



City of Lake Dallas

City Council

Regular Meeting

City Hall

212 Main Street, Lake Dallas, TX 75065

Thursday, October 26, 2017 at 7:00 p.m.

Agenda

Section I – Presentations

- 1. Call to Order & Determination of Quorum**
- 2. Invocation & Pledges of Allegiance**
- 3. Announcements & Special Recognitions**

A. 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.

4. 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 or another City Board or Commission at a later date. In order to address the Council, please complete a Public Meeting Appearance Card and present it 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 presentation will be limited to five (5) minutes per person.

Section II – 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, in which event the item will be removed from the consent agenda and considered in its normal sequence.

5. Consider and Act on the Consent Agenda

- A. Receive Monthly Budget & Financial Report
- B. Approval of Minutes of the Regular Meeting held October 12, 2017

Section III – Planning & Development

- 6. Conduct a public hearing, consider and act on an Ordinance amending the City of Lake Dallas Zoning Map by changing the zoning relating to the use and development of Lots 7 and 8, Gotcher Addition from R-1-6000 Single Family Dwelling District to a Planned Development (PD) District for all uses permitted in the R-1-6000 Single Family Dwelling District with the inclusion of a single-family dwelling district for miniature, transportable housing defined as a Tiny House Park. (Case ZN170501)
- 7. Conduct a public hearing, consider and act on an Ordinance amending the City of Lake Dallas Zoning Map by change the zoning relating to the use and development of 0.333 acres of land out of the Wright Survey, Abstract No. 1335 (generally known as 460 Main Street), from C-2 Commercial District to an R-2 Two-Family Dwelling District. (Case ZN170801)

Section IV- General Items

- 8. Consider a Resolution authorizing the waiver of vendor permit fees and health permit fees for vendors participating in the City of Lake Dallas sponsored Trunk or Treat event on October 31, 2017.
- 9. Receive, discuss, and provide direction on a report regarding proposed revisions to Code of Ordinances Sections 2-171 et. seq. establishing the Library Advisory Board.
- 10. Receive, discuss, and provide direction on a report regarding the City's Animal Services operations.
- 11. Receive, discuss, and provide direction on a report regarding the impoundment of animals running at large under City Code of Ordinances Sec. 18-126 and fees related to the impoundment of animals under City Code of Ordinances Sec. 18-202.

12. Receive, discuss, and provide direction on a report regarding a single family and multi-family rental inspection program.

Section V – Elected Official Requested Items

13. Mayor & Council Member Announcements

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 a proposal to place the subject on an agenda for a subsequent meeting.

Section VI – 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 item listed above or herein.

14. Executive Session:

Conduct a closed meeting pursuant to the Texas Government Code section 551.074 deliberate the appointment and employment of the Interim City Manager and/or City Manager.

Section VII – Return to Open Session

15. Discuss and take action, if any, regarding matters discussed in Closed Session (Item 14).

Section VIII – 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 or before October 23, 2017 at 5:00 p.m.



Codi Delcambre, TRMC
City Secretary

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 item listed above or herein.

If you plan to attend this 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. 118 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

Financial Reports September 2017

City of Lake Dallas
Monthly Financial Summary
September 2017

	<u>Current Month</u>	<u>Year to Date</u>	<u>Amended Budget</u>
Revenues	\$ 165,762.82	\$ 5,691,694.93	\$5,527,120.00
Expenses	<u>751,392.90</u>	<u>5,730,811.82</u>	<u>5,584,781.00</u>
Net	(585,630.08)	(39,116.89)	57,661.00

Sales Tax Revenue for the month of September was \$103,010.16 with \$51,505.16 going to the General Fund. This is approx a 6.6% increase over September 2016. The portion going to the Road Maintenance & Repair Fund is \$12,876.25.

The General Fund has the following cash available as of September 30, 2017:

Texpool Investment Account	764,907.62
Northstar Checking Account	<u>195.03</u>
Total funds available	\$ 765,102.65

Property Tax Revenue received in September was \$8,157.69 a decrease of approx. 3.8% over September 2016.

Willow Grove Park revenue for the month of September 2017 was \$2,074 for park use and \$7,943.35 for camping.

Lake Dallas Community Development Corporation
Monthly Financial Summary
September 2017

	<u>Current Month</u>	<u>Year to Date</u>	<u>Original Budget</u>
Revenues	\$26,109.88	\$391,349.49	\$ 340,316.00
Expenses	23,197.42	351,020.31	340,316.00
Net	2,912.46	40,329.18	.00

Sales Tax Revenue for the month of September was \$25,752.50.

CDC has the following cash available as of September 30, 2017:

CDC Investment Account	339,338.57
CDC Checking Account	<u>136,828.15</u>
Net Funds	\$ 476,166.72
Projects Pending:	

Available Fund Balance	\$ 476,166.72
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City of Lake Dallas
Sales Tax Receipts
2010-2017

Sales Tax Revenue										
	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17		
October	34,014	38,283	41,157	45,460	55,628	56,149	47,379	49,777		
November	54,012	58,801	62,465	56,033	73,019	70,441	71,533	54,937		
December	41,213	34,991	40,404	52,254	55,242	50,061	47,251	48,394		
January	36,937	35,554	37,690	57,786	51,333	49,207	37,737	49,924		
February	55,122	51,454	56,784	70,254	71,087	69,095	52,453	60,766		
March	31,664	36,251	43,391	45,641	48,738	56,219	48,138	47,525	134,801	Audit Amt
April	35,859	35,380	40,338	49,569	50,774	45,453	42,501	53,447		
May	38,979	47,890	56,161	65,314	66,407	68,453	63,202	60,564		
June	36,636	42,608	41,516	49,867	55,722	46,817	45,574	55,437		
July	38,300	38,386	48,200	53,715	57,866	47,871	44,088	48,659		
August	51,484	53,624	55,137	68,962	62,936	53,926	53,208	59,434		
September	38,147	40,330	49,402	53,034	54,545	54,292	48,323	51,505		
Total	492,366	513,551	572,646	667,890	703,298	667,984	601,386	640,368		

[illegible]

Willow Grove Park Revenue Trending: 2017

Pay Station -- Park Day Use and Boat Launch

	Cash	Credit Card	Total
2016			
October	\$691.00	\$491.00	\$1,182.00
November	\$303.00	\$238.00	\$541.00
December	\$110.00	\$85.00	\$195.00
January	\$261.00	\$158.00	\$419.00
February	\$518.00	\$282.00	\$800.00
March	\$1,573.00	\$701.00	\$2,274.00
April	\$1,936.00	\$891.00	\$2,827.00
May	\$2,478.00	\$1,469.00	\$3,947.00
June	\$2,195.00	\$1,055.00	\$3,250.00
July	\$2,579.00	\$1,516.00	\$4,095.00
August	\$1,231.00	\$832.00	\$2,063.00
September	\$1,287.00	\$787.00	\$2,074.00
	YTD Total		\$21,593.00
2017			

Total

Source: VenTek 'Monthly Transactions Summary' Report

Camping

2016	October	\$8,708.32
	November	\$5,107.92
	December	\$4,296.81
	January	\$5,554.37
	February	\$7,755.00
	March	\$10,502.10
2017	April	\$7,751.53
	May	\$7,051.41
	June	\$6,620.49
	July	\$6,250.67
	August	\$6,087.94
	September	\$7,943.35
	YTD Total	\$83,629.91

City of Lake Dallas
Designated Funds
as of
9/30/17

Account	Balance
Kids and Cops	\$5,011.98

LEOSE \$9,054.87

Seizure Fund \$4,276.44

Building Security \$40,268.15

Forensic Testing \$405.00

Child Safety \$25,204.47

Court Technology \$22,256.12

Juvenile Case Management \$147,244.92

Donations: Library \$6,653.42

Donations: Fireworks & Events \$0.00

Tourism & Special Events \$0.00

Abatement \$0.00

Animal Rescue \$4,274.76

Willow Grove \$46,782.18

Texpool Investment Accounts

State Criminal Costs & Fees \$11,081.29

Road Maint & Repair Fund \$300,462.86

GF Capital Imp-Dedicated \$73,229.78

GF Capital Imp-Unrestricted \$89,820.07

10/17/2017

City of Lake Dallas - Financial Report				
Month	FY 2016-17	General Fund - Summary		
September	General Fund FY	Mo.	YTD	% of Budget
Revenues				
Ad Valorem (Property) Taxes	\$ 2,220,478	\$ 6,553	\$ 2,210,993	99.6%
Sales & Uses Taxes	\$ 913,000	\$ 77,258	\$ 1,184,499	129.7%
Franchise Fees	\$ 397,200	\$ 3,949	\$ 372,364	93.7%
Development & User Fees	\$ 223,021	\$ 15,947	\$ 311,573	139.7%
Fines	\$ 448,679	\$ 17,743	\$ 392,433	87.5%
Interest & Investment Income	\$ 5,754	\$ 1,409	\$ 12,550	218.1%
Other Revenue	\$ 59,001	\$ 3,874	\$ 51,312	87.0%
Transfers	\$ 102,000	\$ 21,000	\$ 87,000	85.3%
Use Of Fund Balance	\$ 358,064	\$ -	\$ -	0.0%
Debt Service	\$ -			
Total	\$ 4,727,197	\$ 147,733	\$ 4,622,722	
Expenses				
Personnel	\$ 2,522,090	\$ 182,365	\$ 2,462,761	97.6%
Supplies & Maintenance	\$ 324,009	\$ 20,775	\$ 232,496	71.8%
Operations	\$ 68,360	\$ 10,724	\$ 173,334	253.6%
Utilities	\$ 128,200	\$ 11,187	\$ 104,367	81.4%
Contractual Services	\$ 1,338,644	\$ 172,267	\$ 1,409,349	105.3%
Capital Outlay	\$ 319,864	\$ 310,571	\$ 746,962	233.5%
Transfers	\$ 20,000	\$ -	\$ 30	0.2%
Debt Service	\$ -			
Total	\$ 4,721,167	\$ 707,889	\$ 5,129,298	
				#DIV/0!

City of Lake Dallas - Financial Report

Month	September	Revenue - All Fund		
Fund Number	Fund Name	FY Budget	Mo. Revenue	YTD Revenue
Major Funds				
1	General	\$ 4,727,197	\$ 147,733	\$ 4,622,722
2	Debt Service	\$ 689,823	\$18,018	\$644,223
Special Revenue Funds				
3	Court- Child Safety	362,743	51	11,544
4	Court - Juvenile Case Management	143,523	174	2,863
5	Court - Security	53,876	330	6,231
6	Court - Technology	40,758	409	12,054
7	Donations	2,500	6	15,558
8	Drainage	#REF!	0	0
9	Grant	6,000	0	0
10	Police - Seizure	14,754	9	137
11	Police - Training	7,635	10	3,927
12	Tourism & Special Events	110,100	12	103,241
13	Willow Grove Park	25,500	9,733	106,009
Internal Service Funds				
14	Abatement Fund	24,000	0	0
15	Capital/Equipment Replacement	0	0	0
16	Emergency Disaster Reserve	0	0	0
17	Personnel Support	0	0	0
Component Unit of Government				
18	Lake Dalls Community Development Corporation (Type B EDC)	340,316	26,110	391,349
				115.0%

*Inactive

City of Lake Dallas - Financial Report					
Month	September	Expenses - All Fund			
Fund Number	Fund Name	FY Budget	Mo. Expenses	YTD Expenses	% of Budget
Major Funds					
1	General	\$ 4,721,167	\$707,889	\$5,129,298	108.6%
2	Debt Service	\$ 689,823	\$39,319	\$537,989	78.0%
Special Revenue Funds					
3	Court- Child Safety	32,743	\$0	\$15,774	48.2%
4	Court - Juvenile Case Management	143,523	\$0	\$0	0.0%
5	Court - Security	53,876	\$150	\$2,424	4.5%
6	Court - Technology	40,758	\$180	\$14,488	35.5%
7	Donations	2,500	\$0	\$3,552	142.1%
8	Drainage	#REF!			#REF!
9	Grant	6,000	\$0	\$0	0.0%
10	Police - Seizure	14,754	\$0	\$11,686	79.2%
11	Police - Training	7,635	\$420	\$2,365	31.0%
12	Tourism & Special Events	110,100	\$3,137	\$62,477	56.7%
13	Willow Grove Park	25,500	\$18,696	\$53,965	211.6%
Internal Service Funds					
14	Abatement Fund	24,000	\$0	\$0	0.0%
15	Capital/Equipment Replacement	0	\$0	\$0	#DIV/0!
16	Emergency Disaster Reserve	0	\$0	\$0	#DIV/0!
17	Personnel Support	0	\$0	\$0	#DIV/0!
Component Unit of Government					
18	Lake Dallas Community Development Corporation (Type B EDC)	340,316	\$23,197	\$351,020	103.1%
*Inactive					

Budget Summary

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

City of Lake Dallas
Summary Budget Comparison
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
4104	I & S Property - Prior	0.00	3,397.86	787.17	100.00%
4105	I & S Property Tax	470,857.00	469,672.21	373.95	99.74%
4106	M & O Property Tax Current Year	2,198,494.00	2,193,303.85	1,746.09	99.76%
4107	M & O Property Tax Prior Year	10,992.00	2,196.03	3,071.94	19.97%
4108	City Sales Tax	597,222.00	775,160.41	51,505.16	129.79%
4109	Penalty and Interest - Taxes	10,992.00	15,492.67	1,734.49	140.94%
4110	Mixed Beverage Tax	20,000.00	21,753.91	0.00	108.76%
4113	Penalty and Interest - I & S	0.00	3,145.89	444.05	100.00%
4114	Hotel Occupancy Tax	75,000.00	73,827.35	0.00	98.43%
4115	Road Maint & Repair Fund	147,889.00	193,792.26	12,876.25	131.03%
4116	Ad Valorem Tax Relief	147,889.00	193,792.26	12,876.25	131.03%
4214	Franchise Fees - Atmos Energy	47,500.00	45,768.50	0.00	96.35%
4215	Franchise Fees - CenturyTel	7,700.00	4,467.33	0.00	58.01%
4216	Franchise Fees - TXU Electric	209,000.00	209,140.25	0.00	100.06%
4217	Franchise Fees - Charter Communications	56,000.00	34,380.99	0.00	61.39%
4218	Franchise Fees - Waste Management	75,000.00	78,144.85	3,948.66	104.19%
4219	Miscellaneous Franchise Fees	2,000.00	461.96	0.00	23.09%
4231	Library Grants	0.00	6,677.67	0.00	100.00%
4232	Friends of the Library	0.00	175.00	0.00	100.00%
4233	Library Fines	3,600.00	2,208.79	139.35	61.35%
4234	Library Memberships	2,000.00	1,235.00	80.00	61.75%
4235	Shady Shores Funding	29,046.00	29,046.00	0.00	100.00%
4318	Animal Services-Corinth	0.00	1,335.00	325.00	100.00%
4320	Animal Services	13,000.00	15,866.00	2,146.00	122.04%
4321	Application Fees-Admin/PZ/BOA	6,000.00	14,158.31	0.00	235.97%
4322	Mobile Home Permits	400.00	250.00	0.00	62.50%
4323	Health Department Fees	8,000.00	9,985.00	555.00	124.81%
4324	Building Permits	30,000.00	77,254.88	5,636.37	257.51%
4325	Beer, Wine and Liquor Licenses	1,500.00	1,472.50	0.00	98.16%
4326	Alarm Permits	8,000.00	7,432.26	216.72	92.90%
4328	Other Permits and Fees	5,000.00	18,674.49	185.00	373.48%
4329	Park Improvement Fees	3,000.00	5,668.11	542.35	188.93%
4330	Court Receipts, Fines, and Bonds	371,196.00	278,329.24	14,633.42	74.98%
4331	Administrative Fees	30,066.00	33,627.01	492.70	111.84%
4332	Arrests/Warrant Fees	31,817.00	37,800.82	839.00	118.80%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
4337	MVBA Collections	12,000.00	39,502.99	1,456.05	329.19%
4338	Omni Collections	0.00	578.33	109.65	100.00%
4339	Omni/City	0.00	385.56	73.10	100.00%
4345	Staff/Office Services to 4A/4B	42,000.00	44,500.00	3,500.00	105.95%
4346	4B Parks Maintenance & Operation	30,000.00	27,500.00	2,500.00	91.66%
4349	Building Permits-Sub Contractors	30,000.00	31,654.74	2,752.29	105.51%
4350	Business Permits	2,000.00	4,831.00	700.00	241.55%
4351	Contractor Registration	12,000.00	20,147.00	1,200.00	167.89%
4352	Drainage Improvement Fees	3,000.00	0.00	0.00	0.00%
4353	Plan Review	19,500.00	21,653.46	1,544.73	111.04%
4403	Admin Fees-Tourism	15,000.00	0.00	0.00	0.00%
4404	Admin Fees-Willow Grove Park	15,000.00	15,000.00	15,000.00	100.00%
4461	SRO Reimbursement	50,000.00	43,896.00	3,658.00	87.79%
4463	Park Rentals	2,000.00	2,802.35	0.00	140.11%
4464	Vendor Fees	4,600.00	5,387.52	0.00	117.12%
4465	Entry Fees	300.00	230.00	0.00	76.66%
4466	Event Proceeds	4,600.00	4,792.25	0.00	104.17%
4467	Event Sponsorships	15,000.00	8,200.00	0.00	54.66%
4468	Fireworks	10,600.00	10,804.00	12.00	101.92%
4473	Police Reports	900.00	1,176.80	54.00	130.75%
4474	Community Room Rental Fees	3,000.00	2,775.00	10.00	92.50%
4475	Other Revenue	6,000.00	5,904.88	216.41	98.41%
4476	Interest Income - General Fund	1,644.00	10,835.17	1,409.21	659.07%
4480	Sale of Vehicles and Equipment	3,000.00	0.00	0.00	0.00%
4481	Interest Income - 4A	0.00	1,714.66	0.00	100.00%
4497	Boys and Girls Club	1.00	1.00	0.00	100.00%
4528	Interest Income - Reserve Fund	4,110.00	0.00	0.00	0.00%
4598	Proceeds from short term loan	0.00	314,655.57	0.00	100.00%
4614	Denton County Funding	0.00	1,509.71	0.00	100.00%
4617	CDC Debt Payment Reimbursement	148,966.00	165,266.00	16,300.00	110.94%
4619	EDC Reserve Fund	304,564.00	0.00	0.00	0.00%
4620	General Fund Reserve	53,500.00	0.00	0.00	0.00%
4621	Use of Fund Balance	70,000.00	0.00	0.00	0.00%
4701	Interest - I & S	0.00	2,741.32	112.46	100.00%
4802	Rental Income	44,675.00	44,154.96	0.00	98.83%

City of Lake Dallas
 Summary Budget Comparison
 From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
Report Difference		5,527,120.00	5,691,694.93	165,762.82	102.98%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual \$	Percent Total Budget \$ Used - Original
5500	Certification Pay	9,450.00	10,489.69	807.80	111.00%
5501	Salaries - Full Time	1,843,740.00	1,570,338.57	108,404.57	85.17%
5502	Retirement	243,506.00	267,201.31	40,823.26	109.73%
5503	Salaries - Part Time	0.00	68,364.20	4,852.46	100.00%
5504	Longevity	12,516.00	14,682.00	0.00	117.30%
5505	Overtime	12,150.00	55,502.18	5,630.56	456.80%
5506	Contract Labor	20,000.00	1,567.30	0.00	7.83%
5508	Group Health Insurance	294,300.00	240,975.34	17,707.76	81.88%
5509	Life Insurance	9,357.00	10,015.96	705.33	107.04%
5511	Worker's Compensation	33,375.00	15,197.51	1,153.43	45.53%
5513	Stipend/Auto Allowance	12,600.00	3,669.20	0.00	29.12%
5516	Physicals & Evaluations	500.00	3,132.00	260.00	626.40%
5517	Accrued Comp & Vacation	14,000.00	170,968.64	0.00	1,221.20%
5520	FICA Expense	2,556.00	4,264.03	300.85	166.82%
5521	TEC (SUTA Payable)	7,011.00	532.47	4.74	7.59%
5522	Medicare Tax Expense	27,029.00	27,427.75	1,714.28	101.47%
5530	Property & Liability	42,250.00	37,889.60	0.00	89.67%
5536	Office Supplies	15,700.00	13,716.31	1,535.75	87.36%
5537	Operating Supplies	15,200.00	15,957.66	2,391.78	104.98%
5538	Advertising	8,100.00	4,048.66	1,697.65	49.98%
5539	Subscriptions & Pub	2,310.00	4,532.74	1,999.79	196.22%
5540	Dues and Memberships	9,850.00	14,018.58	260.00	142.32%
5541	Printing	6,150.00	5,279.21	2,300.62	85.84%
5543	Travel & Training	18,100.00	17,262.65	7,339.26	95.37%
5544	Govt & Misc Operating	53,950.00	29,478.75	(315.99)	54.64%
5546	Postage	5,500.00	6,220.26	572.64	113.09%
5548	Uniforms	6,900.00	11,597.47	1,612.99	168.07%
5552	Information Technology	12,700.00	40,356.96	19,345.16	317.77%
5554	Technology:Office & Field	15,300.00	12,469.32	4,518.82	81.49%
5555	Flowers/Gifts/Plaques	2,500.00	2,677.29	238.65	107.09%
5556	Safety Equipment & Supplies	20,000.00	10,998.00	154.94	54.99%
5557	Permits & Applications	2,000.00	171.00	0.00	8.55%
5558	Communications	7,400.00	6,300.00	0.00	85.13%
5561	Govt & Misc Supplies	10,000.00	6,827.22	2,288.33	68.27%
5562	Omni Fees	0.00	132.00	0.00	100.00%
5573	Interfund Transfer-General (Adm)	15,000.00	0.00	0.00	0.00%
5574	Interfund Transfer-Abatement	20,000.00	30.00	0.00	0.15%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual \$	Percent Total Budget \$ Used - Original
5598	Government Services	25,300.00	36,782.82	5,679.85	145.38%
5599	Accounting & Auditor	10,000.00	14,500.00	0.00	145.00%
5600	Consultants & Prof	1,119,774.00	1,175,061.65	138,427.86	104.93%
5603	Legal Services	63,320.00	63,326.17	7,322.84	100.00%
5619	Community Events	26,000.00	30,139.65	835.00	115.92%
5649	Telephone-Mobile	12,600.00	15,688.72	1,078.44	124.51%
5650	Telephone	16,100.00	13,116.86	1,227.91	81.47%
5651	Utilities	99,500.00	91,030.01	9,959.10	91.48%
5698	Minor Equipment Field	300.00	220.07	0.00	73.35%
5699	Repairs & Maintenance	38,200.00	37,654.53	4,234.57	98.57%
5700	Equipment Maintenance	0.00	1,468.32	0.00	100.00%
5701	Building Maintenance	20,500.00	12,208.88	1,436.93	59.55%
5702	Software Maintenance	0.00	3,005.00	1,536.00	100.00%
5705	Vehicle Maintenance	13,500.00	19,434.77	2,064.61	143.96%
5706	Vehicle Fuel	21,500.00	22,734.11	2,012.17	105.74%
5707	Drainage Maintenance	20,000.00	1,446.88	0.00	7.23%
5708	Street Maintenance	230,000.00	13,748.61	423.85	5.97%
5711	Rentals	22,700.00	14,969.76	820.63	65.94%
5712	Park Maintenance	2,000.00	2,501.86	656.09	125.09%
5953	1998 Street Bond Principal	145,000.00	145,000.00	0.00	100.00%
5954	1998 Street Bond Interest	9,775.00	9,775.00	0.00	100.00%
5957	2009 CO Bond Principal	50,000.00	50,000.00	0.00	100.00%
5958	2009 CO Bond Interest	36,210.00	36,174.50	0.00	99.90%
5960	Paying Agent Fees	389.00	400.00	0.00	102.82%
5962	2006 Bonds Interest	38,584.00	38,584.00	0.00	100.00%
5965	2008 Street GO Bonds Principal	45,000.00	45,000.00	0.00	100.00%
5966	2008 Street GO Bonds Interest	29,891.00	29,864.68	0.00	99.91%
5969	Property Loss	0.00	30.00	0.00	100.00%
5972	2008 FS/AS Bonds Principal	40,000.00	40,000.00	0.00	100.00%
5973	2008 FS/AS Bonds Interest	25,200.00	25,176.67	0.00	99.90%
5974	2012 Refunding Bonds Principal	220,000.00	220,000.00	0.00	100.00%
5975	2012 Refunding Bonds Interest	13,419.00	13,418.75	0.00	99.99%
5977	Government Capital Loan	36,355.00	69,565.11	39,319.41	191.34%
6005	Capital Improvements	18,100.00	0.00	0.00	0.00%
6015	Equipment	0.00	11,810.85	0.00	100.00%
6025	Vehicle Equipment	0.00	25,498.73	3,029.73	100.00%
6030	Vehicles	0.00	284,188.80	284,188.80	100.00%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual \$	Percent Total Budget \$ Used - Original
6060	Streets	304,564.00	406,588.67	12,428.12	133.49%
7114	Street Projects - Lakeview	0.00	6,405.56	6,405.56	100.00%
Report Difference		5,584,781.00	5,730,811.82	751,392.90	102.61%

City of Lake Dallas
Summary Budget Comparison - Administration-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5500	Certification Pay	1,800.00	784.64	92.32	43.59%
5501	Salaries - Full Time	225,855.00	159,000.28	5,151.44	70.39%
5502	Retirement	30,762.00	25,240.01	1,789.39	82.04%
5503	Salaries - Part Time	0.00	2,315.00	0.00	100.00%
5504	Longevity	540.00	540.00	0.00	100.00%
5508	Group Health Insurance	25,500.00	17,637.16	1,482.99	69.16%
5509	Life Insurance	1,175.00	1,001.68	77.21	85.24%
5511	Worker's Compensation	547.00	404.84	12.14	74.01%
5513	Stipend/Auto Allowance	6,600.00	3,669.20	0.00	55.59%
5516	Physicals & Evaluations	0.00	96.00	0.00	100.00%
5517	Accrued Comp & Vacation	0.00	8,557.75	0.00	100.00%
5520	FICA Expense	0.00	143.53	0.00	100.00%
5521	TEC (SUTA Payable)	513.00	14.70	0.00	2.86%
5522	Medicare Tax Expense	3,405.00	2,591.70	75.82	76.11%
5536	Office Supplies	3,600.00	3,755.73	321.41	104.32%
5538	Advertising	1,200.00	0.00	0.00	0.00%
5539	Subscriptions & Pub	200.00	114.60	0.00	57.30%
5540	Dues and Memberships	2,000.00	1,430.72	80.00	71.53%
5541	Printing	1,200.00	0.00	0.00	0.00%
5543	Travel & Training	5,000.00	3,420.06	1,308.55	68.40%
5544	Govt & Misc Operating	1,500.00	1,534.28	0.00	102.28%
5552	Information Technology	1,500.00	18,816.00	18,626.01	1,254.40%
5554	Technology:Office & Field	5,000.00	316.45	0.00	6.32%
5598	Government Services	20,000.00	31,422.82	4,199.85	157.11%
5599	Accounting & Auditor	10,000.00	14,500.00	0.00	145.00%
5600	Consultants & Prof	9,000.00	5,781.43	165.81	64.23%
5649	Telephone-Mobile	1,200.00	524.70	49.29	43.72%
5699	Repairs & Maintenance	8,500.00	9,507.16	951.58	111.84%
5702	Software Maintenance	0.00	3,005.00	1,536.00	100.00%
Report Difference		366,597.00	316,125.44	35,919.81	86.23%

City of Lake Dallas
Summary Budget Comparison - Animal Services-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	89,223.00	56,304.88	3,184.50	63.10%
5502	Retirement	11,700.00	9,500.76	1,599.48	81.20%
5503	Salaries - Part Time	0.00	15,794.73	2,394.07	100.00%
5504	Longevity	90.00	90.00	0.00	100.00%
5505	Overtime	1,000.00	6,341.06	1,283.75	634.10%
5508	Group Health Insurance	16,800.00	12,840.18	722.43	76.42%
5509	Life Insurance	437.00	323.70	16.21	74.07%
5511	Worker's Compensation	2,400.00	2,030.46	172.62	84.60%
5517	Accrued Comp & Vacation	0.00	404.24	0.00	100.00%
5520	FICA Expense	664.00	988.50	148.43	148.87%
5521	TEC (SUTA Payable)	513.00	51.47	1.82	10.03%
5522	Medicare Tax Expense	1,294.00	1,111.18	98.96	85.87%
5530	Property & Liability	1,250.00	1,215.60	0.00	97.24%
5536	Office Supplies	600.00	597.31	139.56	99.55%
5537	Operating Supplies	2,500.00	2,366.58	340.57	94.66%
5543	Travel & Training	500.00	250.00	0.00	50.00%
5548	Uniforms	500.00	123.73	113.73	24.74%
5552	Information Technology	1,000.00	0.00	0.00	0.00%
5554	Technology:Office & Field	1,800.00	0.00	0.00	0.00%
5600	Consultants & Prof	600.00	600.00	600.00	100.00%
5649	Telephone-Mobile	600.00	931.58	49.29	155.26%
5650	Telephone	1,000.00	0.00	0.00	0.00%
5651	Utilities	7,500.00	8,493.15	891.18	113.24%
5698	Minor Equipment Field	300.00	220.07	0.00	73.35%
5699	Repairs & Maintenance	0.00	97.50	0.00	100.00%
5701	Building Maintenance	1,000.00	971.35	150.74	97.13%
5705	Vehicle Maintenance	500.00	3.76	0.00	0.75%
5706	Vehicle Fuel	1,000.00	816.91	61.91	81.69%
Report Difference		144,771.00	122,468.70	11,969.25	84.59%

City of Lake Dallas
Summary Budget Comparison - Community Relations-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	43,551.00	18,113.48	0.00	41.59%
5502	Retirement	6,108.00	3,283.93	0.00	53.76%
5504	Longevity	78.00	78.00	0.00	100.00%
5505	Overtime	0.00	5,865.32	0.00	100.00%
5508	Group Health Insurance	8,400.00	4,247.80	0.00	50.56%
5509	Life Insurance	227.00	123.24	0.00	54.29%
5511	Worker's Compensation	105.00	148.90	0.00	141.80%
5513	Stipend/Auto Allowance	3,000.00	0.00	0.00	0.00%
5517	Accrued Comp & Vacation	0.00	2,470.41	0.00	100.00%
5520	FICA Expense	0.00	12.99	0.00	100.00%
5521	TEC (SUTA Payable)	171.00	9.88	0.00	5.77%
5522	Medicare Tax Expense	676.00	391.94	0.00	57.97%
5536	Office Supplies	350.00	0.00	0.00	0.00%
5540	Dues and Memberships	200.00	1,815.00	0.00	907.50%
5555	Flowers/Gifts/Plaques	0.00	65.41	0.00	100.00%
5600	Consultants & Prof	4,500.00	0.00	0.00	0.00%
5649	Telephone-Mobile	600.00	280.93	0.00	46.82%
Report Difference		67,966.00	36,907.23	0.00	54.30%

City of Lake Dallas
Summary Budget Comparison - Debt-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5953	1998 Street Bond Principal	145,000.00	145,000.00	0.00	100.00%
5954	1998 Street Bond Interest	9,775.00	9,775.00	0.00	100.00%
5957	2009 CO Bond Principal	50,000.00	50,000.00	0.00	100.00%
5958	2009 CO Bond Interest	36,210.00	36,174.50	0.00	99.90%
5960	Paying Agent Fees	389.00	400.00	0.00	102.82%
5962	2006 Bonds Interest	38,584.00	38,584.00	0.00	100.00%
5965	2008 Street GO Bonds Principal	45,000.00	45,000.00	0.00	100.00%
5966	2008 Street GO Bonds Interest	29,891.00	29,864.68	0.00	99.91%
5972	2008 FS/AS Bonds Principal	40,000.00	40,000.00	0.00	100.00%
5973	2008 FS/AS Bonds Interest	25,200.00	25,176.67	0.00	99.90%
5974	2012 Refunding Bonds Principal	220,000.00	220,000.00	0.00	100.00%
5975	2012 Refunding Bonds Interest	13,419.00	13,418.75	0.00	99.99%
5977	Government Capital Loan	36,355.00	69,565.11	39,319.41	191.34%
Report Difference		689,823.00	722,958.71	39,319.41	104.80%

City of Lake Dallas
Summary Budget Comparison - Development Services-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5500	Certification Pay	600.00	761.64	0.00	126.94%
5501	Salaries - Full Time	104,291.00	102,916.74	6,019.16	98.68%
5502	Retirement	13,928.00	19,898.79	2,472.42	142.86%
5504	Longevity	1,428.00	1,428.00	0.00	100.00%
5505	Overtime	0.00	1,308.87	559.25	100.00%
5508	Group Health Insurance	16,800.00	19,024.03	1,489.06	113.23%
5509	Life Insurance	543.00	701.21	34.93	129.13%
5511	Worker's Compensation	252.00	187.32	9.92	74.33%
5517	Accrued Comp & Vacatior	0.00	31,982.11	0.00	100.00%
5521	TEC (SUTA Payable)	342.00	36.01	0.00	10.52%
5522	Medicare Tax Expense	1,542.00	1,962.05	95.10	127.24%
5536	Office Supplies	300.00	475.48	0.00	158.49%
5538	Advertising	0.00	188.10	0.00	100.00%
5539	Subscriptions & Pub	610.00	111.90	47.20	18.34%
5540	Dues and Memberships	200.00	170.00	0.00	85.00%
5541	Printing	50.00	0.00	0.00	0.00%
5543	Travel & Training	1,150.00	1,442.37	0.00	125.42%
5544	Govt & Misc Operating	0.00	27.00	0.00	100.00%
5552	Information Technology	2,200.00	1,479.00	0.00	67.22%
5554	Technology:Office & Fielc	0.00	299.98	0.00	100.00%
5555	Flowers/Gifts/Plaques	0.00	79.95	0.00	100.00%
5574	Interfund	20,000.00	30.00	0.00	0.15%
	Transfer-Abatement				
5598	Government Services	4,000.00	4,060.00	180.00	101.50%
5600	Consultants & Prof	25,000.00	99,833.09	26,107.60	399.33%
5649	Telephone-Mobile	400.00	806.97	49.29	201.74%
5705	Vehicle Maintenance	1,500.00	998.11	470.06	66.54%
5706	Vehicle Fuel	500.00	576.81	364.18	115.36%

City of Lake Dallas
Summary Budget Comparison - Development Services-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
Report Difference		195,636.00	290,785.53	37,898.17	148.64%

City of Lake Dallas
Summary Budget Comparison - Fire & Emergency Mgmt-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5544	Govt & Misc Operating	7,500.00	0.00	0.00	0.00%
5600	Consultants & Prof	1,025,424.00	934,655.02	79,764.92	91.14%
Report Difference		1,032,924.00	934,655.02	79,764.92	90.49%

City of Lake Dallas
Summary Budget Comparison - Legislative - SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5500	Certification Pay	900.00	1,096.21	92.32	121.80%
5501	Salaries - Full Time	82,619.00	73,298.63	5,230.76	88.71%
5502	Retirement	11,111.00	13,956.60	1,807.23	125.61%
5504	Longevity	1,296.00	1,296.00	0.00	100.00%
5508	Group Health Insurance	8,400.00	3,025.46	10.00	36.01%
5509	Life Insurance	430.00	677.94	32.85	157.66%
5511	Worker's Compensation	200.00	220.43	12.34	110.21%
5517	Accrued Comp & Vacation	0.00	20,110.36	0.00	100.00%
5521	TEC (SUTA Payable)	171.00	15.16	0.00	8.86%
5522	Medicare Tax Expense	1,198.00	1,379.19	77.50	115.12%
5536	Office Supplies	0.00	500.10	61.36	100.00%
5537	Operating Supplies	0.00	44.27	0.00	100.00%
5538	Advertising	3,600.00	1,591.25	1,197.65	44.20%
5540	Dues and Memberships	2,550.00	2,834.94	0.00	111.17%
5541	Printing	1,000.00	0.00	0.00	0.00%
5543	Travel & Training	4,000.00	7,709.17	4,827.60	192.72%
5544	Govt & Misc Operating	10,000.00	2,379.21	0.00	23.79%
5548	Uniforms	600.00	940.00	0.00	156.66%
5552	Information Technology	0.00	639.96	0.00	100.00%
5554	Technology:Office & Field	0.00	3,874.88	0.00	100.00%
5555	Flowers/Gifts/Plaques	2,500.00	2,531.93	238.65	101.27%
5598	Government Services	1,300.00	1,300.00	1,300.00	100.00%
5600	Consultants & Prof	15,000.00	35,930.00	11,577.50	239.53%
5603	Legal Services	35,000.00	37,122.73	3,766.70	106.06%
5649	Telephone-Mobile	300.00	235.28	27.68	78.42%
Report Difference		182,175.00	212,709.70	30,260.14	116.76%

City of Lake Dallas
Summary Budget Comparison - Library-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	79,346.00	47,429.14	3,844.46	59.77%
5502	Retirement	6,411.00	7,111.13	1,328.26	110.92%
5503	Salaries - Part Time	0.00	31,087.05	2,458.39	100.00%
5504	Longevity	102.00	102.00	0.00	100.00%
5508	Group Health Insurance	8,400.00	9,039.94	760.56	107.61%
5509	Life Insurance	254.00	281.76	23.48	110.92%
5511	Worker's Compensation	192.00	114.93	9.06	59.85%
5520	FICA Expense	1,892.00	1,929.25	152.42	101.96%
5521	TEC (SUTA Payable)	684.00	106.93	2.30	15.63%
5522	Medicare Tax Expense	1,152.00	1,148.57	90.46	99.70%
5536	Office Supplies	1,000.00	771.38	0.00	77.13%
5537	Operating Supplies	2,000.00	920.22	153.25	46.01%
5538	Advertising	650.00	412.61	0.00	63.47%
5540	Dues and Memberships	4,200.00	4,868.92	0.00	115.92%
5541	Printing	200.00	0.00	0.00	0.00%
5543	Travel & Training	1,450.00	1,487.63	0.00	102.59%
5546	Postage	500.00	827.00	53.29	165.40%
5552	Information Technology	5,000.00	6,330.61	473.15	126.61%
5554	Technology:Office & Field	8,500.00	7,978.01	4,518.82	93.85%
5561	Govt & Misc Supplies	10,000.00	6,827.22	2,288.33	68.27%
5600	Consultants & Prof	750.00	1,042.51	61.25	139.00%
5649	Telephone-Mobile	300.00	601.12	49.29	200.37%
5650	Telephone	600.00	1,688.95	143.41	281.49%
5651	Utilities	8,000.00	9,989.81	827.32	124.87%
5701	Building Maintenance	8,000.00	3,979.69	409.72	49.74%
5711	Rentals	7,000.00	6,504.15	346.01	92.91%
Report Difference		156,583.00	152,580.53	17,993.23	97.44%

City of Lake Dallas
Summary Budget Comparison - Municipal Court-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5500	Certification Pay	900.00	784.72	92.32	87.19%
5501	Salaries - Full Time	57,260.00	83,087.13	6,752.78	145.10%
5502	Retirement	7,649.00	12,491.83	2,415.11	163.31%
5504	Longevity	228.00	228.00	0.00	100.00%
5505	Overtime	0.00	722.33	275.43	100.00%
5508	Group Health Insurance	10,500.00	17,310.88	1,457.00	164.86%
5509	Life Insurance	298.00	491.82	40.30	165.04%
5511	Worker's Compensation	139.00	96.72	7.83	69.58%
5517	Accrued Comp & Vacator	2,000.00	0.00	0.00	0.00%
5521	TEC (SUTA Payable)	342.00	35.01	0.00	10.23%
5522	Medicare Tax Expense	830.00	1,311.46	104.15	158.00%
5536	Office Supplies	800.00	1,388.33	51.58	173.54%
5538	Advertising	700.00	0.00	0.00	0.00%
5540	Dues and Memberships	250.00	420.00	120.00	168.00%
5541	Printing	200.00	0.00	0.00	0.00%
5543	Travel & Training	1,300.00	909.68	353.11	69.97%
5562	Omni Fees	0.00	132.00	0.00	100.00%
5600	Consultants & Prof	12,000.00	32,117.26	2,180.93	267.64%
5603	Legal Services	28,320.00	26,203.44	3,556.14	92.52%
Report Difference		123,716.00	177,730.61	17,406.68	143.66%

City of Lake Dallas
Summary Budget Comparison - Public Works-Parks & Facilities-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	29,295.00	28,579.80	2,297.70	97.55%
5502	Retirement	4,278.00	4,774.49	920.37	111.60%
5503	Salaries - Part Time	0.00	3,606.00	0.00	100.00%
5504	Longevity	114.00	114.00	0.00	100.00%
5505	Overtime	3,250.00	3,269.65	280.03	100.60%
5508	Group Health Insurance	8,400.00	8,582.38	722.43	102.17%
5509	Life Insurance	152.00	167.64	13.97	110.28%
5511	Worker's Compensation	1,655.00	1,833.33	145.63	110.77%
5520	FICA Expense	0.00	210.58	0.00	100.00%
5521	TEC (SUTA Payable)	171.00	12.61	0.00	7.37%
5522	Medicare Tax Expense	472.00	524.24	37.37	111.06%
5537	Operating Supplies	1,200.00	1,275.09	279.84	106.25%
5548	Uniforms	200.00	1,268.20	136.43	634.10%
5600	Consultants & Prof	0.00	1,014.50	65.00	100.00%
5649	Telephone-Mobile	300.00	258.40	15.62	86.13%
5699	Repairs & Maintenance	2,500.00	1,363.36	130.52	54.53%
5701	Building Maintenance	5,000.00	0.00	0.00	0.00%
5705	Vehicle Maintenance	1,000.00	192.43	187.94	19.24%
5706	Vehicle Fuel	2,000.00	1,618.00	104.52	80.90%
5711	Rentals	1,000.00	0.00	0.00	0.00%
5712	Park Maintenance	2,000.00	2,501.86	656.09	125.09%
Report Difference		62,987.00	61,166.56	5,993.46	97.11%

City of Lake Dallas
Summary Budget Comparison - Police Department-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5500	Certification Pay	5,250.00	7,062.48	530.84	134.52%
5501	Salaries - Full Time	1,012,776.00	888,776.04	64,629.99	87.75%
5502	Retirement	135,457.00	153,813.25	25,038.49	113.55%
5503	Salaries - Part Time	0.00	15,561.42	0.00	100.00%
5504	Longevity	8,148.00	10,314.00	0.00	126.58%
5505	Overtime	5,000.00	36,061.39	2,942.86	721.22%
5508	Group Health Insurance	165,900.00	122,856.38	8,813.67	74.05%
5509	Life Insurance	5,219.00	5,596.67	411.97	107.23%
5511	Worker's Compensation	21,132.00	6,666.61	494.52	31.54%
5513	Stipend/Auto Allowance	3,000.00	0.00	0.00	0.00%
5516	Physicals & Evaluations	500.00	3,036.00	260.00	607.20%
5517	Accrued Comp & Vacation	12,000.00	106,300.75	0.00	885.83%
5520	FICA Expense	0.00	979.18	0.00	100.00%
5521	TEC (SUTA Payable)	3,591.00	219.23	0.62	6.10%
5522	Medicare Tax Expense	14,685.00	15,298.72	967.58	104.17%
5536	Office Supplies	4,000.00	4,177.73	949.86	104.44%
5537	Operating Supplies	6,000.00	6,755.44	773.31	112.59%
5538	Advertising	800.00	0.00	0.00	0.00%
5539	Subscriptions & Pub	500.00	4,306.24	1,952.59	861.24%
5540	Dues and Memberships	250.00	2,479.00	60.00	991.60%
5541	Printing	1,500.00	790.53	73.00	52.70%
5543	Travel & Training	2,600.00	1,248.38	535.00	48.01%
5548	Uniforms	5,000.00	7,491.34	1,177.38	149.82%
5552	Information Technology	3,000.00	13,091.39	246.00	436.37%
5556	Safety Equipment & Supplies	20,000.00	10,998.00	154.94	54.99%
5557	Permits & Applications	2,000.00	171.00	0.00	8.55%
5558	Communications	7,400.00	6,300.00	0.00	85.13%
5600	Consultants & Prof	22,500.00	20,643.44	500.00	91.74%
5649	Telephone-Mobile	7,400.00	10,542.21	706.17	142.46%
5699	Repairs & Maintenance	4,000.00	2,623.63	0.00	65.59%
5705	Vehicle Maintenance	7,000.00	14,963.47	380.66	213.76%
5706	Vehicle Fuel	18,000.00	15,441.47	1,227.19	85.78%
5711	Rentals	6,300.00	1,356.49	109.84	21.53%
5969	Property Loss	0.00	30.00	0.00	100.00%
6015	Equipment	0.00	11,810.85	0.00	100.00%
6025	Vehicle Equipment	0.00	25,498.73	3,029.73	100.00%
6030	Vehicles	0.00	250,433.85	250,433.85	100.00%

City of Lake Dallas
Summary Budget Comparison - Police Department-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
Report Difference		1,510,908.00	1,783,695.31	366,400.06	118.05%

City of Lake Dallas
Summary Budget Comparison - Public Works-Streets & Drainage-SEB
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	119,524.00	112,832.45	11,293.78	94.40%
5502	Retirement	16,102.00	17,130.52	3,452.51	106.38%
5504	Longevity	492.00	492.00	0.00	100.00%
5505	Overtime	2,900.00	1,933.56	289.24	66.67%
5506	Contract Labor	0.00	1,567.30	0.00	100.00%
5508	Group Health Insurance	25,200.00	26,411.13	2,249.62	104.80%
5509	Life Insurance	622.00	650.30	54.41	104.54%
5511	Worker's Compensation	6,753.00	3,493.97	289.37	51.73%
5517	Accrued Comp & Vacation	0.00	1,143.02	0.00	100.00%
5521	TEC (SUTA Payable)	513.00	31.47	0.00	6.13%
5522	Medicare Tax Expense	1,775.00	1,708.70	167.34	96.26%
5536	Office Supplies	3,500.00	302.30	11.98	8.63%
5537	Operating Supplies	2,000.00	1,836.39	527.14	91.81%
5538	Advertising	150.00	128.80	0.00	85.86%
5543	Travel & Training	1,300.00	795.36	315.00	61.18%
5544	Govt & Misc Operating	10,000.00	538.26	(315.99)	5.38%
5548	Uniforms	600.00	1,774.20	185.45	295.70%
5600	Consultants & Prof	0.00	305.00	0.00	100.00%
5649	Telephone-Mobile	1,200.00	1,507.53	131.81	125.62%
5651	Utilities	54,000.00	46,937.22	4,503.49	86.92%
5699	Repairs & Maintenance	5,000.00	3,937.03	2,068.47	78.74%
5700	Equipment Maintenance	0.00	1,468.32	0.00	100.00%
5701	Building Maintenance	500.00	125.67	25.00	25.13%
5705	Vehicle Maintenance	3,500.00	3,277.00	1,025.95	93.62%
5706	Vehicle Fuel	0.00	4,280.92	254.37	100.00%
5707	Drainage Maintenance	20,000.00	1,446.88	0.00	7.23%
5708	Street Maintenance	230,000.00	13,748.61	423.85	5.97%
5711	Rentals	1,000.00	2,535.95	0.00	253.59%
6030	Vehicles	0.00	33,754.95	33,754.95	100.00%
6060	Streets	304,564.00	406,588.67	12,428.12	133.49%
7114	Street Projects - Lakeview	0.00	6,405.56	6,405.56	100.00%
Report Difference		811,195.00	699,089.04	79,541.42	86.18%

City of Lake Dallas
Summary Budget Comparison - Support Services
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5530	Property & Liability	41,000.00	36,674.00	0.00	89.44%
5536	Office Supplies	1,500.00	978.52	0.00	65.23%
5537	Operating Supplies	1,500.00	2,759.67	317.67	183.97%
5541	Printing	2,000.00	325.56	425.39	16.27%
5546	Postage	5,000.00	5,393.26	519.35	107.86%
5600	Consultants & Prof	5,000.00	42,462.40	17,404.85	849.24%
5649	Telephone-Mobile	300.00	0.00	0.00	0.00%
5650	Telephone	14,500.00	11,427.91	1,084.50	78.81%
5651	Utilities	30,000.00	25,609.83	3,737.11	85.36%
5699	Repairs & Maintenance	18,200.00	20,125.85	1,084.00	110.58%
5701	Building Maintenance	6,000.00	7,132.17	851.47	118.86%
5711	Rentals	4,400.00	4,573.17	364.78	103.93%
Report Difference		129,400.00	157,462.34	25,789.12	121.69%

City of Lake Dallas
Summary Budget Comparison - Tourism & Special Events
From 9/1/2017 Through 9/30/2017

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5506	Contract Labor	20,000.00	0.00	0.00	0.00%
5536	Office Supplies	50.00	769.43	0.00	1,538.86%
5538	Advertising	1,000.00	1,727.90	500.00	172.79%
5539	Subscriptions & Pub	1,000.00	0.00	0.00	0.00%
5540	Dues and Memberships	200.00	0.00	0.00	0.00%
5541	Printing	0.00	4,163.12	1,802.23	100.00%
5543	Travel & Training	800.00	0.00	0.00	0.00%
5544	Govt & Misc Operating	24,950.00	25,000.00	0.00	100.20%
5573	Interfund Transfer-General (Adm)	15,000.00	0.00	0.00	0.00%
5600	Consultants & Prof	0.00	677.00	0.00	100.00%
5619	Community Events	26,000.00	30,139.65	835.00	115.92%
5711	Rentals	3,000.00	0.00	0.00	0.00%
6005	Capital Improvements	18,100.00	0.00	0.00	0.00%
Report Difference		110,100.00	62,477.10	3,137.23	56.75%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
59485	9/25/2017	AutoLove Car Wash	(36.00)	PD car washes
59546	9/1/2017	Aflac	231.48	Monthly billing for Aug 2017
59547	9/1/2017	All Area Mech & Elec, Inc	147.75	Maint & repairs to freezer at Animal Shelter
59548	9/1/2017	All Phase Electric	250.00	Checked solar lights at WGP
59549	9/1/2017	Blue Cross Blue Shield of TX	18,580.67	Monthly health ins premium - Sep
59550	9/1/2017	Carlisle's Engraving Company	24.65	Name plates
59551	9/1/2017	Cash	108.20	Replenish petty cash
59552	9/1/2017	City of Corinth	79,764.92	Sept Fire/EMS services
59553	9/1/2017	Denton Record-Chronicle	114.60	Annual subscription for library
59554	9/1/2017	Fidelity Security Life Ins	148.43	Monthly billing for Sept 2017
59555	9/1/2017	Hartford Life Co.	1,001.63	Monthly billing for Sept 2017
59556	9/1/2017	Card Service Center	7,004.56	Monthly billing
59557	9/1/2017	Renee O'Neill	78.11	Mileage to seminars
59558	9/1/2017	Abila	1,536.00	Annual maintenance & support
59559	9/1/2017	Special Insurance Services	858.35	Monthly billing for GAP insurance
59560	9/1/2017	Staples Advantage	81.21	Toilet paper, toner
	9/1/2017	Staples Advantage	189.95	Toner, copy payer
59561	9/1/2017	Stephanie Berry	1,200.00	Municipal court judge services for Sep 2017
59562	9/1/2017	Sun Life Financial	669.81	Monthly dental premium - Sep
59563	9/1/2017	Texas First Group	4,880.50	Interim City Manager Aug 14-25
59564	9/1/2017	Walmart Community	631.15	Monthly billing
59567	9/7/2017	All Area Mech & Elec, Inc	164.25	Ice machine repair
59568	9/7/2017	Anderson's Auto Repair	470.06	Repairs to Code car
59569	9/7/2017	Cash	360.00	Jury trials
59570	9/7/2017	Eddie Peacock, PLLC	2,750.00	Interim support 9/5/17-9/7/17
59571	9/7/2017	Lowery Motor Service	130.52	Chains & oil for hedge trimmer
59572	9/7/2017	Unifirst Holdings, L.P.	51.30	Uniform cleanings
59573	9/8/2017	Alamo Title Company	460.06	ROW-517 Stadium
59575	9/11/2017	The Cowboy House	35.00	Registration for Cowboy Car Show
59576	9/12/2017	Atmos Energy	115.11	Monthly billing
59577	9/12/2017	Campbell Pet Company	105.00	Dog leashes
59578	9/12/2017	Carlisle's Engraving Company	10.50	Name plate for Barnhart for CDC

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
59579	9/12/2017	Carlisle's Engraving Company	133.50	Name plates for board members
59580	9/12/2017	CenturyLink	1,084.50	Monthly billing
59581	9/12/2017	Lake Cities Chamber	500.00	Ad for the Chambers Lake Cities Map
	9/12/2017	Charter Communications	332.11	Monthly billing for City Hall
	9/12/2017	Charter Communications	84.98	Monthly billing-PW
59582	9/12/2017	TX Child Support Disbursement	784.62	Child Support PPE 090917
59583	9/12/2017	Colonial Life &	91.85	Supplemental insurance PPE090917
59584	9/12/2017	Dash Medical Gloves	49.90	Gloves for animal shelter
59585	9/12/2017	Dawn M. Sawyer	230.77	Child Support PPE 0909
59586	9/12/2017	Don't Let IT Break, LLC	365.00	IT for library
	9/12/2017	Don't Let IT Break, LLC	4,518.82	Setup 4 computers at library
59587	9/12/2017	TX Child Support SDU	114.00	Child Support 2 - PPE090917
59588	9/12/2017	New Benefits, Ltd	305.49	Monthly billing
59589	9/12/2017	AutoLove Car Wash	18.00	PD car washes
59590	9/12/2017	Higginbotham & Associates, Inc	50.00	Admin Fees-Aug 2017
59591	9/12/2017	Lawn Land	391.98	Zero turn mower repair
59592	9/12/2017	Lake Cities Municipal Utility	1,332.59	Monthly billing for Main, Library, AS, WGP, Yard
59593	9/12/2017	TX Child Support SDU	391.38	Child Support 3 - PPE090917
59594	9/12/2017	Leisure Interactive, LLC	510.97	Reservation fees for August at WGP
59595	9/12/2017	MailFinance	78.57	Postage machine lease
59596	9/12/2017	Card Service Center	1,347.30	Monthly billing
59597	9/12/2017	McCreary, Veselka, Bragg & Allen	2,254.64	MVBA fees
59598	9/12/2017	O'Reilly Auto Parts	46.18	Monthly billing
59599	9/12/2017	Nationwide Retirement Solution	175.00	Deferred Compensation PPE 090917
59600	9/12/2017	Reliant	7,879.06	Monthly billing
59601	9/12/2017	TX Child Support SDU	595.86	Child Support PPE 090917
59602	9/12/2017	SPAN	1,300.00	Meals on Wheels support for 10/16-9/17
59603	9/12/2017	Staples Advantage	50.81	Envelopes, pens, pledge wipes
	9/12/2017	Staples Advantage	72.71	Paper towels, copy paper, binders
59604	9/12/2017	Star Community Newspapers	745.00	Ads for July 4
59605	9/12/2017	TCAP	5.00	Vaccinations
59606	9/12/2017	TMRS	37,738.60	TMRS for August 2017

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
59607	9/12/2017	Unifirst Holdings, L.P.	49.05	Uniform cleanings
59608	9/12/2017	United Site Services	101.00	Monthly billing for WGP
59609	9/12/2017	University of North Texas	601.34	December newsletter
	9/12/2017	University of North Texas	594.75	Lighting Up The Season flyers
	9/12/2017	University of North Texas	606.14	Mardi Gras flyers
59610	9/12/2017	US Storage Centers-Corinth	193.00	Storage unit for library
59611	9/12/2017	TX Child Support SDU	73.85	Child Support 1 PPE090917
59612	9/12/2017	Verizon Wireless	1,050.76	Monthly billing for cellphones
59613	9/12/2017		100.00	Brianna Raab-3rd place parade winner Jul 4
59614	9/12/2017	ADT Security Services	61.25	Monthly billing for library
59615	9/13/2017	Eddie Peacock, PLLC	3,575.00	Interim Support - 9/9/17 to 9/14/17
59616	9/13/2017	Sam Pack's Five Star Ford	33,754.95	2017 Ford F250 truck for PW
59617	9/19/2017	A to T Lamps, Inc.	121.00	Bulbs
59618	9/19/2017	Lake Dallas Hardware	554.33	Monthly billing
59619	9/19/2017	Anderson's Auto Repair	59.46	Cabin air filter-Unit 353
	9/19/2017	Anderson's Auto Repair	359.49	Fuel pump, filter for Bobcat
	9/19/2017	Anderson's Auto Repair	39.95	LOF-Unit 360
	9/19/2017	Anderson's Auto Repair	59.44	Pollen filter-Unit 351
59620	9/19/2017	City of Carrollton	399.00	Street signs
59621	9/19/2017	Citizens 1st Bank	3,024.57	Loan payment for September
59622	9/19/2017	Defender Supply	1,499.73	Computer stands for patrol cars
	9/19/2017	Defender Supply	810.00	Refurbish old patrol car
	9/19/2017	Defender Supply	720.00	Refurbish old patrol cars
	9/19/2017	Denton Publishing Company	1,244.85	Public notices
59623	9/19/2017	Discount Tire Co.	986.00	Tires for PW truck
59624	9/19/2017	First Check App Screening	32.00	Background check on board member
59625	9/19/2017	Bureau Veritas North America	76.92	Commercial inspection-102 Dobbs Rd
59634	9/19/2017	Bureau Veritas North America	76.92	Commercial inspection-2002 S Stemmons
	9/19/2017	Bureau Veritas North America	76.92	Commercial inspection-2004 S Stemmons Frwy
	9/19/2017	Bureau Veritas North America	139.62	Commercial inspection-213 Main
	9/19/2017	Bureau Veritas North America	261.27	Commercial inspection-274 Main St
	9/19/2017	Bureau Veritas North America	76.92	Commercial inspection-278 Main

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
	9/19/2017	Bureau Veritas North America	316.82	Commercial inspection-307 W Hundley
	9/19/2017	Bureau Veritas North America	76.92	Commercial inspection-401 S Lake Dallas Dr
	9/19/2017	Bureau Veritas North America	153.84	Commercial inspection-5006 S Stemmons Frwy
	9/19/2017	Bureau Veritas North America	76.92	Consultation-201 N Shady Shores
	9/19/2017	Bureau Veritas North America	76.92	Miscellaneous-201 N Shady Shores
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-702 Glen Rhea
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection 626 Montgomery Dr
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-100 N Hundley
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-104 E Hundley
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-201 S Lake Dallas
	9/19/2017	Bureau Veritas North America	111.62	Residential inspection-201 S Lakeview
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-204 Pembroke
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-206 Gotcher
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-207 Pecan
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-218 Pembroke
	9/19/2017	Bureau Veritas North America	153.62	Residential inspection-222 Adolphus
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-235 Lake
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-308 Ravenna
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-315 Waterford
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-321 Bluewood Lane
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-324 Georgian Oak
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-326 Bluewood Lane
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-427 Carlisle
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-497 Jefferson
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-500 Briaroaks
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5002 Stemmons Frwy
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-502 E Hundley
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-502 Liberty Way
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-506 E Hundley
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-506 Main
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-506 Main St
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-507 Howard

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-507 Mattie Ln
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-512 Shady Shores
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-513 Clancy Ln
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-514 Jefferson
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-515 Grayson Lane
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-515 Maverick Dr
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-515 Meadowbrook
	9/19/2017	Bureau Veritas North America	125.62	Residential inspection-517 Oak Lake
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-523 Mattie
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-524 Clancy
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-524 Oak Lake
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-529 Clancy
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-529 Mattie Ln
	9/19/2017	Bureau Veritas North America	181.62	Residential inspection-529 Oakcrest
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5310 Countess Cir
	9/19/2017	Bureau Veritas North America	125.62	Residential inspection-534 Mattie
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-535 Addison
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5401 Prince
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5403 Kings Manor Dr
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5405 Queen Ct
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5406 Kings Manor
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5411 Princess Ct
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5412 Princess
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5419 Kings Manor
	9/19/2017	Bureau Veritas North America	111.62	Residential inspection-544 Briaroaks
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5502 Castle Ct
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5503 Knight
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-5503 Knights Ct
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-579 N Shady Shores
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-600 Lake St
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-602 Thompson
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-604 Galbraith

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-605 Sargent
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-606 Cain
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-606 Lake Bridge
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-607 N Shady Shores Dr
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-608 Lakeland
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-612 Wildwood
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-613 Thompson
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-620 Lakeland
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-624 Lake Bridge
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-638 Montgomery
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-702 Carlisle
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-703 Carlisle
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-704 Carlisle
	9/19/2017	Bureau Veritas North America	97.62	Residential inspection-704 Lakebridge
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-710 Harbortown
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-714 Harbortown
	9/19/2017	Bureau Veritas North America	111.62	Residential inspection-716 Harbortown
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-717 Glen Rhea
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-718 E Hundley
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-720 Harbour Town
	9/19/2017	Bureau Veritas North America	76.92	Residential Inspection-728 Winding Oak Bend
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-733 Harbour Town
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-733 Thompson
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-734 Thompson
	9/19/2017	Bureau Veritas North America	174.62	Residential inspection-743 Oakdale Ave
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-745 Winding Oak Bend
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-746 Thousand Oaks
	9/19/2017	Bureau Veritas North America	104.62	Residential inspection-754 Texas Oak Tr
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-780 Chestnut
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-803 Lakebluff Drive
	9/19/2017	Bureau Veritas North America	153.62	Residential inspection-806 Lake Dr
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-909 Lakebluff Dr

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
	9/19/2017	Bureau Veritas North America	111.62	Residential inspection-920 Lakebluff
	9/19/2017	Bureau Veritas North America	76.92	Residential inspection-921 Lakebluff Dr
	9/19/2017	Bureau Veritas North America	367.37	Residential inspection-974 Main
	9/19/2017	Bureau Veritas North America	76.92	Residential permit-200 Oakwood
	9/19/2017	Bureau Veritas North America	76.92	Residential permit-213 Gotcher Ave
	9/19/2017	Bureau Veritas North America	311.77	Residential permit-303 Spanish Oak
	9/19/2017	Bureau Veritas North America	664.87	Residential permit-522A Howard
	9/19/2017	Bureau Veritas North America	325.49	Residential permit-609 Grayson
	9/19/2017	Bureau Veritas North America	1,177.27	Residential permit-802 Lake St
59635	9/19/2017	Halff Associates, Inc.	14,324.03	Comprehensive plan
59636	9/19/2017	LeadsOnline	1,668.00	Annual renewal
59637	9/19/2017	Legal Shield	51.80	Prepaid legal insurance premium
59638	9/19/2017	Local Circuit	1,062.58	Monthly billing
	9/19/2017	Local Circuit	135.00	Service repair
59639	9/19/2017	Masten Air Conditioning & Heat	525.00	A/C repair
59640	9/19/2017	Mickey's Florist	70.00	Sympathy flowers for Renee
59641	9/19/2017	Nichols, Jackson, Dillard,	2,188.14	MC legal services
59642	9/19/2017	Precepts Janitorial Service	1,184.00	Cleaning for the month of Sept plus carpet cleaning/PD&CH
59643	9/19/2017	GE Capital c/o Ricoh USA Prog.	711.60	Monthly billing + qtr images
	9/19/2017	GE Capital c/o Ricoh USA Prog.	153.01	Monthly billing for library
59644	9/19/2017	Sam's Club	134.88	Monthly billing
59645	9/19/2017	Staples Advantage	79.04	2 cases toilet paper
	9/19/2017	Staples Advantage	139.27	Copy paper, ink
59646	9/19/2017	Texas First Group	4,880.50	Interim City Manager Aug 28-Sep 8, 2017
59647	9/19/2017	Thomson Reuter - West	96.00	Skip tracing service
59648	9/19/2017	Texas Municipal Courts Assoc	60.00	Dues for FY 17/18
59649	9/19/2017	Texas Municipal Courts	75.00	Level II test
59650	9/19/2017	Unifirst Holdings, L.P.	151.65	Uniform cleanings
59651	9/19/2017	VenTek International	14.80	Interim gateway service-WGP
59652	9/19/2017	Zoetis	49.00	Vet supplies
59653	9/19/2017		200.00	Mandy Kirkland-Refund of deposit on Community Room
59654	9/19/2017	Eddie Peacock, PLLC	3,437.50	Interim Support-9/17;9/19-9/21

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
59655	9/19/2017	Town of Northlake	40.00	TML Region VIII Quarterly Meeting-McClain
59656	9/27/2017	Adams Exterminating Company	270.00	Qtr pest control
59657	9/27/2017	Amigo Energy	574.15	Monthly billing for library
59658	9/27/2017	Anderson's Auto Repair	187.94	Oxygen sensor-Parks truck
59659	9/27/2017	City of Carrollton	1,240.00	Signs
59660	9/27/2017	Cash	53.29	Replenish petty cash
59661	9/27/2017	Charter Communications	281.07	Phone & internet for library
59662	9/27/2017	TX Child Support Disbursement	784.62	Child Support PPE 092317
59663	9/27/2017	Citizens 1st Bank	36,294.84	Prepayment of loan for Oct 2017-Sep 2018
59664	9/27/2017	Colonial Life &	91.85	Supplemental insurance PPE092317
59665	9/27/2017	Dawn M. Sawyer	230.77	Child Support PPE 0923
59666	9/27/2017	Denton Central Appraisal Distr	4,199.85	4th Qtr DCAD 2017 budget
59667	9/27/2017	Defender Supply	250,433.85	Five (5) 2017 Ford Interceptor Police Vehicles
59668	9/27/2017	Discount Tire Co.	42.00	Rotate tires-Unit 352
	9/27/2017	Discount Tire Co.	63.00	Rotate tires-Unit 380
59669	9/27/2017	TX Child Support SDU	114.00	Child Support 2 - PPE092317
59670	9/27/2017	AutoLove Car Wash	36.00	PD car washes
59671	9/27/2017	Home Depot Credit Services	183.10	Monthly billing
59672	9/27/2017	Julie Carrier, RN	500.00	Nurse Examiners fees
59673	9/27/2017	Lawn Land	434.25	Mower supplies & chainsaw chains
59674	9/27/2017	TX Child Support SDU	391.38	Child Support 3 - PPE092317
59675	9/27/2017	Lowery Motor Service	61.50	Weed eater repairs
59676	9/27/2017	Card Service Center	1,332.82	Monthly billing
59677	9/27/2017	Nichols, Jackson, Dillard,	3,766.70	General legal services
59678	9/27/2017	O'Reilly Auto Parts	0.00	Monthly billing
59679	9/27/2017	Nationwide Retirement Solution	175.00	Deferred Compensation PPE 092317
59680	9/27/2017	Pinnacle Health	65.00	Pre-employment test-DiCiaccio
59681	9/27/2017	RED The Uniform Tailor	49.77	Uniforms for Nelson
	9/27/2017	RED The Uniform Tailor	79.98	Uniforms for Noseff
59682	9/27/2017	GE Capital c/o Ricoh USA Prog.	109.84	Copier rental-PD
59683	9/27/2017	TX Child Support SDU	595.86	Child Support PPE 0092317
59684	9/27/2017	Sir Speedy	70.52	2018 labels for WGP passes

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
59685	9/27/2017	Staples Advantage	52.92	Board, markers binder clips, tape
59686	9/27/2017	Texas Municipal Courts Assoc	60.00	TMCA dues-Henry
59687	9/27/2017	TX Child Support SDU	73.85	Child Support 1 PPE092317
59688	9/27/2017	Walmart Community	433.40	Monthly billing
59689	9/27/2017		100.00	James Lily-Deposit refund for WGP Pavilion
59690	9/27/2017	Betty Foster Public Library	716.75	Library books
59691	9/27/2017	Eddie Peacock, PLLC	1,815.00	Interim Support - 9/26 & 9/29
59692	9/27/2017	Half Associates, Inc.	7,877.65	Project 032758-Comprehensive Plan
59693	9/27/2017	John Glover	180.00	Health inspections
59694	9/27/2017	O'Reilly Auto Parts	8.37	Monthly billing
59715	9/29/2017	United Systems Technology, Inc	873.80	Multiple checking accounts-Asyst
59716	9/29/2017	Lake Dallas Hardware	452.27	Monthly billing
59717	9/29/2017	All Area Mech & Elec, Inc	166.25	Repairs at library
59718	9/29/2017	Ferguson Enterprises, Inc.	203.00	Supplies for broken water fountain
59795	9/29/2017	Atmos Energy	20.11	Monthly billing
59796	9/29/2017	Blue360 Media	192.65	Law update books & manuals
59797	9/29/2017	Express Car Wash	5.00	PD car wash
59798	9/29/2017	CenturyLink	1,061.87	Monthly billing
59799	9/29/2017	Ferguson Enterprises, Inc.	288.49	Faucet for city park restroom
59800	9/29/2017	Half Associates, Inc.	1,147.71	Project 032011-Main Street
	9/29/2017	Half Associates, Inc.	425.00	Project 31017
	9/29/2017	Half Associates, Inc.	3,706.44	Project 32011
59801	9/29/2017	IDEXX Distribution, Inc.	378.17	Vet supplies
59802	9/29/2017	Lake Cities Printing	73.00	48 hour stickers
59803	9/29/2017	Card Service Center	1,968.31	Monthly billing
59804	9/29/2017	Neofunds by Neopost	509.99	Postage
59805	9/29/2017	North Texas Polygraph Services	125.00	Polygraph examination
59806	9/29/2017	Primacare Medical Centers	135.00	Drug screen
59807	9/29/2017	Staples Advantage	83.99	Toner
59808	9/29/2017	Texas First Group	4,880.50	Interim City Manager-9/11-9/22
59809	9/29/2017	Texas Municipal Courts	100.00	Registration for TMCEC training
	9/29/2017	Texas Municipal Courts	200.00	TMCEC training for judge

City of Lake Dallas
Check/Voucher Register
From 9/1/2017 Through 9/30/2017

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
59810	9/29/2017	TMRS	23,762.17	TMRS for September 2017
59811	9/29/2017	Unifirst Holdings, L.P.	100.35	Uniform cleanings
59812	9/29/2017	United Site Services	165.00	Labor Day weekend
59813	9/29/2017	United Systems Technology, Inc	17,752.21	New accounting software
59814	9/29/2017	Zoetis	358.50	Vet supplies
Report Total			653,611.20	

**State of Texas
County of Denton
City of Lake Dallas**

The Lake Dallas City Council met in a regular meeting on October 12, 2017 in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Mayor-Pro Tem Nolan called the meeting to order at 7:01 p.m.

1. Roll Call

Andi Nolan	Mayor Pro-Tem
Megan Ray	Councilmember 1
Kathy Brownlee	Councilmember 2
Cheryl McClain	Councilmember 3
Charlie Price	Councilmember 4

Absent

Michael Barnhart	Mayor
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Staff Present: Interim City Manager John Cabrales, City Secretary Codi Delcambre, Public Works Manager Devin Shields, Library Director Joe Gunter, Administrative Assistant Donna Butler, City Attorney Kevin Lasher and Police Chief Carolla.

2. Invocation and Pledges of Allegiance

Mayor Pro-Tem Nolan led the invocation and the pledges.

3. Announcements & Special Recognitions

- A. Mayor Pro-Tem Nolan recognized the Lake Cities Boy Scout Troop 208
- B. City Manager's Report
 - 1. Main Street progress
 - 2. Clean Up Day
 - 3. Trunk or Treat – time changed to 4:30 pm to 8:00 pm
 - 4. Early voting
 - 5. SPAN

4. Citizen Agenda & Public Comments

Mayor Pro-Tem Andi Nolan opened the Visitors/Citizens Agenda.

No one spoke

Mayor Pro-Tem Andi Nolan closed the Visitors/Citizens Agenda.

5. Consider and Act on the Consent Agenda

- a. Approval of Minutes of the Minutes for September 28, 2017.

Motion to approve the September 28, 2017 minutes as amended to include future drainage discussion was made by Councilmember Ray and second by Councilmember Brownlee.

Ayes: Councilmembers Ray, McClain, Price, Nolan, and Brownlee

Noes: None

Motion Passed 5-0.

6. Received a report, held a discussion, and gave staff direction regarding tall grass and weeds, section 122-93 in the City Code of Ordinances.

Council received a presentation from Code Enforcement Officer Daniel Rusnak regarding the tall grass and weeds. No action was taken.

7. Received a report, held a discussion, and gave staff direction regarding the Conditions for Accessory uses (Section 122-83), and Exterior surfaces (Section 122-93) of the City Code of Ordinances.

Council received a presentation from Code Enforcement Officer Daniel Rusnak regarding the Conditions for Accessory uses (Section 122-83), and Exterior surfaces (Section 122-93) of the City Code of Ordinance.

Terry Landtrip 217 Main Street stated that you don't give a summons to appear in Court, you work with people. He stated the container is not a permanent structure. He stated that it is a temporary structure but remember I move slow and I don't know how long it will take to finish the project. He stated that no big developer are going to build here so you're going to have to deal with me.

Council directed staff to gather information from other cities relating to storage containers/PODS for residential and commercial uses.

8. Receive a report, held a discussion, and gave staff direction regarding the proposed land use charts and zoning map.

Council was concerned about some of the current uses allowed in certain zoning districts.

Kevin Lasher stated that the land use chart will be review as part of the Comprehensive Plan process. He stated that Comprehensive Plan process would help define the land use chart. He stated that the next Comprehensive Plan meeting was scheduled for October 24, 2017. Mr. Lasher stated that the Council should be adopting the Comprehensive Plan in January (2018).

9. Mayor & Council Member Announcements

Councilmember McClain:

- Prescription Drug take back day
- City calendar on website
- Hundley/Turberville street lights
- Boards & Policy
- Old property to Animal Shelter
- November and December Meetings

10. Adjournment

Mayor Pro-Tem Andi Nolan adjourned the meeting at 8:35p.m.

Approved:

Michael Barnhart, Mayor

Attest:

Codi Delcambre, City Secretary



B. Terry also asked we add the word "B.

AGENDA ITEM 6

CITY COUNCIL
AGENDA MEMO

Prepared By: Kevin Lasher, AICP, Director of Development Services

October 26, 2017

Conduct a public hearing, consider and act on an Ordinance to change the zoning designation for 0.989 acres of land described as Lots 7 and 8, Gotcher Addition from R-1-6000 Single Family Dwelling District to a Planned Development (PD) District for all uses permitted in the R-1-6000 Single Family Dwelling District with the inclusion of a single-family dwelling district for miniature, transportable housing defined as a Tiny House Park. (Case ZN170501)

DESCRIPTION:

Conduct a public hearing, consider and act on an Ordinance to change the zoning designation for 0.989 acres of land described as Lots 7 and 8, Gotcher Addition from R-1-6000 Single Family Dwelling District to a Planned Development (PD) District for all uses permitted in the R-1-6000 Single Family Dwelling District with the inclusion of a single-family dwelling district for miniature, transportable housing defined as a Tiny House Park. The Property is more commonly known as 206 Gotcher Avenue. The applicant is Terry Lantrip. (Case ZN170501)

BACKGROUND INFORMATION:

Mr. Terry Lantrip, owner of the subject property, is seeking to rezone the property to a Planned Development district to accommodate and new type of land use: a **"tiny house park"**. Although there exists no uniform definition for a "tiny house", it is generally characterized as a: *"Diminutive or miniature structure designed as a dwelling unit for human occupation that is transportable from one location to another."* The definition of what is diminutive or miniature as related to housing is loosely defined. The Lake Dallas Code of Ordinances specifies unit sizes for various classifications of single family homes that range from 1,200 SF (R-1-6000) to 2,500 SF (R-1-10000). In the Unites States, tiny home units are generally considered to be within a range of 135 SF to 1,080 SF in size. (See <http://tinyhousecommunity.com/faq.htm#what>)

The applicant is proposing a 13-unit tiny home park with unit sizes ranging from 100 SF to 400 SF. Each unit would be stationed on a lease pad (or lot). Lot sizes would range from 800 SF to 1,000 SF. The facility would include a gravel parking area, storage buildings and a community picnic area. Most of the units would have wheels, but will be equipped with skirting to hide the wheels from view. A typical unit would be a minimum of 7-feet wide, with a depth that would range between 12 to 40 feet long.

A lack of recognition of tiny houses in the International Residential Code (IRC) appears to have impacted the speed by which tiny home communities have spread within municipalities. Very few municipal ordinances have been produced addressing this new type of land use. According to the Tiny House Alliance (see <http://www.tinyhousecommunity.com/alliance.htm>), the increase in popularity of tiny houses, and particularly the rapid increase in the number of both

amateur and professional builders, has led to concerns regarding safety among tiny house professionals. In October of 2016, the International Code Council (ICC) addressed this issue by developing and adopting the tiny house appendix (public comment report RB168-16). As a result, a tiny house specific appendix (Appendix V) will be part of the 2018 International Residential Code (IRC), allowing builders and owners to receive a Certificate of Occupancy (CO) for their tiny house when built to meet the provisions of the adopted code appendix. Staff is recommending that Appendix V be adopted as a part of this Planned Development. This appendix is included in **Exhibit “C”** in the attached draft ordinance.

This same zoning proposal was presented by the applicant back in December 2016 as an SUP request. No formal action was taken at that time, but several issues were identified when compared to existing adopted plans for the downtown area:

- The Downtown Overlay District (Division 3 of the City Code), Section 122-679 (19) prohibits any mobile or manufactured homes within this district. *(The applicant feels a “tiny home” community does not fit the definition of a mobile or manufactured home community.)*
- Section 62-2 of the Lake Dallas Municipal Code states: “No manufactured home or house trailer shall be placed, parked or permitted for residential purposes upon any land within the city limits other than an existing manufactured home park.” *(The applicant further feels a “tiny home” community does not fit the definition of a manufactured home community.)*
- Sections 122-602 and 122-603 of the zoning code regulating commercial mobile home parks states, “No person shall operate a commercial manufactured home park within the territorial limits of the city without complying with this entire article. Only those commercial manufactured home parks existing at the time of this passage of the ordinance codified in this section are allowed within the city.” This ordinance was adopted on 3/23/2006. *(As well, the applicant feels a “tiny home” community does not fit the definition of a commercial manufactured home community.)*

Section 2.C.6.c. of the attached draft ordinance would prohibit recreational vehicles, manufactured homes and mobile homes, as defined in Chapter 122 of the Code of Ordinances, as dwelling units within the Tiny House Park.

The applicant has submitted a site-specific plan that shows fire lane access, locations of green space and open space lots, lot dimensions, location of amenities and existing fire hydrants, and a new sanitary sewer extension into the property. This site plan is included as **Exhibit “B”** in the attached draft ordinance.

Site amenities will include the following elements.

- A washateria for tenant occupants only.
- Gravel parking areas with a six-inch deep gravel topping over an engineered and compacted sub-base.
- A 25-foot wide fire lane paved with a cellular concrete, grass-crete paving system engineered to accommodate the weight of a 65,000-pound fire truck and associated apparatus.
- A tenant storage area composed of smaller storage buildings with the maximum size of eight feet (8.0') in depth, six feet (6.0') in width (8.0' X 6.0'), and seven feet (7.0') in height. These would be permitted at the location shown in the Exhibit "B."
- A centralized common open space containing a public lawn, communal vegetable garden, patios, plazas, picnic areas and related furniture and equipment.
- A vegetative screen will be installed along all property lines that are not penetrated by a driveway or access easement. This screen will consist of a hedgerow of evergreen shrubs, of a variety that will normally grow to a height of six feet at maturity. Existing trees located along these property lines would be credited to the Vegetative Screen requirement. Tree protection requirements would be enforced during the construction period.

ADJACENT ZONING AND LAND USE:

DIRECTION	ZONING	EXISTING USE
<i>Subject Property</i>	<i>R-1-6000 Single Family</i>	<i>Predominantly vacant with one (un-occupied) single family dwelling.</i>
North	<i>C-1 Commercial District.</i>	Commercial Buildings.
South	<i>C-1 Commercial District / Downtown Overlay.</i>	Legal Non-Conforming Single-Family Dwellings.
West	R-1-6000 Single Family.	Single-Family Dwellings.
East	R-1-6000 Single Family & C-1 Commercial/Downtown Overlay.	Predominantly vacant w/ scattered single family dwellings and a church.

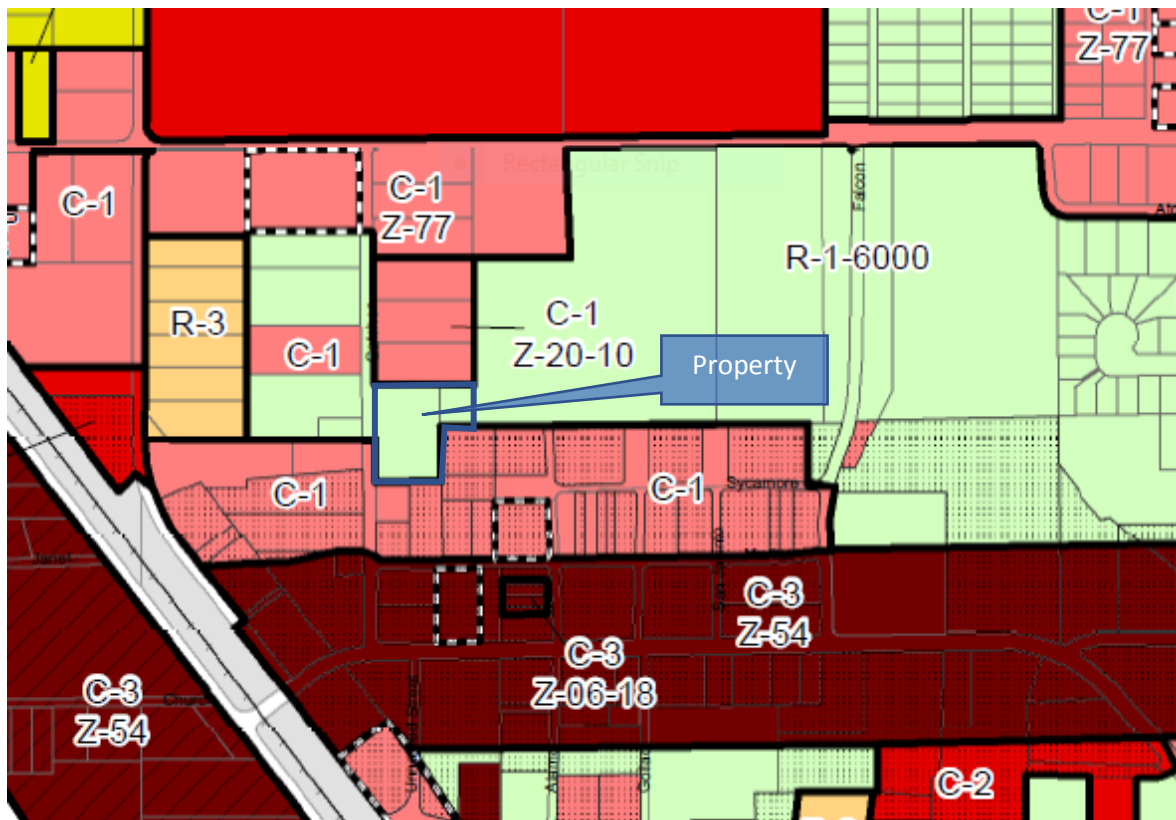
FINANCIAL CONSIDERATION: N/A

ATTACHMENT 2 - Draft Ordinance

ATTACHMENT 1 – Zoning Map

Legend

	R-1-10000 Single Family		C-1 Retail		Lake Dallas City Limits
	R-1-7200 Single Family		C-2 Commercial		35 Development District
	R-1-6000 Single Family		C-3 Commercial		Downtown Overlay
	R-1-4000 Manufactured Home		M-1 Light Industrial		
	R-1-4000C Commercial Manufactured Home		MA Marina		
	R-2 Two Family		PD Planned Development		
	R-3 Multi Family				



City of Lake Dallas, Texas
ORDINANCE NO. 2017-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE CITY OF LAKE DALLAS ZONING MAP RELATING TO THE USE AND DEVELOPMENT OF LOTS 7 AND 8, GOTCHER ADDITION FROM R-1-6000 SINGLE FAMILY DWELLING DISTRICT TO A PLANNED DEVELOPMENT (PD) DISTRICT FOR ALL USES PERMITTED IN THE R-1-6000 SINGLE FAMILY DWELLING DISTRICT WITH THE INCLUSION OF A SINGLE-FAMILY DWELLING DISTRICT FOR MINIATURE, TRANSPORTABLE HOUSING (TINY HOUSE PARK) ADOPTING DEVELOPMENT REGULATIONS; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Lake Dallas, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of Lake Dallas, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the 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 Zoning Map of the City of Lake Dallas, Texas, as previously amended, should be further amended.

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

SECTION 1. CHANGE OF ZONING CLASSIFICATION

The Zoning Map of the City of Lake Dallas, Texas, as previously amended, be further amended relating to the use and development of Lots 7 and 8, Gotcher Addition (commonly known as 206 Gotcher) with boundaries depicted on **Exhibit "A"** attached hereto and incorporated herein by reference ("the Property") from R-1-6000 Single Family Dwelling District to a Planned Development (PD) District with base zoning of R-1-6000 Single Family Dwelling District including a use for Single-Family Dwelling District for Miniature, Transportable Housing (Tiny House Park) subject to the development and use regulations set forth in Section 2 of this ordinance.

SECTION 2. LAND USE AND DEVELOPMENT STANDARDS. The Property shall be developed and used in accordance with the applicable provisions of the R-1-6000 Single Family Dwelling District as set forth in Code of Ordinances, Chapter 122, as amended, ("Zoning Regulations") except to the extent modified as follows:

- A. "Tiny House Park":** For purposes of this Ordinance, the phrase "Tiny House Park" means a unified development located on the Property configured as a single, undivided lot but on which individual lease pads designated on the Development Plan (hereafter "Pads"),

along with common areas and open spaces area established, on which Pads privately owned Tiny Houses may be placed

- B. **Development Plan:** The arrangement of Pads and Tiny Houses on the Property shall be substantially as shown on the Development Plan in **Exhibit “B,”** attached hereto and incorporated herein by reference (“Development Plan”). In no case shall the number of Pads located on the Property exceed thirteen (13).
- C. **“Tiny House” Defined; Size and Construction Standards:** For purposes of this Ordinance, a “Tiny House” is defined as a principal residential dwelling that has a square footage of no less than one hundred (100) square feet and no greater than four hundred (400) square feet, with said dwelling being structurally attached to a transportable chassis, with or without a permanent foundation, capable of being connected to available utilities including plumbing (water and sewer service), mechanical, natural gas, communications, and electrical systems. Tiny Houses constructed or otherwise located on the Property shall be subject to the following:
1. **Minimum Unit Size:** Each Tiny House shall have a minimum gross floor area of not less than one hundred (100) square feet.
 2. **Minimum Sleeping Room Size:** In every Tiny House of two or more rooms, every room occupied for sleeping purposes by one occupant shall contain at least thirty-five (35) square feet of floor space.
 3. **Width:** Each Tiny House must measure not less than seven feet (7.0’) and not greater than eight and one-half feet (8.5’) in width.
 4. **Depth:** Each Tiny House must measure not less than twelve feet (12’) and not greater than forty feet (40’) in length.
 5. **Construction Standards:** In addition to the regulations set forth in this Ordinance, every Tiny House located on the Property, whether constructed on the Property on a permanent foundation or constructed off-site and transported to the Property, shall, at the time of application for a building permit or, if not building permit is required, certificate of occupancy, be constructed in accordance with:
 - a. all construction codes relating to residential dwelling units enacted by the City of Lake Dallas that are deemed to be applicable to the structural stability and life safety requirements for a Tiny House as determined by the Building Official or designee; and
 - b. Appendix V, Tiny Houses to the International Residential Code, as approved by the International Code Council (ICC) in response to Public Comment File RB168-16, as may be amended from time to time, a copy of

which is attached hereto as **Exhibit “C”** and incorporated herein by reference.

6. Foundation Platforms: Tiny Houses located on the Property shall be constructed with one of the following foundation platforms:

- a. Mobile, or wheeled, platforms shall be permitted in the form of a trailer vehicle that is registered with the Texas Department of Motor Vehicles (TxDMV). Such dwellings may be towed in-place by means of bumper hitch, frame-towing hitch, fifth-wheel connection, gooseneck type, or other approved towing method.

(1) All Tiny Houses with mobile or wheeled platforms shall be:

- (a) tied down to the ground or pad with an auger/ground anchors when located on a Pad; and
 - (b) constructed with fire-resistant skirting, with the necessary vents, screens, and/or openings that is installed within thirty (30) days after placement of the Tiny House on the Pad.
- b. Conventional foundation platforms, such concrete slab on-grade, pier and beam, perimeter grade beam, and similar permanent foundation types shall be permitted, with such foundations being certified by a registered professional structural engineer as a condition of securing building permit approval.
- c. Recreational vehicles, manufactured homes and mobile homes, as defined in the Zoning Regulations shall be prohibited as dwelling units within the Tiny House Park.

7. Pad Requirements:

- a. **Area:** Each Pad shall have an area of not be less than eight hundred (800) square feet and not greater than one thousand (1,000) square feet.
- b. **Coverage:** Maximum coverage of a Tiny House located on a Pad shall not exceed forty-five percent (45%) of the Pad area. Porches and other additions to the Tiny House shall not exceed twenty percent (20%) of the Pad area.
- c. **Width:** Each Pad shall not be less than twenty feet (20') wide and not greater than thirty feet (30') wide.

- d. **Depth**: Each Pad shall be not less than thirty-seven feet (37') in depth and not greater than one hundred feet (100') in depth.

8. Setbacks:

- a. **Common parking areas and adjoining property lines**: When located on a Pad, a Tiny House shall be setback not less than five feet (5.0') from any common area designated and used for parking and the property line of the Property; provided, however, porches, awnings and other additions attached to the Tiny House may project a distance of not greater than an additional three feet (3.0') beyond the foregoing setback.
- b. **Common areas and adjoining Pads**: When located on a Pad, a Tiny House shall be setback not less than ten feet (10.0') from the common line between said Pad and an adjacent Pad.

D. Amenities for Tiny House Park: The Tiny House Park shall contain the following common area amenities and facilities, all of which shall be completed and made operational prior to the issuance of the initial Certificate of Occupancy (CO) for the first Tiny House to be located on the Property:

- 1. A centralized common open space area shall be provided substantially as shown on the Development Plan and shall include a public lawn, communal vegetable garden, patios, plazas, picnic areas and related furniture and equipment, and scenic viewing areas.
- 2. Common open space area shall be provided at a ratio of not less than two hundred (200) square feet of open space per each Pad developed on the Property.
- 3. All Tiny Houses shall be adjoining the perimeter boundary of the designated common open space area.
- 4. The common open space area shall not be located inside a storm water detention/retention area, wetland, stream, floodway, or required landscaped buffer area.
- 5. A self-service laundry facility (washateria) shall be provided within the Property for the exclusive use of the residents of the Tiny House Park.
- 6. Small storage buildings, with the maximum size of eight feet (8.0') in depth, six feet (6.0') in width (8.0' X 6.0'), and seven feet (7.0') in height, shall be permitted at the location shown in **Exhibit "B."**

- a. No more than one such storage building shall be permitted per dwelling.
- b. The storage building shall be constructed of similar exterior building materials as used on the Tiny House.
- c. A building permit shall be required for each storage building constructed.
- d. Each individual storage building shall be painted and finished in a similar color and wall texture to collectively present a unified visual appearance.
- e. A three foot (3.0') wide landscaped buffer shall be provided adjacent to the storage building areas at the located shown in **Exhibit "B."** The landscaped buffer shall be planted with similar shrubs and vegetation as required in Section 2.F.1. of this Ordinance.
- f. A six foot (6.0') high wood or vinyl fence, painted and finished in a similar color and surface texture to collectively present a unified visual appearance, shall be permitted within the landscaped buffer.

E. Access and Parking:

- 1. Parking spaces shall be provided at a ratio of not less than two (2) spaces for each Pad developed on the Property.
- 2. All designated parking areas shall be paved with a decomposed gravel or coarse gravel surface with a minimum depth of six-inches (6") spread across a compacted and stabilized sub base as approved by the City Engineer, or designee, with such approval to be secured in writing prior to the issuance of a building permit or certificate of occupancy for the first Tiny House located on the Property.
- 3. All designated fire lanes shall be paved in either concrete, asphalt, or with a cellular paving grid system with a grass sod cover (grass-crete type) engineered to accommodate the weight of a 65,000-pound fire truck and associated apparatus. Said paving grid system shall be installed upon a compacted and stabilized sub base as approved by the City Engineer, or designee, with such approval to be secured in writing prior to the issuance of a building permit or certificate of occupancy for the first Tiny House located on the Property.

F. Screening and Fencing: Prior to issuance of the first certificate of occupancy for any building constructed on the Property (whether a Tiny House or other building), a hedgerow of evergreen shrubs, of a variety that will normally grow to a height of six feet (6.0') or greater, shall be planted along all property lines of the Property, save-and-except for driveways and access openings subject to the following:

1. All plants shall have a minimum height at the time of planting of one-half of the required screening height, and shall be irrigated by means of a sprinkler system, or other water system adequate to sustain the health of said evergreen shrubs as determined by the Director of Community Development or designee.
 2. Screening requirement. Tree protection requirements shall be enforced during the construction period in accordance with Article XXII, Division 3, of the Lake Dallas Code of Ordinances, as amended.
- G. **Tree Preservation:** No building permit for any building to be constructed on the Property (or any certificate of occupancy, if no building permit is required) shall be issued until a Tree Preservation Permit is obtained by making application in accordance with the requirements established in Article XXII, Division 3, of the Lake Dallas Code of Ordinances, as amended.
- H. **Property Maintenance Required.** A centralized property management entity shall be created to enforce the restrictions contained in this ordinance and to maintain required centralized common open space areas, screening walls and buffers, parking areas, sidewalks, landscaping, signage, common irrigation and other common areas within the Property.
- I. **Tiny House Maintenance.** All Tiny Houses and the Pads shall be maintained in accordance with all applicable property maintenance regulations adopted by the City. Skirting, porches, awnings and other additions, when installed on a Tiny House, shall be maintained in good repair.
- J. **Certificate of Occupancy Required.** No Tiny House constructed or placed on the Property may be occupied as a dwelling unit or for any other purpose until a certificate of occupancy has been granted by the City authorizing commencement of the Tiny House for such use. The foregoing sentence shall apply whether or not a building permit is required to be issued with respect to construction of the Tiny House.

SECTION 3. CONFLICTS. To the extent of any irreconcilable conflict with the provisions of this Ordinance and other ordinances of the City of Lake Dallas governing the use and development of the Property which are not expressly amended by this Ordinance, the provisions of this Ordinance shall be controlling. In the event there is an irreconcilable conflict within the text of this Ordinance, including any exhibits attached hereto, relating to the applicable standard to be enforced with respect to development of the Property, the strictest standard shall be controlling unless the City Council determines by approval of a motion or resolution that the less stringent standard is to apply.

SECTION 4. SEVERABILITY CLAUSE. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Lake Dallas Code of Ordinances, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the

remaining portions of said ordinance or the Lake Dallas Code of Ordinances, as amended hereby, which shall remain in full force and effect.

SECTION 5. SAVINGS CLAUSE. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Lake Dallas Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

SECTION 6. PENALTY. Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed Two Thousand Dollars (\$2,000) and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective from and after the date of its passage and final publication in accordance with the Charter of the City of Lake Dallas and/or applicable state law and it is accordingly so ordained.

PASSED AND APPROVED this the ____ day of _____, 2017.

Michael Barnhart, Mayor

ATTEST:

APPROVED AS TO FORM:

Codi Delcambre, City Secretary

Kevin B. Laughlin, City Attorney
(kbl:10/19/17:91775)

Exhibit "A"

The Property

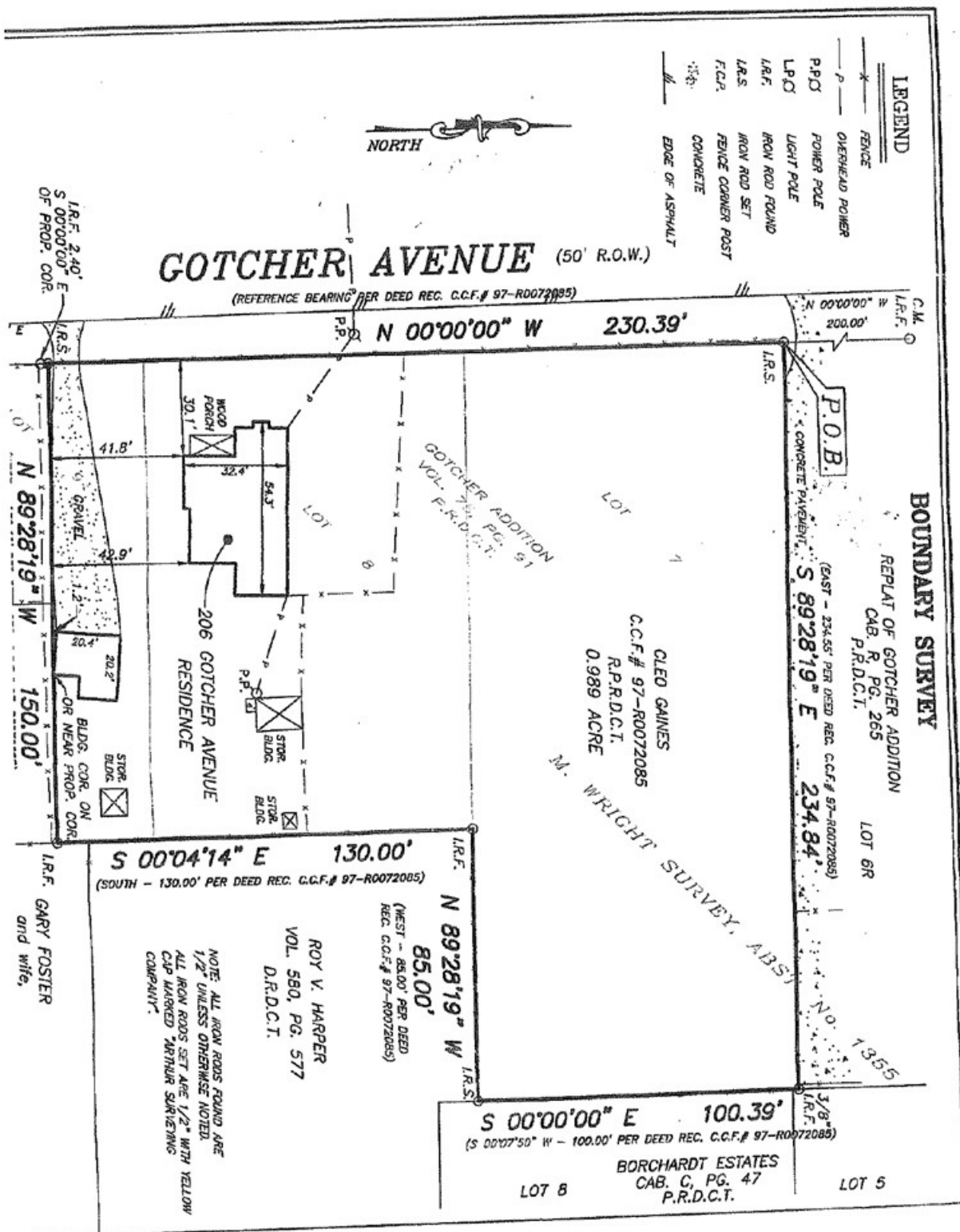


Exhibit "B"
Development Plan

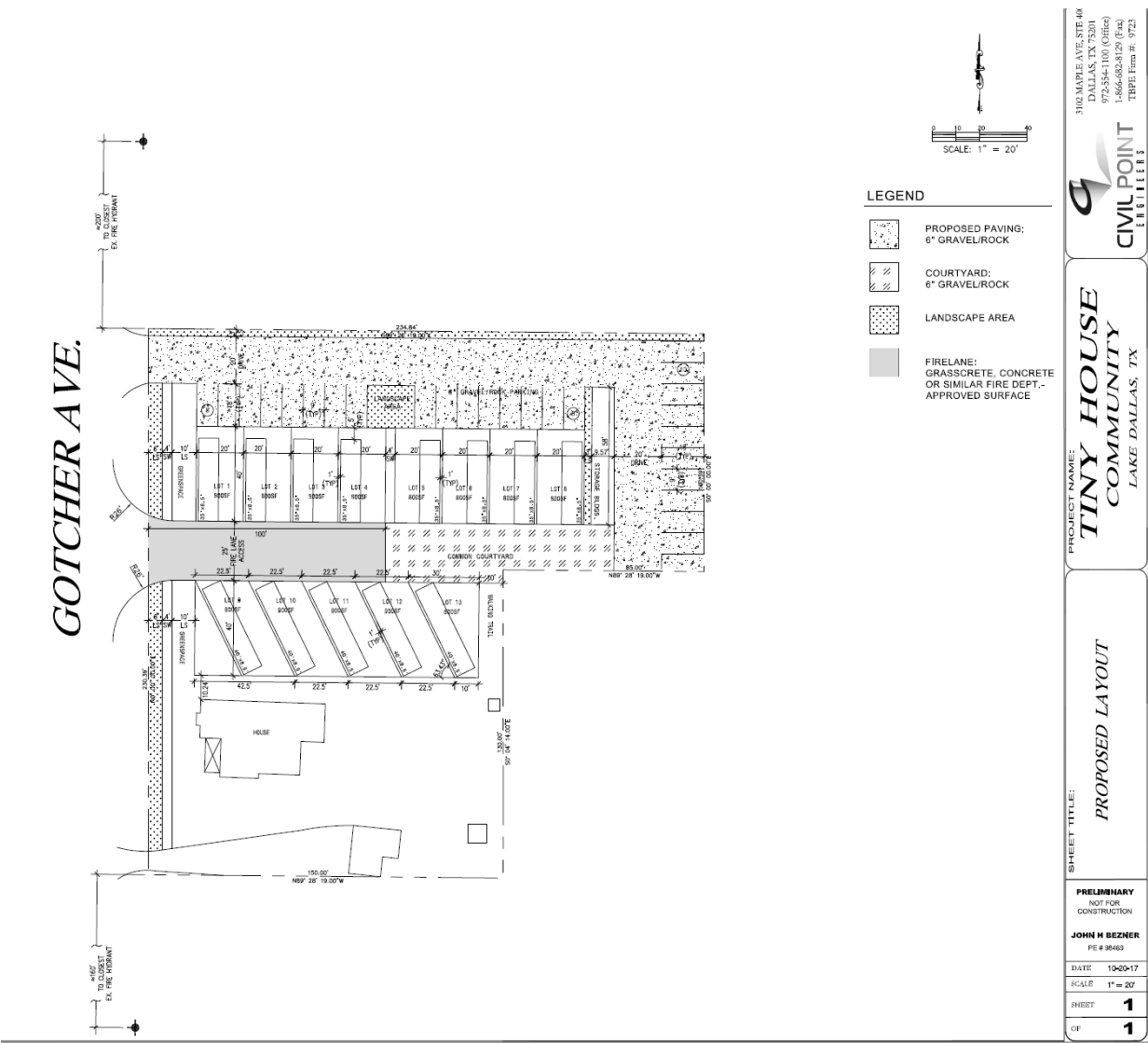


Exhibit “C”
Appendix V, Tiny Houses to the International Residential Code,
as approved by the International Code Council (ICC)

**APPENDIX V TINY
HOUSES**

**SECTION AV101
GENERAL**

AV101.1 Scope. This appendix shall be applicable to *tiny houses* used as single *dwelling units*. *Tiny houses* shall comply with the *International Residential Code* except as otherwise stated in this appendix.

**SECTION AV102
DEFINITIONS**

AV102.1 General. The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of the *International Residential Code* for general definitions.

EGRESS ROOF ACCESS WINDOW. A skylight or roof window designed and installed to satisfy the *emergency escape and rescue opening* requirements in Section R310.2.

LANDING PLATFORM. A landing measuring two treads deep and two risers tall, provided as the top step of a stairway accessing a *loft*.

LOFT. Any floor level located above the main floor and open to it on at least one side, with a *ceiling height* less than 6 feet 8 inches (2032 mm), complying with the area, access, and guard requirements of Section AV104, and used as a living or sleeping space.

TINY HOUSE. A *dwelling* which is 400 or less square feet (37 m²) in floor area excluding *lofts*.

**SECTION AV103 CEILING
HEIGHT**

AV103.1 Minimum ceiling height. *Habitable space* and hallways in *tiny houses* shall have a *ceiling height* not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms, and kitchens shall have a *ceiling height* not less than 6 feet 4 inches (1930 mm). No obstructions shall extend below these minimum ceiling heights including beams, girders, ducts, lighting, or other obstructions.

Exception: *Ceiling heights* in *lofts* are permitted to be less than 6 foot 8 inches (2032 mm).

SECTION AV104 LOFTS

AV104.1 Minimum loft areas. *Lofts* used as a sleeping or living space shall meet the minimum area and dimension requirements of Sections AV104.1.1 through AV104.1.3.

AV104.1.1 Minimum area. *Lofts* shall have a floor area of not less than 35 square feet (3.25 m²)

AV104.1.2 Minimum dimensions. *Lofts* shall be not less than 5 feet (1524 mm) in any horizontal dimension.

AV104.1.3 Height effect on loft area. Portions of a *loft* with a sloping ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.

Exception: Under gable roofs with a minimum slope of 6:12, portions of a *loft* with a sloping ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.

AV104.2 Loft access. The access to and primary egress from *lofts* shall be of any type described in Sections AV104.2.1 through AV104.2.4

AV104.2.1 Stairways. Stairways accessing *lofts* shall comply with this code or with Sections AV104.2.1.1 through AV104.2.1.5

AV104.2.1.1 Width. Stairways accessing a *loft* shall not be less than 17 inches (432 mm) in clear width at all points at or above the permitted handrail height. The minimum width below the handrail shall not be less than 20 inches (508 mm).

AV104.2.1.2 Headroom. The headroom in stairways accessing a *loft* shall not be less than 6 feet 2 inches (1880 mm) measured vertically from the sloped line connecting the tread nosings in the middle of the tread width.

Exception: The headroom for *landing platforms* shall not be less than 4 feet 6 inches (1372 mm).

AV.104.2.1.3 Treads and Risers. Risers for stairs accessing a *loft* shall be a minimum of 7 inches (178 mm) and a maximum of 12 inches (305 mm). Tread depth and riser height shall be calculated with the following formulas:

$$\begin{aligned} \text{Tread depth} &= 20 \text{ inches (508 mm) minus } \frac{4}{3} \text{ riser height} \\ &\text{OR} \\ \text{Riser height} &= 15 \text{ inches (381 mm) minus } \frac{3}{4} \text{ tread depth} \end{aligned}$$

Exception: *Landing platforms* shall measure two treads deep and two risers tall.

AV104.2.1.4 Handrails. Handrails shall comply with Section R311.7.8.

AV104.2.1.5 Stairway guards. *Guards* at open sides of stairways shall comply with Section R312.1.

AV104.2.2 Ladders. Ladders accessing *lofts* shall comply with Sections AV104.2.2.1 and AV104.2.2.2

AV104.2.2.1 Size and capacity. Ladders accessing *lofts* shall have 12 inches (305 mm) minimum rung width and 10 inches (254 mm) to 14 inch (356 mm) spacing between rungs.

Ladders shall be capable of supporting a 200 pound (75 kg) load on any rung. Rung spacing shall be uniform within 3/8-inch (9.5 mm).

AV104.2.2.2 Incline. Ladders shall be installed at 70 to 80 degrees from horizontal.

AV104.2.3 Alternating tread devices. *Alternating tread devices* accessing *lofts* shall comply with Sections R311.7.11.1 and R311.7.11.2. The clear width at and below the handrails shall be not less than 20 inches (508 mm).

AV104.2.4 Ships ladders. *Ships ladders* accessing *lofts* shall comply with Sections R311.7.12.1 and R311.7.12.2. The clear width at and below the handrails shall be not less than 20 inches (508 mm).

AV104.3 Loft guards. Loft *guards* shall be located along the open side(s) of *lofts* located more than 30 inches (762 mm) above the main floor. Loft *guards* shall be not less than 36 inches (914 mm) in height or one-half the clear height to the ceiling, whichever is less.

SECTION AV105 EMERGENCY ESCAPE AND RESCUE OPENINGS

AV105.1 General. *Tiny houses* shall meet the requirements of Section R310 for *emergency escape and rescue openings*.

Exception: *Egress roof access windows* in *lofts* used as sleeping rooms shall be deemed to meet the requirements of Section R310 where installed with the bottom of their opening no more than 44 inches (1118 mm) above the loft floor.



**CITY COUNCIL
AGENDA MEMO**

AGENDA ITEM 7

Prepared By: Kevin Lasher, AICP, Director of Development Services

October 26, 2017

Conduct a public hearing, consider and act on an Ordinance to change the zoning designation for 0.333 acres of land out of the Wright Survey, Abstract No. 1335, from C-2 Commercial District to an R-2 Two-Family Dwelling District. (Case ZN170801)

DESCRIPTION:

The applicant is seeking a zoning change from C-2 Commercial District to an R-2 Two-Family Dwelling District for the purpose of constructing a 3,400 square foot duplex residence on an approximate 14,505 square foot lot. Each unit would contain 1,700 square feet. The Property is more commonly known as 460 Main Street, being situated on the west side of Main Street, north of Betchan Drive. The applicant is Craig Chapin.

BACKGROUND INFORMATION:

Although the property is addressed off of Main Street, access to the site is from an asphalt paved road on property owned by Century Telephone of Lake Dallas (Century Link). The applicant has supplied a copy of a "Perpetual Easement and Right-of-Way to the Lake Dallas Municipal Utility Authority that was recorded in September of 1968 (Volume 00571, Page 503, Denton County). This easement provides for both underground utilities and vehicular access to this and neighboring properties. No new access routes or utility easements are being proposed for the proposed duplex development.

It is further noted that the property's address of 460 Main Street is also being utilized for the Falcon (self-serve) car wash facility to the north. The subject property will therefore need to be readdressed at time of building permit submittal to circumvent confusion with emergency response providers.

A comparison of development standards between the C-2 and R-2 districts are shown below. The R-2 district permits both duplex and single family detached dwellings. The applicant has indicated their intention to develop the property in strict accordance with the development standards established for the R-2 district.

DEVELOPMENT STANDARD	EXISTING C-2 COMMERCIAL DISTRICT	PROPOSED R-2 RESIDENTIAL DISTRICT
FRONT YARD SETBACK	25 FT	25 FT
SIDE YARD	10 FT	15 FT
REAR YARD SETBACK	25 FT	30 FT

LOT AREA	7,000 SF	3,600 SF DUPLEX 7,200 SF SINGLE
LOT WIDTH	60 FT	60 FT
LOT DEPTH	90 FT	100 FT
LOT COVERAGE	50%	N/A
PARKING	1 SPACE / 200 SF OF BUILDING	2 ENCLOSED OFF-STREET SPACES FOR EACH DWELLING
BLDG. HEIGHT	50 FT	50 Ft
MASONRY REQUIREMENT	80%	80%
BUILDING AREA	N/A	1,200 SF Each Unit

ADJACENT ZONING AND LAND USE:

DIRECTION	ZONING	EXISTING USE
Subject Property	<i>C-2 Commercial District</i>	<i>Vacant 14,505 SF Lot</i>
North	<i>C-2 Commercial District & Downtown Overlay.</i>	Falcon (self-serve) Car Wash
South	<i>R-1-6000 Single Family District</i>	Single-Family Dwelling on a 55,000 SF lot.
West	<i>R-1-6000 Single Family District</i>	Single-Family Dwelling on an 18,000 SF lot.
East	<i>R-1-6000 Single Family District</i>	Single-Family Dwelling on a 13,000 SF lot.

BOARD/CITIZEN INPUT:

Written notices of this rezoning application was mailed to all real property owners who own property within 200 feet of the subject site. No correspondence or letters indicating support or opposition to this request have been received by staff.

FINANCIAL CONSIDERATION: N/A

RECOMMENDED MOTION:

That the City Council approve of this Ordinance to change the zoning designation for 0.333 acres of land out of the Wright Survey, Abstract No. 1335, from C-2 Commercial District to an R-2 Two-Family Dwelling District. (Case ZN170801)

ATTACHMENTS:

1. Location Map
2. Zoning Map
3. Draft Ordinance

Attachment 1. - Location Map



460 Main, Property ID 62350

460 Main, Property ID 62350

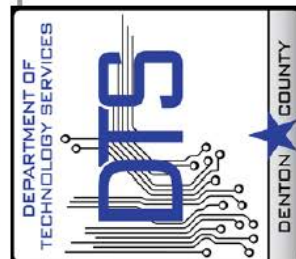


<http://gis.dentoncounty.com>



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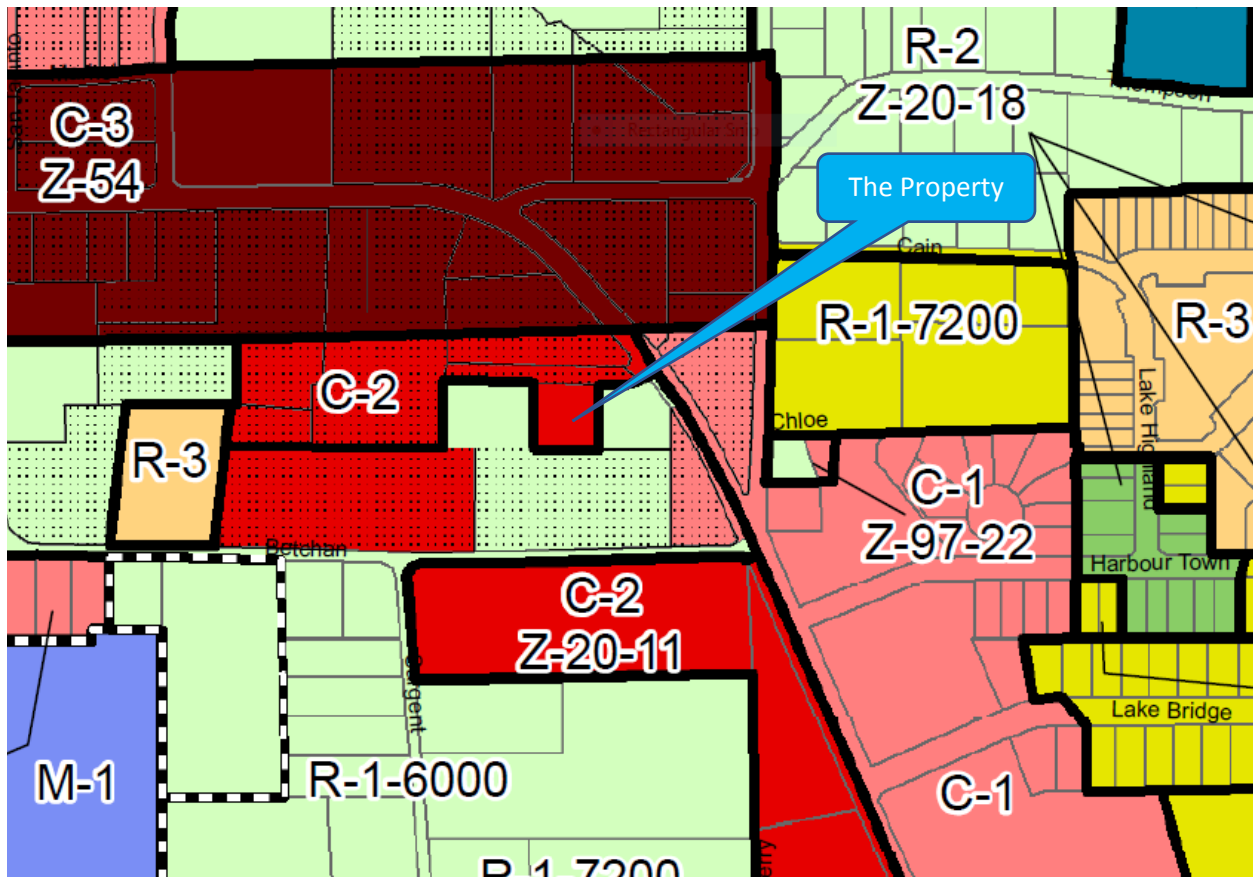
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Attachment 2. – Zoning Map

Legend

 R-1-10000 Single Family	 C-1 Retail	 Lake Dallas City Limits
 R-1-7200 Single Family	 C-2 Commercial	 35 Development District
 R-1-6000 Single Family	 C-3 Commercial	 Downtown Overlay
 R-1-4000 Manufactured Home	 M-1 Light Industrial	
 R-1-4000C Commercial Manufactured Home	 MA Marina	
 R-2 Two Family	 PD Planned Development	
 R-3 Multi Family		



Attachment 3. – Draft Ordinance

ORDINANCE NO. 2017-XX

AN ORDINANCE OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF LAKE DALLAS, TEXAS, AS PREVIOUSLY AMENDED, BY CHANGING THE ZONING REGULATIONS GOVERNING THE DEVELOPMENT AND USE OF 0.333± ACRES OUT OF THE WRIGHT SURVEY, ABSTRACT NO. 1335, AS DESCRIBED IN EXHIBIT “A” ATTACHED HERETO, (MORE COMMONLY KNOWN AS 460 MAIN STREET) FROM C-2 COMMERCIAL DISTRICT TO AN R-2 TWO-FAMILY DWELLING DISTRICT; 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.

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, as previously amended, are hereby further amended by changing the zoning regulations governing the use and development of the 0.333± acres out of the Wright Survey, Abstract No. 1335, described in Exhibit “A” attached hereto and incorporated herein by reference (“the Property”) (more commonly known as 460 Main Street), from C-2 Commercial District to an R-2 Two-Family Dwelling District.

SECTION 2.

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 3.

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 4.

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 5.

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 6.

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 26th day of October, 2017

Michael Barnhart, Mayor

ATTEST:

APPROVED AS TO FORM:

Codi Delcambre, TRMC
City Secretary

Kevin B. Laughlin, City Attorney
(kbl:10/5/17:91488)

ORDINANCE NO. 2017-XX

EXHIBIT "A"

(Page 1 of 2)

Property Description

(Awaiting Metes-n-Bounds Description from Applicant)

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Denton County does not guarantee the correctness or accuracy of any features on this product and assumes no responsibility in connection therewith. This product may be revised at any time without notification to any user.

460 Main, Property ID 62350

460 Main, Property ID 62350

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Landmark GIS © Denton County

DEPARTMENT OF TECHNOLOGY SERVICES

DTS

DENTON COUNTY

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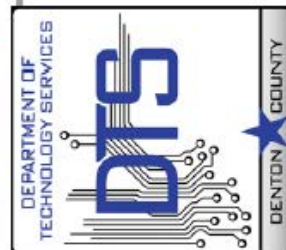


460 Main, Property ID 62350

460 Main, Property ID 62350



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**CITY COUNCIL
AGENDA MEMO**

Prepared By: Daniel Carolla, Chief of Police

October 26, 2017

Waiving Vendor Permit and Health Permit Fees for Trunk or Treat

DESCRIPTION:

Consider approval of a Resolution authorizing the waiver of vendor permit fees and health permit fees for vendors participating in the City of Lake Dallas sponsored Trunk or Treat event on October 31st, 2017; discuss the overall monetary expenditures that will be required by the City of Lake Dallas.

BACKGROUND INFORMATION:

The City of Lake Dallas sponsors a yearly Trunk or Treat community event. This year's event will be held on October 31st, and the City partnered with community stakeholders to plan an event that will bring more value to the community. Vendors will be allowed to participate at the three dedicated Trunk or Treat sites.

Vendors will be required to apply for appropriate permits and pay associated fees. Staff is recommending that vendors follow the application process, but that the fees be waived since the City is co-sponsoring this event. The City Council can waive the collection of fees if it finds that it is in the public interest to waive the fees that would otherwise be collected from certain vendors and other participants in the Event.

Vendor and health permit fees are one portion of the total economic impact that this event will have to the City of Lake Dallas. Other areas of impact include overtime costs for City employees and rentals for equipment used during the event.

FINANCIAL CONSIDERATION:

A vendor application fee is \$25.00 for one day. A temporary health permit fee is \$15.00 for one day. The overall economic impact caused by City employee labor and equipment rentals are estimated at \$1625.00.

RECOMMENDED MOTIONS:

I move to approve/deny a Resolution authorizing the waiver of vendor permit fees and health permit fees for vendors participating in the City of Lake Dallas sponsored Trunk or Treat event on October 31st, 2017.

ATTACHMENT(S):

Resolution

Vendor Application

Health Permit Application

Trunk or Treat 2017 Estimated Costs	
<u>In Kind</u>	
Police	\$553.66
Public Works	\$303.90
Animal Control	\$137.02
Library	\$19.00
Code Enforcement	\$85.68
TOTAL	\$1,099.26
<u>Out-of-Pocket</u>	
Portable Toilets	\$295.00
Portable Lighting	\$180.00
Candy	\$50.00
TOTAL	\$525.00
Total Impact to the City	\$1,624.26

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 10262017- _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS,
TEXAS, WAIVING COLLECTION OF FEES FOR 2017 TRUNK OR TREAT
EVENT; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City Council has agreed to participate and co-sponsor the 2017 Trunk or Treat community event to be held on October 31, 2017 ("the Event");

WHEREAS, the City Council of the City of Lake Dallas finds it to be in public interest to waive the collection of certain fees that would otherwise be collected from certain vendors and other participants in the Event;

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

SECTION 1. The following fees are waived and shall not be collected from vendors who apply for and are accepted the City Administration for participation in the Event:

- A. Fees for outside special event authorized by Code of Ordinances Sec. 14-137;
- B, Inspection Fees authorized by Code of Ordinances Sec. 54-33(e); and
- C. Food Services Permit Fees authorized by Code of Ordinances Sec. 54-74.

The waiver of the foregoing fees shall not constitute the waiver of any requirement to apply for and/or obtain any applicable permit.

SECTION 2. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 26th day of October, 2017.

APPROVED:

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:10/17/17:92361)



212 Main Street · Lake Dallas, Texas 75065 · (940) 497-2226 · (940) 497-4485 Fax
www.lakedallas.com

Health Permit

☐ New health permit ☐ Annual health renewal ☐ Business owner change ☐ Temporary ☐ Seasonal

Business name: _____

Business address: _____

Business mailing address if different: _____

Name of business contact: _____ Title: _____

Primary phone contact: _____ Secondary phone contact: _____

Fax: _____ Email: _____

Hours of operation: _____ After hours contact: _____ Phone: _____

Name of property owner: _____

Address of property owner: _____

All food establishments are required to have grease traps and shall be one hundred percent (100%) pumped out at least once every one hundred twenty (120) days and at all other times as necessary to maintain their effectiveness.

I attest that the information provided above is true and accurate. I agree to comply with the City of Lake Dallas rules and regulations and understand that failure to do so may result in revocation or suspension of the permit. Annual permit renewals must be applied for and fee paid no later than December 31st of each calendar year for food establishments. This permit is not transferable and the permit fees are non-refundable.

Print Applicant Name

Applicant Signature

Title

Date

Permit Fee Schedule:

Annual Health Permit	\$175.00	_____
Annual Health Permit Renewal after January 1st	\$225.00	_____
Seasonal Health Permit	\$75.00	_____
Temporary Health Permit	\$15 p/day	_____
Plan Review (new food establishments)	\$100.00	_____
Plan Review (previously occupied food establishments)	\$75.00	_____
Re-inspection Fee/Or Complaint Initiated Inspection Fee	\$75.00	_____
	Total	_____

Permit Approved: _____ Permit Denied: _____

Community Development: _____ Expiration Date: _____

Vendor Application

Organization/Business: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Website (if applicable): _____

Email: _____

Vendor Fee: _____ \$25.00/1 Day
_____ \$35.00/2 Day
_____ \$50.00/3 Day

Food vendors must complete attached Temporary Health Permit Application and include payment of \$15.

Texas State Sales and Use Tax Permit Number: _____

Name on Permit: _____

It is the responsibility of the vendor to collect and report sales tax from the event. Vendors are required to have a Texas State Sales and Use Tax Permit clearly showing their tax ID number posted in the booth at all times.

Description of products/services being sold/promoted (pictures can be emailed to specialevents@lakedallas.com): _____

Submit application(s) and payment to: City of Lake Dallas
Attn: Permit Department
212 Main Street
Lake Dallas, TX 75065

FOR OFFICE USE ONLY

Approved: _____ Amount Paid: _____ Receipt Number: _____

Date: _____ Notes: _____



CITY COUNCIL
AGENDA MEMO

Prepared By: John Cabrales Jr, Interim City Manager

Oct. 26, 2017

Proposed Revisions to the Library Advisory Board Ordinance

DESCRIPTION:

Receive a report, hold a discussion, and give staff direction regarding proposed revisions to the Library Advisory Board Ordinance (2016-11).

BACKGROUND INFORMATION:

The City Council adopted Ordinance 2016-11 on July 2016, which created the Lake Dallas Library Advisory Board. The Board is to consists of five (5) regular members and two (2) alternate members appointed by the City Council. Unfortunately, no members were ever appointed to the board. Staff has been working on seeking citizens interested in applying to be considered for appointment to the board, but we have two sections in the ordinance that we would like to discuss with council.

The first is Section 2-171, that deals with the, "Creation; composition; membership; terms," of the board. The City has had an Interlocal Agreement for library services with the Town of Shady Shores, since October 2016. Staff would like to recommend amending this section of the ordinance to allow for the appointment of a non-voting, or ex-officio, member of the board to come from the Town of Shady Shores. Article 8, Section 8.02 of the City Charter states that, "Members of all boards, commissions and committee must be qualified voters and be residents of the City of Lake Dallas for at least six (6) months preceding the date of appointment..." Allowing the appointment of a Town of Shady Shores resident to the board allows them an opportunity to provide input on library matters, and making them a non-voting member does not violate the City Charter.

Also, Section 2-179, "Initial appointments," states that "Notwithstanding section 2-171, in order to establish the initial rotation of off-setting terms in conjunction with the initial creation of the library advisory board, the terms of the initial members of the library advisory board appointed after the adoption of this division shall be as follows: (1) Two regular members and one alternate member shall serve an initial term beginning on the date of appointment and ending September 30, 2016; and (2) Three regular members and one alternate member shall serve an initial term beginning on the date of appointment and ending September 30, 2017. This section

shall expire and be automatically repealed effective November 1, 2017.” Staff would like to propose some updated language to set the initial appointment terms to this board.

FINANCIAL CONSIDERATION:

None

RECOMMENDED MOTIONS:

None, discussion only

ATTACHMENT(S):

1. Ordinance No. 2016-11
2. Proposed (Redline) Ordinance

ORDINANCE NO. 2016-11

AN ORDINANCE OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF LAKE DALLAS, BY AMENDING CHAPTER 2 “ADMINISTRATION”, ARTICLE IV “BOARDS AND COMMISSIONS” BY ADDING A NEW DIVISION 3 TITLED “LIBRARY ADVISORY BOARD”; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Dallas Public Library (“the Library”) provides a valuable service to the residents of the City of Lake Dallas and to surrounding communities that do not, themselves, own and/or operate a public library; and

WHEREAS, the City Council desires to provide a regular forum for citizens of the City to provide regular input, advice, and support relating to the operation of the Library; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in the public interest to establish a Library Advisory Board;

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

SECTION 1. Chapter 2 “Administration,” Article IV “Boards and Commissions” of the Code of Ordinances of the City of Lake Dallas, Texas, is amended by adding Division 3 titled “Library Advisory Board” to read as follows:

DIVISION 3. LIBRARY ADVISORY BOARD

Sec. 2-171. - Creation; composition; membership; terms.

There is hereby created the Library Advisory Board consisting of five (5) regular members and two (2) alternate members appointed by the City Council. Each member shall be a resident citizen and a qualified voter of the City in compliance with Section 8.02 of the City Charter. Three (3) regular members and one (1) alternate member of the Board shall be appointed to serve terms of two years commencing on October 1 in even number years, and two (2) regular members and one (1) alternate member of the Board shall be appointed to serve terms of two years commencing on October 1 in odd number years.

Sec. 2-172. - Purpose.

The Library Advisory Board is organized to advise the City Council and act as a coordinating body through which individual citizens, business and industry, government, and private organizations may work together in the best interest of the people of the City

concerning the constructive use of the City's public library. The Board shall be solely advisory. Neither the Board nor its officers or members individually shall have any authority to take any action which legally binds the City to any contract or other obligation, including, but not limited to, the expenditure of funds or the acceptance of grants or donations.

Sec. 2-173. - Vacancies.

Vacancies to the Library Advisory Board shall be filled in the same manner as the original appointment was made for the unexpired term of any regular or alternate member of the board whose place becomes vacant.

Sec. 2-174. –Attendance; Report of Absences.

Regular members of the Library Advisory Board are required to attend all meetings of the Library Advisory Board. The chair of the Board shall advise the City Council regarding any Board member who fails to attend three consecutive regular meetings of the Board without first being excused by the Board.

Sec. 2-175. - Officers; meetings; rules; quorum.

The members of the Library Advisory Board shall organize and select their officers and shall hold regular and special meetings at times as may be determined by the Board, and shall designate the time and place of such meetings; provided, however, the Board shall not meet at the same time as the City Council or the Planning and Zoning Commission except when meeting jointly with the City Council and/or the Planning and Zoning Commission. The Board shall adopt its own rules of procedure and keep a record of its proceedings. Three members of the Library Advisory Board, consisting of both regular members and alternate members serving in the place of regular members, shall constitute a quorum for the transaction of business.

Sec. 2-176. – Alternate Members.

Alternate members of the Library Advisory Board are encouraged to, and should, attend all regularly scheduled and special meetings of the Board. Alternate members shall be given an opportunity to participate in the discussion of matters on the Board's agenda. An alternate member of the Board shall temporarily serve as a regular member in the absence of a regular member. An alternate member shall have voting privileges during any meeting at which the alternate member serves as a replacement for a regular member. If more than one alternate is present at the meeting and only one regular member is absent from the same meeting, the alternate member with the longest tenure of service on the Board shall serve as a regular member during that meeting.

Sec. 2-177. - Compensation; expenditures; incurring debts.

The members of the Library Advisory Board shall serve without compensation, and, when it is deemed necessary by the Board to incur any expenses in performing the duties assigned to it, an estimate of such proposed expenses shall be submitted to the City Council. No debts of any kind or character shall be made or incurred by the Board, or anyone acting for the Board, unless such expenditures have been specifically authorized by the City Council prior to the time such obligations are incurred.

Sec. 2-178. - Powers and duties.

The Library Advisory Board shall generally have the following duties and responsibilities:

- (a) Act in an advisory capacity to the City Council and the Library Director in all matters pertaining to the establishment and use of the Library.
- (b) Receive suggestions and recommendations from the citizens of the City relating to the development and improvement of library services and make recommendations to the City Council regarding such development and improvement, if deemed necessary or desirable.
- (c) Make periodic reports to the City Council concerning the work of the Board and such special reports as may be requested by the City Council.
- (d) Encourage in every way possible the development and advancement of the public library.
- (e) Subject to prior approval of the City Council, develop programs and event designed to seek donations of cash and in-kind gifts made to the City for the use in support of the operations of the library.
- (f) Carry out and perform such other matters as the City Council may deem beneficial to the City with respect to the development and operation of the public library.

Sec. 2-179. – Initial appointments

(a) Notwithstanding Section 2-171, in order to establish the initial rotation of off-setting terms in conjunction with the initial creation of the Library Advisory Board, the terms of the initial members of the Library Advisory Board appointed after the adoption of this division shall be as follows:

- (1) Two regular members and one alternate member shall serve an initial term beginning on the date of appointment and ending September 30, 2016; and

(2) Three regular members and one alternate member shall serve an initial term beginning on the date of appointment and ending September 30, 2017.

(b) This Section 2-179 shall expire and be automatically repealed effective November 1, 2017.

SECTION 2. Should any part, section, subsection, paragraph, sentence, clause or phrase contained in this ordinance be held to be unconstitutional, invalid or unenforceable, such holding shall not affect the validity of the remaining portion of this ordinance, but in all respects said remaining portion shall be and remain in full force and effect.

SECTION 3. This Ordinance shall become effective immediately from and after its passage, as the law and Charter in such cases provides.

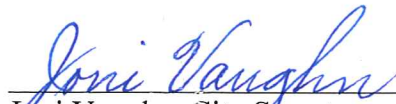
DULY PASSED by the City Council of the City of Lake Dallas, Texas, on this the 14th day of July, 2016.



Julie Mathews, Mayor



ATTEST:


Joni Vaughn, City Secretary

APPROVED AS TO FORM:



City Attorney
(kbl:7/8/16:77728)

DIVISION 3. **LIBRARY** ADVISORY **BOARD**

Sec. 2-171. Creation; composition; membership; terms.

There is hereby created the library advisory board consisting of five (5) regular members and two (2) alternate members appointed by the city council. 4 regular members and one alternate member should be a resident citizen and a qualified voter of the city in compliance with section 8.02 of the city charter. One regular member and one alternate member should be a resident citizen and qualified voter of Shady Shores. Each member shall be a resident citizen and a qualified voter of the city in compliance with section 8.02 of the city charter.

Three (3) regular members and one (1) alternate member of the board shall be appointed to serve terms of two years commencing on October 1st in odd-numbered years, and two (2) regular members and one (1) alternate member of the board shall be appointed to serve terms of two years commencing on October 1st in even-numbered years. (Ordinance 2016-11 adopted 7/14/16)

Commented [CS1]: This was stated in the prior sentence. I think it would easier to establish a place number system. It is easier to track. Place 1, 3 and 5- Alternate 1- odd years, Place 2 and 4, Alternate 2

Sec. 2-172. Purpose.

The library advisory board is organized to advise the city council and act as a coordinating body through which individual citizens, business and industry, government, and private organizations may work together in the best interest of the people of the city concerning the constructive use of the city's public library. The board shall be solely advisory. Neither the board nor its officers or members individually shall have any authority to take any action which legally binds the city to any contract or other obligation, including, but not limited to, the expenditure of funds or the acceptance of grants or donations. (Ordinance 2016-11 adopted 7/14/16)

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Regular members of the library advisory board are required to attend all meetings of the library advisory board. The chair of the board shall advise the city council regarding any board member who fails to attend three consecutive regular meetings of the board without first being excused by the board. (Ordinance 2016-11 adopted 7/14/16)

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The members of the library advisory board shall organize and select their officers and shall hold regular and special meetings at times as may be determined by the board, and shall designate the time and place of such meetings; provided, however, the board shall not meet at the same time as the city council or the planning and zoning commission except when meeting jointly with the city council and/or the planning and zoning commission. The board shall adopt its own rules of procedure and keep a record of its proceedings. Three members of the library advisory board, consisting of both regular members and alternate members serving in the place of regular members, shall constitute a quorum for the transaction of business. (Ordinance 2016-11 adopted 7/14/16)

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- (1) Act in an advisory capacity to the city council and the library director in all matters pertaining to the establishment and use of the library.
- (2) Receive suggestions and recommendations from the citizens of the city relating to the development and improvement of library services and make recommendations to the city council regarding such development and improvement, if deemed necessary or desirable.
- (3) Make periodic reports to the city council concerning the work of the board and such special reports as may be requested by the city council.
- (4) Encourage in every way possible the development and advancement of the public library.
- (5) Subject to prior approval of the city council, develop programs and event designed to seek donations of cash and in-kind gifts made to the city for the use in support of the operations of the library.
- (6) Carry out and perform such other matters as the city council may deem beneficial to the city with respect to the development and operation of the public library.

(Ordinance 2016-11 adopted 7/14/16)

Sec. 2-179. Initial appointments.

(a) Notwithstanding [section 2-171](#), in order to establish the initial rotation of off-setting terms in conjunction with the initial creation of the library advisory board, the terms of the initial members of the library advisory board appointed after the adoption of this division shall be as follows:

- (1) Two regular members and one alternate member shall serve an initial term beginning on the date of appointment and ending September 30, 2018; and***

(2) Three regular members and one alternate member shall serve an initial term beginning on the date of appointment and ending September 30, 2019.

(b) This section shall expire and be automatically repealed effective November 1, 2019
(Ordinance 2016-11 adopted 7/14/16)

Revise Section 2.171



CITY COUNCIL
AGENDA MEMO

Prepared By: Daniel Carolla, Chief of Police

October 26, 2017

Animal Services Report, Discussion, and Direction from City Council

DESCRIPTION:

Receive a report, hold a discussion, and give staff direction regarding Animal Services.

BACKGROUND INFORMATION:

The City of Lake Dallas Animal Services Division operates out of the Lake Dallas Animal Shelter and is headed by an Animal Services Manager. The Animal Services Division is responsible for rabies control, responding to citizen complaints about animals; care, housing, and adoption of animals in the shelter.

FINANCIAL CONSIDERATION:

None

RECOMMENDED MOTIONS:

No action, discussion only.

ATTACHMENT(S):

None



CITY COUNCIL
AGENDA MEMO

Prepared By: Daniel Carolla, Chief of Police

October 26, 2017

Animal Impoundment Report, Discussion, and Direction from City Council

DESCRIPTION:

Receive a report, hold a discussion, and give staff direction regarding the impoundment of animals running at large (Section 18-126) of the City Code of Ordinances, and fees related to the impoundment of animals (Section 18-202) of the City Code of Ordinances.

BACKGROUND INFORMATION:

Mr. Paul Forgey has requested that the City Council consider options for animal control other than the City of Lake Dallas operating its own animal shelter. Mr. Forgey would also like the City Council to consider revising or removing the fees associated with the impoundment of animals.

Sec. 18-126. Impoundment of animals running at large.

The animal control officer shall take into custody any animal found at large in the city, and shall impound the animal in the city animal shelter or such other place as may be designated for purposes of impoundment. Such impounded animal shall be held for a period of 72 hours; and at the end of this time, if the animal has not been claimed and the proper fee paid as prescribed in this chapter, the animal shall be disposed of.

(Ordinance 159-A, sec. 2-5, 1985; Code 1989, sec. 6.08.020; Ordinance 20-12, sec. II, adopted 10/12/00)

Sec. 18-202. Fees.

(a) In order to redeem an impounded animal, the owner shall pay the fees set forth in the city's master fee schedule.

(b) Any person claiming an animal that has not been vaccinated for rabies in accordance with this code within the preceding 12 months (or three years if applicable) from the date of redemption shall pay the impoundment fee and, before the animal is released, the owner shall sign an agreement form promising in writing that the animal will be vaccinated for rabies immediately upon release from the shelter. The owner shall then submit to the animal control

officer, within five working days from the date of the agreement, proof of compliance with the agreement. Failure to provide such proof shall constitute an offense.

(c) A lawful owner may release to the animal control officer a dog or cat, but the owner must first sign a release form and pay the fee set forth in the city's master fee schedule.

(Ordinance 159-A, sec. 2-7, 1985; Code 1989, sec. 6.16.020; Ordinance 93-12, sec. 1, 1993; Ordinance 20-17, sec. I, adopted 11/9/00; Ordinance 12-13, sec. 3, adopted 7/26/12)

FINANCIAL CONSIDERATION:

None

RECOMMENDED MOTIONS:

No action, discussion only.

ATTACHMENT(S):

None



CITY COUNCIL
AGENDA MEMO

Prepared By: Daniel Rusnak, Code Enforcement Officer

October 26, 2017

Rental Inspection Program

DESCRIPTION:

Receive a report, hold a discussion, and give staff direction regarding a single family and/or multi-family rental inspection program.

BACKGROUND INFORMATION:

Council Member McClain requested a presentation on rental inspection. Staff obtained information on the rental inspection programs in 22 Metroplex cities, on the existence of rental inspection programs. Below is a summary of the findings.

- 12 (Austin, Bedford, Carrollton, Denton, Farmer's Branch, Frisco, Garland, Lewisville, Mesquite, Plano, Richardson, San Marcos) **have both multi-family and residential programs,**
- 5 (Allen, Arlington, Duncanville, Lubbock, Irving) **have only a multi-family program,**
- 1 (College Station) **has only a residential program,** and
- 4 (Euless, Flower Mound, Rowlett, Abilene) **have no rental inspection program.**

In addition, staff also surveyed the amount and types of rental properties in the city and is prepared to share our findings.

FINANCIAL CONSIDERATION:

none

RECOMMENDED MOTIONS:

No action, discussion only.

ATTACHMENTS:

1. Sample Rental Inspection Registration Form
2. Sample Rental Inspection Checklist
3. Sample Rental Inspection Ordinance

DIVISION 3. - REGISTRATION AND INSPECTION OF MULTI-FAMILY DWELLING COMPLEXES

Sec. 6-60. - Short title.

This division may be referred to as the "Multi-Family Dwelling Registration and Inspection Code".

(Ord. No. 2005-11-25, § I, 11-28-05)

Sec. 6-61. - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this article, shall have the meanings hereinafter designated. Where terms are not defined, they shall have their ordinary accepted meanings.

Accessory building or use means a building or use that is clearly subordinate to and functionally related to the primary building or use, which contributes to the comfort, convenience, or necessity of occupants of the primary building or use on the same platted lot. Accessory buildings shall be detached from the primary building and shall not be used for living quarters.

Bedroom means any room or space used or intended to be used for sleeping purposes.

Building official means the officer or other designated authority charged with the administration and enforcement of the building code, or the building official's duly authorized representative.

Code official means the official who is charged with the administration and enforcement of this code, or any duly authorized representative.

Common area means communal areas of the complex, including hallways, stairways, lobby areas, laundry rooms, pool facilities, green spaces, recreation rooms and parking lots.

Director of neighborhood services or director means the code compliance director or the director's duly authorized representative who is charged with the administration and enforcement of this article.

Dwelling unit means a building or portion of a building which is arranged, occupied, or intended to be occupied as living quarters of a family and including facilities for food preparation, sleeping and sanitation.

Exterior property means the open space on the premises and on adjoining property under the control of owners or operators of such premises.

Landlord means the owner, operator, lessor, management company, managing agent or on-site manager of a multi-family dwelling.

Multi-family dwelling/building/residence means any building or portion thereof that is five (5) years old or older, which is designed, built, rented, leased, or let to be occupied as five (5) or more dwelling units or apartments. The term shall not include hotels, motels, U.S. Department of Housing and Urban Development (HUD) approved Section 8 units, or such owner occupied dwelling units.

Occupancy means the purpose for which a building or portion thereof is utilized or occupied.

Occupant means any individual living or sleeping in a building, or having possession of a space within a building.

Owner means any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person means an individual, corporation, partnership or any other group acting as a unit.

Premises mean a lot, plot or parcel of land, easement or public way, including any structures thereon.

Tenant means a person, corporation, partnership or group other than the legal owner of record, occupying a building or portion thereof as a unit.

(Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07; Ord. No. 2008-12-3, § II, 12-8-08; Ord. No. 2016-6-10, § II, 6-13-16)

Sec. 6-62. - Purpose.

The purpose of this division is to safeguard the life, health, safety, welfare, and property of the occupants of multi-family dwelling complexes and the general public by developing a process to enforce the minimum building standards and property maintenance codes; and to provide equitable and practical remedies for the violation of minimum building standards and property maintenance codes.

(Ord. No. 2005-11-25, § I, 11-28-05)

Sec. 6-63. - Applicability and administration.

- (a) This article shall apply to multi-family complexes located in the city which are five (5) years old or older with five (5) or more dwelling units.
- (b) The director of neighborhood services and the director's authorized representatives are authorized to administer and enforce the provisions of this article.

(Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07; Ord. No. 2008-12-3, § III, 12-8-08; Ord. No. 2016-6-10, § III, 6-13-16)

Secs. 6-64—6-69. - Reserved.

Sec. 6-70. - Registration required.

- (a) The landlord of a multi-family dwelling complex that is five (5) years old or older with five (5) or more dwelling units shall annually register the complex with the director of neighborhood services by October 31st of each calendar year.
- (b) A registration is valid for one (1) calendar year, unless the ownership of the complex changes.
- (c) If a change in ownership of the complex occurs during the period that a registration is otherwise valid, the landlord of the complex shall have thirty (30) days from the date the change of ownership occurred to file a new registration with the director of neighborhood services and shall pay a twenty-five dollar (\$25.00) fee to re-issue the registration.
- (d) Annual registration or renewals postmarked or received after October 31st shall be assessed an additional fee increase of:
 - (1) Ten (10) percent of registration fee if within one (1) month of due date;
 - (2) Thirty (30) percent of registration fee if within two (2) months of due date;

- (3) Fifty (50) percent of registration fee thereafter.
 - (e) Registration re-issues received after thirty (30) days of ownership change shall be assessed a late fee of seventy-five dollars (\$75.00) at the time of registration re-issue.
 - (f) All fees and assessments must be current with the city prior to the renewal of a registration certificate.
 - (g) The registration shall be on a form prescribed by the director of neighborhood services and shall at a minimum contain the following information about the complex:
 - (1) The trade name, physical address, business mailing address and total number of units;
 - (2) The names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period. Emergency conditions shall include fire, natural disaster, flood, burst pipes, collapse hazard and violent crime;
 - (3) The names, addresses, and telephone numbers of the property owner, property manager, resident manager, registered agent, all federal, state, and local funding agencies; and the type of business entity which owns the complex;
 - (4) The names, addresses and telephone numbers of any mortgage lienholders.
 - (h) A landlord commits an offense if the landlord operates a multi-family dwelling complex which is not currently registered with the director as prescribed.
- (Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07; Ord. No. 2008-12-3, § IV, 12-8-08; Ord. No. 2011-4-16, § I, 4-25-11; Ord. No. 2016-6-10, § IV, 6-13-16)

Sec. 6-71. - Fees.

- (a) The landlord of a multi-family dwelling complex shall annually pay the city a fee to offset the city's cost of administration, registration and inspection.
- (b) A fee of ten dollars (\$10.00) per dwelling unit per year shall be submitted annually with the registration form required by section 6-70.
- (c) The landlord of a multi-family dwelling complex that fails a periodic inspection as provided for in section 6-72 shall eliminate all violations identified at the time of the periodic inspection. Follow-up inspections shall be scheduled by the director or the director's representative after a period of time determined by the director or the director's representative to be sufficient for the landlord to abate the violations. Inspection fees shall be assessed as follows:

- (1) *Initial inspection and first re-inspection* —No fee.
- (2) *Second re-inspection* —One hundred fifty dollars (\$150.00)/Unit or public area.
- (3) *Third and subsequent re-inspections* —Three hundred dollars (\$300.00)/Unit or public area.

(Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07)

Sec. 6-72. - Inspection by director or director's designated representative.

- (a) To determine compliance with minimum building and property maintenance standards in accordance with the International Property Maintenance Code and other applicable city codes and to determine compliance with this article, the director or director's designated representative may conduct:
 - (1) Periodic inspections;
 - (2) Follow-up inspections; and
 - (3) Inspections based on indications of code violations, including complaints filed with the director or director's designated representative.
- (b) The following areas of a multi-family dwelling complex shall be subject to periodic inspection by the director or director's designated representative:
 - (1) All building exteriors;
 - (2) All exterior and interior common areas;
 - (3) Vacant dwelling units;
 - (4) Comparative sample of occupied dwelling units upon receipt of consent by the unit's tenant or other recourse as provided by law.
- (c) Multi-family dwellings that are found to be maintained in accordance with minimum building and property maintenance standards during the initial inspection may receive a waiver of inspection and will not require a periodic property inspection for the following two (2) years unless a subsequent complaint is received prior to the next required systematic inspection.
- (d) The director, building official or their designated representative may inspect portions of a multi-family dwelling complex as frequently as the director or building official deems necessary. Periodic inspections shall be scheduled annually, unless otherwise exempted by waiver of inspection, but no less frequently than once every three (3) years.
- (e)

The landlord of a multi-family dwelling complex shall make all exteriors, all interior and exterior public areas, and all vacant dwelling units of the complex available to the director or director's designated representative for inspections at all reasonable times subject to the authority provided by subsection (g) below.

- (f) The director or director's designated representative is authorized to make follow-up inspections of a multi-family dwelling complex which fails a periodic inspection and to inspect all areas included in the periodic inspection until such time as the violations are abated.
- (g) The authority granted to conduct inspections by the director or the director's designee in section 6-72 is subject to all limitations provided in state and federal law. If entry is refused or not obtained, the director or director's representative is authorized to seek a warrant allowed by Article 18.05 of the Texas Code of Criminal Procedure as the same may be amended from time to time.

(Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07)

Sec. 6-73. - Landlord/tenant self inspections.

- (a) The landlord or their designee of a multi-family dwelling complex shall inspect each dwelling unit within the complex:
 - (1) The inspection of a dwelling unit shall be conducted with the unit's tenant:
 - a. A minimum of once annually; and
 - b. When the occupancy of the unit changes.
 - (2) The landlord shall sign each inspection report, and shall require the tenant to sign the report for the tenant's dwelling unit. If the tenant disagrees with any notation made by the landlord on the report, the landlord shall permit the tenant to make written comments on the report prior to signing it. The landlord shall provide the tenant with a copy of the report after it is signed by the tenant and the landlord.
 - (3) The minimum building and property maintenance standards established by the International Property Maintenance Code and other applicable city codes shall be covered by the inspection, including but not limited to the following items:
 - a. Electrical facilities.
 - b. Plumbing facilities.
 - c. Heating facilities.
 - d. Ventilation.
 - e. Smoke detectors.

- f. Occupancy limitations.
 - g. Means of ingress/egress.
 - h. Handrails and guardrails.
 - i. Rubbish and garbage.
- (b) A landlord shall maintain reports of the inspections conducted pursuant to subsection (a) for all dwelling units within the multi-family dwelling complex.
- (1) The reports shall be in written form on a form prescribed by the director of neighborhood services.
 - (2) The report shall include places for marking whether the dwelling unit complies with the standards set by this section and shall include the names of all persons occupying the dwelling unit excluding overnight guests.
 - (3) The report shall also include:
 - a. The names of designated employees or other authorized persons who shall be assigned to respond to emergency conditions;
 - b. The telephone number where said employees can be contacted during any 24-hour period. Emergency conditions shall include fire, natural disaster, flood, collapse hazard, burst pipes or violent crime; and
 - c. A notice for reporting code violations to the city as follows:

"TO REPORT UNRESOLVED VIOLATIONS OF CITY PROPERTY MAINTENANCE CODE FOR THESE PREMISES, PLEASE CONTACT THE NEIGHBORHOOD SERVICES DEPARTMENT AT (972) 208-8150."
 - (4) The inspection reports shall be maintained by the landlord for a minimum of three (3) years.
- (Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07; Ord. No. 2016-6-10, § V, 6-13-16)

Sec. 6-74. - Offenses.

A landlord commits an offense if the landlord:

- (1) Operates a multi-family dwelling complex which is not currently registered with the director as required by this article;
- (2) Fails to pay administrative fees as required by this article;
- (3) Maintains a property in violation of the city's property maintenance code;

- (4) Fails to make landlord/tenant self inspections as outlined in section 6-73; or
- (5) Commits any other violation of this article.

(Ord. No. 2005-11-25, § I, 11-28-05; Ord. No. 2007-1-19, §§ I, II, 1-22-07)

Sec. 6-75. - Posting.

Each multi-family dwelling unit described herein shall have prominently displayed in a conspicuous, publicly accessible area on the premises of the complex:

- (1) Current and valid registration certificates.
- (2) Signs posted by the owner or owners representative showing the names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period.

(Ord. No. 2005-11-25, § I, 11-28-05)

Secs. 6-76—79. - Reserved.

Sec. 6-80. - Enforcement.

- (a) A violation of this division is a Class C misdemeanor punishable as stated in section 1-4(a) of this Code.
- (b) Nothing in this article prohibits the City of Plano from enforcing civil and criminal enforcement remedies concurrently or availing itself of any other remedy allowed by law.

(Ord. No. 2005-11-25, § I, 11-28-05)

Secs. 6-81—6-110. - Reserved.



Invoice Number: _____

Mail to: City of Carrollton
 Utility Customer Service
 P.O. Box 115125
 Carrollton, Texas 75011-05125
 (972) 466-3060

Single-Family Rental Registration Form**Property Information:**

1. Rental Property Address: _____

Tenant Information: Property is (select one) **VACANT** **OCCUPIED**

2. Primary Tenant Name: _____ 3. Number of Occupants _____

4. Primary Tenant Driver License Number _____

5. Tenant Daytime Telephone Number _____

6. Tenant Email address _____

7. Has there been a change of tenants since your last registration? Yes No N/A

Owner Information:

8. This single-family rental home is owned by a(n): check one

Individual Partnership Corporation Other

9. Individual Owner Name: _____

10. Individual Owner Driver License Number and State of Issue: _____

11. Individual Owner Street Address: _____

City: _____ State _____ Zipcode _____

12. Individual Owner Telephone Number: _____

13. Individual Owner Email Address: _____

14. Corporation/Partnership/Company Name: _____

15. Corporation/Partnership/Company Mailing Address: _____

City: _____ State _____ Zipcode _____

16. Is this a Foreign Corporation/Partnership/Company? Yes No

17. Is this Corporation/Partnership/Company Incorporated in the State of Texas? Yes No

18. Corporation/Partnership/Company Email address: _____

19. Registered Agent Name: _____

20. Registered Agent Telephone Number: _____

21. Registered Agent Email Address: _____

Property Manager Information:

22. Property Manager Name: _____

23. Property Manager Street Address: _____

City: _____ State _____ Zipcode _____

24. Agent Name: _____

25. Agent Telephone Number: _____

26. Agent Email Address: _____

Certification "I hereby certify that all information provided in this application is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including fines up to \$500.00 per violation."

Signature of Owner/Agent Attesting to Certification: _____

Printed Name: _____ Date _____

ENVIRONMENTAL SERVICES
 P.O. Box 110535 * Carrollton, Texas 75011-0535



Single-Family Rental Registration Invoice

Invoice Number:

Single Family Account Number: 100043521

Date of Issue:

Single-Family Rental Address: , Carrollton, Texas

TO:

PLEASE REMIT PAYMENT TO:

**CITY OF CARROLLTON
UTILITY CUSTOMER SERVICE
P.O. BOX 115125
CARROLLTON, TEXAS 75011-5125**

DESCRIPTION	AMOUNT
Single-Family Rental Registration Fee *Online registration and payment is not available at this time. Credit Card payments may only be made in person at City of Carrollton Utility Billing Department in City Hall. * Be certain to legibly complete all sections of the application. If you fail to do so, the application may be considered invalid and be returned and citations may be issued. * Applications and/or payment received in our office after the due date may result in citations being issued. (Each day of violation is a separate offense. The maximum fine for each citation is \$500.00.) * Failure to pay within 30 days of the date on the invoice may result in a late fee of \$50.00. Also, citations and fines may be assessed if the rental property is not properly registered with the city.	\$50.00
TOTAL	\$50.00

FOR PROPER CREDIT PLEASE RETURN A COPY OF THIS INVOICE AND YOUR COMPLETED APPLICATION WITH YOUR PAYMENT! FAILURE TO SUBMIT THE REGISTRATION FEE AT THE TIME OF THE REGISTRATION FORM IS SUBMITTED WILL BE CONSIDERED AN INCOMPLETE REGISTRATION AND BE SUBJECT TO THE AFOREMENTIONED PENALTIES.

Thank you for your cooperation. Should you have questions regarding this matter, please contact the Environmental Service Department at (972) 466-3060.

**ENVIRONMENTAL SERVICES
P.O. Box 110535 * Carrollton, Texas 75011-0535**

Environmental Services Department
1945 E. Jackson Road
Carrollton, Texas 75006
(972) 466-3060
Envservice@cityofcarrollton.com



Multi-Family Interior - Inspection Report

Type of Inspection _____ Complex _____
Manager/Owner/Registered Agent _____ DL# _____
Initial Inspection Date _____ Reinspection Date _____
Building # _____ Unit # _____

This report is intended to inform you of violations of the City of Carrollton Code of Ordinances on the property listed above. Each item on this form indicated at "FAIL" does not meet City of Carrollton minimum standards and is in violation of city code until corrected. Other violations may be indicated in written notes or comments on this form.
FAILURE TO CORRECT VIOLATIONS IN THE SPECIFIED TIME MAY RESULT IN CITATIONS.

H - HAZARD F - FAIL
Hazard is defined as a health risk or danger that must be eliminated immediately.

Living Room	H	F	Comments	Hall	H	F	Comments
Ceiling				Ceiling			
Electrical Switch				Electrical			
Exterior Door				Floor Tile			
Floor				Walls			
Walls				Other			
Other							

Health and Safety	H	F	Comments	Kitchen	H	F	Comments
AC/Heating				Cabinets			
Circuit Panel				Ceiling			
Electrical				Electrical			
Pest control				Floor			
Smoke Detectors				Plumbing			
Water Heater				Sink			
Other				Other			

Master Bedroom	H	F	Comments	Bedroom (2)	H	F	Comments
Ceiling				Ceiling			
Door				Door			
Electrical				Electrical			
Floor				Floor			
Walls				Walls			
Window				Window			
Other				Other			

Master Bathroom	H	F	Comments	Bathroom (2)	H	F	Comments
Bathtub				Bathtub			
Cabinet				Cabinet			
Ceiling				Ceiling			
Electrical				Electrical			
Exhaust Fan				Exhaust Fan			
Floor				Floor			
Plumbing				Plumbing			
Shower				Shower			
Sink				Sink			
Toilet				Toilet			
Walls				Walls			
Other				Other			

Additional Comments: _____

Inspector _____ Representative's Initials _____
Inspectors Phone # _____