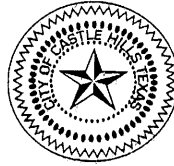


Timothy A. Howell, Mayor
Clyde R. "Skip" McCormick, Place 1
Maretta Scott, Place 2
Amy McLin, Place 3
Lesley Wenger, Mayor Pro-Tem, Place 4
Douglas Gregory, Place 5



AGENDA

City of Castle Hills

City Council Regular Meeting

March 12, 2019 at 6:30 pm

The City of Castle Hills City Council will convene into a Regular Meeting on March 12, 2019, at 6:30 pm, in the Council Chambers located at 209 Lemonwood Dr., Castle Hills, Texas.

CALL THE CASTLE HILLS REGULAR CITY COUNCIL MEETING TO ORDER AND DETERMINE A QUORUM IS PRESENT.

INVOCATION.

PLEDGE OF ALLEGIANCE.

ACKNOWLEDGEMENTS/PRESENTATIONS.

Recognition of Councilmember Maretta Scott and Councilmember Amy McLin for receiving Certified Municipal Official designations from the Texas Municipal League at the Texas Association of Mayors, Councilmembers and Commissioners' (TAMCC) Elected Officials' Conference, February 27 through March 1, 2019.

CITIZENS TO BE HEARD ON NON-AGENDA ITEMS.

"Citizens to be heard" allows the Council to hear issues that may cause public concern. The City Council may receive information for topics not reflected on the agenda, and they cannot debate or act upon it. The City Council may direct staff to contact the requestor for clarification.

CONSENT AGENDA.

The Consent Agenda items are self-explanatory by the City Council or have been previously discussed and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member so requests. The Consent Agenda is for consideration by the City Council only and not subject to public discussion.

a) Approval of the City Council Minutes:

i. Regular City Council Meeting – January 8, 2019

b) Accept the Financial Report and Special Fund Balance reports ending January 30, 2019.

NEW BUSINESS.

- I.** Receive presentation on potential acquisition of real property and improvements at 212 Lemonwood and possible discussion.
- II.** Deliberation on the purchase, exchange, lease, or value of real property at 212 Lemonwood. Possible Executive Session pursuant to Texas Government Code Section 551.072, Deliberation Regarding Real Property.
- III.** Discussion and possible action on the consideration and appointment of a Municipal Court Prosecutor. *(Rapelye)*
- IV.** Discussion and possible action on the Capital Improvements Plan (CIP) Phase II regarding Drainage. *(Rapelye)*



- V. Discussion and possible action to appoint to two members of the Ad Hoc MPO-RFP Project Committee to fill vacant positions originally appointed by Councilmember Wenger and Councilmember McLin. *(McCormick, Gregory)*
- VI. Discussion and possible action to appoint two members of the Parks Commission to fill vacant positions originally appointed by Councilmember Wenger and Councilmember McLin. *(McCormick, Gregory)*
- VII. Discussion and possible action on Ad Hoc MPO-RFP Project Committee recommendation for the creation of a Street and Drainage committee to recommend to the City Council prioritization of projects and coordinate applications for grants or other financial assistance. *(McCormick, Ad Hoc MPO-RFP Project Committee).*
- VIII. Report, discussion and possible action on the Ad Hoc MPO-RFP Project Committee recommendation to submit a project proposal to the Alamo Area Metropolitan Planning Organization (MPO) for the Congestion Mitigation and Air Quality (CMAQ) program at the intersections of West Avenue, Jackson Keller, Loop 410 and to authorize the City Manager to enter into a funding agreement with TxDOT and the Alamo Area Metropolitan Planning Organization regarding same. *(McCormick, Ad Hoc MPO-RFP Project Committee).*
- IX. Report, discussion and possible action on the Ad Hoc MPO-RFP Project Committee recommendation to submit a joint project proposal with the City of San Antonio and the MPO regarding congestion mitigation at the intersections of West Avenue, Jackson Keller, Loop 410 and to authorize the City Manager to enter into a funding agreement with the City of San Antonio, TXDOT and the Alamo Area Metropolitan Planning Organization. *(McCormick, Ad Hoc MPO-RFP Project Committee)*
- X. Discussion and possible action on the Ad Hoc MPO-RFP Project Committee recommendation to authorize spending and amend budget to accommodate proposed projects at the intersections of West Avenue, Jackson Keller, Loop 410. *(McCormick, Ad Hoc MPO-RFP Project Committee)*
- XI. Discussion and possible action on disposition of books planned to be held for library use. *(McCormick).*

OLD BUSINESS

- XII. Deliberation and possible action on the employment, evaluation, assignment, duties, discipline, or dismissal of the City Manager utilizing the two-page evaluation form as approved at the October 4, 2018 Special City Council Meeting. Possible Executive Session pursuant to Texas Government Code Section 551.074, Personnel Matters, and/or Texas Government Code Section 551.071, Consultation with Attorney. *(McCormick)*



ANNOUNCEMENTS BY MAYOR AND CITY COUNCILMEMBERS ON ITEMS OF COMMUNITY INTEREST.

ADJOURNMENT.

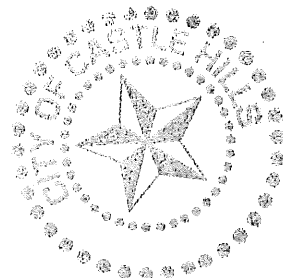
Executive Session Reservation: The City Council reserves the right to consider business out of the posted order and the right to adjourn into Executive Session to discuss items which are not listed as Executive Session items, but which qualify to be discussed in closed session as permitted by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments. (Attorney General Opinion – JC 0169)

Attendance by Other Elected or Appointed Officials: It is anticipated that members other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

Certificate: I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the **8th day of March 2019 by 5:00 p.m.** a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofcastlehills.com, in compliance with Chapter 551, Texas Government Code. The City of Castle Hills City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting at (210) 293-9681.

Ryan Rapelye, City Manager



Timothy A. Howell, Mayor
Clyde R. "Skip" McCormick, Place 1
Maretta Scott, Place 2
Amy McLin, Place 3
Lesley Wenger, Mayor Pro-Tem, Pl 4
Douglas Gregory, Place 5



MINUTES
City of Castle Hills
City Council Regular Meeting
January 8, 2019 at 6:30 pm

CALL THE CASTLE HILLS REGULAR CITY COUNCIL MEETING TO ORDER AND DETERMINE A QUORUM IS PRESENT.

At 6:32 p.m., Mayor Howell called the Regular Meeting to order with a full quorum present at 209 Lemonwood Drive, Castle Hills, Texas.

Member of Council	Present
Timothy A. Howell, Mayor	√
Clyde "Skip" McCormick, Place 1	√
Maretta Scott, Place 2	√
Amy McLin, Place 3	√
Lesley Wenger, MPT, Place 4	√
Douglas Gregory, Place 5	√

City staff: City Manager Ryan Rapelye, City Attorney Paul Fletcher and Mark Schnall, Interim Fire Chief Joe Hernandez, Police Chief Johnny Siemens, Public Works Director Rick Harada, and as scribe, Permits Clerk Deborah Kitkowski, "Kit".

Mayor Howell recognized Mr. Fergerio, Attorney with TML and Attorney David Earl.

INVOCATION. None given.

PLEDGE OF ALLEGIANCE. The Pledge of Allegiance was led by Mr. Bernard Juettmeyer.

ACKNOWLEDGEMENT / PRESENTATIONS: Mayor Howell presented Fire Chief Darrell Dover a proclamation and certificate of appreciation for his service to the City of Castle Hills. City Manager Rapelye introduced Captain Joe Hernandez as Interim Fire Chief for the City of Castle Hills.

CITIZENS TO BE HEARD ON NON-AGENDA ITEMS. Mayor Howell invited Citizens to be Heard.

David Earl addressed the council on behalf of Castle Hills Resident Betty Howard, his client. He requested to be put on the next City Council Agenda to Discuss and Possibly take action on a matter pertaining to real property and economic development. Mr. Earl will be reaching out to council members, outside the open meeting, to discuss this agenda item. He stated he is making this request a matter of public record pursuant to Chapter 551 of the Texas Government Code.



Mike Flynn – 111 Amerson Ln. Mr. Flynn read a statement regarding frustrations surrounding the recent employee positions (City Admin) that have been vacated at the City of Castle Hills. He addressed the need for continued City services. He advised of a petition calling for the resignation of City Councilmembers Gregory, Wenger and McCormick.

Frank Paul – 112 Shalimar. Mr. Paul read a statement addressed to Wenger regarding the elimination of personnel, a mulching operation behind Public Works, making the City Manager's job difficult and untruths about the Impound Lot. Mr. Paul also spoke with regard to the City budget as it relates to eliminated positions and how these funds are to be used to address streets and drainage. Mr. Paul talked about the micromanagement by City Council to take responsibility away from the Mayor and City Manager.

Bernard Juettemeyer – 115 E. Castle Ln – Mr. Juettemeyer addressed the council about the width of lanes on West Ave. Lanes are 11ft now. Changing the lanes to a 10ft standard would give us 4 to 5ft on West Ave. He recommended using the added footage for sidewalks on West Ave.

ACTION: City Manager Rapelye will get with Mr. Juettemeyer to discuss and review this recommendation.

CONSENT AGENDA

a) Approval of the City Council Minutes:

i. Regular City Council Meeting – November 13, 2018

Wenger requested to pull Consent Agenda Item A to add further explanation as to why the council voted the way they did.

b) Accept the Financial Report and Special Fund Balance reports ending November 30, 2018.

Mayor Howell called for a motion on this item.

MOTION: McLin

SECOND: Gregory

VOTE: 5-0

Mayor Howell moved Item XIII up on the Agenda to accommodate the TML Attorney who was unable to stay for the entire meeting.

XIII. Consultation with attorney concerning pending EEOC complaint. Possible Executive Session pursuant to Texas Government Code Section 551.071. Consultation with TML attorney. (Wenger)

Mayor Howell stated the council will retire into Executive Session to consult with the attorney under Texas Government Code Section 551.071 at 6:57pm.



The Mayor and City Council reconvened into regular session at 7:04pm. No action was taken as a result of Executive Session.

NEW BUSINESS.

- I. Discussion and possible action to direct the City Manager to reject all bids in response to the Request for Proposals (RFPs) Digital Billboard Signage and to re-advertise a Request for Proposals (RFPs) Digital Billboard Signage on Northwest Loop 410. (Rapelye)**

MOTION: Scott

SECOND: McCormick

DISCUSSION: Rapelye explained the City is restricting the bids to NW Loop 410 only and removing NW Military Highway from the Proposal.

Mayor invited Tom Lanford with Clear Channel to speak. Mr. Lanford stated that he met with the City Manager and was informed the RFP would be removing NW Military Hwy. He explained that the current RFP allows for selection of either location regardless of what highway and it has caused some delay.

After some review, Gregory looked at the proposals and came to the conclusion that NW Military should be pulled. NW Loop 410 should be the primary street for this proposal. The RFP will be revised to request bids for NW Loop 410 only. Mr. Rapelye will help determine what zone will be used on 410 and where the signs could go, in compliance with TXDOT. NW Military Hwy is not going to be used this time.

Tom Lanford: Compliance with TXDOT is not required at this time. In 2018, the Texas administrative code removed the authority of TXDOT from certified cities and billboard oversight administrative rules are now under the federal regulations which opened up opportunities. The RFP that was already issued allows the authority of the City to pick any location they like or to remove any location.

Wenger: Point of Order: Wenger stated that these were contractual items which should either be discussed in Executive Session or if people are going to be invited to the committee meeting, everyone who submitted and RFP should to be invited.

Mayor: Interjected that he is a member of this committee, yet he never heard anything about it. He further stated that in talking about the economic development of the City and cutting off one of our major thoroughfares because one person has decided that, it seems irresponsible. Mayor Howell asked Mr. Rapelye if he wished to move forward with this item as is.

Rapelye: Mr. Rapelye stated that If the Council wished to table the item, it could be placed on the agenda for Monday night's special workshop.



Scott: Scott asked Mr. Rapelye which staffmembers worked on this item and he replied that it was mainly himself and Janet Thelen.

After an extremely lengthy discussion, Mayor Howell called for the vote.

Gregory: Gregory stated that no action was taken, so no vote is needed. He noted that Marettta had the motion and Skip had the second and both had withdrawn, so no vote was needed..

Scott: Scott stated that she had not withdrawn her motion.

McLin: Seconded the motion to allow for discussion.

Scott asked Mr. Rapelye if he made this recommendation at the direction of the committee or as something that he and Mrs. Thelen discovered would be a better option for the City Council to take through their research. Mr. Rapelye replied that this was more as a committee direction. Scott asked if this could be added to the workshop agenda with possible action?

Mayor: Mayor Howell stated that there is an ordinance that doesn't allow action to be taken at a workshop.

City Attorney Fletcher: stated that there can be discussion, but no action. He further added that any action would have to be done during a council meeting.

After a brief discussion regarding the requirements for distancing of signs by TxDot and compliance with the Federal Highway Administrations laws, it was requested of the City Attorney to get clarification on this issue. Mr. Fletcher stated that he will consult with the federal regulations and provide his findings to the City Council.

Scott: Withdrew her motion

McLin: Withdrew her second.

MOTION: Gregory made a motion to table

SECOND: McCormick

VOTE: 5-0

II. Discussion and possible action on establishing a policy for security measures in the City Chamber for City Council Meetings including use of mobile metal detectors. (Howell)

MOTION: Scott

SECOND: Gregory



At the invitation of Mayor Howell, Chief Siemens stated that there is a court fund that is not being utilized, which is funded by monies collected from court citations that can be used for court security purposes. He further stated that the panels that were purchased some time ago have not been installed on the dais.

Bonnie Hopke: Ms. Hopke stated that the security measures taken at Castle Hills are acceptable, and further noted that whatever can be done to protect the citizens and Council at these meetings should be done.

McCormick: McCormick suggested this item be referred to Chief Siemens to make a recommendation and come back to Council with a proposal.

Fletcher: Mr. Fletcher explained Item #2 regarding the use of metal detectors at City Council meetings, based on Ordinance #2018-06-12B. He stated that if there are other security measures or protocols to be addressed, they would need to be brought back as another item. Mr. Fletcher added that if Council were to approve Item #2 today, then they would be allowing the use of metal detectors at City Council meetings only.

Wenger: Wenger stated that the wording of this item would need to be changed from "including" mobile metal detectors to "to allow".

Fletcher: Mr. Fletcher pointed out that the notice cannot be changed or amended from the notice that was been posted prior to the meeting. He stated that other protocols, with the exception of the use of metal detectors, cannot be approved here tonight.

MOTION: Gregory motioned that the City Council approve the use of mobile metal detectors for use at all City Council meetings both regular, special and informal.

SECOND: McLin

AMENDMENT TO THE MOTION: McLin made a motion that the ballistic panels that have already been purchased be installed.

SECOND: Scott.

DISCUSSION:

Wenger: Wenger objected to this because nothing has happened here in the past and this would be sending the message to the citizens that Council is afraid of them, and therefore, needs to be protected from them.

McLin: McLin noted her concern that the ballistic panels have not yet been installed. She pointed out that should something happen on a day when the judge is conducting



court and security measures that could have been taken, have not been, this could cause a potential problem.

Scott: Scott pointed out that the people that come to Council meetings are not just citizens of Castle Hills, and whether it's during a council meeting, during court or on a regular business day, if someone outside the City wants to cause harm, they don't have to live here to do so. She emphasized that we need to use our security funds and take the advice of our Police Chief to it's fullest measure.

McCormick: McCormick noted that the City already has the money to do that and is just waiting on the contractors.

Wenger: Wenger stated that this was never approved by council, that the City Council voted not to do it for that reason.

Rapelye: Mr. Rapelye stated that in combination with the installation of the bullet proof panels, improvements were going to be made to the dais. He further noted that they are putting together a master list of all the items to be improved around the facility and getting quotes, and pointed out that this is not something that needs the approval of the City Council.

McCormick: McCormick added that the addition of metal detectors and the ballistic panels will be a very small addition to the security of the building. Therefore, if we have the money in the fund, we should spend it. He further noted that he was in favor of the amendments.

Call for the Vote (McLin's Amendment):

VOTE: 4 – 1 Wenger voted Nay

Bernard Juettermeyer: Mr. Juettermeyer pointed out that security is great; however, available money should be used for another officer in Council chambers instead of metal detectors at the time of the meetings or court.

Chief Siemens: Chief Siemens replied that they already have that process in place, plus he has brought in two external security officers during court. He added that the City has measures in place for security, with the panels being one measure, but greater measures for security are better security instruments for gaining entry, access codes and more cameras outside. Chief Siemens stated that he submitted those 3-phase plans, and pointed out that the lowering of the floor is just one phase. They have other plans that can be presented to Council at a later meeting.

Call for the Vote (Gregory's Motion):

VOTE: 4 – 1 Wenger voted Nay



III. Update from Mayor Howell regarding the process on the possible creation of a North Central Economic Development Alliance per resolution R18-07-10-B. (McCormick)

Mayor Howell: Mayor announced that the reaction to the proposal to set up a North Central alliance was positive. The Mayor expressed his concerns regarding this issue in conjunction with the City of Castle Hills.

IV. Update on the committee activity and progress report from MPO-RFP Project Committee Chairman John Squire. (resolution R18-07-10-C) (McCormick)

Squire: Chairman of the MPO-RFP Committee reported that the MPO-RFP has had three meetings, and they have come up with three main focus item, which are: Traffic concerns, drainage and parks. He noted that there are some upcoming deadlines (mid April) to submit to the MPO on these items. McCormick announced that a Grant Writing Course is being offered and he suggested that the City send someone from the committee to attend.

Drainage: Mr. Squire reported that they are looking at alternative funding for the drainage concerns, which include funding within Bexar County and funding that might be available through the Core of Engineers.

Parks: Bernard Juettemeyer stated that they are trying to get the community involved with the schools to get them to open up their campuses after school hours. He reported that the Castle Hills Elementary track is done, with more exercise equipment being put in, and Jackson Keller Elementary is working on getting their track put in.

Congestion: Mr. Squire stated that they are focused on resources in one main area, namely, Jackson Keller and 410. This area is noted as the 100 most congested area in the state of Texas and we can potentially get funding through the MPO. The impact of VIA buses impeding traffic when buses are stopped and the lack of a proper turning lane as you go Northbound on West Ave past HEB to get onto 410 were also discussed. Mr. Squire stated they will work with Via to mitigate these issues, which include adding or working on a turning lane.

Discussion followed with regard to the opportunity to lobby once we get a project in mind. It was noted that it is up to the City Council and the narrative that is put in the grant writing determines the funding that can be brought back to the City.

Mayor Howell called a 5-minute recess at 8:25pm.

Mayor Howell reconvened the meeting back into regular session at 8:29pm

V. Discussion and Possible Action on potentially eliminating or revising fees for tree permits and roof permits. (Wenger)



A lengthy discussion ensued with regard to the reason the City has tree and roof permits, with comments by Wenger and Mayor Howell concerning the reason for having these permits, who is checking on them, painting of the limbs, patrolling by the Police Department, and damage caused by oak wilt.

Wenger further commented with regard to the roof permits and stated that no one ever does anything to check on these roofs and stated that perhaps the Fire Department might get involved in this matter.

McLin – Point of Order: We have no motion on the floor to consider this item.

Motion: Wenger: Moved to do away with the fees for tree permits and roof permits.

Second: Gregory for discussion purposes

After a continued lengthy discussion regarding the pros and cons of the tree permits, oak wilt problems, enforcement of the tree permits and who is responsible for the enforcement, with statements from both Police Chief Siemens and Interim Fire Chief Hernandez regarding the fact that the enforcement of the tree permit does not fall under the scope of either of their departments, McLin called for Point of Order:

Discussion continued with regard to tree trimming fees and roof permits, with comments made by several of the Council members. Gregory asked Mr. Rapelye how much money was brought in during the last fiscal year for fees on these two items, to which Mr. Rapelye replied that he did not have the specific information; however, he would get that information for the Council.

McLin: Call for the vote.

VOTE: 1 – 3 – 1.

Voting Aye: Wenger

Voting Nay: McLin, Scott, McCormick

Abstaining: Gregory.

Motion was denied.

VI. Discussion and Possible Action on potentially increasing sanitation fees to reflect current costs of operations and landfill service. (Wenger)

Wenger: Wenger stated that Rick Harada provided this information during the budget process and noted that she is in favor of people paying for something they actually receive. She further noted that if the garbage fee needs to be increased to cover the cost of what it is costing us to put the garbage in the landfill, then we should do it.



Mayor: Can we get a motion and a second on the table to move this forward for discussion.

McCormick: So moved.

Mark Schnall: Mayor, can Mr. McCormick be a little bit more specific about what he just moved.

MOTION: McCormick to raise the garbage fees to accommodate the actual cost to put the garbage in the landfill.

Mark Schnall: City Attorney Schnall stated that he did not know what that meant in dollars and cents. He noted that he pays \$27.07 to SAWS as his fee for what used to be called "garbage service". Mr. Schnall added that he didn't know, and didn't think the citizens knew, exactly what the monthly fee would be.

A brief discussion followed with regard to the actual garbage fees, Mr. Rapelye stated that he would provide those figures to the Council.

Wenger: Wenger moved to table the item until the February Council meeting.

Further discussion ensued with McCormick inquiring as to whether the garbage fees are already covered in the budget. Rapelye responded that they are included in the landfill line item services for FY 2019.

Wenger: Pulled the item from the agenda.

VII. Discussion and Possible Action on Ordinance No. 2019-01-08-A to amend Sections 34-5 and 34-6 of the Code of Ordinances to require applicants for signs to submit applications to the Architectural Review Committee for recommendation to the City Council and to specify that final approval of a sign permit is in the discretion of the City Council. (Wenger)

Wenger: Wenger stated that she discussed this with Gregory, and they were under the impression that they had voted for signs in the past. However, she noted that the Ordinance that she currently has does not send anything back to Council and does not have any of the committees reviewing it. Wenger further stated that the logical place for a sign application to go to would be to the ARC and then to Council for final approval.

McLin: Point of Order: We have no motion.

Mayor: Mayor Howell asked for a motion to move the item forward.



Wenger: So moved, Discussion and Possible Action on Ordinance No. 2019-01-08-A.

Schnall: City Attorney Schnall asked Wenger to make that motion be “to Adopt the Ordinance in question”.

MOTION: Wenger: Moved to adopt the Ordinance in question included in the packet.

SECOND: Gregory.

After inquiry from Mayor Howell with regard to an ordinance which had been passed a few years ago concerning digital signage, but not allowing the selling of advertising, Mayor then asked Councilmember Scott to read the ordinance.

Discussion followed concerning sending this to the ARC committee, have it heard and then bring it back to council. It was noted that the final approval of the sign permit is the authority of the City Manager, but an appeal can be presented to the City Council.

Statement was made by McCormick that it would be appropriate for the City to regulate these signs and limit how they are put up and maintained. He suggested looking at San Antonio’s billboard statute and see if the City wants to include some of their wording in our ordinance. McCormick stated that he feels the City Manager and the ARC committee are capable of making these decisions without referring them to the City Council.

Further comments were made in reference to the digital sign at West Ave and 410, with questions from Mayor Howell; however, City Attorney Schnall stated that Mr. Rapelye could respond to that separately, as it was not on the agenda this evening.

In response to inquiry by Gregory regarding the current process regarding signs, Scott replied that it does not go to the entire ARC committee. It only goes to the Chairman of the ARC for review, and if all signage guidelines are met, the City Manager and the Chairman of the ARC decide whether or not to approve the sign.

Gregory: Gregory stated that he feels the Council should re-visit this ordinance, as once the aesthetic appeal of a street is lost, it’s hard to get it back.

McCormick: McCormick suggested deferring consideration of this item to allow for review for appeal by the neighbor of wherever this sign is going to be constructed.

McLin: McLin pointed out that the specific digital billboard that is in question was voted on by Council after a public hearing so I believe that addresses McCormick’s issue with the public having actual notice.



Wenger: Wenger stated that the sign that was approved is not what was put up.

Scott: Scott pointed out that this needed to be taken up with Code Compliance.

Skip McCormick left the meeting at 9:30pm.

Scott: Call for the Vote.

VOTE: 1 to 3.

Voting Aye: Wenger

Voting Nay: McLin, Scott, Gregory.

McCormick was not present for the vote.

VIII. Discussion and Possible Action on Ordinance No. 2019-01-08-B to amend Section 8-48 of Chapter 8 – Buildings and Building Regulations to require an application to the Architectural Review Committee and its recommendation to the City Council for construction of a carport in the City. (Wenger)

Wenger: Wenger stated that she has received many complaints about a carport that was built on Honeysuckle Ln. She noted that it was allowed because it was part of the main roof; however, carports are not part of this ordinance, which is why she brought it before Council.

Schnall: City Attorney Schnall stated that this issue would not be discussed tonight, and noted that the background information that Wenger provided is instructive to staff to determine what the approval process was, if any, for that carport. Mr. Schnall further noted that this can be reviewed by the City Manager and the City staff and a report brought back.

He pointed out what the ordinance in the packet covered, which was the addition of two things to Section 8-48. 8-48 includes a provision that says interior remodeling of any structure in any single family residence and two family residence are completely exempt from the referral to and requirement by the ARC review committee. The City Manager and the chairman of the ARC concur building projects costing less than \$50,000 may be exempted from the ARC review and approval if, and it gives a list of 7 different types of construction that if they are less than \$50,000 then the City Manager and the chairman of the ARC can approve them and bypass the complete ARC committee review. On page 2 of the ordinance, it adds a subpart 8 that says the



project does not include a carport. By adding that sentence, if a project includes a carport, even if it meets all 7 of the other criteria, it has to go to ARC. Wenger wants to make it clear that not only would a carport go to ARC review, but that it would ultimately come to the City Council pursuant to the other sections in Chapter 8. Section 8-59 which requires the ARC to make a recommendation and Section 8-60 which gives the discretion and final approval to the City Council. So in addition to subpart A, he stated that he added that one sentence that begins “in addition the provisions of Section 8-59 and 8-60 of Article 2 of Chapter 8 of the Code of Ordinance shall be followed for any project that includes a carport”. Mr. Schnall pointed out that the discussion should be limited to – “do we want to include this new language in Section 8-48”.

MOTION: Wenger: Move to approve Ordinance No. 2019-01-08-B to amend Section 8-48 of Chapter 8 – Buildings and Building Regulations to require an application to the Architectural Review Committee and its recommendation to the City Council for construction of a carport in the City.

SECOND: Gregory.

DISCUSSION:

Scott: Scott stated she would have no trouble approving this if item #8 could be included in item #7 of this list to include carports that could affect the appearance and tranquility of the neighborhood.

McLin: McLin stated that she agreed with Scott and asked if an amendment to the motion on the floor to put carport in that list of items in #7 would take care of this tonight, and City Attorney Schnall stated he thought so.

McLin: McLin made an amendment to the motion stating that the word “carport” be added in Item #7 after other special purpose, appendages, awnings, carports and lighting will not affect the appearance and tranquility of the neighborhood.

Schnall: Mr. Schnall asked if her intention was to say that it’s not necessary for every carport to go to the City Council; a combination of adding “carport” after the word “awnings” in Subpart 7, changing the semicolon and; to a period and deleting Subpart 8 and the sentence beginning “in addition” would accomplish that.

MOTION: McLin: Adding “carport” after the word “awnings” in Subpart 7, changing the semicolon and; to a period and deleting Subpart 8 and the sentence beginning “in addition”.



SECOND: Scott.

DISCUSSION:

Brief discussion followed with regard to rules and regulations concerning carports.

Schnall: City Attorney Schnall pointed out that this is not a zoning issue (Chapter 50), but Chapter 8 of the Code of Ordinances. He noted that the amendment that is pending right now which was motioned by McLin and seconded by Scott would retain the language that says a dissatisfied party can appeal the decision of the City Manager to the City Council.

Scott: Called for a vote on the amendment.

VOTE: 2 – 2 with Mayor breaking the tie, voting in favor of the amendment. Skip McCormick was not present for the vote.

Voting Aye: McLin, Scott, Mayor Howell

Voting Nay: Wenger, Gregory.

MOTION: McLin: Amend the amendment to strike the third “whereas” paragraph in it’s entirety.

SECOND: Scott.

Schnall: The “whereas” paragraph is no longer applicable with the passing of the amended motion by McLin. So it is appropriate to delete this paragraph.

Mayor: Call for the Vote.

VOTE: 2 – 2 with Mayor breaking the tie voting in favor of the amendment to the amendment. Skip McCormick was not present for the vote.

Voting Aye: McLin, Scott, Mayor Howell

Voting Nay: Wenger, Gregory.

Schnall: Mr. Schnall stated that the Council still needed to vote on the final motion as amended; which would be **“To Adopt Ordinance No. 2019-01-08-B, as amended, without the third “whereas” paragraph and so that it ends with Subpart 7, ending with the words appendages, awnings, carports and lighting will not affect the appearance and tranquility of the neighborhood.”**



McLin: Call for the Vote.

VOTE: 2 – 2 with Mayor breaking the tie voting in favor to adopt the Ordinance No. 2019-01-08-B. Skip McCormick was not present for the vote.

Voting Aye: *McLin, Scott, Mayor Howell*

Voting Nay: *Wenger, Gregory.*

MOTION: Wenger motioned to table item #IX, X, XI and XII to the next meeting due to lack of reports.

SECOND: Gregory

VOTE: 2 – 2 with Mayor breaking the tie voting in favor of moving forward. Skip McCormick was not present for the vote.

Voting Aye: *McLin, Scott, Mayor Howell*

Voting Nay: *Wenger, Gregory.*

IX. Discussion and update on an audit of permits issued for September 2018 through November 2018 to include type of permit, fee, and address and on potentially logging time spent per permit for issuance of permits. (Wenger)

Wenger: Wenger stated that she did not have the report; therefore, there was nothing to vote on.

Rapelye: Mr. Rapelye noted that all of the information was included in his report, along with the permit fees and addresses from September 2018 to November 2018, which Wenger requested. Mr. Rapelye also stated that in response to the request for the time spent on issuance of permits, some are fairly quick and some are fairly lengthy depending on the permit. He distributed a report on revenues related to tree and roof permits, which totaled \$3,000.

Frank Paul - 112 Shalimar. Mr. Paul inquired as to the need for Council to get addresses. He further addressed Wenger concerning the time management study and noted she was still trying to justify getting rid of the permit office. Mr. Paul provided figures noting that \$350,000 has come through the permit office in the form of permits, license fees, etc. and if the December permits were to be figured in, it could be assumed that approximately \$381,000 would be brought in through the end of the



year; divided by the number of hours a year would basically be \$183 an hour in permits.

Mike Flynn - 111 Amerson Ln. Mr. Flynn noted that doing a time management study and a work load management is a legitimate function of the City Manager and within his purview. However, he stated that using only three months of data at the end of the year is too small a sample size to properly assess the workload of the permitting staff. Mr. Flynn further noted that due to seasonal variations, permitting activity is likely to be at its lowest point during those three months when the calendar draws to a close and the holidays approach. He stated that permits generally start ramping up in late winter and early spring when people start preparing for projects such as tree trimming, fencing, and remodeling. Mr. Flynn recommended that the study cover at least a full year of permitting activity or to gain an even larger study; he recommended the study go back to 2016 as roof permits would probably show an increase from the April 2016 hail storm.

X. Discussion and update on accounting of fees paid to City Engineers for 2018. (Wenger)

Rapelye: Mr. Rapelye stated that \$36,000 was budgeted for this item and year to date through November, \$26,000 had been spent., which was mostly for RPS Klotz, who were utilized for the development of the CIP and updating the Banyan drainage costs.

Mayor: Mayor Howell asked if this was in the weekly report that Mr. Rapelye routinely sends out and Mr. Rapelye replied that his reports are updates on projects and issues, not necessarily fees paid out.

XI. Discussion and update on a report on overtime for Administrative Staff for 2018 detailing the reason that overtime was approved. (Wenger)

Rapelye: Mr. Rapelye outlined the fees incurred for overtime and provided an explanation of these fees, noting that the budgeted amount for overtime was \$1,500 and it currently stands at \$2,430. He stated that the Permit Clerk utilizes overtime on court days and backing up the Administrative Assistant to the City Manager. Mr. Rapelye also noted that the Permit Clerk was told by the former Finance Director that overtime could be paid, rather than have it accumulate as compensatory time. He further reported that he had met with the finance consultant and the permits clerk in August to discuss this and modified it to change putting overtime to comp time. Therefore, there has not been an overtime expense since August.



- XII. Discussion and update on a report on Passports issued through December 2018 by the City Passport Office to include how much money the City made per passport, the cost to the City, and the number of passports issued to residents of Castle Hills as well as a calendar to show the number of passports issued each day. (Wenger)**

Wenger: Wenger stated that the City receives \$35.00 per passport application. The City pays \$6.70 per application for priority mail envelope, for a total of \$28.30 profit to the City.

Rapelye: Mr. Rapelye highlighted that through December (4 months and 10 days) the City has processed 144 passport applications, with a total revenue to the City of \$5,040. He stated that once the City started advertising on the digital billboard, that increased the traffic for passport applications.

A brief discussion followed with comments by Mayor and McLin concerning talk of possibly processing up to 8,000 passport applications, to which Mr. Rapelye added that 8,000 passport applications would bring in approximately \$280,000, and additional staff would be needed to accommodate that amount.

OLD BUSINESS

None.

ANNOUNCEMENTS BY MAYOR AND CITY COUNCILMEMBERS

None.

ADJOURNMENT. Motion was made by Wenger and seconded by Gregory to adjourn the meeting at 10:35 p.m., therefore, the meeting was adjourned.

Deborah "Kit" Kitkowski

Permit Clerk (Scribe of Meeting)

Castle Hills City Council
Agenda Item Summary
March 12, 2019

AGENDA ITEM

I

Receive presentation on potential acquisition of real property and improvements at 212 Lemonwood and possible discussion.

Summary: Receive presentation on potential acquisition of real property and improvements at 212 Lemonwood and possible discussion.

Castle Hills City Council
Agenda Item Summary
March 12, 2019

AGENDA ITEM

II

**Deliberation on the purchase, exchange, lease, or value of real property at
212 Lemonwood. Possible Executive Session pursuant to Texas
Government Code Section 551.072, Deliberation Regarding Real Property.**

Summary: Deliberation on the purchase, exchange, lease, or value of real property at 212 Lemonwood. Possible Executive Session pursuant to Texas Government Code Section 551.072, Deliberation Regarding Real Property.

Castle Hills City Council
Agenda Item Summary
March 12, 2019

AGENDA ITEM

III

**Discussion and possible action on the consideration and appointment of a
Municipal Court Prosecutor.**

Summary: Discussion and possible action on the consideration and appointment of a
Municipal Court Prosecutor.

CITY OF CASTLE HILLS
Office of the City Manager



TO: Mayor Tim Howell
City Councilmembers

FROM: Ryan D. Rapelye, City Manager

A handwritten signature in black ink, appearing to read 'RDR', is written over the printed name 'Ryan D. Rapelye'.

SUBJECT: Municipal Court Prosecutor

DATE: March 8, 2019

The intent of this correspondence is to provide City Council with a recommendation on the appointment of a Municipal Court Prosecutor. In October, the City Council directed the City Manager to issue RFQs for Municipal Court Prosecutor for the City of Castle Hills. Currently, there is one City Prosecutor and one Alternate City Prosecutor assigned to prosecute in the court. The current City Prosecutor is Ryan Henry. The Municipal Court Prosecutor or his Alternate conducts all prosecution in the Municipal Court on behalf of the City.

Court dockets requiring judge and prosecutor attendance are scheduled two to three times a month (on the 1st, 2nd, & 3rd Thursday of the month) and typically run four to five (4 to 5) hours. Approximately 400 to 500 cases are filed in the Court each month. The City Municipal Court is a court of record. The Municipal Court employs a Court Clerk and Deputy Court Clerk who are appointed and supervised by the Judge.

The prosecutors conduct prosecutions of all cases arising under the Code of Ordinances of the City, and under the laws of the state over which municipal court has jurisdiction. A General Docket is held on the first and third Thursday of every month from 1:30 p.m. until complete. A Jury/Bench Trial Docket is occasionally held, on the second Thursday from 1:00 p.m. until complete. An alternate prosecutor would be called to any of these court sessions if the city prosecutor were unable to attend.

The City of Castle Hills solicited sealed Requests for Qualifications (RFQ) for City Municipal Court Prosecutor. Attorneys were invited to submit qualifications for the provision of these services. The City issued a schedule for the selection and submittal process. On January 2, 2019, Request for Qualifications were placed on the City website and posted through the Texas Municipal League (TML). The deadline for questions was January 9, 2019 and the submission date for responses was January 22, 2019 at 4:00 p.m.

The City received four proposals for consideration. The City received a proposal from Jason Rammel, Denton Navarro Rocha Bernal & Zech P.C., Law Offices of Ryan Henry, and Davidson, Troilo, Ream and Garza (DTR&G).

A committee consisting of me, Chief Siemens and Interim City Secretary Yolanda Benitez evaluated the Statement of Qualifications. The committee then, independently, scored each candidate and the selections were made from the composite evaluation. The committee minus Yolanda Benitez interviewed the top two candidates Davidson, Troilo, Ream and Garza (DTR&G) and Law Offices of Ryan Henry on March 6.

DTR&G submitted one lead prosecutor with two assistant attorneys to assist the City. The combined depth of experience for lead and back-up prosecutors had a culmination of 5-6 years of prosecutorial work for Sabinal, Balcones Heights, Cibolo, and Helotes. The Law Offices of Ryan Henry was interviewed as well. Mr. Henry has served as Municipal Court Prosecutor for the City of Castle Hills for the last four years. He also serves in the same capacity for Hollywood Park, Alamo Heights, and as a back-up for Selma and Garden Ridge. He also serves as a Municipal Court Judge for the City of Westlake Hills.

The committees reviewed the responder's experience as a prosecutor or municipal court attorney as a large factor in relationship to the cases and specifically the type of Court since the City of Castle Hills is a court of record. Both firms have exceptional depth as it relates to public law as a municipal court prosecutor; plus, excellent references. However, the Law Offices of Ryan Henry has greater overall experience in municipal court law than the other candidates when case load, schedule and experience as a court of record were considered.

As I stated, the committee scored and ranked all candidates independently and all members scored the Law Offices of Ryan Henry higher than any other firm who responded with statements of qualifications. As part of this process, I discussed the performance of Mr. Henry with Judge McCall and Tina Zelenak, Court Clerk, to obtain their opinion regarding how well the court has been operating with Ryan Henry as the prosecutor for the City of Castle Hills. Both indicated a large part of the Court's efficiency is a direct result of the working relationship between the city prosecutors, the Judge and court staff. Also, Mr. Henry provides two attorneys and a paralegal to each Court day helping push the docket along which helps the Court save overtime and labor costs. The current city prosecutor is proficient in trying jury trials so the Judge no longer has a back-up for the trial docket, and the current municipal court prosecutor understands the civil abatement process which has assisted in faster compliance once defendants receive notification from Ryan Henry's Office.

It is my understanding Mr. Henry was instrumental in transitioning the Castle Hills Municipal Court to a court of record which allows the Court to hear certain types of cases which it was not able to hear when it was not a court of record. Mr. Henry and his staff have been easy to work with and when Court staff needs assistance, they have been readily available. Currently in court operations, Mr. Henry assists with prosecution deals for defendants who hire an attorney to resolve their citations without the attorney having to appear in court which allows them to negotiate plea deals faster with the defendants who appear in court.

The Committee, along with myself as City Manager utilized the same process and procedures by staff at the time to select Ryan Henry in July of 2015. We as the committee recommend the re-appointment of the Law Offices of Ryan Henry for the City of Castle Hills Municipal Court. This re-appointment is contingent upon City Council approval.

Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

IV

PRESENTATION AND POSSIBLE ACTION ON THE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN – PHASE I – DRAINAGE

Summary:

Presentation and Possible Action on the Five-Year Capital Improvements Plan (CIP) – Phase II – Drainage.

Background: The purpose of the CIP is to provide the City with a comprehensive plan to address infrastructure needs. The CIP establishes a system of examining and prioritizing these infrastructure needs of the City. The CIP identifies the timing, phasing, location, and funding of capital improvements in a comprehensive manner. In November, the City of Castle Hills approved its first Five-Year Capital Improvements Plan (CIP) Phase I – Streets. A CIP encompasses all streets and drainage infrastructure projects in to a five-year program that weighs the City's capital needs against available funding. This document allows the City to coordinate projects with other entities, like SAWS and provides a basis for formulation of possible bond programs.

The City of Castle Hills had a master drainage study completed in August 2015 to identify a conclusion and recommendation to address drainage projects within the City of Castle Hills. The study indicated problem areas in watershed II and III. In watershed II, Dogwood Lane and the drainage ditch from North Manton/Lockhill Selma to West Avenue near Krameria Drive were identified. Specifically, the report provided a summary of improvements for Dogwood, East Castle, Wisteria, Mimosa, and Krameria. In this report, watershed III identifies drainage issues located along Carolwood, Banyan, Glentower, and the outfall channel (Glentower/Tamworth).

The City of Castle Hills had a second master drainage study which was completed in May 2016 (Phase II – Watersheds I, IV and V) to identify a conclusion and recommendation to address drainage projects within other watersheds in portions of Castle Hills. The purpose of this study was to determine the cause of flooding within primary waterways with watershed I, IV and V (Fox Hall, Lemonwood, Travertine and Atwater). Similar to the first master drainage plan, phase II outlines proposed improvements with a scope of work and probable cost. In Phase II, it indicates four projects with a cost of \$9 Million.

Issue:

The City of Castle Hills has needed a long-term plan to address streets and other infrastructure issues in the community. The CIP for drainage outlines all projects, identifies needs, updates probable cost and provides a prioritization schedule over a five-year period. The CIP is aligned with the planning of the proposed budget each year based on available funds. The CIP should be evaluated annually by the City of Castle Hills to prioritize the timing and specifies the funding sources. The CIP – Phase II for drainage encapsulates all of the City of Castle Hill's identified watersheds with an updated cost and prioritization schedule to address flooding in the community.

Pros:

The Five-Year Capital Improvements Plan (CIP) – Phase II – Drainage provides a roadmap for the City to utilize over the next five years. The CIP is an important planning tool which provides a logical means of identifying, assessing and formulating a financial basis for implementing infrastructure projects in the community. The CIP is objective, quantifiable, and ultimately removes the politics from the equation. These reasons allow projects to continue without impact from elections. This offers citizens transparency and a non-partisan fact-based path to maintaining, repairing, and constructing infrastructure.

Upon final completion, the CIP Phase I and II will collectively house all streets and drainage infrastructure projects into a five-year program that weighs the City's capital needs against available funding. As a result, the City now has a total magnitude of the necessary needs and funding for these infrastructure projects.

Cons: N/A

Attachments:

-Draft Five-Year Capital Improvements Plan (CIP) – Phase II – Drainage

Fiscal Impact:

Draft Five-Year Capital Improvements Plan (CIP) – Phase II – Drainage provides an annual cost of the necessary work total over the five-year period, this being \$3.2 Million. Revenue for projects will be generated from the use of street maintenance sales tax, digital billboard and stormwater impact fee.

Recommendation:

Staff recommends approval on the Five-Year Capital Improvements Plan (CIP) – Phase II – Drainage.

Submitted by Ryan Rapelye, City Manager **Date** 03.12.2019

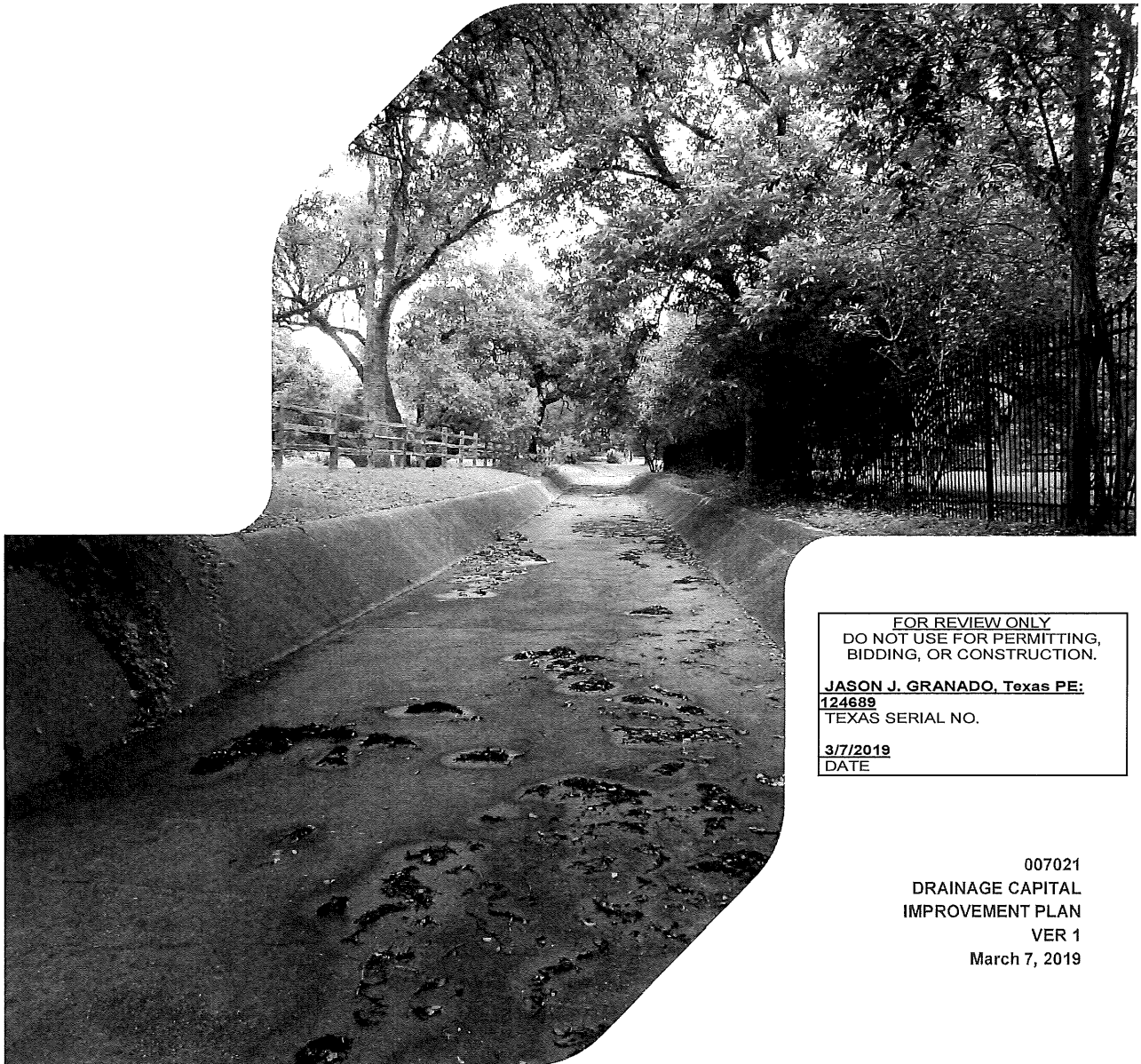


CITY OF CASTLE HILLS

Capital Improvement Plan

Phase II - Drainage

DRAFT



FOR REVIEW ONLY
DO NOT USE FOR PERMITTING,
BIDDING, OR CONSTRUCTION.

JASON J. GRANADO, Texas PE:
124689
TEXAS SERIAL NO.

3/7/2019
DATE

007021
DRAINAGE CAPITAL
IMPROVEMENT PLAN
VER 1
March 7, 2019

Contents

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1 EXECUTIVE SUMMARY

RPS was authorized by the City of Castle Hills (City) to perform a Drainage Capital Improvement Plan (CIP) at the February 2019 council meeting.

The purpose of the CIP is to provide the City with a 5-year drainage improvement plan based on the City of Castle Hills' Master Drainage Plan- Phase I dated July 2015 and Master Drainage Plan- Task Order 2 dated May 2016. The CIP will incorporate all drainage improvement projects referenced from the Master Drainage Plan and will develop a total construction cost for all drainage projects and prioritize each project to be constructed for a 5-year planning period. Recommendations for the 5-year CIP will be based on level of importance, assumed annual drainage budget for the City, and project construction cost. Project construction cost for each project is inclusive of anticipated engineering services. This CIP will not incorporate any roadway related improvements from the Capital Improvements Plan Phase 1- Streets dated December 2018. The drainage CIP is intended to be a living document that can be updated to coordinate with any street related improvements.

2 DRAINAGE IMPROVEMENT PROJECTS

The City of Castle Hills is partitioned into five different watershed areas. From these delineated watershed areas, proposed drainage related improvements were developed per City of Castle Hills' Master Drainage Plan – Phase I and Task Order 2 Reports. The following is summary of drainage projects categorized according to watershed area.

2.1 Watershed I (Fox Hall)

The Fox Hall watershed is an open channel system that follows the natural watercourse of the area and outfalls into Olmos Creek. The proposed improvements include increasing the channel cross section of the existing channel and adding culvert crossings at Fox Hall Ln. and Hibiscus Ln.

Watershed I (Fox Hall): Summary of Improvements		
Location	Existing Conditions	Proposed Improvement
Fox Hall Ln.	No existing drainage channel; no existing culvert crossing	<ul style="list-style-type: none">2 - 36 in RCPNew Trapezoidal channel
Hibiscus Ln.	Undersized existing drainage channel; no existing culvert crossing	<ul style="list-style-type: none">2 - 36 in RCPNew Trapezoidal channel and upsized existing trapezoidal channel cross section.

2.2 Watershed II

Watershed II proposed improvements consist of two separate drainage projects. This first improvement involves extending the existing storm drain system along Dogwood Ln. from NW Military to Lockhill-Selma. The second improvement consists of reconstructing the existing channel from E. Castle Ln. to the outfall at West Ave. The channel improvements include concrete lined channels and upsizing culvert crossings at E. Castle Ln., Mimosa Dr., and Krameria Dr.

**CAPITAL IMPROVEMENT PLAN
PHASE II - DRAINAGE**



Watershed II: Summary of Improvements		
Location	Existing Conditions	Proposed Improvement
Dogwood Ln.	Normal crown road with no storm drain system; no sags, varying road capacity	<ul style="list-style-type: none"> 2 - 30 ft. and 2 -10 ft. curb inlets at Dogwood Ln. and Selma Dr., 2 - 30 ft. and 2 -10 ft. curb inlets midway of Dogwood Ln., 48 in. RCP to convey flow into exist storm drain
E. Castle Ln.	A low water crossing with no culvert; existing channel crossing	<ul style="list-style-type: none"> 3 - 8 x 5 ft. SBCs a rectangular concrete channel, 30 ft. wide by 2.6 ft. minimum depth up to mimosa, constant slope
Wisteria Dr.	Existing channel crossing with trapezoidal channel downstream	<ul style="list-style-type: none"> a rectangular concrete channel, 30 ft. wide by 2.84 ft. minimum depth up to Mimosa Dr., constant slope
Mimosa Dr.	Existing channel crossing with 3 - 36 in. RCPs	<ul style="list-style-type: none"> 3 - 8 x 5 ft. SBCs a rectangular concrete channel, 28 ft. wide by 2.7 ft. minimum depth up to Krameria Dr., constant slope
Krameria Dr.	Existing channel crossing with 3 - 36 in. RCPs	<ul style="list-style-type: none"> 3 - 8 x 6 ft. SBCs a rectangular concrete channel, 35 ft. wide by 2.5 ft. minimum depth up to West Ave., constant slope

2.3 Watershed III

Drainage improvements for Watershed II includes constructing a new storm drain system along 1) Carolwood Dr. from Lockhill-Selma to Banyan Dr., along 2) Banyan Dr. from Carolwood Dr. to Glentower Dr., and along 3) Glentower Dr. from Banyan Dr. to NW Military Frontage Road. Additionally, a proposed concrete lined channel is proposed parallel to NW Military Frontage Road connecting to the existing drainage channel and outfall.

Watershed III: Summary of Improvements		
Location	Existing Conditions	Proposed Improvement
Carolwood Dr	Normal crown road with no sags that transitions into inverted crown road with no sags; no storm drain	<ul style="list-style-type: none"> 8 - 30 ft. and 2 - 20 ft. curb inlets at Carolwood Dr. and Selma Dr., 8 x 4 ft. SBC from Carolwood Dr. to Banyan
Banyan Dr.	Inverted crown road with no sags; existing asphalt pavement; no storm drain	<ul style="list-style-type: none"> 2 - 3 x 10 ft. and 1 - 3 x 5 ft. grate inlets along road centerline, 11 x 5 ft. from Banyan Dr. to Glentower Dr.
Glentower Dr.	Inverted crown road with no sags; existing asphalt pavement; no storm drain	<ul style="list-style-type: none"> 3 - 3 x 10 ft. grate inlets along road centerline, 12 x 5 ft. SBC from Glentower Dr. to NW Military Hwy.

CAPITAL IMPROVEMENT PLAN PHASE II - DRAINAGE

Outfall channel	Runoff drains into concrete roadside channel on Banyan Dr. between Gardenvue Dr. and Glentower Dr.	<ul style="list-style-type: none"> Existing culvert at Glentower Dr. and NW Military Hwy. adjustments Construct 17.5 x 3 ft. concrete rectangular channel and match existing outfall
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2.4 Watershed IV (Lemonwood/Travertine)

The proposed improvements for Watershed IV consist of two separate drainage projects. The proposed improvements for Lemonwood include a proposed storm drain system with inlets throughout the storm drain alignment. The storm drain alignment follows a narrow corridor, runs parallel to Lemonwood Dr and outfalls at Interstate 410. Due to insufficient horizontal space, the portions of storm drain alignment will be located under the existing drainage channel. The proposed improvements for Travertine include a proposed storm drain system with inlets throughout the storm drain alignment. The storm sewer system is proposed for Town Vue Dr., Twin Leaf Ln., Trillium Ln., Bluet Ln., Shalimar Dr., and will outfall at Jackson Keller Rd.

Watershed IV (Lemonwood/Travertine): Summary of Improvements		
Location	Existing Conditions	Proposed Improvement
Lemonwood Dr.	Existing drainage channel with insufficient horizontal space	<ul style="list-style-type: none"> 36 in RCP and 48 in RCP along storm drain alignment from NW Military Hwy. to outfall at Interstate 410
Travertine	Existing roadway with no storm drain system	<ul style="list-style-type: none"> 36 in RCP along Town Vue, Twinleaf, Trillium, and Bluet. 48 in RCP along Travertine Ln. 54 in RCP along Bluet and Shalimar Dr.

2.5 Watershed V (Atwater)

The proposed improvements for Watershed V include a storm drain system that starts upstream at Antler Dr. and outfalls at Jackson Keller Rd. Portions of the proposed storm drain alignment will be located under an existing rectangular concrete channel.

Watershed V (Atwater): Summary of Improvements		
Location	Existing Conditions	Proposed Improvement
Atwater Dr.	Existing drainage channel with insufficient horizontal space	<ul style="list-style-type: none"> 48 in RCP along storm drain alignment from Antler Dr. to Atwater Dr. 60 in RCP under existing drainage channel from Atwater Dr. to outfall at Lockhill Selma Rd.

3 ASSESSMENT

Based on Master Drainage Plan – Phase I, the City will require a Capital Improvement Plan to mitigate drainage concerns for all watersheds located within City limits. The proposed drainage improvements will be separated into individual projects to coordinate and work within the limitations of the City's annual drainage budget. Furthermore, watershed projects constructed in segments must start proposed construction at the furthest downstream limits of design.

RPS was authorized in March 2019 to conduct design on two drainage projects for the City of Castle Hills. These two projects are the downstream sections of design for Watershed II and III. These two projects will be considered a priority and will be assessed as individual projects when determining the 5-year CIP plan. Both projects will serve an interim phase of construction until the full limits of proposed improvements are complete for both watersheds. They are as follows:

Watershed III Drainage Improvement Phase 1 (Banyan Dr. & Glentower Dr.)

Concrete lined channel from Mimosa Dr. to West Ave, Upsize culvert crossings at Mimosa Dr. and Krameria Dr.

Watershed II Drainage Improvement Phase 1 (Mimosa/Krameria to West Ave.)

Traffic inlets at Banyan/Glentower Dr. intersection, 3-4'x5' box culverts along Glentower from Banyan to NW Military Frontage Rd, Proposed concrete lined channel parallel to NW Military Frontage Rd.

The remaining drainage improvements will be coordinated and phased within the proposed 5-year CIP.

4 COST BASIS

The cost estimates for the drainage improvements were based on recent City of Castle Hills project estimates, City of San Antonio (CoSA) standard unit pricing, TxDOT twelve month moving average unit bid prices, and contractor bids received from surrounding municipalities. Additionally, anticipated engineering services are included in the cost estimates. See Appendix A.

The total construction cost for all proposed drainage improvements referenced in the Master Drainage Plan – Phase I and Task Order 2 for all watersheds is approximately **\$18,826,185**.

COST SUMMARY OF DRAINAGE IMPROVEMENTS	
WATERSHED	CONSTRUCTION COST
I	\$683,647.84
II	\$3,750,761.49
III	\$3,626,477.19
IV	\$8,806,117.87
V	\$1,334,804.41
TOTAL CONSTRUCTION COST	\$18,201,808.80

5 RECOMMENDATION

The approach to the 5-year Drainage CIP will focus on first constructing the downstream sections of improvements for Watersheds II and III as indicated for year 1. Once the downstream sections are constructed, the focus will be separating the upstream sections of improvements into different projects. These individual projects will be identified based on logical construction limits and evaluated to fit within the City's annual drainage budget. Recommendations for years 1 through 5 will assume an annual drainage budget of approx. \$1.5 million.

The recommendation for Years 1-5 is as follows:

CAPITAL IMPROVEMENT PLAN PHASE II - DRAINAGE (YEARS 1 - 5)			
YEAR	PROJECT	WATERSHED	CONSTRUCTION COST
1	GLENTOWER	III	\$1,026,065.63
	MIMOSA & KRAMERIA	II	\$1,230,363.14
2	FOX HALL	I	\$683,647.84
	DOGWOOD	II	\$1,020,973.16
4	CASTLE & WISTERIA	II	\$1,499,425.20
5	ATWATER	V	\$1,334,804.41
6+	REMAINING PROJECTS	III, IV	\$11,406,529.43

Appendix A

Cost Estimates



FOR REVIEW ONLY
DO NOT USE FOR PERMITTING, BIDDING, OR
CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED I - FOX HALL

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
105.1	CHANNEL EXCAVATION (150< X < 5,000 C.Y.)	C.Y.	6000	\$ 25.00	\$150,000.00
401.1	REINFORCED CONCRETE PIPE (CLASS III)(36" DIA)	L.F.	200	\$ 157.19	\$31,437.33
-	INLET	EA	14	\$ 5,000.00	\$70,000.00
-	STREET REPAIR	LF	400	\$ 250.00	\$100,000.00
-	MISC. DEMOLITION	LS	1	\$ 25,000.00	\$25,000.00
DRAINAGE CONSTRUCTION TOTAL					\$376,437.33
100.1	MOBILIZATION (10%)	LS	1	\$ 37,643.73	\$37,643.73
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 11,293.12	\$11,293.12
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 18,821.87	\$18,821.87
-	CONTINGENCIES (25%)	LS	1	\$ 94,109.33	\$94,109.33
DRAINAGE PROJECT TOTAL					\$538,305.39
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 37,681.38	\$37,681.38
-	ENGINEERING SERVICES (15%)	LS	1	\$ 80,745.81	\$80,745.81
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 26,915.27	\$26,915.27
PROJECT TOTAL					\$683,647.84



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED II - MIMOSA / KRAMERIA

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
462 2020	CONC BOX CULV (8FT X 5FT)	LF	174	\$ 434.00	\$75,516.00
402 2001	TRENCH EXCAVATION PROTECTION	LF	116	\$ 3.00	\$348.00
432 2001	RIPRAP (CONC)(4IN)	CY	414	\$ 1,000.00	\$414,000.00
105.1	CHANNEL EXCAVATION (150< X < 5,000 C.Y.)	C.Y.	2793	\$ 25.00	\$69,825.00
466 2050	WINGWALL (PW)(HW=6FT)	EA	2	\$ 12,350.00	\$24,700.00
462 2021	CONC BOX CULV (8FT X 6FT)	LF	174	\$ 397.00	\$69,078.00
466 2051	WINGWALL (PW)(HW=7FT)	EA	2	\$ 16,347.00	\$32,694.00
-	ROADWAY REPLACEMENT	SY	444	\$ 90.00	\$39,960.00
-	MOBILIZATION, PREP ROW, TRAFFIC CONTROL, & BONDS (18%)	LS	1	\$ 130,701.78	\$130,701.78
DRAINAGE CONSTRUCTION TOTAL					\$856,822.78
-	CONTINGENCIES (25%)	LS	1	\$ 214,205.70	\$214,205.70
DRAINAGE PROJECT TOTAL					\$1,071,028.48
-	ENGINEERING SERVICES	LS	1	\$ 147,267.66	\$147,267.66
-	SURVEY AND FIELD RECONNAISSANCE	LS	1	\$ 12,067.00	\$12,067.00
PROJECT TOTAL					\$1,230,363.14



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED II - CASTLE / WISTERIA

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
E. CASTLE LN.					
462 2020	CONC BOX CULV (8 FT X 5 FT)	LF	201	\$ 434.00	\$87,234.00
402 2001	TRENCH EXCAVATION PROTECTION	LF	67	\$ 3.00	\$201.00
432 2001	RIPRAP (CONC)(4 IN)	CY	342	\$ 1,000.00	\$341,851.85
105.1	CHANNEL EXCAVATION (150< X < 5,000 C.Y.)	C.Y.	2383	\$ 25.00	\$59,583.33
466 2050	WINGWALL (PW)(HW=6 FT)	EA	2	\$ 12,350.00	\$24,700.00
SUBTOTAL					\$513,570.19
WISTERIA DR.					
462 2020	RIPRAP (CONC)(4 IN)	CY	175	\$ 1,000.00	\$175,308.64
105.1	CHANNEL EXCAVATION (150< X < 5,000 C.Y.)	C.Y.	556	\$ 25.00	\$13,888.89
SUBTOTAL					\$189,197.53
100.1	MOBILIZATION (10%)	LS	1	\$ 70,276.77	\$70,276.77
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 21,083.03	\$21,083.03
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 35,138.39	\$35,138.39
-	UTILITY ADJUSTMENTS (25%)	LS	1	\$ 175,691.93	\$175,691.93
-	CONTINGENCIES (25%)	LS	1	\$ 175,691.93	\$175,691.93
DRAINAGE PROJECT TOTAL					\$1,180,649.76
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 82,645.48	\$82,645.48
-	ENGINEERING SERVICES (15%)	LS	1	\$ 177,097.46	\$177,097.46
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 59,032.49	\$59,032.49
PROJECT TOTAL					\$1,499,425.20



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED II - DOGWOOD

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
465 2054	INLET (COMPL)(CURB)(TY 2)(10')	EA	4	\$ 5,862.00	\$23,448.00
-	INLET (COMPL)(CURB)(TY 2)(30')	EA	4	\$ 12,000.00	\$48,000.00
464 2005	RC PIPE (CL III)(24 IN)	LF	56	\$ 92.35	\$5,171.60
464 2011	RC PIPE (CL III)(48 IN)	LF	1700	\$ 271.45	\$461,459.33
402 2001	TRENCH EXCAVATION PROTECTION	LF	1700	\$ 3.00	\$5,100.00
-	JUNCTION BOX 5'X5'X5'	EA	2	\$ 4,500.00	\$9,000.00
-	SPECIAL JUNCTION BOXES (COMPLETE)	EA	1	\$ 10,000.00	\$10,000.00
DRAINAGE CONSTRUCTION TOTAL					\$562,178.93
100.1	MOBILIZATION (10%)	LS	1	\$ 56,217.89	\$56,217.89
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 16,865.37	\$16,865.37
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 28,108.95	\$28,108.95
-	UTILITY ADJUSTMENTS (25%)	LS	1	\$ 140,544.73	\$140,544.73
-	CONTINGENCIES (25%)	LS	1	\$ 140,544.73	\$140,544.73
DRAINAGE PROJECT TOTAL					\$803,915.87
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 56,274.11	\$56,274.11
-	ENGINEERING SERVICES (15%)	LS	1	\$ 120,587.38	\$120,587.38
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 40,195.79	\$40,195.79
PROJECT TOTAL					\$1,020,973.16



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED III - GLENTOWER
SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
COSA BID ITEMS					
103.4	REMOVE MISCELLANEOUS CONCRETE	S.F.	568	\$ 10.00	\$5,680.00
105.1	CHANNEL EXCAVATION (150< X < 5,000 C.Y.)	C.Y.	578	\$ 25.00	\$14,450.00
106.1	BOX CULVERT EXCAVATION & BACKFILL (600 < X < 10,000 C.Y.)	C.Y.	1374	\$ 15.00	\$20,610.00
309.1	PRECAST REINFORCED CONCRETE CULVERT (5' x 4')	L.F.	923	\$ 408.00	\$376,584.00
401.1	REINFORCED CONCRETE PIPE (CLASS III)(18" DIA)	L.F.	150	\$ 175.00	\$26,250.00
505.1	CONCRETE RIPRAP (5" THICK) (100 < X < 4000 S.Y.)	S.Y.	639	\$ 61.00	\$38,979.00
550.1	TRENCH EXCAVATION SAFETY PROTECTION	L.F.	308	\$ 10.00	\$3,080.00
SAWS BID ITEMS					
851	ADJUSTING EXISTING MANHOLES	EA	1	\$ 2,350.00	\$2,350.00
TXDOT BID ITEMS					
465 6021	INLET (COMPL)(PCO)(5FT)(NONE)	EA	4	\$ 5,000.00	\$20,000.00
465 6342	INLET (COMPL) (TRAFFIC) (TY W - 2)	EA	2	\$ 12,000.00	\$24,000.00
466 6150	WINGWALL (FW - 0) (HW=3 FT)	EA	1	\$ 7,000.00	\$7,000.00
466 6209	WINGWALL (SW - 0) (HW=6 FT)	EA	1	\$ 11,000.00	\$11,000.00
1004 6001	TREE PROTECTION	EA	18	\$ 200.00	\$3,600.00
5084 6001	FIXED BOLLARD	EA	15	\$ 735.00	\$11,025.00
DRAINAGE CONSTRUCTION TOTAL					\$564,608.00
100.1	MOBILIZATION (10%)	LS	1	\$ 56,460.80	\$56,460.80
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 16,938.24	\$16,938.24
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 28,230.40	\$28,230.40
	CONTINGENCIES (25%)	LS	1	\$ 141,152.00	\$141,152.00
DRAINAGE PROJECT TOTAL					\$807,389.44
-	GEOTECHNICAL SERVICES	LS	1	\$ 7,900.00	\$8,690.00
-	ENGINEERING SERVICES	LS	1	\$ 114,649.30	\$202,946.19
-	SURVEY AND FIELD RECONNAISSANCE	LS	1	\$ 15,000.00	\$7,040.00
PROJECT TOTAL					\$1,026,065.63



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED III - BANYAN

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
-	INLET (COMPL)(TRAFFIC)(TY X-2)	EA	2	\$ 12,000.00	\$24,000.00
465 2143	INLET (COMPL)(TRAFFIC)(TY X-1)	EA	1	\$ 5,642.00	\$5,642.00
-	PRECAST REINFORCED CONCRETE CULVERT (11' x 5')	L.F.	1067	\$ 580.00	\$618,860.00
SUBTOTAL					\$648,502.00
100.1	MOBILIZATION (10%)	LS	1	\$ 64,850.20	\$64,850.20
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 19,455.06	\$19,455.06
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 32,425.10	\$32,425.10
-	UTILITY ADJUSTMENTS (25%)	LS	1	\$ 162,125.50	\$162,125.50
-	CONTINGENCIES (25%)	LS	1	\$ 162,125.50	\$162,125.50
DRAINAGE PROJECT TOTAL					\$1,089,483.36
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 76,263.84	\$76,263.84
-	ENGINEERING SERVICES (15%)	LS	1	\$ 163,422.50	\$163,422.50
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 8,106.28	\$8,106.28
-	EASEMENT ACQUISITION	LS	1	\$ 5,000.00	\$5,000.00
PROJECT TOTAL					\$1,334,169.70



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CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED III - CAROLWOOD

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
465 2056	INLET (COMPL)(CURB)(TY 2)(20')	EA	2	\$ 8,874.00	\$17,748.00
-	INLET (COMPL)(CURB)(TY 2)(30')	EA	8	\$ 12,000.00	\$96,000.00
464 2005	RC PIPE (CL III)(24 IN)	LF	252	\$ 56.00	\$14,112.00
462 2019	CONC BOX CULV (8 FT X 4 FT)	LF	1300	\$ 375.00	\$487,500.00
SUBTOTAL					\$615,360.00
100.1	MOBILIZATION (10%)	LS	1	\$ 61,536.00	\$61,536.00
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 18,460.80	\$18,460.80
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 30,768.00	\$30,768.00
-	UTILITY ADJUSTMENTS (25%)	LS	1	\$ 153,840.00	\$153,840.00
-	CONTINGENCIES (25%)	LS	1	\$ 153,840.00	\$153,840.00
DRAINAGE PROJECT TOTAL					\$1,033,804.80
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 72,366.34	\$72,366.34
-	ENGINEERING SERVICES (15%)	LS	1	\$ 155,070.72	\$155,070.72
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 7,692.00	\$7,692.00
-	EASEMENT ACQUISITION	LS	1	\$ 5,000.00	\$5,000.00
PROJECT TOTAL					\$1,266,241.86



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED IV - TRAVERTINE
SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
401.1	REINFORCED CONCRETE PIPE (CLASS III)(36" DIA)	L.F.	3300	\$ 157.19	\$518,716.00
401.1	REINFORCED CONCRETE PIPE (CLASS III)(48" DIA)	L.F.	880	\$ 271.45	\$238,873.07
401.1	REINFORCED CONCRETE PIPE (CLASS III)(48" DIA)		1730	\$ 309.16	\$534,846.80
465 6004	MANHOLE (COMP)(PRM)(60IN)	EA	10	\$ 4,599.85	\$45,998.45
550.1	TRENCH EXCAVATION SAFETY PROTECTION	L.F.	5910	\$ 10.00	\$59,100.00
-	INLET	EA	14	\$ 5,000.00	\$70,000.00
-	STREET REPAIR	LF	5850	\$ 250.00	\$1,462,500.00
-	MISC. DEMOLITION	LS	1	\$ 50,000.00	\$50,000.00
DRAINAGE CONSTRUCTION TOTAL					\$2,980,034.32
100.1	MOBILIZATION (10%)	LS	1	\$ 298,003.43	\$298,003.43
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 89,401.03	\$89,401.03
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 149,001.72	\$149,001.72
-	CONTINGENCIES (25%)	LS	1	\$ 745,008.58	\$745,008.58
DRAINAGE PROJECT TOTAL					\$4,261,449.07
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 298,301.44	\$298,301.44
-	ENGINEERING SERVICES (15%)	LS	1	\$ 639,217.36	\$639,217.36
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 213,072.45	\$213,072.45
-	HOUSE BUYOUT (INCLUDING CLOSING COSTS, ETC)	EA	4	\$ 300,000.00	\$1,200,000.00
PROJECT TOTAL					\$6,612,040.32



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CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED IV - LEMONWOOD
SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
401.1	REINFORCED CONCRETE PIPE (CLASS III)(36" DIA)	L.F.	880	\$ 157.19	\$138,324.27
401.1	REINFORCED CONCRETE PIPE (CLASS III)(48" DIA)	L.F.	900	\$ 271.45	\$244,302.00
465 6004	MANHOLE (COMP)(PRM)(60IN)	EA	2	\$ 4,599.85	\$9,199.69
550.1	TRENCH EXCAVATION SAFETY PROTECTION	L.F.	2880	\$ 10.00	\$28,800.00
-	PARALLEL 48-IN RC PIPES	L.F.	1100	\$ 450.00	\$495,000.00
-	INLET	EA	6	\$ 5,000.00	\$30,000.00
-	STREET REPAIR	LF	850	\$ 250.00	\$212,500.00
-	MISC. DEMOLITION	LS	1	\$ 50,000.00	\$50,000.00
DRAINAGE CONSTRUCTION TOTAL					\$1,208,125.96
100.1	MOBILIZATION (10%)	LS	1	\$ 120,812.60	\$120,812.60
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 36,243.78	\$36,243.78
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 60,406.30	\$60,406.30
-	CONTINGENCIES (25%)	LS	1	\$ 302,031.49	\$302,031.49
DRAINAGE PROJECT TOTAL					\$1,727,620.12
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 120,933.41	\$120,933.41
-	ENGINEERING SERVICES (15%)	LS	1	\$ 259,143.02	\$259,143.02
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 86,381.01	\$86,381.01
PROJECT TOTAL					\$2,194,077.55



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CONSTRUCTION.

CLIENT: CITY OF CASTLE HILLS
PROJECT: WATERSHED V - ATWATER

SUBJECT: OPINION OF PROBABLE CONSTRUCTION COST

ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANT.	UNIT PRICE	TOTAL PRICE
401.1	REINFORCED CONCRETE PIPE (CLASS III)(48" DIA)	L.F.	750	\$ 237.71	\$178,280.00
401.1	REINFORCED CONCRETE PIPE (CLASS III)(60" DIA)	L.F.	750	\$ 427.15	\$320,360.00
465 6004	MANHOLE (COMP)(PRM)(72IN)	EA	2	\$ 5,671.99	\$11,343.98
550.1	TRENCH EXCAVATION SAFETY PROTECTION	L.F.	1500	\$ 10.00	\$15,000.00
	INLET	EA	2	\$ 5,000.00	\$10,000.00
	MISC. DEMOLITION	LS	1	\$ 200,000.00	\$200,000.00
DRAINAGE CONSTRUCTION TOTAL					\$734,983.98
100.1	MOBILIZATION (10%)	LS	1	\$ 73,498.40	\$73,498.40
100.2	INSURANCE AND BOND (3%)	LS	1	\$ 22,049.52	\$22,049.52
101.1	PREPARING RIGHT-OF-WAY (5%)	LS	1	\$ 36,749.20	\$36,749.20
	CONTINGENCIES (25%)	LS	1	\$ 183,746.00	\$183,746.00
DRAINAGE PROJECT TOTAL					\$1,051,027.09
-	GEOTECHNICAL SERVICES (7%)	LS	1	\$ 73,571.90	\$73,571.90
-	ENGINEERING SERVICES (15%)	LS	1	\$ 157,654.06	\$157,654.06
-	SURVEY AND FIELD RECONNAISSANCE (5%)	LS	1	\$ 52,551.35	\$52,551.35
PROJECT TOTAL					\$1,334,804.41

Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

V

Discussion and possible action to appoint to two members of the MPO-RFP Project Committee to fill vacant positions originally appointed by Councilmember Wenger and Councilmember McLin.

Summary: Discussion and possible action to appoint two members of the MPO-RFP Project Committee to fill vacant positions originally appointed by Councilmember Wenger and Councilmember McLin.

Background: Since their appointment, two members of the MPO-RFP Project Committee are unable to participate in committee activities. The Committee has had to cancel one meeting for lack of a quorum. The matter can be resolved by re-appointment of two new members to fill the vacant positions. Currently, one member resigned and another member position was vacated by rule of failure for attending meetings. MPO-RFP Project Committee adopted the attendance standards similar to the City Council.

Issue: Whether to appoint two new members or reduce the total size of the committee to five.

Pros: This is a working committee with a first deadline of April 1 to submit a proposal to the Congestion Management and Air Quality program. Other projects will follow shortly. The committee is scheduled to be reviewed for dissolution or retaking after the next election. The additional membership would be very helpful.

Cons: It is demanding and difficult for citizens to devote a lot of time to committee activities. Finding capable volunteers is not always easy.

Attachments:

Fiscal Impact: None

Recommendation: Approval and appointment of up to two members of the MPO-RFP Project Committee to fill vacant positions.

Submitted by McCormick & Gregory

Date 03.12.2019



Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

VI

Discussion and possible action to appoint to two members of the Parks commission to replace members who are not able to participate or to delete the vacant positions.

Summary: Discussion and possible action to appoint to new members of the Parks commission to replace members who are not able to participate or to delete the vacant positions.

Background: The seven members of the MPO-RFP Project Committee were appointed to the Parks Commission. Since their appointment two of these have been unable to participate in Parks Commission activities. These two positions, originally appointed to the MPO-RFP Project Committee by Councilmembers McLin and Wenger, are now considered vacant.

Issue: Whether to appoint new members to the Parks Commission to replace the two non-participants.

Pros: This would provide a greater opportunity for public participation in the Parks Commission.

Cons: It may prove difficult to find person willing to provide volunteer time to support the Parks Commission.

Attachments:

Fiscal Impact: None

Recommendation: 1) City Council appoint two members to the Parks Commission. 2) Alternative, recommend that the Council delete the two vacant positions.

Submitted by McCormick & Gregory

Date 03.12.2019



Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

VII

Discussion and possible action on MPO-RFP Project committee recommendation for the creation of a Street and Drainage committee to recommend prioritization of projects and coordinate applications for grants or other financial assistance.

Summary: Discussion and possible action on Ad Hoc MPO-RFP Project committee recommendation for the creation of a Street and Drainage committee to recommend prioritization of projects and coordinate applications for grants or other financial assistance.

Background: There is presently no citizen's "Streets and Drainage" Committee charged with review, coordination and prioritization of streets and drainage projects. Such review should consider existing streets and drainage plans, engineering recommendations, the Capital Improvements plan, the City Master Plan and possible financing available as well as the needs and desires of our citizens. Such a committee would be useful to recommend prioritization of projects to the City Council and coordinate spending, as well as provide a focus for grant applications and other possible financing.

Issue: The AdHoc MPO-RFP Project committee unanimously recommends the creation of Streets and drainage committee to consist of five or more members including Jack Joyce (project committee member focusing on Drainage and grants) and Douglas Gregory (Councilman most familiar with streets and drainage issues), as well as citizen subject matter experts and managers.

Pros: As listed above

Cons: None.

Attachments: N/A

Fiscal Impact: N/A

Recommendation: Approve the committee to create a Streets and Drainage Committee in accordance with the recommendation of the AdHoc MPO-RFP Project Committee.

Submitted by McCormick, AdHoc MPO-RFP Projects Committee **Date** 03.12.2019



Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

VIII

REPORT, DISCUSSION AND POSSIBLE ACTION AD HOC MPO-RFP PROJECT COMMITTEE RECOMMENDATION TO SUBMIT PROJECT PROPOSAL TO THE MPO REGARDING CONGESTION MITIGATION AT THE INTERSECTIONS OF WEST AVE, JACKSON KELLER, 410 AND TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A FUNDING AGREEMENT WITH TXDOT AND THE ALAMO AREA METROPOLITAN PLANNING ORGANIZATION.

Summary: Discussion and possible action Ad Hoc MPO-RFP Project committee recommendation to submit a joint project proposal with The City of San Antonio and The MPO regarding congestion mitigation at the intersections of West Ave, Jackson Keller, 410 and to authorize the City Manager to enter into a funding agreement with The City of San Antonio, TXDOT and the Alamo Area Metropolitan Planning Organization (MPO).

Background: The Alamo Area Metropolitan Planning Organization (MPO) has issued a call for projects responsive to the Congestion Mitigation and Air Quality (CMAQ) program. The minimum project size for consideration is one million dollars. The submission date is April 1, 2019. The Project committee has identified two projects we believe responsive to the call for projects. One for a right turn lane from Jackson-Keller Northwest bound to West Ave North bound, which could be a joint project with San Antonio. The second is a right turn lane from West Ave North bound to 410 East bound. Turn lanes are permissible projects under this call. These two turn lanes appear to offer significant enhancement to traffic flow in the intersections concerned. There are several problems: First Castle Hills has no Memorandum of Understanding (MOU) with San Antonio (SA) for projects of this sort. Secondly, the costs of either turn lane alone is less than the minimum project size called for by the MPO. Third, Castle Hills lacks expertise and experience with management and contracting projects of this sort, which suggests that we might partner with someone or contract for the expertise needed. Fourth, we are presently uncertain as to city ownership of sufficient right of way to accommodate these two turn lanes.

There are scoring benefits to joint projects between two or more entities, such as Castle Hills and San Antonio, which give a joint project added consideration for approval by the MPO. Consideration was given to partnering on a joint project with SA, with SA providing management and oversight expertise. However, one turn lane does not satisfy the one-million-dollar threshold requirement and SA was unwilling to partner as lead on the second turn lane, even if we identified them as one project together, because SA has no ownership interest in the second right of way which belongs entirely to Castle Hills. Discussion was had with TXDOT principals who had suggested in their presentation that TXDOT was prepared to assist smaller local government entities (like us) with management issues to be able to qualify under the MPO-CMAQ program. Our response from TXDOT seemed less than enthusiastic.

A possible solution is for Castle Hills to take the lead on the proposed turn lanes, consider them as one project together, partnering with SA on the turn lane in which SA has an interest. The total value of both turn lanes would likely meet the one-million-dollar threshold requirement and both turn lanes might then be considered a "Joint Project" with SA. Our City manager would require approval to negotiate an MOU with SA for these sorts of projects.

We need to confirm ownership of needed right of way, survey if necessary, arrange to acquire right of way if necessary, and authorize needed spending. We have so far done only preliminary design work.

Our portion of the projects would be a minimum of 20% of our share of construction costs. Design and management costs would be additional. We would hope that SA would shoulder a proportionate share of construction, design and management costs (which should be negotiated in the MOU). Contracts would need to be established in such way that contractors would be paid once we receive payment from TXDOT. Our costs should be in the range of \$200,000 to \$300,000 but we would get the benefit of a million dollars of construction.

Issue: Traffic Congestion at West Ave, Jackson-Keller and 410

Pros: Project would improve traffic flow in a very congested area.

Cons: Time to make the deadline is limited.

Attachments:

Fiscal Impact: Costs estimated to be in the range of \$200,000- \$300,000.

Recommendation: Authorize actions needed to proceed with project development. If it can't be done and submitted now- prepare to be ready for next available call for projects.

Submitted by McCormick, Ad Hoc MPO-RFP Projects Committee **Date** 03.12.2019



Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

IX

Report, discussion and possible action MPO-RFP Project committee recommendation to submit a joint project proposal with The City of San Antonio and the MPO regarding congestion mitigation at the intersections of West Ave, Jackson Keller, Loop 410 and to authorize the City Manager to enter into a funding agreement with the City of San Antonio, TXDOT and The Alamo Area Metropolitan Planning organization.

Summary: Discussion and possible action Ad Hoc MPO-RFP Project committee recommendation to submit a joint project proposal with The City of San Antonio and The MPO regarding congestion mitigation at the intersections of West Ave, Jackson Keller, 410 and to authorize the City Manager to enter into a funding agreement with The City of San Antonio, TXDOT and the Alamo Area Metropolitan Planning Organization (MPO).

Background: The Alamo Area Metropolitan Planning Organization (MPO) has issued a call for projects responsive to the Congestion Mitigation and Air Quality (CMAQ) program. The minimum project size for consideration is one million dollars. The submission date is April 1, 2019. The Project committee has identified two projects we believe responsive to the call for projects. One for a right turn lane from Jackson-Keller Northwest bound to West Ave North bound, which could be a joint project with San Antonio. The second is a right turn lane from West Ave North bound to 410 East bound. Turn lanes are permissible projects under this call. These two turn lanes appear to offer significant enhancement to traffic flow in the intersections concerned. There are several problems: First Castle Hills has no Memorandum of Understanding (MOU) with San Antonio (SA) for projects of this sort. Secondly, the costs of either turn lane alone is less than the minimum project size called for by the MPO. Third, Castle Hills lacks expertise and experience with management and contracting projects of this sort, which suggests that we might partner with someone or contract for the expertise needed. Fourth, we are presently uncertain as to city ownership of sufficient right of way to accommodate these two turn lanes.

There are scoring benefits to joint projects between two or more entities, such as Castle Hills and San Antonio, which give a joint project added consideration for approval by the MPO. Consideration was given to partnering on a joint project with SA, with SA providing management and oversight expertise. However, one turn lane does not satisfy the one-million-dollar threshold requirement and SA was unwilling to partner as lead on the second turn lane, even if we identified them as one project together, because SA has no ownership interest in the second right of way which belongs entirely to Castle Hills. Discussion was had with TXDOT principals who had suggested in their presentation that TXDOT was prepared to assist smaller local government entities (like us) with management issues to be able to qualify under the MPO-CMAQ program. Our response from TXDOT seemed less than enthusiastic.

A possible solution is for Castle Hills to take the lead on the proposed turn lanes, consider them as one project together, partnering with SA on the turn lane in which SA has an interest. The total value of both turn lanes would likely meet the one-million-dollar threshold requirement and both turn lanes might then be considered a "Joint Project" with SA. Our City manager would require approval to negotiate an MOU with SA for these sorts of projects. We need to confirm ownership of needed right of way, survey if necessary, arrange to acquire right of way if necessary, and authorize needed spending. We have so far done only preliminary design work.

Our portion of the projects would be a minimum of 20% of our share of construction costs. Design and management costs would be additional. We would hope that SA would shoulder a proportionate share of construction, design and management costs (which should be negotiated in the MOU). Contracts would need to be established in such way that contractors would be paid once we receive payment from TXDOT. Our costs should be in the range of \$200,000 to \$300,000 but we would get the benefit of a million dollars of construction.

Issue: Traffic Congestion at West Ave, Jackson-Keller and 410

Pros: Project would improve traffic flow in a very congested area.

Cons: Time to make the deadline is limited.

Attachments:

Fiscal Impact: Costs estimated to be in the range of \$200,000- \$300,000.

Recommendation: Authorize actions needed to proceed with project development. If it can't be done and submitted now- prepare to be ready for next available call for projects.

Submitted by McCormick, Ad Hoc MPO-RFP Projects Committee Date 03.12.2019

Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

X

Discussion and possible action on the Ad Hoc MPO-RFP Project Committee recommendation to authorize spending and amend budget to accommodate proposed projects at the intersections of West Avenue, Jackson Keller, Loop 410.

Summary: Discussion and possible action MPO-RFP Project committee recommendation to submit a joint project proposal with The City of San Antonio and The MPO regarding congestion mitigation at the intersections of West Ave, Jackson Keller, 410 and to authorize the City Manager to enter into a funding agreement with The City of San Antonio, TXDOT and the Alamo Area Metropolitan Planning Organization.

Background: The Alamo Area Metropolitan Planning Organization (MPO) has issued a call for projects responsive to the Congestion Mitigation and Air Quality (CMAQ) program. The minimum project size for consideration is one million dollars. The submission date is April 1, 2019. The Project committee has identified two projects we believe responsive to the call for projects. One for a right turn lane from Jackson-Keller Northwest bound to West Ave North bound, which could be a joint project with San Antonio. The second is a right turn lane from West Ave North bound to 410 East bound. Turn lanes are permissible projects under this call. These two turn lanes appear to offer significant enhancement to traffic flow in the intersections concerned. There are several problems: First Castle Hills has no Memorandum of Understanding (MOU) with San Antonio (SA) for projects of this sort. Secondly, the costs of either turn lane alone is less than the minimum project size called for by the MPO. Third, Castle Hills lacks expertise and experience with management and contracting projects of this sort, which suggests that we might partner with someone or contract for the expertise needed. Fourth, we are presently uncertain as to city ownership of sufficient right of way to accommodate these two turn lanes.

There are scoring benefits to joint projects between two or more entities, such as Castle Hills and San Antonio, which give a joint project added consideration for approval by the MPO. Consideration was given to partnering on a joint project with SA, with SA providing management and oversight expertise. However, one turn lane does not satisfy the one-million dollar threshold requirement and SA was unwilling to partner as lead on the second turn lane, even if we identified them as one project together; because SA has no ownership interest in the second right of way, which belongs entirely to Castle Hills. Discussion was had with TXDOT principals who had suggested in their presentation that TXDOT was prepared to assist smaller local government entities (like us) with management issues to be able to qualify under the MPO-CMAQ program. Our response from TXDOT seemed less than enthusiastic.

A possible solution is for Castle Hills to take the lead on the proposed turn lanes, consider them as one project together, partnering with SA on the turn lane in which SA has an interest. The total value of both turn lanes would likely meet the one-million dollar threshold requirement and both turn lanes might then be considered a "Joint Project" with SA. Our City manager would require approval to negotiate an MOU with SA for these sorts of projects.

We need to confirm ownership of needed right of way, survey if necessary, arrange to acquire right of way if necessary, and authorize needed spending. We have so far done only preliminary design work.

Our portion of the projects would be a minimum of 20% of our share of construction costs. Design and management costs would be additional. We would hope that SA would shoulder a proportionate share of construction, design and management costs (which should be negotiated in the MOU). Contracts would need to be established in such a way that contractors would be paid once we received payment from TXDOT. Our costs should be in the range of \$200,000-\$300,000 but we would get the benefit of a million dollars of construction.

Issue: Traffic Congestion at West Ave, Jackson-Keller and 410

Pros: Project would improve traffic flow in a very congested area.

Cons: Time to make the deadline is limited.

Attachments:

Fiscal Impact: Costs estimated to be in the range of \$200,000- \$300,000.

Recommendation: Authorize actions needed to proceed with project development. If it can't be done and submitted now- prepare to be ready for next available call for projects.

Submitted by McCormick, Ad Hoc MPO-RFP Projects Committee **Date** 03.12.2019



Castle Hills City Council

Agenda Item Summary

March 12, 2019

AGENDA ITEM

XI

Discussion and possible action on disposition of books planned to be held for library use.

Summary: Discussion and possible action on disposition of books planned to be held for library use.

Background: Castle Hills is in possession of a large number of books received as a legacy from a deceased citizen. A local library is one of the items included in the long-term master plan. The Project Committee recommended that the City consider a library using the books we have and initiated a survey and analysis of our books and facilities to determine feasibility. On review by librarian it appears 80% or more of our books should be culled and would not be suitable for an exchange library.

There has been little or no response to our calls for volunteers and we lack funds to develop a book collection or pay operating costs. Our proposed library appears to lack the interest and support of our citizens. Finally, The City of Castle Hills is within a mile or two of three branches of the San Antonio library system so there is reasonable access to a good public library.

Issue: Whether to dispose of the books we have held in contemplation of an exchange library in our City Hall.

Pros: Clears shelving in Council Chambers. Ends maintenance of existing books.

Cons: None.

Attachments: None

Fiscal Impact: None

Recommendation: Act to approve and authorize the City Manager to dispose of the excess books currently being held in Council Chambers.

Submitted by McCormick & Gregory Date 03.12.2019

