



**Lake Dallas Community Development Corporation
Board of Directors Regular Meeting
This meeting will be conducted via Video Conference
August 10, 2020 at 7:00 p.m.
Agenda**

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act, and in an effort to protect the health and safety of the public, members of the public will not be admitted to the meeting room to attend the meeting. Members of the public who desire to listen to proceedings of the meeting may dial the following toll-free number and, when prompted, enter the following Meeting ID #, beginning at 6:45 p.m. to join the meeting:

Toll Free Number: 877- 853- 5257

Meeting ID#: 897 6262 9561

Password: 421005

Video Conference: <https://us02web.zoom.us/j/89762629561?pwd=cGJQVkhJNklqRXdxVENkREFrak5lUT09>

Any person wishing to provide comments during Item 2 – Citizen Agenda & Public Comment, or on any matter to be considered on this agenda, should email such comments to the City Secretary at cdelcambre@lakedallas.com by 3:00 p.m. on Monday, August 10, 2020.

- 1. Call to Order & Determination of Quorum**
- 2. Citizen Agenda & Public Comment:** An opportunity for citizens to address the Community Development Corporation (CDC) Board on matters which are scheduled for consideration by the CDC. In order to address the CDC, please complete a Public Meeting Appearance Card and present it to the City Staff prior to the start of the meeting. The Texas Open Meeting Act prohibits deliberation by the CDC of any subject which is not on the posted agenda, therefore the CDC Board will not be able to discuss or take any action on items brought up during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.
- 3. Approval of the July 13 and July 27, 2020 minutes.**
- 4. Approval of the June 2020 Financial Report**
- 5. Receive a report and hold a discussion on the Business Improvement Grant (B.I.G.) program, application and guidelines.**

- 6. Executive Session: Conduct a closed meeting pursuant to Texas Government Code Section 551.072 to deliberate the purchase, exchange, lease, or value of real property located within the Downtown Overlay Zoning District.**
- 7. Return to Open Session: Take action, if any, pursuant to discussions conducted in Executive Session.**
- 8. Conduct a public hearing on a project relating to the acquisition of real property for the purpose of promoting new or expanded business development and consider a resolution authorizing an agreement to purchase the property located at 312 Main Street (Parcels #64031 and #218885).**
- 9. Receive a report, hold a discussion and act on the Corporation's Fiscal Year 2020-2021 Budget.**
- 10. Receive a report and hold a discussion on economic development goals and objects, including an economic development strategic plan, and activities.**
- 11. Receive a report and hold a discussion on the possible creation of a logo for the Lake Dallas CDC and name for the website being created by Retail Coach.**
- 12. Update on actions regarding property maintenance, management, and current leases for 103, 105 and 107 S. Lake Dallas Drive and take appropriate action.**
- 13. Announcements or requests for future agenda items**
- 14. Adjourn**

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on August 7, 2020 at 5:00 p.m.



Codi Delcambre, City Secretary

If you plan to attend this via teleconference public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 103 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

State of Texas
County of Denton
City of Lake Dallas

The Community Development Corporation of the City of Lake Dallas met for a regular meeting on July 13, 2020 via Video Conference, with notice of the meeting posted, as required, by Title 5, Chapter 551.041 of the Texas Government Code.

1. Call to Order

Mike Mayberry called the meeting to order at 7:00 p.m.

Present:

Charlie Price	Member 1
Terry Tuck	Vice Chairperson, Member 2
Michael Barnhart	Member 3
Glynn Vbra	Member 7
Mike Mayberry	Chairperson, Member 6

Absent: None

Melody Parlett	Member 4
Karl Hammond	Member 5

Staff members: City Manager John Cabrales, City Secretary Codi Delcambre, Michele Sanchez, Finance Director, Angie Manglaris, Director of Development Services, Public Works Superintendent Layne Cline and Community Development Coordinator Lancine Bentley were present.

2. Citizen Agenda & Public Comment:

Chairperson Mike Mayberry opened Citizen's Agenda.

No one signed up to speak.

Chairperson Mike Mayberry closed the Citizen's Agenda

3. Approval of the June 8, 2020 minutes.

Motion to approve the June 8, 2020 minutes was made by Glynn Vbra and seconded by Terry Tuck.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, and Charlie Price.

Noes: None

Motion Passed 5-0

4. Approval of the June 2020 Financial Report.

This item was pulled from the agenda.

5. Receive a report and hold a discussion on the Business Improvement Grant (B.I.G.) program, application and guidelines.

CDC received a presentation from Community Development Coordinator Lancine Bentley relative to the Business Improvement Grant (B.I.G.) program, application and guidelines.

6. Receive a report and hold a discussion regarding an Economic Development Incentive Program - Business Improvement Grant (B.I.G.) request from Robert E. Altman at 312 S. Shady Shores.

CDC received a presentation from Community Development Coordinator Lancine Bentley regarding an Economic Development Incentive Program - Business Improvement Grant (B.I.G.) request from Robert E. Altman at 312 S. Shady Shores.

CDC reviewed and discussed the Business Improvement Grant (B.I.G.) request from Robert E. Altman at 312 S. Shady Shores. CDC directed staff to move forward with the Business Improvement Grant (B.I.G.) request from Robert E. Altman at 312 S. Shady Shores.

7. Receive a report and hold a discussion regarding contracting with The Retail Coach, LLC for retail consulting, market research, marketing and branding and creation of an Economic Development Dashboard Website.

CDC received a presentation from Aaron Farmer regarding contracting with The Retail Coach, LLC for retail consulting, market research, marketing and branding and creation of an Economic Development Dashboard Website.

Motion to approve contracting with The Retail Coach, LLC for retail consulting, market research, marketing and branding and creation of an Economic Development Dashboard Website for Phase I in an amount not to exceed \$1500 and \$500 in expense was made by Mike Mayberry and seconded by Glynn Vbra.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, and Charlie Price.

Noes: None

Motion Passed 5-0

8. Executive Session: Conduct a closed meeting pursuant to Texas Government Code Section 551.072 to deliberate the purchase, exchange, lease, or value of real property located within the Downtown Overlay Zoning District.

CDC convened into Executive Session at 8:53 p.m.

CDC reconvened into Open Session at 10:05 p.m.

9. Return to Open Session: Take action, if any, pursuant to discussions conducted in Executive Session.

No action was taken.

10. Receive a report and hold a discussion regarding the Fiscal Year FY 2020-2021 Proposed CDC and City Budget.

CDC received a presentation from Finance Director Michele Sanchez regarding the Fiscal Year FY 2020-2021 Proposed CDC and City Budget.

11. Hold a discussion on economic development goals and objects, including an economic development strategic plan, and goals for the Downtown District, IH-35E Business Corridor District and Swisher Road District.

CDC received a presentation from Community Development Coordinator Lancine Bentley relative to economic development goals and objects, including an economic development strategic plan, and goals for the Downtown District, IH-35E Business Corridor District and Swisher Road District. No action was taken.

12. Update on actions regarding property maintenance, management, and current leases for 103, 105 and 107 S. Lake Dallas Drive and take appropriate action.

CDC received updated on the 103, 105, 107 S. Lake Dallas Drive. No action taken.

13. Announcements or requests for future agenda items.

- Big Grant

14. Adjourn

Mike Mayberry adjourned the meeting at 11:04 p.m.

Mike Mayberry, Chairperson

Codi Delcambre, City Secretary

State of Texas
County of Denton
City of Lake Dallas

The Community Development Corporation of the City of Lake Dallas met for a Special Called meeting on July 27, 2020 via Video Conference, with notice of the meeting posted, as required, by Title 5, Chapter 551.041 of the Texas Government Code.

1. Call to Order

Mike Mayberry called the meeting to order at 7:00 p.m.

Present:

Charlie Price	Member 1
Terry Tuck	Vice Chairperson, Member 2
Michael Barnhart	Member 3
Glynn Vbra	Member 7
Mike Mayberry	Chairperson, Member 6
Melody Parlett	Member 4 (arrived at 7:15 p.m.)

Absent: None

Karl Hammond Member 5

Staff members: City Manager John Cabrales, City Secretary Codi Delcambre, Michele Sanchez, Finance Director, Angie Manglaris, Director of Development Services, and Community Development Coordinator Lancine Bentley were present.

2. Citizen Agenda & Public Comment:

Chairperson Mike Mayberry opened Citizen's Agenda.

No one signed up to speak.

Chairperson Mike Mayberry closed the Citizen's Agenda

3. Receive a report and hold a discussion on the Business Improvement Grant (B.I.G.) program, application and guidelines.

No action was taken.

4. Consider the approval of an Economic Development Incentive Program - Business Improvement Grant (B.I.G.) request from Altman Enterprises, Ltd. relating to property located at 312 and 314 S. Shady Shores.

Motion to approve an Economic Development Incentive Program - Business Improvement Grant (B.I.G.) request from Altman Enterprises, Ltd. relating to property located at 312 and 314 S. Shady Shores was made by Glynn Vbra and seconded by Melody Parlett.

Ayes: Michael Barnhart, Terry Tuck, Mike Mayberry, Glynn Vbra, Melody Parlett and Charlie Price.

Noes: None

Motion Passed 5-0

5. **Executive Session: Conduct a closed meeting pursuant to Texas Government Code Section 551.072 to deliberate the purchase, exchange, lease, or value of real property located within the Downtown Overlay Zoning District.**

CDC convened into Executive Session at 7:04 p.m.

CDC reconvened into Open Session at 7:58 p.m.

6. **Return to Open Session: Take action, if any, pursuant to discussions conducted in Executive Session.**

No action was taken.

7. **Announcements or requests for future agenda items.**

8. **Adjourn**

Mike Mayberry adjourned the meeting at 8:03 p.m.

Mike Mayberry, Chairperson

Codi Delcambre, City Secretary



Financial Reports

Community Development Corporation

July 2020

Lake Dallas Community Development Corporation
Monthly Financial Summary
July 2020

	Current Month	Year to Date	Budget
Revenues	\$32,449.95	\$364,317.48	\$386,000
Expenses	\$418.41	\$20,067.37	\$460,075
Net	\$32,031.54	\$344,250.11	\$(74,075)

Sales Tax Revenue for the month of July was \$31,188.38 This is approx.
a 7.75% increase from July 2020. As of this month, 95.79% of the sales tax
budget has been collected.

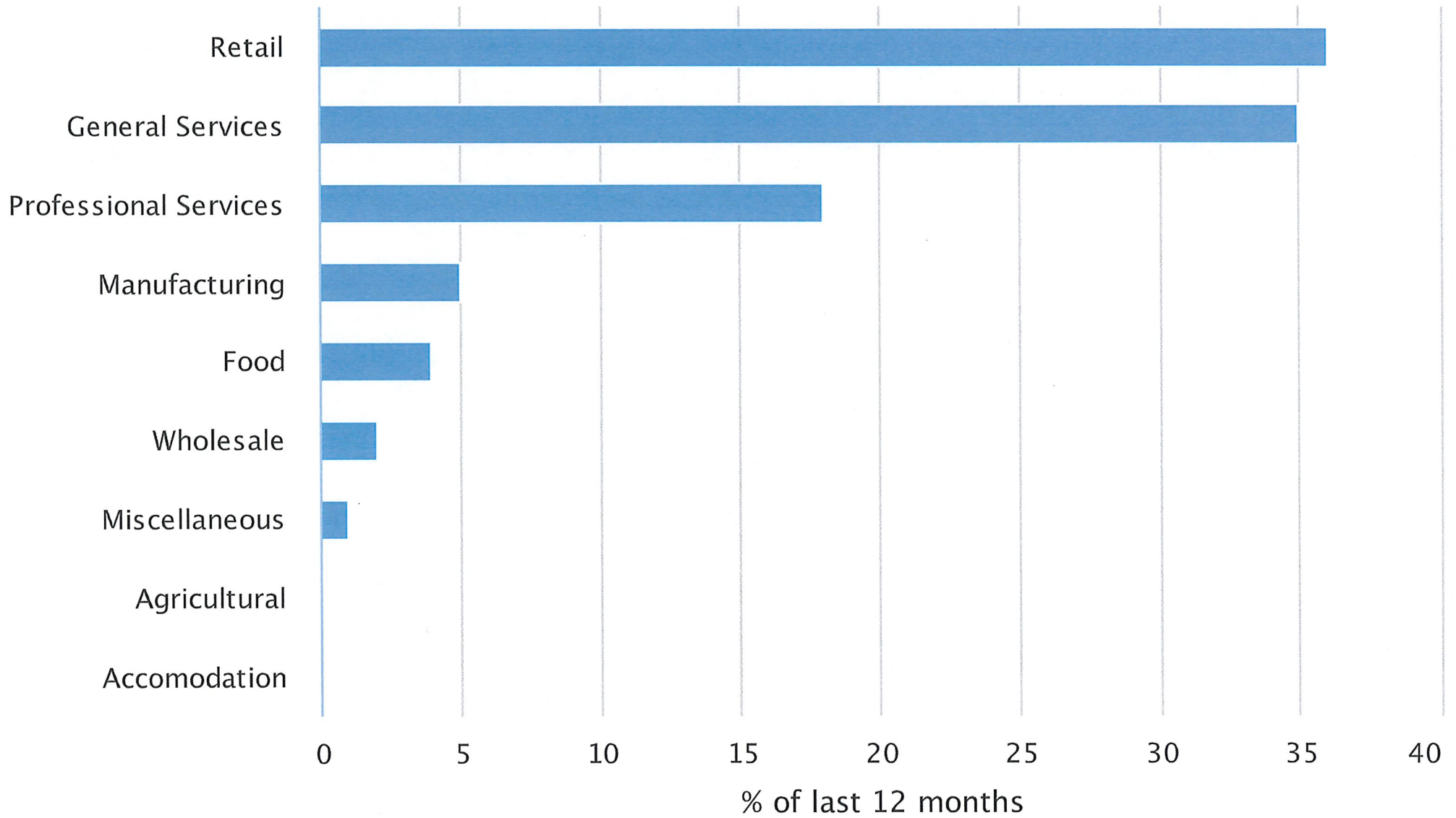
CDC has the following cash available as of July 2020:

CDC Investment Account	\$733,030.63
CDC Checking Account	\$139,020.33
Net Funds	\$872,050.96

Sales Tax Receipts 2016-2020

Month	FY 17	FY 18	FY 19	FY 20
October	25,000	25,000	27,500	37,000
November	27,500	30,000	35,500	39,500
December	24,000	26,000	31,000	37,500
January	25,000	25,000	25,000	31,500
February	29,000	29,000	32,000	42,500
March	23,500	25,000	26,000	30,000
April	26,000	21,500	26,000	25,000
May	30,000	32,000	35,500	34,000
June	27,500	26,000	27,000	33,000
July	25,000	24,500	28,500	31,500
August	30,000	39,000	36,500	34,000
September	25,500	28,000	35,000	28,000

Industry Percentages



Budget Summary

**Revenue and Expenditures
by Month and Year to Date
Compared to Budget**

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Community Development Corporation (11)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
11-00-42112 4B Sales Tax	0.00	31,188.38	\$ 360,000.00	\$ 344,839.63	4.21%
11-00-45480 Property Rental Income	0.00	1,000.00	18,000.00	13,903.96	22.76%
11-00-47482 Interest Income - 4B	0.00	261.57	8,000.00	5,573.89	30.33%
Total Undefined Sub-Type Revenues	0.00	32,449.95	386,000.00	364,317.48	5.62%
Total Revenues	0.00	32,449.95	386,000.00	364,317.48	5.62%
Total Community Development Corporation Revenues	\$ 0.00	\$ 32,449.95	\$ 386,000.00	\$ 364,317.48	5.62%

Expenditures**Administration Expenditures****Supplies Expenditures**

11-11-52205 Advertising	0.00	0.00	\$ 6,000.00	0.00	100.00%
11-11-52206 Travel & Training	0.00	0.00	2,000.00	425.00	78.75%
11-11-52207 Dues & Memberships	0.00	0.00	150.00	500.00	(233.33%)
11-11-52213 Subscriptions & Publications	0.00	0.00	0.00	1,500.00	0.00%
Total Supplies Expenditures	0.00	0.00	8,150.00	2,425.00	70.25%

Contractual Services Expenditures

11-11-53301 Utilities	0.00	252.41	11,000.00	7,151.96	34.98%
11-11-53303 Accounting & Auditor	0.00	0.00	3,000.00	3,000.00	0.00%
11-11-53304 Legal Services	0.00	0.00	3,000.00	2,035.00	32.17%
11-11-53335 Bank Fees	0.00	0.00	2,000.00	0.00	100.00%
11-11-53381 CDC Downtown BIG Grants	0.00	0.00	15,000.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	252.41	34,000.00	12,186.96	64.16%

Maintenance Expenditures

11-11-54480 Rental Property Maintenance	0.00	166.00	3,600.00	5,455.41	(51.54%)
Total Maintenance Expenditures	0.00	166.00	3,600.00	5,455.41	(51.54%)

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Community Development Corporation (11)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Capital Outlay Expenditures					
11-11-55520 Capital Outlay-CDC Projects	0.00	0.00	106,500.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	0.00	106,500.00	0.00	100.00%
Transfers Expenditures					
11-11-59111 Transfer to General Fund Parks & Admin	0.00	0.00	72,000.00	0.00	100.00%
11-11-59119 Transfer to Debt Service Fund	0.00	0.00	235,825.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	307,825.00	0.00	100.00%
Total Administration Expenditures	0.00	418.41	460,075.00	20,067.37	95.64%
Total Community Development Corporation Expenditures	\$ 0.00	\$ 418.41	\$ 460,075.00	\$ 20,067.37	95.64%
Community Development Corporation Excess of Revenues	\$ 0.00	\$ 32,031.54	\$ (74,075.00)	\$ 344,250.11	564.73%

City of Lake Dallas
Statement of Revenue and Expenditures
Original Budget

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 32,449.95	\$ 386,000.00	\$ 364,317.48	5.62%
Total Expenditures	\$	0.00	\$ 418.41	\$ 460,075.00	\$ 20,067.37	95.64%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ 32,031.54	\$ (74,075.00)	\$ 344,250.11	564.73%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

Accounts Payable Check Register Report - IB-Community Development Corporation-1061976

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
3607	C	7/11/2020	137	Lake Cities Municipal Utility Authority	\$252.41	C
Invoice Nbr - Description				GL Account	Amount	
LD CDC--11 - Water Bill June 2020				11-11-53301	\$252.41	
3608	C	7/11/2020	594	Three Kinds Grounds Keeping	\$100.00	C
Invoice Nbr - Description				GL Account	Amount	
47789 - Mowing at 103 S Lake Dallas Drive				11-11-54480	\$100.00	
3609	C	7/22/2020	594	Three Kinds Grounds Keeping	\$66.00	O
Invoice Nbr - Description				GL Account	Amount	
49302/49303 - Mowing for 103 & 105 S Lake Dallas Drive				11-11-54480	\$66.00	
Cleared					\$352.41	
Outstanding					\$66.00	
Void					\$0.00	



CITY COUNCIL AGENDA MEMO

Prepared By: Lancine Bentley, Community Development Coordinator August 10, 2020

BIG Program Discussion

DESCRIPTION:

Receive a report and hold a discussion regarding the BIG Program.

BACKGROUND INFORMATION:

The CDC Board asked to have a discussion on the Business Incentive Grant (BIG) program. Staff is prepared to discuss the program, application form and guidelines (attached).

FINANCIAL CONSIDERATION:

None, the BIG Program awards remain at not to exceed \$10,000.

RECOMMENDATION:

Staff forwards this report for discussion.

ATTACHMENT(S):

1. BIG Application
2. BIG Guidelines
3. Staff redline of application and guidelines
4. Sample Scoring Sheet

**City of Lake Dallas
Business Improvement Grant (BIG) Program
Application**

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____

Email: _____

Business Description: _____

Certificate of Occupancy/Business Registration Number and Date Issued:

Texas Sales and Use Tax I.D. Number: _____

Relationship between the applicant and the storefront:

☐ Owner ☐ Tenant

Property Owner: _____

Owner's Phone: _____

Describe the scope of work for the proposed Storefront Improvement project:

Grant Amount Requested: _____

Estimated Cost of the Project: _____

Worked to be performed by: _____

Project Start Date: _____

Please include the following information with your application:

1. Letter of permission from the property owner to participate in the Storefront Program
 - Letters should include the expiration date of the current lease
2. Photographs of the existing building
3. Drawing or renderings of the proposed improvements
4. Written description of the proposed improvements
 - Includes building materials and color schemes to be used
5. A copy of bids from at least two (2) different contractors

By affixing your signature the applicant acknowledges they have read and agreed to City of Lake Dallas Business improvement grant program Guidelines and General Conditions. The applicant understands that all grants are awarded on rebate basis after all work has been certified completed by the City of Lake Dallas Main Street Program. It is expressly understood that work commenced or completed prior to the final approval of the grant is ineligible for funding. The applicant is solely responsible for overseeing the work and will not seek to hold the City of Lake Dallas, Lake Dallas Community Development Corporation, or Lake Dallas Main Street Program liable for any property damage, personal injury, or other loss related the Business improvement grant program. The applicant agrees to indemnify the City of Lake Dallas, and Lake Dallas Community Development Corporation and/or their agents, employees, officers and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

Print Name: _____

Signature: _____ **Date:** _____

City of Lake Dallas
Business Improvement Grant (B.I.G) Program
Guidelines and Application

I. INTRODUCTION

The City of Lake Dallas Storefront Improvement Program provides technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting or commercial building façades. The B.I.G. Program's objectives are to improve the physical appearance of businesses and enhance the city's commercial corridors.

The Business Improvement Grant (B.I.G.) Program offers a 1:1 (50%) matching grant of up to \$10,000 for the funding of well-designed improvements. Improvements may include the restoration of architectural details, better windows and doors, and well proportioned signage and lighting. City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applicants.

Projects in the city's Main Street/Downtown Overlay district may be eligible for 2:1 (66%) matching grant.

II. ELIGIBILITY CRITERIA

The following criteria must be met for participation in the Business Improvement Grant Program:

1. Applicants must be commercial property owners or commercial tenants located within the city limits of Lake Dallas;
2. Preference will be given to independent businesses not required by contractual arrangement to maintain standardized décor, architecture, signs or similar features;
3. Tenants must have written approval from property owners to participate in program;
4. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement;
5. Property owners must be up to date on all municipal taxes, and have no outstanding code violations prior to participation in the program;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.

III. DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as, to the extent appropriate, with other buildings along the street on which the participating storefront is located. Buildings with significant architectural qualities

are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes and conform to the City's targeted image for the area.

A. Eligible Façade/Signage Improvements

Storefronts should be oriented to the pedestrian and provide visual interest both day and night. Effort should be made to facilitate access into the store and to create a store identity unique to Lake Dallas and/or the respective neighborhood. The following improvements are encouraged:

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
2. Window display areas which are appropriately scaled and which facilitate night viewing;
3. Window replacement and window framing visible from the street, which is appropriately scaled to the building.
4. Additional signage that is attractively integrated into the architecture of the building, including the window area, awnings or canopies, and entryways;
5. Lighting that is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
6. Awnings or canopies that can be both functional and visually appealing;
7. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate, not to exceed twenty percent (20%) of the project budget;
8. Cleaning, repainting or residing of building;
9. New storefront construction, appropriately scaled within an existing building; and
10. Removal of architectural barriers to public accessibility.

Other improvements can be made with written approval if they meet the objectives of the Storefront Improvement Program.

B. Prior Improvements

Alterations and improvements made prior to receiving a "Notice to Proceed with Improvements" are not eligible for reimbursement.

C. Alterations

The applicant must agree not to change or alter the improved façade without prior written approval from the Community Development Corporation for three (3) years from the date of the rebate check issued under the Business Improvement Grant Program. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within three (3) years.

IV. PROGRAM ASSISTANCE

A. Financial Assistance

Funding offered is a matching grant in which the Business Improvement Grant Program reimburses the applicant fifty percent (50%) of total project costs, up to a \$10,000 maximum match for façade improvements.

Projects in the city's Main Street/Downtown Overlay district may be eligible for 2:1 (66%) of total project costs, up to a \$10,000 maximum match for façade improvements.

Upon completion of the project the City's Main Street Manager will review the project. Receipts for labor and materials should be submitted to the city staff for review. A reimbursement check will only be issued after the project is determined complete and all receipts have been reconciled by the Lake Dallas Main Street Program.

B. Technical Assistance

City staff can provide guidance on façade improvements specific to individual storefronts. City staff can provide limited conceptual design assistance. The applicant will still be expected to hire his/her own licensed architect, if necessary, to carry forth this conceptual design to completion of construction.

Early meetings with city staff are encouraged to help avoid misunderstanding as to the eligibility of grant proposals.

C. Application and Information

If you wish to participate in the Storefront Improvement Program, please contact ### with the City of Lake Dallas Main Street Program, by phone at (940) ###-#### or by e-mail at ###@lakedallas.com.

V. PROCEDURES

All prospective applicants must follow the procedures in the order outlined below.

1. Applicants are encouraged to meet with City of Lake Dallas Main Street Manager for initial project discussions.
2. Applications are submitted to the Lake Dallas Community Development Corporation.
3. City staff will review application to determine grant eligibility.
 - Staff will meet with the applicant at least once prior to the application being submitted to the Community Development Corporation
4. Application is reviewed by the Community Development Corporation.
5. Approved application received a notice to proceed from city staff.
6. City staff monitors and works with applicant through the construction phase.
7. Grants are issued after city staff has certified the work has been completed.

The Lake Dallas Community Development Corporation reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

VI. General Conditions

1. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations. Neither approval of a grant application nor payment of the grant upon completion of the project shall constitute approval by any City department or staff of the project, nor shall approval of such grant application or payment of the grant upon completion constitute a waiver by the City of any safety regulation, building code, ordinance and other applicable regulation.
2. It is expressly understood and agreed that the applicant is solely responsible for overseeing the work, and will not seek to hold the Lake Dallas Community Development Corporation, Lake Dallas Main Street Program, the City of Lake Dallas, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the Storefront Improvement Program, and by submission of an application, the applicant agrees to indemnify the Lake Dallas Community Development Corporation, Lake Dallas Main Street Program, the City of Lake Dallas, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.
3. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Store Front Improvement Program.
4. The applicant authorizes the City of Lake Dallas to promote an approved project, including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in material and press releases.

VII. ADJUSTMENTS and TERMINATION

The applicant understands that the Lake Dallas Community Development Corporation and the City of Lake Dallas reserves the right make changes in the conditions of the Storefront Improvement Program as they determine in their sole discretion as warranted at any time, including for applications already pending.

If the applicant seeks to change the scope of their project after a grant has already been approved, the applicant must meet with a member of the city's Economic Development staff. The applicant must have written staff approval on all modifications to remain eligible for grant funding.

All work for approved projects must be complete within six months of the date of the "notice to proceed" letter unless an extension is granted by the Community Development Corporation.

The City of Lake Dallas has the right to terminate any agreement under the Storefront Improvement Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with the City of Lake Dallas.

**City of Lake Dallas Community Development Corporation
Business Improvement Grant (BIG) Program
Application**

The Business Improvement Grant Program contract is an agreement between the real property owner and the Lake Dallas Community Development Corporation. The application, as well as the agreement, are to be signed by the real property owner.

Real Property Owner: _____

Real Property Owner's Phone Number: _____

Business Owner: _____

Business Owner's Phone Number: _____

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____

Email: _____

Business Description: _____

Certificate of Occupancy/~~Business Registration Number~~ and Date Issued:

Texas Sales and Use Tax I.D. Number: _____

Describe the scope of work for the proposed ~~Storefront~~ Business Improvement project:

How will this project benefit Lake Dallas?

Does this business pay sales tax to the City of Lake Dallas?

Property Owner:

Owner's Phone:

Describe the scope of work for the proposed Storefront Improvement project.

Grant Amount Requested:

Estimated Cost of the Project:

Worked to be performed by:

Project Start Date:

Please include the following information with your application:

- 1. Photographs of the existing building
- 2. Drawings or renderings of the proposed improvements
- 3. Written description of the proposed improvements
 - Includes building materials and color schemes to be used

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4. ~~A copy of contractor bids from at least two (2) different contractors from.~~ The bids should be less than 91 days old.

By affixing your signature, the applicant acknowledges they have read and agree to the City of Lake Dallas Community Development Corporation BIG Program Guidelines. The applicant understands that all grants are awarded on rebate basis after all work has been certified completed by the City Manager. It is expressly understood that work commenced or completed prior to the final approval of the grant is ineligible for funding. The applicant is solely responsible for overseeing the work and will not seek to hold the City of Lake Dallas or the Lake Dallas Community Development Corporation liable for any property damage, personal injury, or other loss related the BIG Program. The applicant agrees to indemnify the City of Lake Dallas, the Lake Dallas Community Development Corporation and/or their agents, employees, officers and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

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Real Property Owner:

Print Name: _____

Signature: _____

Date: _____

Business Owner:

Print Name: _____

Signature: _____

Date: _____

**City of Lake Dallas
Business Improvement Grant (B.I.G.) Program
Guidelines and Application**

I. INTRODUCTION

The City of Lake Dallas Community Development Corporation (CDC) has implemented a Business Improvement Grant (BIG) Program that provides technical and financial assistance to property owners seeking to renovate or restore their exterior signage, lighting or commercial building façades. The BIG Program's objectives are to improve the physical appearance of businesses and enhance the city's commercial corridors.

The BIG Program offers a 1:1 (50%) matching grant of up to \$10,000 for the funding of well-designed improvements. Improvements may include the restoration of architectural details, ~~better~~ new windows and doors ~~up to current energy code~~, and ~~well-proportioned~~ signage and lighting. City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applicants.

Projects in the city's Main Street/Downtown Overlay district may be eligible for 2:1 (66%) matching grant of up to \$10,000.

II. ELIGIBILITY CRITERIA

The following criteria must be met for participation in the Business Improvement Grant Program:

1. Applicant(s) must be the commercial property owner located within the city limits of Lake Dallas.
2. Preference will be given to independent businesses not required by contractual arrangement to maintain standardized décor, architecture, signs or similar features.
3. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement, ~~unless the signage is historically significant~~.
4. Property owners must be ~~up-to-date~~ on all municipal taxes, and have no outstanding code violations prior to participation in the program.
5. Applicant(s) must comply with all Federal, State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.
6. Applicant must enter into an Economic Development Agreement with the CDC.
- ~~6-7.~~ Applicant may submit another BIG Program application for the same property one year from the date of the signed previous agreement.

III. DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as, to the extent appropriate, with other buildings along the street on which the participating storefront is located. Buildings with significant architectural qualities

are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes and conform to the City's targeted image for the area.

A. Eligible Facade/Signage Improvements

Storefronts should be oriented to the pedestrian and provide visual interest both day and night. Effort should be made to facilitate access into the store and to create a store identity unique to Lake Dallas and/or the respective neighborhood. The following improvements are ~~encouraged~~grant eligible:

1. Restoration of details in of historically-historically-contributing or significant buildings, and removal of elements which cover architectural details.
2. ~~Replacing, adding, or repairing Window window~~ display areas which are appropriately scaled and ~~which~~ facilitate night viewing.
3. Window replacement and window framing which is visible from the street, ~~which is and~~ appropriately scaled to the building.
4. ~~Additional Replacing, repairing or adding exterior~~ signage that is attractively (subjective?) integrated into the architecture of the building, including the window area, awnings or canopies, and entryways.
5. ~~Replacing, repairing or adding exterior light fixtures~~ Lighting that ~~is~~are visually appealing (subjective?) and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade.
6. ~~Awnings Replacing, repairing or adding awnings~~ or canopies that ~~can be~~are both functional and visually appealing (subjective?).
7. ~~Curbing~~Installing curbing, irrigation, approved trees (Does LD have an approved trees list?), landscaping beds (not including planting material why not?) or other landscaping features attached to the building, where appropriate, ~~not to exceed twenty percent (20%) of the project budget. All newly-installed landscapes must have underground or drip irrigation or a water harvesting system.~~
8. Cleaning, repainting or re-siding of building.
9. ~~New storefront construction~~Constructing new storefront which is appropriately scaled ~~within on~~ an existing building.
10. ~~Removing or altering at of~~ architectural barriers to public accessibility unless removal or alteration significantly changes the historic facade.
- 10.11. ~~Installing fences, gates and dumpster revetments built to code. If fences or gates are constructed of wood, they are required to be sealed from the elements.~~

Other improvements ~~can be made~~will be considered with written approval from the City Manager, if they meet the objectives of the Storefront-Business Improvement Grant Program.

B. Prior Improvements

Alterations and improvements made prior to approval of the BIG Program application by the CDC are not eligible for reimbursement.

C. Alterations

The applicant must agree not to change or alter the ~~improved façade~~ improvements without prior written approval from the Community Development Corporation for three (3) years from the date of the rebate check issued under the Business Improvement Grant Program. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed or altered within three (3) years.

IV. PROGRAM ASSISTANCE

A. Financial Assistance

Funding offered is a matching grant in which the Business Improvement Grant Program reimburses the applicant fifty percent (50%) of total project costs, up to a \$10,000 maximum match for ~~façade-exterior~~ improvements.

Projects in the city's Main Street/Downtown Overlay district may be eligible for 2:1 (66%) of total project costs, up to a \$10,000 maximum match for ~~façade-exterior~~ improvements.

Upon completion of the project, the City Manager will review the project. Receipts for labor and materials should be submitted to ~~the~~ city staff for review. There will be no reimbursement for work performed by the business or property owner or for work that is covered under insurance. A reimbursement check will only be issued after the project is determined complete and all receipts have been reconciled by the Lake Dallas ~~Main Street~~ Business Improvement Grant Program.

B. Technical Assistance

City staff can provide guidance on ~~façade~~ improvements specific to individual storefronts. City staff can provide limited conceptual design assistance. The applicant will still be expected to hire his/her own licensed architect or designer, if necessary, ~~to carry forth this conceptual design to completion of construction.~~

~~Early meetings with city staff are encouraged to help avoid misunderstanding as to the eligibility of grant proposals.~~

C. Application and Information

If you wish to participate in the ~~Storefront-Business~~ Improvement Grant Program, please contact the City of Lake Dallas City Manager's Office, ~~by phone~~ at (940) 497-2226.

V. PROCEDURES

All prospective applicants must follow the procedures in the order outlined below.

1. Applicants ~~are encouraged to~~must meet with City of Lake Dallas ~~Main Street Manager staff~~ for initial project discussions.
2. ~~Applications Completed~~ applications with all required documentation are submitted to the City of Lake Dallas, Community Development Corporation.
3. City staff will review the application packet to determine grant eligibility completeness.
- ~~3.4.~~ Staff will meet with the applicant at least once prior to the application being submitted to the Community Development Corporation.
- ~~4.5.~~ Application is reviewed by the Community Development Corporation in a CDC meeting. The applicant is required to attend the meeting to present their project and answer questions.
- ~~6.~~ Approved-If the application is approved, application received a notice to proceed from city staff, the city attorney will draft an agreement to be signed by the CDC Chairperson and the business owner.
- ~~5.7.~~ Once the agreement has been signed by both parties and all necessary permits have been issued, project work may begin.
- ~~6.~~ City staff monitors and works with applicant through the construction phase.
- ~~8.~~ Grants are issued after city staff has certified the work has been completed. A reimbursement check will only be issued after the project is determined complete and all receipts have been reconciled by the Lake Dallas Business Improvement Grant Program.
- ~~7.9.~~ All work for approved projects must be completed within one year of the date of the signing of the BIG Program agreement, unless an extension is granted by the Community Development Corporation. Grant extension requests must come through the City Manager's Office.

If an application is denied, the applicant may re-submit a grant application for the same address after six months.

The Lake Dallas Community Development Corporation reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

VI. General Conditions

1. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations. Neither approval of a grant application

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nor payment of the grant upon completion of the project shall constitute approval by any City department or staff of the project, nor shall approval of such grant application or payment of the grant upon completion constitute a waiver by the City of any safety regulation, building code, ordinance and other applicable regulation.

2. It is expressly understood and agreed that the applicant is solely responsible for overseeing the work, and will not seek to hold the Lake Dallas Community Development Corporation, ~~Lake Dallas Main Street Program~~, the City of Lake Dallas, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the ~~Storefront Business Improvement Grant~~ Program, and by submission of an application, the applicant agrees to indemnify the Lake Dallas Community Development Corporation, ~~Lake Dallas Main Street Program~~, the City of Lake Dallas, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.
3. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the ~~Store Front Business Improvement Grant~~ Program.
4. The applicant authorizes the City of Lake Dallas to promote an approved project, including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in material and press releases.

VII. ADJUSTMENTS and TERMINATION

The applicant understands that the Lake Dallas Community Development Corporation and the City of Lake Dallas reserves the right to make changes in the conditions of the BIG Program as they determine in their sole discretion as warranted at any time, including for applications already pending.

If the applicant seeks to change the scope of their project after a grant has already been approved, the applicant must meet with the City Manager to obtain approval? to submit the scope change to the CDC?. The applicant must have written staff approval on all modifications to remain eligible for grant funding?. All work for approved projects must be completed within one year of the date of the signing of the BIG Program agreement, unless an extension is granted by the Community Development Corporation.

The City of Lake Dallas has the right to terminate any agreement under the BIG Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with the City of Lake Dallas.

Downtown Reinvestment Grant Scoring Sheet

Name/Address of Project

Recommendations

25-30	Score	Up to \$25,000
20-24	Score	Up to \$10,000
15-19	Score	Up to \$5,000
0-14	Score	Does not meet criteria to receive grant funds

Rate this Grant Application by providing your score for each criteria.

Scores range 0 – 5, with 5 being the highest score for each criteria listed.

Please note that the category “Other” has a score range of 0-10, with 10 being the highest score.

GRANT SCORING CRITERIA	SCORE	NOTES
Economic Impact (0 – 5 points) (increases property value, sales tax, jobs)		
Historic Accuracy or Design Quality (0 – 5 points)		
Upgrades to utilities/Impact fees (0 – 5 points) (increases capacity to area)		
Increases population (0 – 5 points) (residents, day or night time users)		
Interior/Code Improvements (0 – 5 points) (Asbestos/mold abatement/ fire suppression system/ADA compliant)		
Other (0 – 10 points) (Shared parking/target business/promotes arts & entertainment district, longevity of business)		
TOTAL SCORE		

Please see back side for specific definitions.

- **Façade Rehabilitation**

Definition: Removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, replacing windows, restoring transom windows, roof and foundation work, exterior ADA compliant improvements.

- **New Awnings & Signs**

Definition: Replacing, adding or repairing awnings & signs. Signs may include signboards, projecting signs and pedestrian signage (includes window sign, hanging sign and awning/canopy sign).

- **Impact Fee Reimbursement**

Definition: Reimbursement for City of Denton water and wastewater impact fees.

- **Interior/Code Improvements**

Definition: Asbestos/Mold Abatement, Fire Suppression Systems, and ADA compliant improvements.

- **Utility Upgrades**

Definition: Upgrades to water, wastewater and electrical service, includes interior upgrades as well as exterior service upgrades.



Lake Dallas Community Development Corporation

AGENDA MEMO

Prepared By: John Cabrales Jr, City Manager

August 10, 2020

Public Hearing on Project and Consideration of Purchase of Real Property

DESCRIPTION:

Conduct a public hearing on a project relating to the acquisition of real property for the purpose of promoting new or expanded business development and consider a resolution authorizing an agreement to purchase the property located at 312 Main Street (Parcels #64031 and #218885).

BACKGROUND INFORMATION:

The Lake Dallas Community Development Corporation (CDC) is a Type B Economic Development Corporation established by the City of Lake Dallas pursuant to the Development Corporation Act, Texas Local Government Code, Chapters 501-507, as amended (the "Act"). Specifically, the Corporation possesses the powers granted by Chapter 505, Texas Local Government Code. The CDC has determined that a program of purchasing small tracts of real property within the City at strategic locations for the purpose of consolidating those tracts into a larger parcel for redevelopment will promote new and expanded business enterprises within the City and constitutes a "project" in accordance with Section 505.158 of the Act.

City Administration has identified the properties located at 312 Main Street as properties that can be consolidated and redeveloped as described above, the purchase of which will be an eligible project expense as authorized by the Act. The CDC has been presented the opportunity to purchase the two properties at a reasonable price. The project will be paid from sales tax revenues that the CDC Board has on hand.

The "Act" requires that the CDC Board hold a public hearing on the expenditure of funds for the project.

FINANCIAL CONSIDERATION:

A proposal for the purchase of the identified properties that require the expenditure of approximately \$225,000. The estimated purchase, closing and project management costs for the property is show on the table below.

Lake Dallas CDC Estimated Costs

Property	Sales Price	Approximate Due Diligence and Closing Costs	Total
312 Main Street, Lake Dallas, TX 75065 Lots 1-4, Block 14, O T Garza, approximately 12,000 +/- sq ft land & about a 1,900 sq ft building (but this is a land value transaction) and 60' Private Access Between Blocks 14 & 15, O T Garza, approximately 6,600 +/- sq ft land.	\$225,000	≈\$10,000	\$235,000

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution of the Board of Directors of the Lake Dallas Community Development Corporation authorizing an agreement to purchase the property located at 312 Main Street (Parcels #64031 and #218885) as presented.

ATTACHMENT(S):

1. Resolution

**LAKE DALLAS COMMUNITY DEVELOPMENT CORPORATION
RESOLUTION NO. 2020-__**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE
DALLAS, COMMUNITY DEVELOPMENT CORPORATION
AUTHORIZING AN AGREEMENT TO PURCHASE THE PROPERTY
LOCATED AT 312 MAIN STREET; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Lake Dallas Community Development Corporation (“the Corporation”) is a Type B Economic Development Corporation established by the City of Lake Dallas (“City”) pursuant to the Development Corporation Act, Texas Local Government Code, Chapters 501-507, as amended (the “Act”), specifically with the Corporation to possess the powers granted by Chapter 505, Texas Local Government Code; and

WHEREAS, City’s population is less than 20,000; and

WHEREAS, the Corporation’s Board of Directors (“the Board”) has determined that a program of purchasing small tracts of real property within the City at strategic locations for the purpose of consolidating those tracts into a larger parcel for redevelopment will promote new and expanded business enterprises within the City and constitutes a “project” in accordance with Section 505.158 of the Act; and

WHEREAS, the Board has identified the property located at 312 Main Street as property that can be consolidated and redeveloped as described above, the purchase of which will be an eligible project expense as authorized by the Act; and

WHEREAS, the Board finds it to be in the best interest of the Corporation and the City and in furtherance of its purpose as Type B Economic Development Corporation to take the action necessary to purchase the above-identified property;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LAKE DALLAS COMMUNITY DEVELOPMENT CORPORATION THAT:

SECTION 1. The President and any other officer of the Corporation are hereby authorized to negotiate and sign on behalf of the Corporation a real estate purchase agreement for the purchase of the property located at 312 Main Street, Lake Dallas, Texas, in an amount not to exceed \$225,000 plus usual and customary closing costs and to sign such other documents and take such other actions as reasonable and necessary to close on the purchase of said property.

SECTION 2. This Resolution shall be effective immediately upon its passage and it is accordingly so resolved.

PASSED AND APPROVED this the 10th day of August 2020.

APPROVED:

President, Lake Dallas Community
Development Corporation

ATTEST:

Secretary, Lake Dallas Community
Development Corporation
(kbl:8/4/2020:117131)



3H Concrete, Inc.
P.O. Box 776
Lake Dallas, TX 75065
(940) 390-2028 - Office

Contact: Joe Flowers
Cell: (940) 391-9924
Email: jflowers@3h-inc.com

QUOTE

Project: City of Lake Dallas - Perimeter sidewalk @ City Park
City: Lake Dallas
Date: August 4, 2020
Prepared for: Dusty Cline - lcline@lakedallas.com

DESCRIPTION	EXTENDED PRICE
1,884 linear feet - 6' wide winding sidewalk: Cut & remove vegetation Prepare subgrade for sidewalk Install form boards with a 5" thickness w/#3 rebar 18" on center each way Install redwood expansion joints and sawcut joints as needed Haul off all spoils Wreck forms and back-fill sidewalk	\$55,775.20
TOTAL QUOTE	\$55,775.20

*All quotes good for 30 days



110 LOCATIONS NATIONWIDE IN 33 STATES

City of Lake Dallas
Attn: Layne Cline

August 5, 2020

PROPOSAL

(4) WANCO, LIGHT TOWER, MODEL WLTC-4, USED 2018

Height Extended	30 ft
Dimensions (Stowed)	14 ft 8 in x 3 ft 11 in x 5 ft 6 in
Engine	Diesel
Fuel Capacity	30 Gallons
Weight	1,800 lbs
Hitch	Pin
Lay Down	
Unit # 217903 approximate hours	320.2
Unit # 217842 approximate hours	242.0
Unit # 217864 approximate hours	254.0
Unit # 217861 approximate hours	530.1

\$7,695.00 Each
Plus Sales Tax / Heavy Equipment Tax

"Taxes & fees are estimates only and are subject to change"

**Orders are firm and not subject to cancellation or revision except by written consent of Ahern Rentals, Inc.
Buyer may be responsible for a cancellation charge up to 1% of the total sales price.

FOB: Lake Dallas, TX

Warranty: 30 Days Functional

Proposal valid for 30 days

TERMS: C.O.D. (Unless alternate arrangement is approved prior to delivery)

Accepted by:

City of Lake Dallas

Jason Hollifield, Sales Representative
(972) 207-8130

Ahern Rentals reserves the right to make price, specification, and/or equipment changes without prior notification. When paying by credit card an additional fee (2.75%) will apply.

Return by E-mail or submit by fax (702) 749-4001



110 LOCATIONS NATIONWIDE IN 33 STATES

City of Lake Dallas
Attn: Layne Cline

August 5, 2020

PROPOSAL

(4) WANCO, LIGHT TOWER, MODEL WLTC-4, NEW 2020

Height Extended	30 ft
Diesel Engine	Kubota D1005 (13.1 hp) - Tier 4 Final
Fuel Capacity	30 Gallons
Runtime Before Refueling	Approximately 97 Hours
Lamps	(4) Metal Halide
Wattage	1,000 Watts / Lamp
Voltage	120 Vac
Frequency	60 Hz
Operating Weight	1,800 lbs
Combo-Type Tow Hitch	2 in Ball / 2.5 in Pintle Hook

\$8,395.00 Each

Plus Sales Tax / Heavy Equipment Tax / Freight

"Taxes & fees are estimates only and are subject to change"

**Orders are firm and not subject to cancellation or revision except by written consent of Ahern Rentals, Inc.
Buyer may be responsible for a cancellation charge up to 1% of the total sales price.

FOB: Factory (Estimated freight to Irving, TX: \$400.00 Each)

Warranty: Factory

Availability: 3-4 Weeks

Proposal valid for 30 days

TERMS: C.O.D. (Unless alternate arrangement is approved prior to delivery)

Accepted by:

City of Lake Dallas

Jason Hollifield, Sales Representative
(972) 207-8130

Ahern Rentals reserves the right to make price, specification, and/or equipment changes without prior notification. When paying by credit card an additional fee (2.75%) will apply.

Return by E-mail or submit by fax (702) 749-4001



DATE: 8/6/2020

WORK TO BE PERFORMED:	#	UNIT PRICE	TOTALS
Install irrigation system to irrigate playing area of soccer field			\$20,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Debris Desposal fee			
			\$0.00
			\$0.00
Above total			\$20,000.00

Lawn Butler is not responsible for damage from falling limbs as a result of tree trimming.

The Butler Companies:

(Agent for)

(Agent for)

Budgets and Actuals for FY20/21

Fund	Dept	Object	COMMUNITY DEVELOPMENT CORP	Actual FY18-19	Budget FY19/20	Projected FY20	Proposed FY20/21
11	00	42112	4B Sales Tax	378,336	360,000	400,000	400,000
11	00	45480	Rental Property Income	10,500	18,000	15,904	12,000
11	00	47482	Interest Income - 4B	10,917	8,000	7,500	7,949
11	00	49347	Debt Proceeds	700,000	-		
			Total Revenue	1,099,753	386,000	423,404	419,949
			Expenditures				
11	11	51115	Contract Labor	-	-		-
11	11	52000	Office Supplies	-	-		-
11	11	52101	Special Events	-	-		-
11	11	52205	Advertising	-	6,000	8,000	24,000
11	11	52206	Travel & Training	175	2,000	425	2,000
11	11	52207	Dues & Memberships	-	150	500	600
11	11	52212	Flowers/Gifts/Plaques	79	-	-	
11	11	52213	Subscriptions & Publications	-	-	1,500	1,500
11	11	53301	Utilities	8,914	11,000	9,500	11,000
11	11	53303	Accounting & Auditor	2,750	3,000	3,000	3,250
11	11	53304	Legal Services	3,793	3,000	4,000	3,000
11	11	53305	Engineering	-	-		-
11	11	53309	Consultants & Professionals	-	-		30,000
11	11	53335	Bank Fees	-	2,000	-	-
11	11	53380	Downtown Development	-	-		-
11	11	53381	CDC Downtown BIG Grants	10,000	15,000	10,000	30,000
11	11	53385	Keep Lake Dallas Beautiful	-	-		-
11	11	54405	Park Maintenance	-	-		-
11	11	54480	Rental Property Maintenance	10,572	3,600	6,400	4,000
11	11	55520	Capital Outlay-CDC Projects	611,718	106,500	261,500	400,000
11	11	53124	Debt Issue Costs	24,983	-		-
11	11	59111	Transfer to General Fund Parks & Admin	72,000	72,000	72,000	80,000
11	11	59119	Transfer to Debt Service Fund	201,131	235,825	235,825	240,028
11	11		Draw Down from Reserves				
			Total Expenditures	946,115	460,075	612,650	829,378
			Net Change in Fund Balance	153,639	(74,075)	(189,246)	(409,429)
			Fund Balance, Beginning	446,808	600,447	600,447	411,201
			Fund Balance, Ending	\$ 600,447	\$ 526,372	\$ 411,201	\$ 1,772

Budgets and Actuals for FY20/21

CDC Debt Service Fund Trf:	Principal	Interest	TOTAL
2019 CO SERIES (100%)	15,000	29,400	44,400
2012 GO REF (28.75%)	43,125	1,034	44,159
2018 GO REF (38.3364%)	57,505	11,688	69,193
2019 CO REF (100%)	70,000	12,276	82,276
	185,630	54,399	240,028

Parks 5-Year Capital Improvements Plan
Willow Grove Park

Capital Project	FY 2020-2021 Proposed Projects	FY 2021- 2022	FY 2022- 2023	FY2023- 2024	FY2024- 2025	NOTES
Repair Lights	\$13,000					
Add Parking						
Replace Bollards		\$4,000				
Repair/Replace Fishing Pier	\$20,000					
Improve RV Campsite Surface	\$2,000					
Add Additional Picnic Tables	\$4,000					
Add Additional Garbage Cans						
Lighting for Pavillon	\$12,000					
New Kiosk/Gate						
Improve Boat Launch	\$75,000					
Concrete Walking Trail			\$45,000	\$45,000		\$45,000 additional will be needed in FY 2023-24
Install Additional Camera System		\$10,000				
Repair Bird Viewpoint			\$7,000			
Purchase Mower						
Tree Replacement	\$3,000	\$3,000				
Signage for Parks						
Install water hydrant at Pavilion						
Total	\$129,000	\$17,000	\$52,000	\$45,000		

Parks 5-Year Capital Improvements Plan
City Park

Capital Project	FY 2020-2021 Proposed Projects	FY 2021- 2022	FY 2022- 2023	FY2023- 2024	FY2024- 2025	NOTES
Install Field Lighting (work with local sport assc)		\$380,000				
Grade Soccer Fields (work with local sport assoc)				\$100,000		
Adding Wind Screens for Tennis Courts						
Add Security Cameras for Concession Stand						
Add Security Cameras for Restrooms						
Concrete Walking Trail around Park	\$25,000	\$25,000	\$25,000			
Stage/Amphitheater						
Parking Lot Sealing and Stripping						Covered by CO's
Work Out Equipment/ Flat Work Cost		\$15,000				
Signage for Parks						
Tree Replacement	\$3,000	\$3,000				
Sun Screen for Play Ground						
Soccer Field Improvements						Decision hasn't been made with LCSA
Tennis Courts- Bleacher Seats	\$2,000					
40 Amp Pedestals for Food Trucks						

Improvements to Basketball Court						
Temporary Lights for Soccer Field						
Total	\$30,000	\$423,000	\$25,000	\$100,000	\$0	

Parks 5-Year Capital Improvements Plan
River Oaks Park

Capital Project	FY 2020-2021 Proposed Projects	FY 2021- 2022	FY 2022- 2023	FY2023- 2024	FY2024- 2025	NOTES
Add Additional Trees	\$1,500					
Replace Park Bench						
Signage for Parks						
Swing Set	\$6,000					
Park Benches			\$4,000			
Total	\$7,500	\$0	\$4,000	\$0		

Parks 5-Year Capital Improvements Plan
Community Park

Capital Project	FY 2020-2021 Proposed Projects	FY 2021- 2022	FY 2022- 2023	FY2023- 2024	FY2024- 2025	NOTES
New Picnic Tables						
New Garbage Receptacles						
New Park Benches						
Install Additional Parking						Covered by CO's
Add Security Cameras						
Walking Path						
Playground Replacement						
Tree Replacement	\$1,500					
Signage for Parks						
Sidewalk Trail						
Total	\$1,500	\$0	\$0	\$0		

Parks 5-Year Capital Improvements Plan
Thousand Oak Park

Capital Project	FY 2020-2021 Proposed Projects	FY 2021- 2022	FY 2022- 2023	FY2023- 2024	FY2024- 2025	NOTES
Replace Thousand Oak Park Sign						
Install concrete Walking Tail		\$10,000				
Playset/Rec. Facility for Park			\$70,000			
Benches	\$1,200					
Garbage Cans	\$1,500					
Water Fountain Replacement				\$3,800		Still researching, it is operating properly.
Picnic tables	\$2,000					
Total	\$4,700	\$10,000	\$70,000	\$3,800	\$0	

Parks 5-Year Capital Improvements Plan

Capital Projects	FY 2020-2021 Proposed Projects	FY 2021- 2022	FY 2022- 2023	FY2023- 2024	FY2024- 2025	NOTES
City Park	\$30,000.00	\$423,000.00	\$25,000.00	\$100,000.00		
River Oaks Park	\$7,500.00	\$0.00	\$4,000.00	\$0.00		
Community Park	\$1,500.00	\$0.00	\$0.00	\$0.00		
Thousand Oak Park	\$4,700.00	\$10,000.00	\$70,000.00	\$3,800.00		
Total	\$43,700.00	\$433,000.00	\$99,000.00	\$103,800.00		
Willow Grove Park	\$129,000.00	\$17,000.00	\$52,000.00	\$45,000.00		

Parks 5-Year Capital Improvements Plan

Capital Projects	FY 2019-2020 Funded Projects	FY 2020-2021 Proposed Projects	FY 2021-2022	FY 2022-2023	FY2023-2024	FY2024-2025	NOTES
City Park	\$17,000.00	\$30,000.00	\$423,000.00	\$25,000.00	\$100,000.00		
River Oaks Park	\$1,500.00	\$7,500.00	\$0.00	\$4,000.00	\$0.00		
Community Park	\$6,000.00	\$1,500.00	\$0.00	\$0.00	\$0.00		
Thousand Oak Park	\$2,000.00	\$4,700.00	\$10,000.00	\$70,000.00	\$3,800.00		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Willow Grove Park	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Funded by Willow Grove Park Special Revenue Fund

Economic Development Monthly Report July 2020

General Information

1. Approval of BIG Program funding for Jess's Laundry Wash & Fold. (C1)
2. Assisted with expedited permit applications and Certificate of Occupancy to meet the Grand Opening date for Jess's Laundry Wash & Fold (August 1st). (C1)
3. The Retail Coach and CDC professional services agreement was finalized (signed by both parties) on July 30th. (B3, B4)
4. Held the first meeting with The Retail Coach on August 3rd to outline initial steps in implementing the Scope of Work. (B3, B4)
5. Met with the owners of Joe's Bait & Tackle to discuss collaborative opportunities for bass fishing tournaments, kid fish events, and a bait makers convention in spring 2021. (C1, C2)
6. Tentatively scheduled a video conference meeting on Wednesday, August 12th with the newly-formed Lake Dallas Business Association to discuss business funding opportunities, promotional campaigns, creation of the CDC website, etc. (C2)



City of Lake Dallas--- Development Service Abatement 01-08-55507
103 Lake Dallas Dr.
Lake Dallas, TX 75065

DATE: 7/14/2020

RE: Trim trees in front yard

WORK TO BE PERFORMED:	#	UNIT PRICE	TOTALS
Trim trees hanging low in driveway--Trim trees hanging over house--Trim trees hanging over into Lake Dallas Dr.			\$500.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Debris Desposal fee			\$125.00
			\$0.00
			\$0.00
Above total			\$625.00

Subject to sales tax.

Lawn Butler is not responsible for death or decline of plant material due to neglect or lack of water.
50% deposit is due before work can be scheduled. Balance due upon completion of work.
Lawn Butler reserves the right to charge late charges and finance fees for balances over 30 days.
Above prices are good for 30 days.

Lawn Butler is not responsible for damage from falling limbs as a result of tree trimming.

Customer Approval:

The Butler Companies:

Signature _____ Date _____

(Agent for) _____

Print Name _____ Title _____



City of Lake Dallas--- Development Service Abatement 01-08-55507
105 Lake Dallas Dr.
Lake Dallas, TX 75065

DATE: 7/14/2020

RE: Trim trees in front yard

WORK TO BE PERFORMED:	#	UNIT PRICE	TOTALS
Trim trees hanging low in driveway--Trim trees hanging over house--Trim trees hanging over into Lake Dallas Dr.			\$1,095.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Debris Desposal fee			\$195.00
			\$0.00
			\$0.00
Above total			\$1,290.00

Subject to sales tax.

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Customer Approval:

The Butler Companies:

Signature _____ Date _____

(Agent for)

Print Name _____ Title _____



City of Lake Dallas--- Development Service Abatement 01-08-55507
107 Lake Dallas Dr.
Lake Dallas, TX 75065

DATE: 7/14/2020

RE: Trim trees in front yard

WORK TO BE PERFORMED:	#	UNIT PRICE	TOTALS
Trim trees hanging low in driveway--Trim trees hanging over house--Trim trees hanging over into Lake Dallas Dr.			\$1,195.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Debris Desposal fee			\$195.00
			\$0.00
			\$0.00
Above total			\$1,390.00

Subject to sales tax.

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Signature _____ Date _____

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Print Name _____ Title _____