



**City of Lake Dallas
City Council
Regular Meeting
City Hall
212 Main Street, Lake Dallas, TX 75065
Thursday, June 13, 2024, at 6:00 p.m.**

In accordance with Tex. Govt. Code §551.127, notice is hereby given that (i) one or more City Council members may be participating in this meeting by videoconference, (ii) the location of the meeting will be at Lake Dallas City Hall, 212 Main Street, Lake Dallas, Texas, where a quorum of the City Council will be physically present, which location will be open to the public, and (iii) it is the intent to have the quorum of members of the City Council present at said location for this meeting.

**EARLY WORK SESSION
City Council Chambers - 6:00 P.M.**

1. Call to Order and Determination of Quorum
2. Clarification of Consent or General Items listed on Today's City Council Meeting Agenda for June 13, 2024.
3. Introduction of Officer Blake Waters.
4. Receive Presentation by the City of Corinth regarding a five-year contract for fire services.

**OPEN SESSION
City Council Chambers-6:30 P.M.**

1. Call to Order & Determination of Quorum
2. Invocation & Pledges of Allegiance

Section I- Presentation:

Section II – Public Comment:

3. Citizen Agenda & Public Comment

An opportunity for citizens to address the Mayor and City Council on matters which are not scheduled for consideration by the City Council on this agenda. In order to address the Council, a Public Meeting Appearance Card must be completed and presented to the City Secretary prior to the start of the Council meeting. The Texas Open Meeting Act prohibits deliberation by the City Council of any subject which is not on the posted agenda, therefore the Council will not be able to discuss or take any action on items brought up during the citizen presentations. Citizen presentations will be limited to five (5) minutes per person. Persons wishing to provide comments on an item appearing on this agenda must complete a Public Meeting Appearance Card and present it to the City Secretary prior to the item being called on the agenda and wait until recognized by the Mayor or other presiding officer before speaking on the item when that item is called for discussion.

Section III– Elected Official Requested Items & Comments:

4. Mayor & Council Member Announcements and Requests for Future Agenda Items

The City Council may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

Section IV – City Manager’s Report

The City Manager’s Report may provide information on status of current city projects and other projects affecting the City, meetings and actions of the city’s boards and commissions, upcoming local community events, including, but not limited to, departmental operations and capital improvement project status. No action will be taken with respect to this report.

Section V– Planning & Development:

- 5. Conduct a public hearing and provide recommendation for a Special Use Permit, with special conditions, on property currently zoned District R-1 – 7200, to allow for a stand-alone garage for use as an accessory building on Block G, Lot 2 of the Oaks Lakes Subdivision, more commonly known as 525 Oakcrest Street, Lake Dallas, Denton County. Texas.**

Section VI- General Items:

- 6. Consider and Act on a Resolution appointing various members to the Animal Control Board.**
- 7. Consider and act on a request for the construction of a sidewalk on the north side of Swisher Road.**
- 8. Receive a report, hold a discussion to approve the City Manager Selection process and the Lake Dallas City Manager Job Description.**
- 9. Consider and act on the appointment or reappointment to the Regional Transportation Council.**
- 10. Discuss, consider and act on the future of the Library.**

Section VII – Consent Agenda:

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember so requests, or member of the public submits a Public Meeting Appearance Card identifying the item on which such person wished to comment prior to this item being called on the agenda, in which event the item will be removed from the consent agenda and considered in its normal sequence.

- 11. Consider and Act on the Consent Agenda- None**

Section VIII – Executive Session: As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the City Attorney on any agenda items listed above or herein.

Section IX – Return to Open Session

12. Discuss and take appropriate action, if any, resulting from the discussions conducted in Closed Session.

Section X – Adjournment:

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 June 10, 2024, at 5:00 p.m.



Codi Delcambre
City Secretary

If you plan to attend this public meeting telephonically and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 102 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



COMMUNITY DEVELOPMENT CORPORATION

AGENDA MEMO

Prepared By: Tom Muehlenbeck, Interim City Manager

June 13, 2024

Fire Contract

DESCRIPTION:

Presentation by the City of Corinth regarding a five-year contract for fire services. The Lake Cities Fire Department serves Corinth, Lake Dallas, Hickory Creek, and Shady Shores.

BACKGROUND INFORMATION:

This is a four-city project involving financial participation by all communities.

FINANCIAL CONSIDERATION:

Presentation will include latest revised budget figures for the new contract.

RECOMMENDED MOTIONS:

No motion necessary. This will be for information purposes only.

ATTACHMENT(S):

N/A



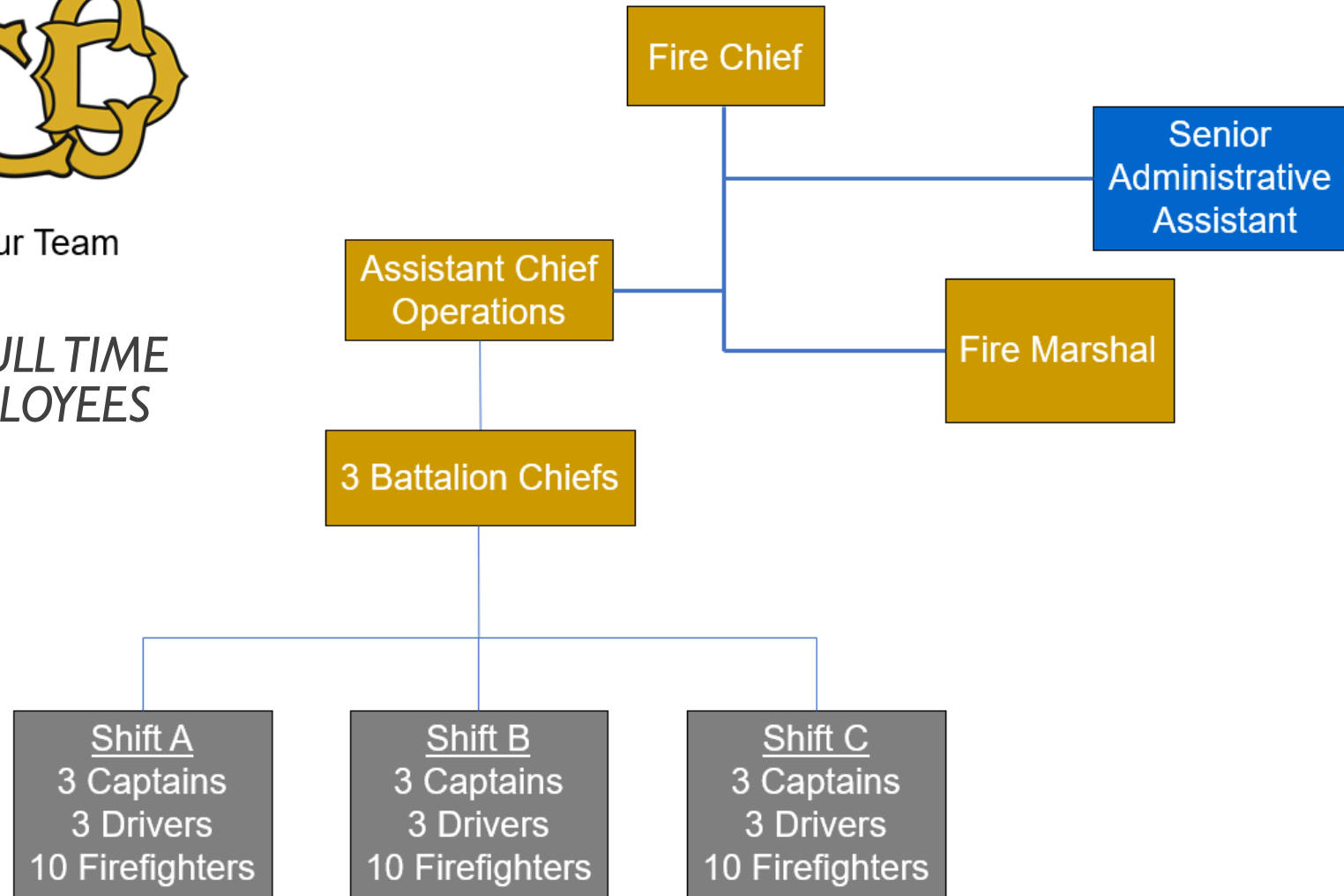
Fire Service Agreement

June 2024



Our Team

*55 FULL TIME
EMPLOYEES*



Command (5)



Firefighters (48)



Admin Support (2)



Firehouse No.1

275 W. Main, Lake Dallas

Firehouse No.2

2700 W. Shady Shores, Corinth

Firehouse No.3

3750 Cliff Oaks, Corinth

Station Staffing:

- 1 Captain
- 1 Driver
- 4 Firefighters

Equipment

- Engine 591
- Medic 591

Station Staffing:

- 1 Captain
- 1 Driver
- 4 Firefighters

Equipment:

- Engine 592
- Medic 592
- Reserve Engine/Medic
- Brush, Fleet Trucks, ATV

Station Staffing:

- 1 Batt Chief
- 1 Captain
- 1 Driver
- 2 Firefighters

Equipment:

- Quint 593,
- Batt Chief Tahoe

Minimum
Firefighters on
duty daily

5

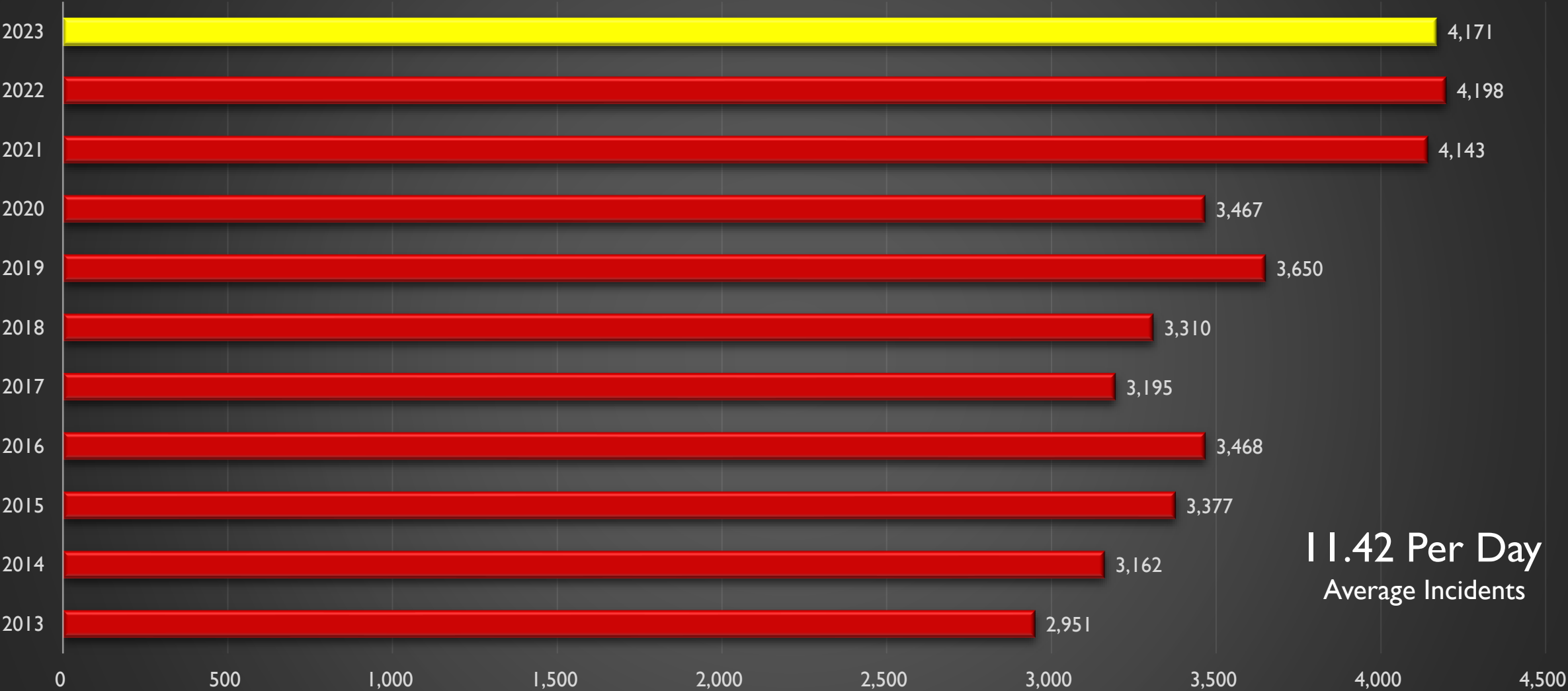
Minimum
Firefighters on
duty daily

5

Minimum
Firefighters on
duty daily

4

Call Volume Trends



11.42 Per Day
Average Incidents

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Calls	2,951	3,162	3,377	3,468	3,195	3,310	3,650	3,467	4,143	4,198	4,171



NOTABLE CHANGES TO DEPARTMENT

- Reclassified Division Chief to Battalion Chief
- Added two Battalion Chiefs
- Applied for the SAFER Grant (6 additional Firefighters)
- Restructured Pay Plan to raise minimum salary to \$65k
- Two new ambulance in service in FY24
- Tiller Truck in service in FY24
- Renovated Station 2 to accommodate female firefighters
- Added SCBA filling station to Station 2
- Finished construction of the Training Facility
- Secured Training Facility and PSF with fencing and automated gates - ARPA
- Upgraded all radios - ARPA
- Upgraded Bunker Gear - ARPA

FIRE SERVICE AGREEMENT TIMELINE

● **January 30, 2024**

*Date Corinth must provide cost estimates.
FHI Lease Pending*

● **October 1, 2024**

*Deadline for Lake Cities to provide notice of
its intention to renew agreement*

● **March/April 2025**

Apply for SAFER Grant

● **July 1, 2025**

Deadline renewal agreement must be approved

● **September 2025**

SAFER Grant Notification

● **January 2026**

SAFER Grant Year 1

● **October 1, 2026**

New contract term begins

● **January 2027**

SAFER Grant Year 2

● **January 2028**

SAFER Grant Year 3



Lake Cities Fire Department Preliminary Budget Projections

	Contract FYE2022 - FYE 2026			Contract FYE2027 - FYE 2031				
	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	FYE2029	FYE2030	FYE2031
	Projections	Projections	Projections	Projections	Projections	Projections	Projections	Projections
<u>REVENUES</u>								
Lake Dallas	1,360,724	1,449,160	1,482,314					
Hickory Creek	970,692	970,692	970,692					
Shady Shores	507,269	521,143	532,832					
EMS Services	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
EMS Supplemental	-	-	-	-	-	-	-	-
Denton County - Fire/EMS	80,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000
Rescue Revenue - Fire	35,350	35,704	36,061	36,422	36,786	37,154	37,526	37,901
Fire Inspection Fees	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721
Mutual Aid Reimbursement	-	-	-	-	-	-	-	-
Grant	618,273	618,273	618,273	-	-	-	-	-
Public Education Training	-	-	-	-	-	-	-	-
Total	4,382,308	4,500,072	4,545,373	941,725	942,192	942,664	943,141	943,622
<u>EXPENDITURES</u>								
Personnel	7,680,042	7,898,838	8,120,622	8,310,050	8,456,423	8,564,856	8,588,061	8,611,237
Professional Services	234,554	238,936	243,509	248,283	255,267	260,470	265,903	271,577
Maintenance & Operations	609,068	497,008	508,375	519,858	531,973	543,749	556,352	569,381
Utilities & Communication	114,035	114,454	114,894	115,357	115,842	116,351	116,886	115,448
Vehicles & Equipment	169,278	169,278	169,278	169,278	169,278	169,278	169,278	169,278
Capital Outlay	495,667	30,000	35,000	30,000	61,361	42,000	62,000	10,000
Transfers	492,119	492,119	517,120	523,119	493,119	493,119	493,119	493,119
Total	9,794,763	9,440,633	9,708,798	9,915,945	10,083,263	10,189,823	10,251,599	10,240,040
(Shortage)/Excess	(5,412,455)	(4,940,561)	(5,163,425)	(8,974,220)	(9,141,071)	(9,247,159)	(9,308,458)	(9,296,418)

Original Allocation Model

			Contract FYE2027 - FYE 2031					
			FYE2027 Projections	FYE2028 Projections	FYE2029 Projections	FYE2030 Projections	FYE2031 Projections	5 Year Average
			8,974,220	9,141,071	9,247,159	9,308,458	9,296,418	
Original Allocation	FY2026 Allocation	New Allocation						
<u>5 Year Average</u>								
Corinth	5,163,425	57.43%	5,154,136	5,249,963	5,310,892	5,346,098	5,339,183	5,280,054
Lake Dallas	1,482,314	19.23%	1,725,527	1,757,609	1,778,007	1,789,793	1,787,478	1,767,683
Hickory Creek	970,692	16.06%	1,441,518	1,468,319	1,485,360	1,495,207	1,493,273	1,476,735
Shady Shores	532,932	7.28%	653,039	665,180	672,900	677,360	676,484	668,993
	8,149,363	100.00%	8,974,220	9,141,071	9,247,159	9,308,458	9,296,418	9,193,465

ALLOCATION OPTIONS

- Original Model
 - Allocates total net cost to all four cities
 - Based on Calls, Population, and Assessed Value
- Revised Model
 - Corinth assumes responsibility of 2/3 of costs
 - Allocate 1/3 of total expenditures to Lake Cities
 - Based on Calls and Population

REVISED MODEL – ALLOCATE ONE THIRD OF EXPENDITURES

COST DRIVERS
CALLS
POPULATION

Allocation Percentages

	2019	2020	2021	2022	2023	4 Year Average
Calls						
Lake Dallas	789	857	923	879	904	51.71%
Hickory Creek	531	496	637	689	649	35.67%
Shady Shores	186	171	238	225	242	12.62%
	1,506	1,524	1,798	1,793	1,795	100.00%
Population						
Lake Dallas					7,831	48.00%
Hickory Creek					5,627	34.49%
Shady Shores					2,856	17.51%
					16,314	100.00%

* North Central Texas Council of Government Population
Estimates

	5 YR Average
Lake Dallas	49.86%
Hickory Creek	35.08%
Shady Shores	15.06%
	100.00%

REVISED MODEL – ALLOCATE ONE THIRD OF EXPENDITURES

PRESENTED TO
LAKE CITIES IN 2023

INCLUDES
SAFER GRANT
POSITIONS

CALL DATA FOR 2023
WAS THROUGH
NOVEMBER

EXPENDITURES

Wages & Benefits
Professional Services
Maintenance & Operations
Supplies
Utilities & Communication
Vehicles & Equipment
Travel & Training
Capital Outlay
Capital Lease
Transfers
Total

Contract FYE2027 - FYE 2031				
FYE2027 Projections	FYE2028 Projections	FYE2029 Projections	FYE2030 Projections	FYE2031 Projections
8,280,128	8,423,556	8,533,149	8,555,851	8,578,515
248,283	255,267	260,470	265,903	271,577
147,259	148,004	148,337	149,107	149,897
372,599	383,969	395,412	407,245	419,484
115,357	115,842	116,351	116,886	115,448
169,278	169,278	169,278	169,278	169,278
29,922	32,867	31,707	32,210	32,722
30,000	61,361	42,000	62,000	10,000
-	-	-	-	-
523,119	493,119	493,119	493,119	493,119
9,915,945	10,083,263	10,189,823	10,251,599	10,240,040

1/3 Expenditures							
Modified Allocation		2026	New				
Based on Average		Allocation	Allocation				
Lake Dallas	1,482,314	50.04%	1,653,954	1,681,862	1,699,636	1,709,940	1,708,012
Hickory Creek	970,692	35.02%	1,157,361	1,176,890	1,189,327	1,196,537	1,195,188
Shady Shores	532,932	14.95%	494,000	502,336	507,645	510,722	510,146
		2,985,938	100.00%	3,305,315	3,361,088	3,396,608	3,417,200
						3,413,347	

REVISED MODEL – ALLOCATE ONE THIRD OF EXPENDITURES

CITY RECEIVED
NOTIFICATION IN
DECEMBER THAT
SAFER GRANT WAS
NOT AWARDED

MODEL REMOVES
SAFER GRANT
POSITIONS

UPDATED CALL
VOLUME DATA

EXPENDITURES

	Contract FYE2027 - FYE 2031				
	FYE2027 Projections	FYE2028 Projections	FYE2029 Projections	FYE2030 Projections	FYE2031 Projections
Wages & Benefits	8,280,128	8,423,556	8,533,149	8,555,851	8,578,515
Less Safer Grant	(695,279)	(717,421)	(739,985)	(731,398)	(730,857)
Professional Services	248,283	255,267	260,470	265,903	271,577
Maintenance & Operations	147,259	148,004	148,337	149,107	149,897
Supplies	372,599	383,969	395,412	407,245	419,484
Utilities & Communication	115,357	115,842	116,351	116,886	115,448
Vehicles & Equipment	169,278	169,278	169,278	169,278	169,278
Travel & Training	29,922	32,867	31,707	32,210	32,722
Capital Outlay	30,000	61,361	42,000	62,000	10,000
Capital Lease	-	-	-	-	-
Transfers	523,119	493,119	493,119	493,119	493,119
Total	9,220,666	9,365,842	9,449,838	9,520,201	9,509,183

1/3 Expendiutures	3,073,555	3,121,947	3,149,946	3,173,400	3,169,728
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Modified Allocation	2026	New					
Based on Average	Allocation	Allocation					
Lake Dallas	1,482,314	49.86%	1,532,363	1,556,490	1,570,449	1,582,142	1,580,311
Hickory Creek	970,692	35.08%	1,078,234	1,095,210	1,105,033	1,113,261	1,111,972
Shady Shores	532,932	15.06%	462,958	470,247	474,465	477,998	477,444
	2,985,938	100.00%	3,073,555	3,121,947	3,149,946	3,173,400	3,169,728



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Randi Rivera, AICP, City Planning Consultant

June 13, 2024

Conduct a public hearing and provide recommendation for a Special Use Permit, with special conditions, on property currently zoned District R-1 – 7200, to allow for a stand-alone garage for use as an accessory building on Block G, Lot 2 of the Oaks Lakes Subdivision, more commonly known as 525 Oakcrest Street, Lake Dallas, Denton County. Texas.

DESCRIPTION:

City Council shall consider the request for a Specific Use Permit (SUP) with conditions for the property at 525 Oakcrest (Lot 2, Block G of Oaks Lake Subdivision) to allow the existing, stand-alone garage to be an accessory building of which the primary building is located at 522 Oakcrest (Lot 20 (W PT), Block H of Oaks Lake Subdivision).



BACKGROUND INFORMATION:

The property of Lot 2, Block G consisted of a detached garage structure that served as an accessory building to Lot 3, Block G, also known as 525 Oakcrest. In October 2023, Lot 2, Block G was sold to the owner of Lot 20 (West Part), Block H, also known as 522 Oakcrest.

The property is currently zoned as R-1-7200 District which allows accessory uses such as a Private Garages and Carports. However, accessory uses are incident to the primary uses allowed in the zoning district and shall be located on the same lot as the primary use. Therefore, since the garage is not located on the same lot as the primary building, an SUP request was necessary.

It is understood that the current owner of Lot 2 intends to use the stand-alone garage in accordance with city regulations. In addition to the requirement for an SUP, the following conditions are proposed as part of the SUP in order to ensure that the stand-alone garage is used as an accessory use.

- A. The ownership of the property located at 525 Oakcrest Street shall be owned by the same owner as 522 Oakcrest Street. If ownership of 522 Oakcrest Street changes, the new owner will need to request renewal of this Special Use Permit for the property located at 525 Oakcrest Street. The existing owner shall disclose to the new owner that the property is subject SUP regulations.
- B. The following uses are permitted under this Special Use Permit:
 - (1) Enclosed parking of vehicles within the stand-alone garage;
 - (2) Enclosed storage of items owned by homeowner; and
 - (3) Driveway parking of homeowner vehicles.
 - (4) Any use not permitted herein shall be prohibited.

ADJACENT ZONING AND LAND USE:

DIRECTION	ZONING	EXISTING USE
<i>Subject Property</i>	<i>R-1-7200</i>	<i>Stand-alone garage</i>
North	<i>R-1-7200</i>	Single Family Residence
South	<i>R-1-7200</i>	Single Family Residence
West	<i>R-1-7200</i>	Single Family Residence
East	<i>R-1-7200</i>	Single Family Residence

FEEDBACK:

Correspondence:

The City Code requires notification of the property owners within 200 feet of the subject property. For this application, 26 Property Owner Notifications were mailed at least 15 days prior to the public hearing. The following map shows property within 200' of the subject site.

**CITY OF LAKE DALLAS, TEXAS
ORDINANCE NO. 2024-_____**

AN ORDINANCE OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF LAKE DALLAS, TEXAS, AS HERETOFORE AMENDED BY GRANTING A SPECIAL USE PERMIT (SUP) WITH SPECIAL CONDITIONS, ON PROPERTY CURRENTLY ZONED DISTRICT R-1—7200, TO ALLOW FOR A STAND-ALONE GARAGE FOR USE AS AN ACCESSORY BUILDING ON BLOCK G, LOT 2, OF THE OAK LAKES SUBDIVISION, MORE COMMONLY KNOWN AS 525 OAKCREST STREET, LAKE DALLAS, DENTON COUNTY, TEXAS; PROVIDING A CONFLICTS RESOLUTION CLAUSE, PROVIDING A SEVERABILITY CLAUSE, PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000.00) DOLLARS FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR TERMINATION OF THIS ORDINANCE UNDER CERTAIN CONDITIONS.

WHEREAS, the Planning and Zoning Commission of the City of Lake Dallas and the governing body of the City of Lake Dallas, in compliance with the laws of the State of Texas and the ordinances of the City of Lake Dallas, have given requisite notice by publication and otherwise, and after holding due public hearings and affording a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and in the exercise of its legislative discretion have concluded that the Comprehensive Zoning Ordinance and Map should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, THAT:

SECTION 1. The Comprehensive Zoning Ordinance and Map of the City of Lake Dallas, Texas, heretofore duly passed by the governing body of the City of Lake Dallas, as heretofore amended (collectively, the “Zoning Ordinance”), be, and the same are hereby amended by granting a Special Use Permit with special conditions, on property currently zoned as District R-1—7200, to allow for a stand-alone garage for use as an accessory building on Block 5, Lot 2, of the Oak Lakes Subdivision, more commonly known as, 525 Oakcrest Street, Lake Dallas, Denton County, Texas, to be developed and used as set forth in Section 2.

SECTION 2. The Property shall continue to be developed and used in accordance with the provisions of the Zoning Ordinance applicable to property located within the subject to the following conditions:

A. The ownership of the property located at 525 Oakcrest Street shall be owned by the same owner as 522 Oakcrest Street. If ownership of 522 Oakcrest Street changes, the new owner will

need to request renewal of this Special Use Permit for the property located at 525 Oakcrest Street. The existing owner shall disclose to the new owner that the property is subject SUP regulations.

B. The following uses are permitted under this Special Use Permit:

- (1) Enclosed parking of vehicles within the stand-alone garage;
- (2) Enclosed storage of items owned by homeowner; and
- (3) Driveway parking of homeowner vehicles.
- (4) Any use not permitted herein shall be prohibited.

C. Any expansion of the stand-alone garage shall require a request to update this Special Use Permit and shall be considered for approval by the City Council in accordance with Article XVI titled “Special Use Permits” of the City’s Zoning Ordinance.

SECTION 3. In the event of an irreconcilable conflict between the provisions of another previously adopted ordinance of the City of Lake Dallas and the provisions of this ordinance as applicable to the use and development of the Property, the provisions of this Ordinance shall be controlling.

SECTION 4. Should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 5. An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Comprehensive Zoning Ordinance, as amended in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 6. Any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Lake Dallas, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand (\$2,000.00) Dollars for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 7. This ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and charter in such cases provides.

PASSED AND APPROVED THIS ____ DAY OF _____ 2024.

Andi Nolan, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., City Attorney
(04-15-2024: 4879-4463-1479, v. 1)



CITY COUNCIL MEETING
AGENDA MEMO

Prepared By: Tom Muehlenbeck, Interim City Manager

June 13, 2024

CITY MANAGER SELECTION PROCESS

DESCRIPTION:

Receive a report, hold a discussion to approve the City Manager Selection process and the Lake Dallas City Manager Job Description.

BACKGROUND INFORMATION:

The City of Lake Dallas desires to hire a full time professional manager to administer the affairs of the City. As a result, a selection process and job description have been developed and requires Council consensus on both documents.

FINANCIAL CONSIDERATION:

There will be limited cost on this item: printing a brochure with the job description, job board advertisement, background checks, and \$3,000-\$4,000 relocation expenses will have to be a negotiated item with the successful candidate.

RECOMMENDED MOTIONS:

Receive consensus on selection process and job description.

ATTACHMENT(S):

1. City Manager Selection Process
2. Lake Dallas City Manager Job Description

CITY MANAGER SELECTION PROCESS

1. Establish manager job description inclusive of salary and benefits
2. Develop job posting for listing in publications – TCMA, ICMA
3. Advertise availability of position
4. Receive applications for position
5. Review background and qualifications of candidates
6. Establish interview process including makeup of the interview team: staff, Council Members, other city managers, citizens. Questions will be developed for applicants.
7. Interview candidates: meet and greet applicants by the citizens.
8. Committee makes recommendations on the strengths and weaknesses of each candidate to Interim City Manager. Manager makes recommendation to Mayor and Council.
9. Council accepts or modifies recommendation.
10. Offer is made and a contract is developed.
11. Date established for Manager's first day.

Lake Dallas City Manager Job Description

The City of Lake Dallas, Texas is seeking to employ a City Manager that possess a passion for public service, a desire to serve a community of 7,700 citizens, and skills to navigate balancing the needs of a community with all the resource demands on municipal services. The manager is responsible to the mayor and five members of City Council. Lake Dallas is seeking commercial development, infill on existing properties and a desire to maintain a small community feel. With an annual budget of \$ 6.5 million, the city size is about 2.5 square miles. Five major infrastructure projects engineering and design will be completed in 2024, and we anticipate completion of the projects in 2006. The city carries a AA+ bond rating and will require a bond sale in late 2004 to early 2005 of \$ 6 million to complete the projects. We are also finishing a Master drainage plan for the city and have levied a drainage maintenance fee to help finance the drainage projects.

Lake Dallas is one of four communities that make-up the Lake Cities – Hickory Creek, Corinth, and Shady Shores are the other cities. Positive relationships are a priority since many of the infrastructure projects border or cross city boundaries; community celebrations often are a four-city event; service consolidation and cooperation are very important; and a joint Chamber of Commerce serves the four cities. The four city managers meet monthly, and the four mayors meet on a quarterly timetable.

Opportunities for the new manager will involve the implementation of a city-wide drainage study. The study, completed in 2024 will be supported through a drainage fee levied on property within the city. Major enhancements to Administration-Finance software packages will be bid in 2024 and implemented thereafter. As a part of this effort, a new video tape system for Council Chambers will also be included.

Manager candidates will be expected to have a working knowledge of municipal finance and budget preparation, personnel management, and planning and economic development. With a small workforce municipal workforce, the candidate must project confidence, demonstrate leadership, and reflect a strong commitment to public service.

We expect the candidates to:

- Serve as a resource and problem solver for the City Council

- Treat each council member with the respect they are due.

- Lead, defend and support municipal government, but have the ability to admit mistakes once they are made.

- Demonstrate the highest ethical standards.

- Continue to improve your management knowledge through continuous learning.

- Participate in regional and statewide local government organizations.

- Treat all citizens with fairness and compassion.

- Hire staff on their ability to serve the citizens.

- Maintain open communication with the governing body.

The job requirements are:

- Three to five years' experience as a city manager and/or five to seven years in a government leadership position.

- A bachelor's degree in government/public administration, or related field is required; a Master's degree is encouraged

The position is open until filled. Resumes should be sent to;

Thomas Muehlenbeck

Interim City Manager

City of Lake Dallas



CITY COUNCIL MEETING
AGENDA MEMO

Prepared By: Tom Muehlenbeck, Interim City Manager

June 13, 2024

SWISHER ROAD PROPOSAL

DESCRIPTION:

Following a recent citizen request for the construction of a sidewalk on the north side of Swisher Road, Council requested that an item be placed on a future Council agenda. The request for a sidewalk for bicycling.

BACKGROUND INFORMATION:

Swisher Road was constructed in Lake Dallas with four moving lanes and a turning lane at Shady Shores and in front of business locations.

FINANCIAL CONSIDERATION:

Construction Costs:

- 1) \$160,000-\$180,000 for a 4' sidewalk on the north side of Swisher Road
- 2) \$260,000-\$300,000 for a 4' sidewalk on both sides of Swisher Road
- 3) There may be a need to acquire additional right-of-way to facilitate the project

RECOMMENDED MOTIONS:

I move to approve/deny construction of a sidewalk on north/both sides of Swisher Road from the railroad tracks east to Shady Shores Road and appropriate funds to support project costs.



The Transportation Policy Body for the North Central Texas Council of Governments
(Metropolitan Planning Organization for the Dallas-Fort Worth Region)

April 19, 2024

The Honorable Gerard Hudspeth
Mayor
City of Denton
215 E. McKinney
Denton, TX 76201

The Honorable Thomas Muir
Mayor
City of Sanger
P.O. Box 1729
Sanger, TX 76266

The Honorable Bill Heidemann
Mayor
City of Corinth
3300 Corinth Parkway
Corinth, TX 76208

The Honorable Andi Nolan
Mayor
City of Lake Dallas
212 Main Street
Lake Dallas, TX 75065

The Honorable Chris Rich
Mayor
City of Aubrey
107 S. Main St.
Aubrey, TX 76227

The Honorable Rhonda Harrison
Mayor
City of Krum
146 W. McCart St.
Krum, TX 76249

The Honorable Lynn Clark
Mayor
Town of Hickory Creek
1075 Ronald Regan Ave.
Hickory Creek, TX 75065

The Honorable Dena Meek
Mayor
City of Oak Point
100 Naylor Rd.
Oak Point, TX 75068

Dear Mayors Hudspeth, Muir, Heidemann, Nolan, Rich, Harrison, Clark, and Meek:

The North Central Texas Council of Governments (NCTCOG) is the Metropolitan Planning Organization for the Dallas-Fort Worth Metropolitan Area. The Regional Transportation Council (RTC), composed primarily of local elected officials, is the transportation policy body for the MPO. The RTC is responsible for direction and approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, and the Unified Planning Work Program, and for satisfying and implementing federal and state laws and regulations pertaining to the regional transportation planning process.

Membership on the Regional Transportation Council is either by direct membership or group representation. Each seat on the Regional Transportation Council will be provided a primary member and permitted an alternate member. The Cities of Denton, Sanger, Corinth, Lake Dallas, Aubrey, Krum, Hickory Creek, and Oak Point share a seat on the Regional Transportation Council. The Cities of Aubrey, Krum, and Oak Point, and the Town of Hickory Creek were added with the November 2022 RTC Bylaws and Operating Procedures update. The RTC's Bylaws state that the person representing a group of several cities shall be selected by the mayors using a weighted vote of the maximum population or employment of the cities represented, and the person selected shall serve a two-year term beginning in July of even-numbered years and shall be serving on one of the governing bodies they represent. A table containing population and employment figures is enclosed.

The Regional Transportation Council maintains a cluster seat for each of the three urbanized areas of Denton, Lewisville, and McKinney. The Bylaws revision states that representation for the three urbanized area seats can come from any of the cities within the respective cluster. The Bylaws further state that in the spirit of integrated transportation planning, all cities within a city-only cluster are eligible to hold the RTC membership seat for the cluster, and the cities should strongly consider rotation of the seat among the entities within the respective cluster. Items to consider when contemplating seat rotation may include: 1) a natural break in a member's government service, such as the conclusion of an elected term, 2) a member's potential to gain an officer position or advance through the officer ranks, 3) a member's strong performance and commitment to transportation planning, or 4) the critical nature of a particular issue or project and its impact on an entity within the cluster.

An alternate member is the individual appointed to represent an entity or group of entities on the Regional Transportation Council in the absence of the primary member. The alternate member must be predetermined in advance of a meeting and will have voting rights in the absence of the primary member. An entity or group of entities may elect to appoint its alternate member(s) from a pool of eligible nominees. The same requirements apply to alternate members as to primary members. If a primary member is an elected official, then the alternate member must also be an elected official; if a primary member is a non-elected individual, then the alternate member can be either a non-elected individual or an elected official. A best practice for city-only clusters may be to appoint the alternate member from an eligible entity within the cluster that is not providing the primary member.

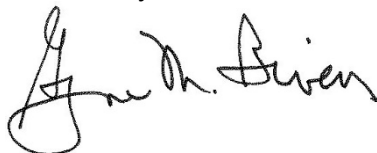
Your current primary representative on the RTC is Chris Watts, Councilmember, City of Denton. Your current alternate representative is Gerard Hudspeth, Mayor, City of Denton. You may choose to keep your current representatives or appoint a new primary representative and/or alternate representative. **All appointments, whether a reappointment or new appointment, must be received by June 30, 2024.** Per the RTC Bylaws, the new two-year terms begin in July. Please email (VPruitt-Jenkins@nctcog.org), mail (P.O. Box 5888, Arlington, TX 76005-5888), or fax (817/640-3028) your correspondence to Vercie Pruitt-Jenkins of NCTCOG. Please note that your designations must be confirmed in writing by all entities included in this group. Once the appointments have been determined by weighted vote, confirmation of the primary and/or alternate member(s) will be provided to your group.

In addition, the Regional Transportation Council has established an Ethics Policy in accordance with Section 472.034 of the Texas Transportation Code. This policy applies to both primary and alternate RTC members, whether elected or non-elected. All RTC members must also adhere to Chapter 171 of the Local Government Code and to the Code of Ethics from their respective local governments and public agencies. Please remind your representatives to be cognizant of these policies and codes.

April 19, 2024

Please contact Vercie Pruitt-Jenkins at VPruitt-Jenkins@nctcog.org or 817/608-2325 if you have any questions. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Gyna Bivens". The signature is fluid and cursive, with the first name "Gyna" written in a larger, more prominent script than the last name "Bivens".

Gyna Bivens, Chair
Regional Transportation Council
Mayor Pro Tem, City of Fort Worth

VPJ

Enclosure

cc: Chris Watts, Councilmember, City of Denton (RTC Primary Member)
Stephen Ashley, City Manager, City of Oak Point
Scott Campbell, City Manager, City of Corinth
Lisa Dawn Cabrera, TRMC, CMC, City Secretary, City of Krum
Sara Hensley, City Manager, City of Denton
Tom Muehlenbeck, Interim City Manager, City of Lake Dallas
John Noblitt, City Manager, City of Sanger
John Smith, Town Manager, Town of Hickory Creek
Vacant, City Manager, City of Aubrey

APPENDIX A
2022 RTC Membership Structure

<u>City</u>			<u>Maximum of Population and Employment</u>	<u>Percent of Total Based on Maximum</u>	<u>Share of 27 RTC City Seats</u>	<u>% of RTC Seat By Grouping</u>	<u>Number of RTC Seats by Formula</u>	<u>Current RTC Seats</u>	
City Membership	2022 Population	2020 Employment							
Plano	290,850	309,830	309,830	4.47%	1.208	1.208	1	1	
McKinney	206,460	75,142	206,460	2.98%	0.805				
Anna	20,980	2,041	20,980	0.30%	0.082				
Princeton	21,760	1,184	21,760	0.31%	0.085				
Fairview	10,830	2,102	10,830	0.16%	0.042				
Melissa	18,030	1,264	18,030	0.26%	0.070	1.084	1	1	
Allen	104,870	48,745	104,870	1.51%	0.409				
Lucas	8,000	1,285	8,000	0.12%	0.031				
Wylie	60,460	12,579	60,460	0.87%	0.236				
Rowlett	65,030	11,730	65,030	0.94%	0.254				
Sachse	28,450	2,641	28,450	0.41%	0.111				
Murphy	21,200	3,269	21,200	0.31%	0.083				
Parker	5,730	414	5,730	0.08%	0.022				
Lavon	5,710	42	5,710	0.08%	0.022	1.168	1	1	
Frisco	217,470	103,440	217,470	3.14%	0.848				
Prosper	35,410	5,128	35,410	0.51%	0.138				
Little Elm	51,640	10,705	51,640	0.75%	0.201				
The Colony	45,900	14,923	45,900	0.66%	0.179				
Celina	25,240	2,623	25,240	0.36%	0.098				
Providence Village	8,260	639	8,260	0.12%	0.032	1.497	1	1	
Dallas	1,321,740	1,210,400	1,321,740	19.09%	5.154				
University Park	25,360	10,724	25,360	0.37%	0.099				
Highland Park	8,800	4,257	8,800	0.13%	0.034	5.287	5	6	Includes seat for Love Field
Garland	247,590	108,320	247,590	3.58%	0.965	0.965	1	1	
Addison	17,720	80,505	80,505	1.16%	0.314				
Richardson	122,570	170,520	170,520	2.46%	0.665	0.979	1	1	
Irving	261,350	309,100	309,100	4.46%	1.205				
Coppell	43,140	46,666	46,666	0.67%	0.182	1.387	1	1	
Mesquite	152,020	70,576	152,020	2.20%	0.593				
Balch Springs	27,740	6,919	27,740	0.40%	0.108				
Seagoville	19,580	3,793	19,580	0.28%	0.076				
Sunnyvale	8,540	4,768	8,540	0.12%	0.033	0.811	1	1	
Grand Prairie	199,780	88,592	199,780	2.89%	0.779	0.779	1	1	
Duncanville	40,700	16,236	40,700	0.59%	0.159				
DeSoto	57,380	20,743	57,380	0.83%	0.224				
Cedar Hill	50,280	15,260	50,280	0.73%	0.196				
Lancaster	41,560	15,443	41,560	0.60%	0.162				
Glenn Heights	18,090	550	18,090	0.26%	0.071				
Hutchins	5,700	4,742	5,700	0.08%	0.022				
Wilmer	6,690	462	6,690	0.10%	0.026	0.859	1	1	
Carrollton	135,110	114,810	135,110	1.95%	0.527				
Farmers Branch	38,140	87,335	87,335	1.26%	0.341	0.867	1	1	
Denton	146,750	106,740	146,750	2.12%	0.572				
Sanger	9,470	5,134	9,470	0.14%	0.037				
Corinth	22,800	7,052	22,800	0.33%	0.089				
Lake Dallas	7,790	2,811	7,790	0.11%	0.030				
Aubrey	7,580	913	7,580	0.11%	0.030				
Krum	5,790	827	5,790	0.08%	0.023				
Hickory Creek	5,440	1,301	5,440	0.08%	0.021				
Oak Point	5,000	558	5,000	0.07%	0.019	0.821	1	1	
Lewisville	132,620	94,311	132,620	1.92%	0.517				
Flower Mound	78,570	40,851	78,570	1.13%	0.306				
Highland Village	16,020	6,665	16,020	0.23%	0.062				
Northlake	8,790	3,120	8,790	0.13%	0.034				
Justin	5,820	3,657	5,820	0.08%	0.023	0.943	1	1	
Fort Worth	955,900	575,550	955,900	13.80%	3.727	3.727	4	4	
Arlington	399,560	225,160	399,560	5.77%	1.558	1.558	2	2	
N. Richland Hills	71,600	31,646	71,600	1.03%	0.279				
Richland Hills	8,630	5,848	8,630	0.12%	0.034				
Haltom City	46,260	21,351	46,260	0.67%	0.180				
Watauga	23,660	5,555	23,660	0.34%	0.092				
White Settlement	18,430	9,257	18,430	0.27%	0.072				
River Oaks	7,640	1,645	7,640	0.11%	0.030				
Lake Worth	4,710	6,125	6,125	0.09%	0.024				
Saginaw	24,450	7,556	24,450	0.35%	0.095				
Azle	13,610	4,825	13,610	0.20%	0.053				
Sansom Park	5,480	1,089	5,480	0.08%	0.021				
Keller	46,060	18,460	46,060	0.67%	0.180	1.060	1	1	
Grapevine	52,000	114,620	114,620	1.66%	0.447				
Southlake	31,770	36,439	36,439	0.53%	0.142				
Colleyville	26,370	10,289	26,370	0.38%	0.103				
Westlake	1,840	9,604	9,604	0.14%	0.037				
Trophy Club	14,400	2,526	14,400	0.21%	0.056				
Roanoke	9,830	5,774	9,830	0.14%	0.038				
Hurst	40,430	22,852	40,430	0.58%	0.158				
Euless	61,480	31,276	61,480	0.89%	0.240				
Bedford	49,930	34,770	49,930	0.72%	0.195	1.416	1	1	
Mansfield	77,040	30,508	77,040	1.11%	0.300				
Benbrook	25,240	6,243	25,240	0.36%	0.098				
Forest Hill	14,190	3,669	14,190	0.20%	0.055				
Crowley	18,600	4,821	18,600	0.27%	0.073				
Everman	6,170	1,703	6,170	0.09%	0.024				
Kennedale	8,530	2,374	8,530	0.12%	0.033	0.584	1	1	
Total	6,618,110	4,505,922	6,924,764		27	27.000	27	28	
Allocation for City Seats					27				
Population Per RTC Seat					256,473				

APPENDIX A
2022 RTC Membership Structure (Continued)

City Membership		Number of RTC Seats by Formula 27	Current RTC Seats 28
2022 Population by County Grouped By RTC Seats			
County Membership		Number of RTC Seats	Current RTC Seats
	2022 Population		
<u>Collin County</u>	1,135,060	1	1
<u>Dallas County</u>	2,654,510	2	2
<u>Denton County</u>	950,660	1	1
<u>Tarrant County</u>	2,157,740	2	2
<u>Ellis County</u>	207,620		
Ennis	21,860		
Waxahachie	44,280		
Midlothian	37,580		
Red Oak	15,640		
<u>Kaufman County</u>	153,130		
Forney	27,040		
Kaufman	6,990		
Terrell	17,590		
Combined Ellis and Kaufman Population	360,750	1	1
<u>Johnson County</u>	193,500		
Burleson	50,210		
Cleburne	32,640		
Keene	6,500		
Joshua	8,370		
Venus	5,760		
Alvarado	5,330		
<u>Hood County</u>	62,120		
Granbury	11,440		
Combined Johnson and Hood Population	255,620	1	1
<u>Hunt County</u>	104,900		
Commerce	9,180		
Greenville	30,450		
<u>Rockwall County</u>	119,900		
Rockwall	49,300		
Heath	9,890		
Royse City	18,810		
Fate	22,890		
Combined Hunt and Rockwall Population	224,800	1	1
<u>Parker County</u>	152,930		
Weatherford	31,690		
Mineral Wells	15,090		
Willow Park	5,210		
Aledo	5,010		
<u>Wise County</u>	69,740		
Decatur	6,910		
Bridgeport	5,930		
Combined Parker and Wise Population	222,670	1	1
Total County Membership		10	10
DART		1	1
DCTA		1	1
FWTA		1	1
DFW Airport		1	1
TxDOT Dallas		1	1
TxDOT Fort Worth		1	1
NTTA		1	1
Total Transportation Providers		7	7
Total RTC Members		44	45
Total MPA Population	7,961,810		

Data Based on NCTCOG Annual Population Estimates and Estimated 2020 Employment