

INFORMAL STAFF REPORT

MEMORANDUM

To: Development Community

From: Mark Van Vleck, P.E., Director of Development Services *MV*

Date: March 1st, 2013

Subject: PROCESS TO BE FOLLOWED FOR NEW STREET LIGHTS

In order to establish a more working friendly process between AEP, the City and Developers in regards to plan review, payment, installation and inspection of street lights as part of platting requirements, a new process (see Attachment 2), which is effective immediately, is being adopted.

Background

The City's Unified Development Code currently establishes street light installation as a platting requirement. After mapping out the current process, it was apparent that the certain steps need improvement or are otherwise unnecessary. Development Services believes the new process, which is out lined herein, will encourage parallel results in a more timely and uninterrupted manner.

Current Process

The current process is shown in Attachment 1.

New Process

The new process is as follows:

- 1.) Developer submits subdivision layout to AEP
- 2.) AEP prepares final design based on working knowledge of City requirements
- 3.) AEP forwards final design to Development Services or vice versa for revisions and approval
- 4.) AEP keep final design and prepares a cost estimate
- 5.) AEP forwards cost estimate to Developer
- 6.) Developer pays AEP for street light installation
- 7.) AEP issues a work order
- 8.) AEP installs street lights
- 9.) Traffic Engineering verifies correct installation
- 10.) Traffic Engineering notifies Development Services

The new process is shown in Attachment 2.

Contact

Please address any questions, concerns or comments to Daniel Heuston (825-3585, DanielHe@cctexas.com). Thank you for your cooperation and patience during the adjustment period.

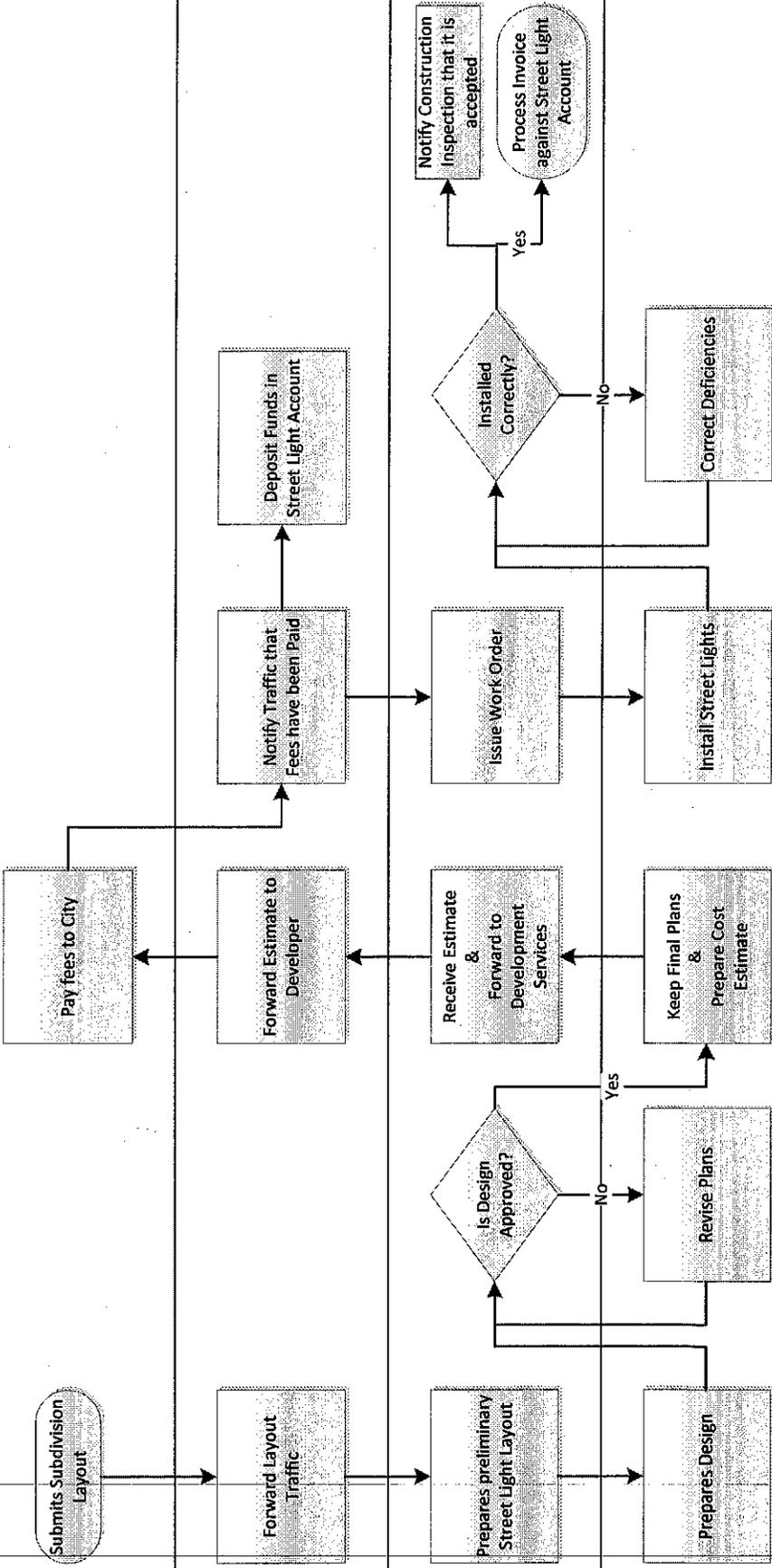
Cc: Traffic Engineering, AEP

Developer

Dev Svcs

Traffic

APP

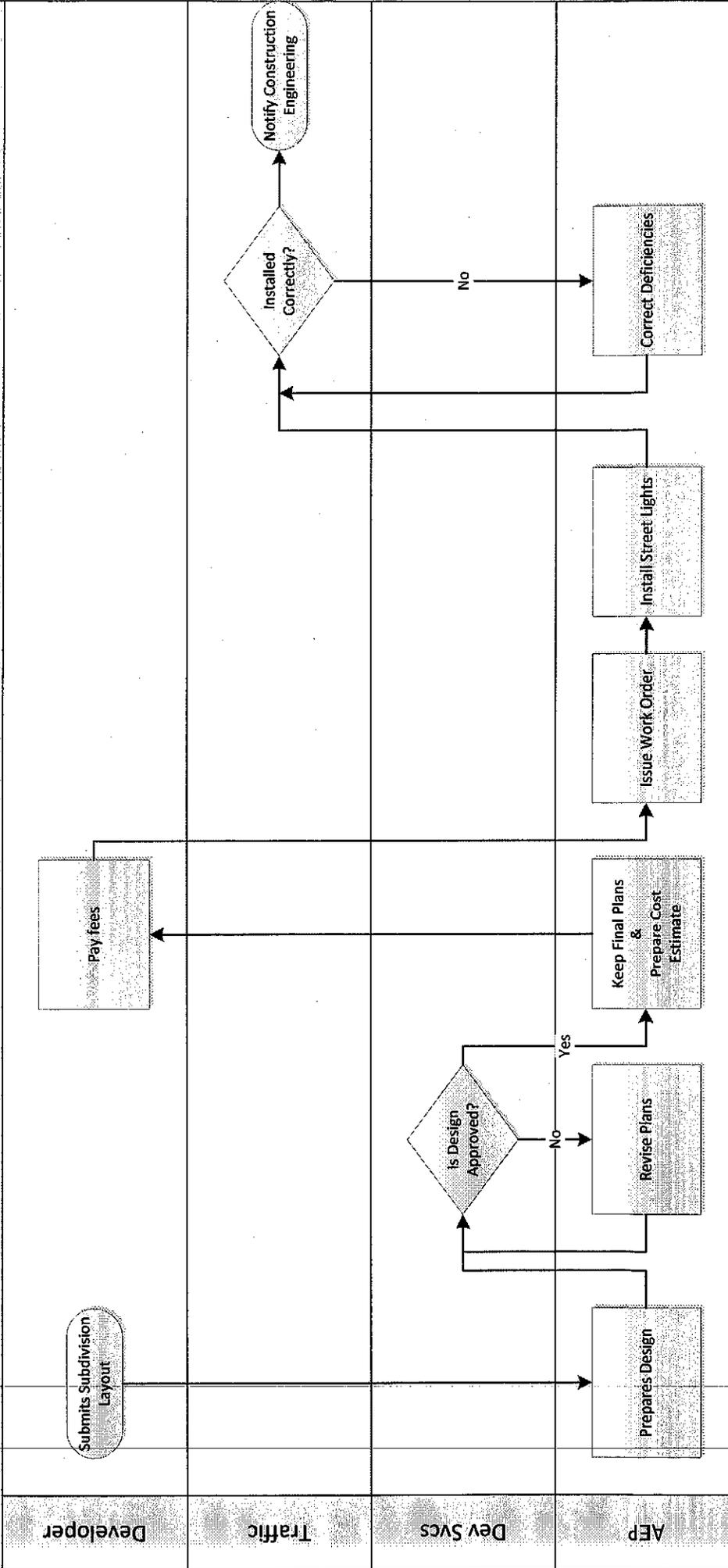


Attachment 1

Street Lighting (Proposed)

(February 15, 2013)

Phase



Attachment 2.