed Name and Title

BUSINESS OF THE CITY COUNCIL CITY OF SANTA FE, TEXAS

SUBJECT: Order consenting to continue disaster declaration issued by Mayor

FOR AGENDA OF: 3/26/20

DATE SUBMITTED: 3/23/20

SUBMITTED BY: City Manager

REVIEWED BY: City Secretary

EXHIBITS: proposed order and Mayor's declaration

Proposed Expenditure: \$
Amount Budgeted: \$

City Treasurer: _____

Explanation:

BACKGROUND INFORMATION

Mayor Tabor declared a local state of disaster on March 18, 2020, to mitigate exposure to COVID-19 by prohibiting public and private community gatherings to promote the health and safety of our residents. This declaration may not be continued for more than 7 days without the consent of the City Council.

There continues to be a need for a declaration of a local state of disaster to control the movement of persons and the occupancy of premises to alleviate the suffering of people and for disaster mitigation, recovery, rehabilitation, and response.

This continued declaration will be in effect for 30 days unless terminated before the expiration. The order may be renewed beyond 30 days with the consent of the Council.

RECOMMENDED ACTION

Adopt order.

**COVID 19: ORDER CONSENTING TO CONTINUE
DECLARATION OF LOCAL STATE OF DISASTER FOR
THE CITY OF SANTA FE, TEXAS**

On this the 26th day of March, 2020, the City Council of the City of Santa Fe, Texas, convened in a REGULAR MEETING with the following members present:

JASON TABOR, Mayor
BILL PITTMAN, Mayor Pro-tem
COREY JANNETT, Councilmember
JASON O'BRIEN, Councilmember
IV HOKE, Councilmember
FIDENCIO LEIJA, Councilmember

when the following proceedings, among others, were had, to wit:

WHEREAS, the Mayor of the City of Santa Fe, in accordance with Chapter 418 of the Texas Government Code, declared a local state of disaster on March 18, 2020, due to the imminent threat of widespread or severe damage, injury, or loss of life or property resulting from the illness known as COVID-19; and

WHEREAS, on March 23, 2020, the Commissioners' Court of Galveston County issued a Stay at Home Order for individuals currently living within Galveston County to remain at their place of residence beginning March 24, 2020, and continuing until April 3, 2020; and

WHEREAS, the Governor of the State of Texas, in accordance with Chapter 418 of the Texas Government Code, proclaimed a state of disaster beginning on March 13, 2020, to mitigate the spread of the COVID-19 virus and to protect the health and welfare of Texans; and

WHEREAS, the President of the United States of America declared a national emergency on March 13, 2020, to address the COVID-19 threat to the health and safety of the American people; and

WHEREAS, a declaration of local state of disaster activates the recovery and rehabilitation aspects of all applicable local and interjurisdictional emergency management plans, which includes without limitation the Galveston County Emergency Management Plan, and authorizes the furnishing of aid and assistance under the declaration and the preparedness and response aspects of the plans are activated as provided in the plans; and

WHEREAS, the declaration of local state of disaster declared by the Mayor on March 18, 2020, in accordance with Texas Government Code Section 418.108(b), may not be continued or renewed for a period of more than seven (7) days except with the consent of the City Council; and

WHEREAS, there continues to be a need for a declaration of a local state of disaster as extraordinary measures must be taken to control the movement of persons and the occupancy of premises in the City of Santa Fe to alleviate the suffering of people; and

WHEREAS, there continues to be a need for a declaration of local state of disaster for disaster mitigation, recovery, rehabilitation, and response;

NOW THEREFORE, it is hereby **ORDERED** by the City Council of the City of Santa Fe, Texas, in accordance with the authority of the Texas Disaster Act of 1975, that:

- 1.) the recitals stated above are true and correct;
- 2.) the declaration of a local state of disaster for the City of Santa Fe, Texas, issued March 18, 2020, due to COVID-19 is hereby CONTINUED;
- 3.) this Order continuing a declaration of a local state of disaster continues the activation of the City's Emergency Management Plan and the recovery and rehabilitation aspects of all applicable local or interjurisdictional emergency management plans and authorizes the furnishing of aid and assistance;
- 4.) this Order issued on this day, March 26, 2020, shall take effect immediately from and after its issuance and shall remain continuously effective for thirty (30) days on and from its date of issuance, provided however that this Order may be terminated before the expiration of thirty days (30) by subsequent order of the Mayor or his designee and may be continued or renewed beyond thirty days from its date of issuance only with the consent of the City Council of the City of Santa Fe, Texas;
- 5.) the sections, paragraphs, sentences, clauses and phrases of this Order are severable and, if any phrase, clause, sentence, paragraph or section of this Order should be declared invalid by the final judgment or decree of a court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Order;
- 6.) all orders or parts thereof in conflict herewith are repealed to the extent of such conflict only;
- 6.) this Order shall be given prompt and general publicity and shall be filed promptly with the City Secretary of the City of Santa Fe, Texas; and
- 7.) this Order shall take effect immediately from and after its issuance.

UPON MOTION DULY MADE AND SECONDED, the foregoing COVID-19: Order Consenting to Continue Declaration of Local State of Disaster for the City of Santa Fe, Texas, is duly passed on this the 26th day of March, 2020.

Jason Tabor, Mayor
City of Santa Fe, Texas

ATTEST:

Janet L. Davis, City Secretary

DECLARATION OF LOCAL DISASTER FOR THE CITY OF SANTA FE, TEXAS

WHEREAS, a Declaration of Local Disaster is hereby issued on this 18th day of March 2020, to allow the City of Santa Fe, Texas to take measures to reduce the possibility of exposure to the COVID – 19 virus and to promote the health and safety of our residents; and

WHEREAS, on March 13, 2020, a Declaration of the State of Disaster was issued by Texas Governor Greg Abbott to take additional steps to prepare for, respond to, and mitigate the spread of the COVID – 19 virus and to protect the health and welfare of Texans; and

WHEREAS, the Center for Disease Control and the Prevention (CDC) recommends an “All of Community” approach focused on slowing the transmission of COVID – 19 through social distancing to reduce illness and death, while minimizing social and economic impacts; and

WHEREAS, Due to the substantial risks to the public, reducing Community Gatherings to 50% capacity or a maximum of fifty (50) persons or less anywhere in the City of Santa Fe in effort to slow the transmission of the COVID – 19 virus and reduce illness and death;

NOW THEREFORE, it is hereby **ORDERED** by the Mayor as the presiding officer of the City of Santa Fe, Texas, in accordance with the authority of the Texas Disaster Act of 1975, including without limitation Section 418.108 of the Texas Government Code, that:

1.) a local state of disaster is hereby **DECLARED** for the City of Santa Fe, Texas, and the Mayor deems it in the public interest to **PROHIBIT** any public or private Community Gathering (as defined in Section 2 below) anywhere in the City of Santa Fe, Texas.

In addition, the Mayor of the City of Santa Fe, Texas, deems it in the public interest to urge all individuals who are at the highest risk from COVID – 19, as determined and defined by the CDC, to refrain from attending any Community Gatherings or events that will have or likely have more than ten (10) people.

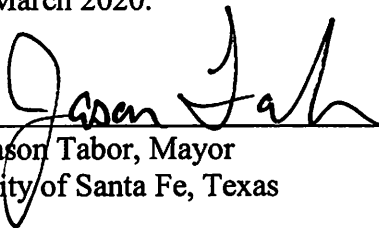
2.) Definitions.

- a. For purposes of this Order, a “Community Gathering” means any indoor or outdoor event or activity, subject to the exceptions and classifications below, that brings together or is likely to bring together fifty (50) or more persons at the same time.
- b. Restaurants, bars, fitness centers, and events centers shall have no more than 50% of capacity at any given time. Establishment shall be responsible for ensuring compliance with this provision. Capacity is defined as the maximum occupancy limit as prescribed by the Santa Fe Fire Marshal for total capacity inside and outside.
- c. This order does not regulate the gathering of public schools and grocery stores.

3.) Penalty. Peace officers of the City of Santa Fe, Code inspectors, and the Office of the Fire Marshal, are hereby authorized to enforce this Order. It is the responsibility of the business owner, organizer, or any other person responsible for any indoor or outdoor event or activity to ensure compliance of this order. It shall be unlawful for any business owner, organizer, or any other person responsible for any indoor or outdoor event or activity to allow a community gathering as described herein, and any person so described shall be guilty of a misdemeanor, punishable by a fine not to exceed two thousand dollars (\$2,000.00).

This Declaration shall be given prompt and general publicity and shall be filed promptly with the City Secretary of the City of Santa Fe, Texas; this Declaration shall take effect immediately from and after its issuance.

IT IS HEREBY **ORDERED**, this 18th day of March 2020.



Jason Tabor, Mayor
City of Santa Fe, Texas