



LAKEWOOD VILLAGE TOWN HALL  
100 HIGHRIDGE DRIVE  
LAKEWOOD VILLAGE, TEXAS

TOWN COUNCIL MEETING  
JULY 11, 2019 7:00 P.M.

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**REGULAR SESSION – AGENDA**

Call to Order and Announce a Quorum is Present

**A. PLEDGE TO THE FLAG:**

**B. VISITOR/CITIZENS FORUM:** At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. The council may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.

**C. PUBLIC HEARING:** A public hearing is scheduled on the proposed fiscal year 2019-2020 budget to provide an opportunity for citizen comment. The Town Council may adopt the budget with or without amendment by ordinance on one (1) reading.

**D. PUBLIC HEARING** – A public hearing is scheduled on the proposed property tax rate to provide an opportunity for citizen comment.

**E. REGULAR AGENDA:**

1. Consideration of Amendment to the Fee Ordinance (Asbell)
2. Consideration of Amendment to the Utility Policy Ordinance (Vargus)
3. Consideration of Temporary Closure of Green Meadow Drive to Through Traffic (Vargus)
4. Discussion of Concrete Roads (Vargus)
5. Consideration of Fiscal Year 2019-2020 Budget (Vargus)

**F. EXECUTIVE SESSION:** (1) § 551.071(2), Texas Government Code to wit: consultation with Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter to receive legal advice. (2) § 551.071(1), Texas Government Code to wit: Consultation with the Town Attorney regarding pending or contemplated litigation.

**G. RECONVENE:** Reconvene into regular session

**E. REGULAR AGENDA (continued):**

6. Consideration of Appeal of Building Inspector Ruling Regarding 474 Peninsula (Vargus)

**F. EXECUTIVE SESSION:** (1) § 551.071(2), Texas Government Code to wit: consultation with Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter to receive legal advice. (2) § 551.071(1), Texas Government Code to wit: Consultation with the Town Attorney regarding pending or contemplated litigation. (3) § 551.072 Texas Government Code to wit: deliberations about real property; (3) § 551.087 Texas Government Code to wit: Economic Development Negotiations; and (4) § 551.076 Texas Government Code to wit: deliberations about Security Devices.


**G. RECONVENE:** Reconvene into regular session and consideration of action, if any, on items discussed in executive session

**H. REPORTS:** Reports about items of community interest. No formal action may be taken on these items at this meeting.

**I. ADJOURNMENT**

I do hereby certify that the above notice of meeting was posted on the designated place for official notice at 10:30 a.m. on Monday, July 8, 2019.





Linda Asbell, TRMC, CMC, Town Secretary

The Town Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development), 418.183 (Homeland Security)

This facility is wheelchair accessible and accessible parking spaces are available. Please contact the Town Secretary's office at 972-294-5555 or FAX 972-292-0812 for further information.

One or more board members of the LAKEWOOD VILLAGE MUNICIPAL DEVELOPMENT DISTRICT may attend this meeting. No action will be taken by the MDD board.

**TOWN OF LAKEWOOD VILLAGE  
CONSOLIDATED FEE ORDINANCE 18-04**

**AN ORDINANCE OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS,  
ESTABLISHING A CONSOLIDATED FEE ORDINANCE; PROVIDING  
FOR A PENALTY FOR THE VIOLATION OF THIS ORDINANCE;  
PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY  
CLAUSES; PROVIDING FOR AN EFFECTIVE DATE OF THIS  
ORDINANCE; AND PROVIDING FOR THE PUBLICATION OF THE  
CAPTION HEREOF.**

**WHEREAS**, the Town Council of the Town of Lakewood Village ("Town Council") has investigated and determined that it would be advantageous and beneficial to the citizens of Lakewood Village to establish a consolidated fee ordinance for the citizens to determine fees with greater convenience and for the town Council to more easily amend fees as necessary; and

**WHEREAS**, the effective operation of the Town of Lakewood Village ("Town") requires the collection of fees for services the Town provides.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE  
TOWN OF LAKEWOOD VILLAGE, TEXAS, THAT:**

**Section 1: Findings**

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein

**Section 2: Savings / Repealing Clause**

All ordinances that are in conflict with the provisions of this ordinance, and the same are hereby repealed and all other ordinances of the town not in conflict with the provisions of this ordinance shall remain in full force and effect.

Fee Ordinance 15-09 is hereby repealed in its entirety.

**Section 3: Adoption**

The Consolidated Fee Ordinance attached hereto as Exhibit A is hereby adopted as the consolidated fee ordinance for the Town.

**Section 4: Penalty Clause**

**A. Violation**

A person who knowingly violates any provision of this chapter is guilty of separate offense for each day during which the violation is continued after notification.

**B. Fine**

Each offense is punishable by a fine of not more than two-thousand (\$2,000) nor less than two-hundred (\$200). The minimum fine established in this paragraph shall be doubled for the

second conviction of the same offense within any 24-month period and tripled for the third and subsequent convictions of the same offense within any 24-month period. At no time shall the minimum fine exceed the maximum fine established in this paragraph.

C. Legal Rights

The penal provision imposed under this Ordinance shall not preclude the Town of Lakewood Village from filing suit to enjoin the violation. The Town of Lakewood Village retains all legal rights and remedies available to it pursuant to local, state, and federal law.

**Section 5: Severability**

A. Unconstitutional or Invalid Section

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect.

B. Independent Sections

The Town hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and/or phrases be declared unconstitutional or invalid.

**Section 6: Effective Date**

The amendments to this Ordinance shall become effective from and after its date of passage and publication as provided by law.

**PASSED AND APPROVED** by the Town Council of the Town of Lakewood Village, Texas this the 13 day of September, 2018.

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Dr. Mark E. Vargus  
Mayor

ATTEST:

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Linda Asbell, TRMC, CMC  
Town Secretary

**Exhibit A**



Exhibit A

## CONSOLIDATED FEE ORDINANCE

Adopted: [September 13, 2018](#)

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**SECTION 1: BUILDING / CONSTRUCTION****1.1. RESIDENTIAL BUILDING PERMIT****1.1.1. Scope**

Defined in the Residential Code and as amended by the Town of Lakewood Village residential new home construction permits consist of five (5) components:

- 1) Application for Building Permit;
- 2) Mechanical;
- 3) Electrical;
- 4) Plumbing; and
- 5) Concrete / Flatwork.

Pool and/or Spa, fencing and irrigation permits are not included in the new home construction-building permit. Detached garages are not included in the permit for the dwelling. Conversion of non-conditioned space to conditioned space within 24 months of the initial CO of the dwelling will be charged a permit fee of the greater of \$2/sq. ft. or \$75 per required inspection.

**1.1.2. Fee Rate**

New construction fee rate is assessed on the total conditioned space, cooled and/or heated area of the dwelling. New construction fees do not include detached garages, which are permitted as accessory buildings. A remodel fee depends upon the number of inspections required. Fees for accessory buildings are also dependent upon the number of inspections required.

New Construction	\$ 2 / sq. ft.
Remodel / Home Addition <= 1,000 sq. ft.	\$ 75 / Inspection
Remodel / Home Addition > 1,000 sq. ft.	\$ 2 / sq. ft.
Accessory Building > 250 sq. ft.	\$ 75 / Inspection

**1.2. POOL AND/OR SPA PERMIT****1.2.1. Fee Schedule**

Pool and Spa	\$ 525
Pool Only	\$ 525
Spa Only (In-Ground)	\$ 525
Spa (Pre-Fabricated)	\$ 75 / Inspection
Pool Enclosures	\$ 150



**1.3. PROJECT PERMIT****1.3.1. Scope**

Refer to Building or Residential Code as amended by the Town of Lakewood Village for types of projects that require a permit. All projects are subject to applicable re-inspection fees as outlined in section 1.5.

**1.3.2. Fee Schedule**

Electrical	\$ 75
Plumbing	\$ 75
Water Heater Replacement	\$ 25
Mechanical	\$ 75
Sprinkler / Irrigation	\$ 150
Property Fence / Screening Wall	\$ 25
Flatwork < 50 sq. ft.	\$ 0
Flatwork – Small Storage Unit	\$ 0
Flatwork – Driveway	\$ 100
Flatwork – All Other	\$ 100

Small storage units are less than 250 sq. ft. in size, are detached from the driveway, and will not house any automobiles or similar motor vehicles. Flatwork which connects to the driveway or that which is intended or used for ingress/egress by automobiles or similar shall be permitted as a driveway.

**1.4. PLAN REVIEW****1.4.1. Fee Schedule**

New Home	Included
Remodel / Home Addition	\$ 75
Outdoor Living Space	\$ 75
Accessory Building > 250 sq. ft.	\$ 75

**1.5. RE-INSPECTIONS****1.5.1. Fee Schedule**

The payment for a re-inspection shall be paid in full prior to scheduling the subsequent inspection.

New Home Construction	4 <sup>th</sup> and beyond = \$ 75 / inspection
CSI	\$ 50 / inspection
All other	\$ 75 / inspection



## 1.6. CONTRACTOR REGISTRATION

### 1.6.1. Scope

The General Contractor (new home construction) and all licensed contractors must register with the Town of Lakewood Village before applying for permits.

### 1.6.2. Fee Schedule

General Contractors, Building	\$ 0
Electrical	\$ 0
Plumbing	\$ 0
Mechanical	\$ 0
Irrigation	\$ 0
Third Party Back-Flow Inspector	\$ 0

## 1.7. CERTIFICATE OF OCCUPANCY & CUSTOMER SERVICE INSPECTION

### 1.7.1. Scope

The fee for the CO applies to all inspections within the Town of Lakewood Village. The CSI inspection applies to all the Town's utility service areas within the Town and ETJ.

### 1.7.2. Fee Schedule

CO and CSI	\$ 100
CO Only	\$ 75
CSI Only	\$ 50

**SECTION 2: UTILITIES****2.1. DEPOSITS****2.1.1. Town of Lakewood Village (Corporate Boundaries)**

Deposit	\$ 300
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**2.1.2. Rocky Point (ETJ)**

Deposit	\$ 100
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**2.2. WATER RATES****2.2.1. Residential - Town of Lakewood Village (Corporate Boundaries)**

0 → 2,000 Gallons / Month	\$ 25.00
2,001 → 20,000 Gallons / Month	\$ 4.50/1,000 gal
20,001 → 50,000 Gallons / Month	\$ 5.50/1,000 gal
> 50,000 Gallons / Month	\$ 15.00/1,000 gal

**2.2.2. Commercial – Town of Lakewood Village (Corporate Boundaries)**

0 → 2,000 Gallons / Month	\$ 39.00
> 2,000 Gallons / Month	\$ 6.00/1,000 gal

**2.2.3. Rocky Point (ETJ)**

0 → 3,000 Gallons / Month	\$ 37.00
> 3,000 Gallons / Month	\$ 8.00/1,000 gal

**2.2.4. Water Leaks at Residences**

1. Leaks in a service line from property owner's side of the meter, excluding outdoor irrigation of any kind, will be charged the average bill plus \$1.50 (inside the town limits) or \$4.00 (outside the town) per thousand gallons above the average monthly usage. This adjustment shall only apply to one leak/billing cycle in a twelve-month period.
2. An adjustment will be made upon an approved plumbing inspection of the repair(s) by the Building Inspector.
3. The basis for computing the average bill and average usage for 1 and 2 (above) shall be the preceding three months
4. The Town will be responsible for making repairs for leaks that occur within the confines of the meter box. The property owner will be responsible for payment for water consumption due to any leak on the owner's side of the meter regardless if the leak is inside the meter box.

**2.2.5. North Texas Groundwater District Fee**

The cost of the North Texas Groundwater District Fee will be computed monthly and will be



charged to each water customer based on water consumption.

### 2.3. SEWER RATES

#### 2.3.1. Town of Lakewood Village (Corporate Boundaries)

Flat Rate / Month	\$ 41.00
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### 2.4. WATER DISCONNECT / RECONNECT

Weekdays between 8 a.m. and 5 p.m.	\$ 50.00
Weekends / Holidays / After Hours	\$ 50.00

Unauthorized resumption of service by the customer may result in meter removal and an additional fee of \$100.00 to be paid prior to the resumption of service.

### 2.5. GARBAGE COLLECTION

#### 2.5.1. Town of Lakewood Village (Corporate Boundaries)

Flat Rate / Month	\$ 17.50
Additional Collection Container / Month	\$ 6.50
Franchise Fee	\$ 2.00

### 2.6. BULK TRASH

#### 2.6.1. Town of Lakewood Village (Corporate Boundaries)

Included in Monthly Fee	\$ 0
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### 2.7. TAPS

#### 2.7.1. Water – Town of Lakewood Village (Corporate Boundaries)

Water Tap	\$ 1,575
Meter & Meter Installation	\$ 390

#### 2.7.2. Water – Rocky Point (ETJ)

Water Tap	\$ 1,575
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#### 2.7.3. Sewer – Town of Lakewood Village (Corporate Boundaries)

Sewer Tap	\$ 1,275
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**SECTION 3: ZONING****3.1. ZONING CHANGE APPLICATION****3.1.1. Fee Schedule**

Administrative Review	\$ 250
Professional Services	Actual Costs Incurred

The Administrative review fee does not include any engineering, legal, or other professional services that may be needed. The administrative fee is charged for each submittal.

**3.2. PLANNED DEVELOPMENT (PD)****3.2.1. Fee Schedule**

Administrative Review	\$ 250
Professional Services	Actual Costs Incurred

The Administrative review fee does not include any engineering, legal, or other professional services that may be needed. The administrative fee is charged for each submittal.

**3.3. SPECIFIC USE PERMIT (SUP)****3.3.1. Fee Schedule**

Administrative Review	\$ 100
Professional Services	Actual Costs Incurred

The Administrative review fee does not include any engineering, legal, or other professional services that may be needed. The administrative fee is charged for each submittal.

**3.4. VARIANCE****3.4.1. Fee Schedule**

Per Request	\$ 0
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**3.5. ANNEXATION REQUEST****3.5.1. Application Form**

Submittal information shall meet the requirements of Texas Local Government Code, Chapter 43.

**3.5.2. Fee Schedule**

Staff Review	\$ 0
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**SECTION 4: PLAT****4.1. PRELIMINARY PLAT**

## 4.1.1. Fee Schedule

< 100 Lots	\$ 1,400
≥ 100 Lots	\$ 1,700

**4.2. FINAL PLAT OR DEVELOPMENT PLAT**

## 4.2.1. Fee Schedule

< 100 Lots	\$ 600
≥ 100 Lots	\$ 900

**4.3. REPLAT**

## 4.3.1. Fee Schedule

Administrative Review	\$ 250
Professional Services	Actual Costs Incurred

**4.4. AMENDING PLAT**

## 4.4.1. Fee Schedule

Administrative Review	\$100
Professional Services	Actual Costs Incurred

**SECTION 5: CONSTRUCTION PLANS****5.1. PLAN APPROVAL**

Prior to approval of the Final Plat, all construction plans must be approved by the Town engineers. Construction plan components include drainage plans, roadway, utility plans, and any additional required submittals.

## 5.1.1. Fee Schedule

< 100 Lots	\$ 4,000
≥ 100 Lots	\$ 5,500

**SECTION 6: GENERAL****6.1. RETURNED CHECK**

Administration	\$ 30 / Check
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**6.2. ANIMAL CONTROL**

Pet Registration	\$ 5 / Pet
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**6.3. TOWN HALL RENTAL**

\$50 per day - \$100 Deposit Required
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**6.4. PEDDLER / ITINERANT VENDOR**

Application	\$ 150
License	\$ 100 / Employee

**6.5. SIGNS – RESERVED FOR FUTURE USE**

\$
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**6.6. OPEN RECORDS REQUEST**

Fees for open records request shall be in accordance with Subchapter F of the Public Information Act, sections 552.261 through 552.275, as amended.

All information requests shall be submitted in writing to the Town of Lakewood Village, attention Town Secretary. No verbal requests shall be accepted.

<u>Transcript Preparation Fee</u>	<u>\$ 25</u>
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\*Transcript preparation fee does not include the fee for an actual transcript of the proceedings.



## **SECTION 8: DEFINITIONS**

### **8.1. GENERAL**

Terms that are used in this Ordinance and are not specifically defined shall be given their ordinary meaning, unless the context requires or suggests otherwise. In the case of ambiguity or uncertainty concerning the meaning of a particular term, whether or not defined, the Town staff shall have the authority to assign an interpretation that is consistent with the intent and purpose of this Ordinance, or an interpretation that is consistent with previous usage or interpretation.

### **8.2. WORDS AND TERMS DEFINED**

CSI: Customer Service Inspection.

CO: Certification of Occupancy

Conditioned Space: the area devoted to the living area in a residence or dwelling and is exclusive of porches, enclosed or open breezeways or other non-living space.

ETJ: Extraterritorial Jurisdiction





## End of Exhibit A

### Adoption and Summary of Amendments

Ordinance Number	Date	Summary
<a href="#">189-xx</a>		<ul style="list-style-type: none"><li>• <del>2.5 Revised garbage rates</del></li><li>• <del>7. Added Municipal Court Section</del></li></ul>
18-04	September 13, 2018	<ul style="list-style-type: none"><li>• 1 Clarified difference between projects, remodels and plan reviews</li><li>• 1.6.2 Registration fees were \$25</li><li>• 2.2.1 Revised water rates</li><li>• 2.2.4 Updated leak adjustment</li></ul>
15-09	July 9, 2015	<ul style="list-style-type: none"><li>• Added utility fees.</li></ul>
14-05	June 12, 2014	<ul style="list-style-type: none"><li>• First step in consolidating fees into a single ordinance; reserved sections will require amendments to other ordinances to remove fees.</li></ul>
11-10	May 12, 2011	REPEALED

**TOWN OF LAKEWOOD VILLAGE, TEXAS**

**UTILITY POLICIES ORDINANCE NO. ~~19-XX07~~**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, FIXING AND PRESCRIBING ADMINISTRATIVE POLICIES FOR UTILITIES PROVIDED IN THE CORPORATE LIMITS OF THE TOWN AND THE EXTRA TERRITORIAL JURISDICTION OF THE TOWN OF LAKEWOOD VILLAGE; PROVIDING FOR REPEAL; PRESCRIBING CERTAIN POLICIES, RULES AND REGULATIONS IN CONNECTION THEREWITH; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, heretofore, the Town of Lakewood Village, Texas (hereinafter referred to as “Town”), owns and operates water and sewer systems in and for the Town and portions of the Extra Territorial Jurisdiction (hereinafter referred to as “ETJ Area”); and

**WHEREAS**, the Town Council of the Town has found, determined and declares that it is necessary and expedient to: (i) fix and prescribe the rates, charges and fees for water and sewer services provided, and (ii) prescribe certain policies, rules and regulations in connection herewith;

**WHEREAS**, the Town Council believes it is in the best interest of the citizens of the Town and ETJ Area to have the ability to impose a lien on eligible properties as a means of securing payment of delinquent bills;

**WHEREAS**, Section 402.0025 of the Texas Local Government Code gives municipalities authority to impose a lien on certain owner’s property for delinquent bills for utility services;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS:**

**Section 1: Findings**

The findings attached hereto as Exhibit A is hereby adopted as the Utilities Policies Ordinance for the Town.

**Section 2: Repeal**

Water/Wastewater Rates & Fees Ordinance 12-13 is hereby repealed in its entirety.

### **Section 3: Penalty Clause**

#### **A. Violation**

A person who violates any provision of this chapter is guilty of separate offenses for each day during which the violation is continued after notification. Neither allegation nor evidence of a culpable mental state is required for the proof of an offense defined by this ordinance.

#### **B. Fine**

Each offense is punishable by a fine of not more than two thousand (\$2,000) nor less than two-hundred (\$200). The minimum fine established in this paragraph shall be doubled for the second conviction of the same offense within any 24-month period and tripled for the third and subsequent convictions of the same offense within any 24-month period. At no time shall the minimum fine exceed the maximum fine established in this paragraph.

### **Section 4: Legal Rights**

The penal provision imposed under this Ordinance shall not preclude the Town of Lakewood Village from filing suit to enjoin the violation. The Town of Lakewood Village retains all legal rights and remedies available to it pursuant to local, state, and federal law.

### **Section 5: Severability**

#### **A. Unconstitutional or Invalid Section**

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect.

#### **B. Independent Sections**

The Town hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and/or phrases be declared unconstitutional or invalid.

### **Section 6: Estoppel / Waiver**

The failure of the Town to enforce any term or condition of this Ordinance shall not constitute a waiver or estoppel or any subsequent violation of this Ordinance.

**Section 7: Effective Date**

The amendments to this Ordinance shall become effective from and after its date of passage and publication as provided by law.

**PASSED AND APPROVED** by the Town Council of the Town of Lakewood Village, Texas  
this ~~the~~ 13th day of ~~July~~ September, 2019~~8~~

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Dr. Mark E. Vargus  
MAYOR

**ATTESTED:**

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Linda Asbell, TRMC, CMC  
Town Secretary



## UTILITY POLICIES

Adopted: September 13th, 2018  
Amended July 11, 2019

## **SECTION 1. SERVICE REQUIRED**

All property within the corporate limits of the Town, and properties in the ETJ Area which receive water service from the Town, are required to comply with the Town's Water and Sewer System requirements. All water and wastewater services within the areas covered by the Town's Certificate of Convenience and Necessity (hereinafter referred to as "CCN") are required to be provided by the Town. The only exception shall be for non-potable water used for irrigation purposes that is obtained from Lewisville Lake with the permission of the City of Dallas and the required consent permits issued by the United States Corps of Engineers. On-site sewage systems (e.g., septic, aerobic) within the Town, and water wells within the Town's water CCN are strictly prohibited.

## **SECTION 2. FIXING RATES, CHARGES AND FEES FOR WATER SERVICE; PRESCRIBING POLICIES RULES AND REGULATIONS THEREFORE**

That the Town Council of the Town hereby fixes and prescribes, upon the effective date of this Ordinance, the following: (i) rates, charges and fees for water service in the Town and portions of the ETJ Area receiving water service as provided in The Town's Consolidated Fee Ordinance (ii) rules, regulations, policies in connection therewith, which shall be applicable to and the controlling Ordinance relative to the Town's Water and Sewer Systems (herein sometimes referred to as the "System"), to-wit:

### **A. NO FREE SERVICE PERMITTED**

No free service of the Town's System shall be allowed to any person, firm corporation or association whatsoever (hereinafter sometimes referred to collectively as "Customer").

### **B. APPLICATION FOR SERVICE AND REQUIRED DEPOSIT**

Any Customer desiring water service shall make application therefore to the Town, together with the required deposit, which deposit must be made at the time the application is submitted. If the applicant has outstanding delinquent accounts with other municipal utilities, as a condition of new service, the Town may require proof of payment. In an attempt to collect unpaid bills, the Town may also provide information on delinquent accounts to other utilities as provided by law and in accordance with relevant inter-local agreements.

The deposit shall be held by the Town so long as the Customer is using the service and the Town shall not pay interest thereon. Upon termination of the service, any unpaid balance shall be charged against the deposit and the remaining, if any, shall be refunded to the customer, at the Town's discretion, by (i) The Town making the refund available for pick-up at the Town Hall during normal business hours or (ii) Forwarding to the customer by USPS® to the last known billing address. If such refund is not claimed or negotiated within one year from issuance, the refund amount shall revert to and be the property of the general funds of the System.

### **C. WATER TAPPING CHARGES**

The cost of extending service lines to customers shall be incurred by the Customer. All costs and expenses for labor and materials incurred for the Customer which costs include, but are not limited to, meter boxes, couplings, tubing and necessary excavation work are the responsibility of the Customer.

Secondary structures with air-conditioned space of 1000 square feet or more require separate water taps not connected to the main dwelling. The cost of installing the additional taps shall be the responsibility of the homeowner. Each metered connection shall receive a separate utility bill.

#### **D. SEWER TAPPING CHARGES**

The cost of extending service lines to Customers shall be incurred by the Customer.

Secondary structures with air-conditioned space of 1000 square feet or more require separate sewer taps not connected to the main dwelling. The cost of installing the additional taps shall be the responsibility of the homeowner.

#### **E. BILLING PROCEDURES FOR WATER AND SEWER SERVICE; DEFERRED PAYMENT PLANS**

(1) The Town shall read all water meters once each month and render a monthly bill for utility services to each Customer. The Town will make every effort to read meters within one day of the fifteenth of each month. Due dates for each bill shall be the fifth day of the subsequent month with a penalty of five percent (5 %) charged for payments received on or after the sixth day of the month.

#### **F. FAILURE TO PAY FOR SERVICE; DISCONTINUATION OF SERVICE BY THE TOWN; FEES TO RESUME SERVICE; LIENS**

The Town shall discontinue and cut off a customer's water service for failure to pay his/her water bill within forty-five (45) days from the date the bill was mailed to the Customer. Payment by the Customer by dishonored check shall constitute non-payment and water service discontinued. Prior to resuming water service which has been discontinued for failure to pay the monthly charges, the Town shall require full payment of the account.

- a) The Town may file a lien when delinquent charges imposed by this ordinance for utility service remain unpaid. The Town may impose a lien against the real property to which such service was delivered. The lien shall include and secure the delinquent charges, penalties, interest and collection costs. The Town shall perfect the lien by filing a notice of lien containing a legal description of the property and the utility account number for the delinquent charges in the real property records of the county in which the property is located.
- b) The lien authorized in this section shall not apply to bills for service connected in a tenant's name after notice by the property owner to the municipality that the property is rental property
- c) The lien authorized in this section shall not apply to homesteaded property.
- d) The lien shall not be filed until at least 15 days after service has been discontinued.

#### **G. RESERVATION OF RIGHTS BY TOWN**

The Town reserves the right at any time to shut off the water in its mains for the purpose of cleaning, repairing or making any connections or extensions, or for any purpose of repairing machinery, reservoir or any part of the Systems.

#### **H. INDEMNITY OF TOWN**

It is expressly understood as prerequisite to furnishing water service to Customers that the Town is not liable for any damages on account of leakage or breakage of pipes on any premises.

#### **I. NO GUARANTEES**

Water customers are not guaranteed a specified quantity of water for any purpose whatever and

are not guaranteed any specified water pressure.

**J. CONSENT OF TOWN REQUIRED**

No plumber or person, except an employee or agent of the Town, will be allowed to tap any street main or pipes belonging to the Town or to do any work in the street or alleys and public grounds in connection with the laying of street service connections and in connection with their mains without the consent of the Town Council. If a plumber employed by the owner or the owner damages the water line or meter, the owner shall be financially responsible for all costs incurred with associated repairs.

**K. UNLAWFUL TO DAMAGE TOWN'S WATERWORKS SYSTEM**

It shall be unlawful for any person to damage any property of the Town water and sewer system.

**L. USPS MAIL DELIVERY**

Failure to receive the monthly bill does not alleviate the customer's responsibility to pay their bill in a timely manner. Billing information may be obtained and payments made at Town Hall during regular business hours.

**M. EASEMENT REQUIREMENT**

Where recorded public utility easements on the service applicant's property do not exist or public road right-of-way easements are not available to access the applicant's property, the Town may require the applicant to provide it with a permanent recorded public utility easement, on and across the applicant's real property sufficient to provide service to that applicant. Such easement(s) shall not be used for the construction of production, storage, transmission or pressure facilities unless they are needed for adequate service to that applicant.

**N. BACK FLOW PREVENTION DEVICES**

No water connection shall be allowed to any residence or establishment where an actual or potential contamination hazard exists unless the public water facilities are protected from contamination by either an approved air gap, backflow prevention assembly, or other approved device. The type of device or backflow prevention assembly required shall be determined by the Town.

The use of a backflow prevention assembly at the service connection shall be considered as additional backflow protection and shall not negate the use of backflow protection on internal hazards as outlined and enforced by local plumbing codes. When a customer service inspection certificate indicates that an adequate internal cross-connection control program is in effect, backflow protection at the water service entrance or meter is not required.

At any residence or establishment where it has been determined by a customer service inspection, that there is no actual or potential contamination hazard, then a backflow prevention assembly is not required. Outside hose bibs do require, at a minimum, the installation and maintenance of a working atmospheric vacuum breaker.

**O. SUPPLEMENTAL SEWAGE BACKUP INSURANCE**

The Town of Lakewood Village, for the benefit of the citizens, currently provides for supplemental sewage backup insurance. This insurance is provided for citizens through the Town's insurance carrier. Citizens may utilize this insurance coverage in the event of a sewage backup within a town sewer line that causes damage to the citizen's private property. In order to benefit from this



insurance coverage, the citizen must pay any deductibles associated with the claim. This ordinance does not require the Town to maintain supplemental sewage backup insurance and the Town may discontinue the coverage at any time and without prior notice to the public.

#### **P. USE OF NON-POTABLE LAKE WATER**

Residents may purchase raw-untreated water for irrigation purposes from the Dallas Water Utilities. Prior to water usage, the resident must purchase the necessary easements and licenses from the United States Army Corps of Engineers and receive a signed consent agreement from the USACE. Any construction in the floodplain, including pump installation or electrical installations will require a development permit from the Lakewood Village Floodplain Administrator.

The USACE permitting process requires the landowner to obtain permission from the municipality as a condition of permit approval. Notwithstanding the previously noted permitting requirements, the Mayor or his designee is authorized to grant permission after receiving a notarized signed agreement from the landowner acknowledging:

1. There will be no interconnection between the Town water supply and the lake water supply. Under no conditions can the public water supply service an irrigation system that is also connected to a lake source. Irrigation systems may only be provided water from one source; and
2. Prior to beginning operating the lake pump, the landowner agrees to obtain all necessary permits, including but not limited to any irrigation, backflow prevention, or underground electrical inspections as required; and
3. Prior to operating the lake pump, a CSI inspection must be performed; and
4. Failure to obtain permits and pass inspections prior to operating the lake pump will result in the immediate termination of municipal water services until compliance is achieved.

Should the USACE require Town permission for renewal of permits in addition to new applications, the requirements of this section shall apply.

#### **Q. ADDITIONAL RULES AND REGULATIONS**

The Town reserves the right to make such other rules and regulations, policies and provisions as may be necessary for the preservation, protection and economical administration of its water and sewer systems.

## **End of Exhibit A**

### Adoption and Summary of Amendments

Ordinance Number	Date	Summary
	<u>July 11, 2019</u>	<ul style="list-style-type: none"><li>• <u>Required water taps on secondary structures with over 1,000 sq ft of air conditioned space to have separate water and sewer taps and an additional utility bill</u></li></ul>
18-07	September 13, 2018	<ul style="list-style-type: none"><li>• Corrected section callouts</li><li>• Added Section P</li><li>• Moved fees to Consolidated Fee Ordinance</li></ul>



# MEMORANDUM

TO: Town Council  
CC: Linda Asbell  
FROM: Dr. Mark E. Vargus, Mayor  
DATE: July 5, 2019  
RE: Property Taxes

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In preparation of approving the budget and adopting the tax rate, you may find the following statistics from DCAD to be useful. The 2019 tax role has not been certified yet, with \$11.6 million of value still under ARB review.

2019 Total Market Value (July 5)	\$ 113,481,269
<u>less: New Home Market Value</u>	<u>(1,685,213)</u>
2019 Adjusted Market Value	\$ 111,796,056

2018 Total Market Value (Certified)	\$ 105,402,061
-------------------------------------	----------------

<b>Market Value Appreciation = 6.07 %</b>
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2019 Taxable Value (July 5)	\$ 108,314,834
<u>less: New Home Market Value</u>	<u>(1,685,213)</u>
2019 Adjusted Taxable Value	\$ 106,629,621

2018 Taxable Value (Certified)	\$ 100,963,475
--------------------------------	----------------

<b>Tax Revenue Increase = 5.61 %</b>
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2019 M & O Tax Revenue (existing)	\$ 266,574
<u>M &amp; O New Homes</u>	<u>4,213</u>
2019 M & O Total	\$ 270,787

2018 M & O Tax Revenue	\$ 252,409
------------------------	------------

<b>M&amp;O Increase is \$18,378 of which \$4,213 is from New Construction.</b>
--

In February 2020 we will make annual bond payment #6 (out of ten). Following that payment our outstanding principle balance will be \$703,000 (out of the original \$1,600,000 loan). Our 2020 payment, principle and interest totals \$178,612.

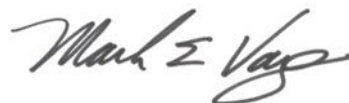
Our current debt servicing rate is \$0.05 per \$100. If we continue with that rate, we will have to transfer \$124,455 from the General Fund to make the 2020 payment. The approved surveying task order payment in 2020 will be \$74,000. **We cannot do both and still begin the concrete roads next year.** To collect the entire debt payment the rate will have to be \$0.1649. The other alternatives are shown below, along with the amount of general fund money that will be needed to make the payment.

<b>Debt Servicing Rates</b>				
<b>Taxable Value 7/5/19</b>	<b>\$108,314,834</b>			
<b>Debt Servicing Rate</b>	<b>\$0.1649</b>	<b>\$0.1600</b>	<b>\$0.1500</b>	<b>\$0.0500</b>
Tax Revenue	\$178,612	\$173,304	\$162,472	\$54,157
Bond Payment	\$178,612	\$178,612	\$178,612	\$178,612
	\$0	<b>(\$5,308)</b>	<b>(\$16,140)</b>	<b>(\$124,455)</b>

Below is a historical perspective on our cash balances compared to when we borrowed previously.

	<b>Today</b>	<b>January 2014</b>
General Fund	\$284,589	\$474,864
Utility Fund	\$150,145	\$305,694
MDD	\$31,294	\$14,615
	<b>\$466,028</b>	<b>\$795,173</b>

I look forward to your comments;



## **TOWN OF LAKEWOOD VILLAGE**

### **ORDINANCE NO. 19-XX**

**AN ORDINANCE OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2019 AND TERMINATING ON SEPTEMBER 30, 2020, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT PROJECT AND ACCOUNT; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lakewood Village, Texas (the “Town”) has caused to be filed with the Town Secretary a budget to cover all proposed expenditures of the government of the Town for the fiscal year beginning October 1, 2019 and terminating September 30, 2020, and

**WHEREAS**, the said budget shows as definitely as possible each of the various projects for which appropriations are set in the budget, and the estimated amount of money carried in the budget for each of such projects, and

**WHEREAS**, said budget has been filed with the Town Secretary and available for inspection by any taxpayer, and

**WHEREAS**, public notice of a public hearing on the proposed annual budget, stating the date, time, place, and subject matter of said hearing, was given as required by laws of the State of Texas, and

**WHEREAS**, such public hearing was held on July 11, 2019 prior to the approval and ratification by the Town Council, and all those wishing to speak on the budget were heard, and

**WHEREAS**, the Town Council has studied said budget and listened to the comments of the taxpayers at the public hearing held therefore and has determined that the budget attached hereto is in the best interest of the Town of Lakewood Village.

**NOW, THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS:**

1. That the budget attached hereto as Exhibit “A” and incorporated herein for all purposes is adopted for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and such purposes, respectively such sums of money for such projects, operations, activities, purchases and other expenditures as proposed in the attached budget.
2. That no expenditures of the funds of the Town shall hereafter be made except in compliance with such budget, except in case of grave necessity, emergency expenditures to meet unusual or unforeseen conditions, which could not, by reasonable, diligent thought and attention, have included in the original budget, may from time to time be

authorized by the Town Council as amendments to the original budget.

3. That the Mayor shall file or cause to be filed a true and correct copy of said budget, along with this ordinance with the Town Secretary.
4. The necessity of adopting and approving a proposed budget for the next fiscal year as required by the laws of the State of Texas, require that this ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

**DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF LAKEWOOD VILLAGE, TEXAS, on this 11th day of July 2019.**

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Dr. Mark E. Vargus  
MAYOR

ATTESTED:

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Linda Asbell, TRMC, CMC  
Town Secretary



This budget will raise more total property taxes than last year's budget by \$18,378 or 7.2%, and of that amount \$4,213 is tax revenue to be raised from new property added to the tax roll this year.

Debt obligations were reduced by \$158,000 in the prior year and now total \$866,000. Scheduled Interest and Principle payments on debt in 2020 will be \$178,612. Of this amount, Debt Servicing revenue will pay \$178,612 and maintenance and operation funds of \$0.00 will be used to pay the remainder. The amount of maintenance and operation funds used in debt payments is 0.00% of the maintenance and operations total revenue.

**RECORD OF VOTE ON PROPOSAL TO CONSIDER ADOPTION OF BUDGET**

POSITION	NAME	FOR	AGAINST	PRESENT and not voting	ABSENT
<b>Mayor</b>	Dr. Mark E. Vargus				
<b>Mayor Pro-Tem</b>	Darrell West				
<b>Council Member #1</b>	Eric Farage				
<b>Council Member #3</b>	Matt Bissonnette				
<b>Council Member #4</b>	Serena Lepley				
<b>Council Member #5</b>	Clint Bushong				

**PROPERTY TAX RATE COMPARISON (Rates expressed per \$100 of value)**

TAX RATE	TAX YEAR 2019	TAX YEAR 2020
Property Tax Rate	\$0.300000/\$100	\$0.415000/\$100
Effective Tax Rate	\$0.288338/\$100	\$0.401700/\$100
Effective Maintenance and Operations Tax Rate	\$0.240282/\$100	\$0.236700/\$100
Interest & Sinking Fund Rate (Actual)	\$0.175119/\$100	\$0.165000/\$100
Interest & Sinking Fund Rate (Adopted)	\$0.050000/\$100	\$0.165000/\$100
Rollback Tax Rate	\$0.434623/\$100	\$0.420700/\$100

**PROPERTY TAX RATE COMPARISON (Rates expressed per \$100 of value)**

DEBT ISSUE	PRINCIPAL	INTEREST	TOTAL
<b>2014 Certificates of Obligation</b>	0.1505	0.0145	0.165



## Exhibit A

<b>2019-2020 Budget</b>						
<i>General Fund</i>						
		<b>2020</b>	<b>2019</b>	<b>2019 YTD</b>	<b>2018</b>	<b>2018</b>
<b>REVENUES</b>		<b>Budget</b>	<b>Budget</b>	<b>01-Jul-19</b>	<b>Budget</b>	<b>Actual</b>
Property Taxes		\$271,000	\$255,000	\$250,317	\$240,000	\$238,784
Franchise Fees		\$34,000	\$30,000	\$34,748	\$30,000	\$28,476
Sales Taxes		\$30,000	\$30,000	\$24,458	\$34,000	\$28,945
Fines & Forfeitures		\$3,000	\$3,000	\$1,010	\$3,000	\$10,567
Licenses & Permits		\$40,100	\$51,600	\$38,592	\$41,400	\$42,435
Fees & Service Charges		\$2,400	\$2,400	\$1,200	\$3,000	\$4,120
Interest		\$6,000	\$5,000	\$4,878	\$700	\$2,253
Miscellaneous		\$3,000	\$3,000	\$2,256	\$4,000	\$15,759
<b>TOTAL</b>		<b>\$389,500</b>	<b>\$380,000</b>	<b>\$357,459</b>	<b>\$356,100</b>	<b>\$371,339</b>
		<b>2020</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>	<b>2018</b>
<b>EXPENDITURES</b>		<b>Budget</b>	<b>Budget</b>	<b>YTD</b>	<b>Budget</b>	<b>Actual</b>
General Government		\$158,200	\$175,900	\$120,093	\$202,250	\$166,445
Public Safety		\$30,000	\$31,500	\$23,625	\$27,100	\$27,100
Public Works		\$26,000	\$30,500	\$16,640	\$27,500	\$30,688
Capital Outlay		\$74,000	\$41,000	\$30,175	\$11,000	\$7,861
<b>TOTAL</b>		<b>\$288,200</b>	<b>\$278,900</b>	<b>\$190,533</b>	<b>\$267,850</b>	<b>\$232,094</b>
<b>OPERATING SURPLUS</b>		<b>\$101,300</b>	<b>\$101,100</b>	<b>\$166,926</b>	<b>\$88,250</b>	<b>\$139,245</b>
<b>TRANSFERS</b>						
In: Admin Fee		\$49,400	\$40,200	\$39,150	\$42,200	\$40,200
Out: Debt Servicing		\$0	(\$125,806)	(\$126,500)	(\$127,900)	(\$126,900)
<b>TOTAL TRANSFERS</b>		<b>\$49,400</b>	<b>(\$85,606)</b>	<b>(\$87,350)</b>	<b>(\$85,700)</b>	<b>(\$86,700)</b>
<b>NET CHANGE</b>		<b>\$150,700</b>	<b>\$15,494</b>	<b>\$79,576</b>	<b>\$2,550</b>	<b>\$52,545</b>
<b>DEBT SERVICING FUND</b>						
I&S Property Taxes		\$178,200	\$51,000	\$49,425	\$48,000	\$49,004
General Fund Transfer		\$0	\$125,806	\$126,500	\$127,900	\$126,900
Debt Service (Principle)		(\$163,000)	(\$158,000)	(\$158,000)	(\$154,000)	(\$154,000)
Debt Service (Interest)		(\$15,612)	(\$18,806)	(\$18,805)	(\$21,900)	(\$21,910)
<b>TOTAL</b>		<b>(\$412)</b>	<b>\$0</b>	<b>(\$880)</b>	<b>\$0</b>	<b>(\$6)</b>

# 2019-2020 Budget

## *Utility Fund*

		2020	2019	2019	2018	2018
REVENUES		Budget	Budget	YTD	Budget	Actual
Water		\$165,000	\$150,000	\$106,242	\$160,000	\$155,684
Sewer		\$108,000	\$106,000	\$86,243	\$106,000	\$107,790
Sanitation		\$50,000	\$50,000	\$37,684	\$50,000	\$47,213
Fees and Services		\$16,960	\$17,510	\$25,343	\$16,460	\$17,248
Other Income		\$1,000	\$20,000	\$23,072	\$2,000	\$17,759
Interest Revenue		\$2,000	\$1,000	\$1,627	\$540	\$801
	<b>TOTAL</b>	<b>\$342,960</b>	<b>\$344,510</b>	<b>\$280,211</b>	<b>\$335,000</b>	<b>\$346,495</b>
		2020	2019	2019	2018	2018
EXPENDITURES		Budget	Budget	YTD	Budget	Actual
Contract Services		\$40,800	\$40,800	\$30,600	\$52,200	\$45,300
Administrative		\$98,138	\$85,550	\$49,597	\$87,400	\$84,116
Repairs and Maintenance		\$35,200	\$34,300	\$26,264	\$28,900	\$49,807
Miscellaneous		\$2,000	\$2,000	\$413	\$1,000	\$5,968
Garbage Collections		\$48,000	\$46,000	\$27,853	\$43,000	\$41,240
Capital Improvements		\$45,000	\$75,000	\$64,835	\$65,000	\$66,952
	<b>TOTAL</b>	<b>\$269,138</b>	<b>\$283,650</b>	<b>\$199,562</b>	<b>\$277,500</b>	<b>\$293,383</b>
<b>OPERATING SURPLUS</b>		<b>\$73,822</b>	<b>\$60,860</b>	<b>\$80,649</b>	<b>\$57,500</b>	<b>\$53,112</b>
<b>TRANSFERS</b>						
Out: Admin Fee		(\$45,000)	(\$36,000)	(\$36,000)	(\$36,000)	(\$36,000)
<b>TOTAL TRANSFERS</b>		<b>(\$45,000)</b>	<b>(\$36,000)</b>	<b>(\$36,000)</b>	<b>(\$36,000)</b>	<b>(\$36,000)</b>
<b>NET CHANGE</b>		<b>\$28,822</b>	<b>\$24,860</b>	<b>\$44,649</b>	<b>\$21,500</b>	<b>\$17,112</b>

## GF Revenues Worksheet

		2020 Budget	2019 Budget	2019 YTD 01-Jul-19	2018 Budget	2018 Actual
<b>REVENUES</b>						
	Property Tax	\$271,000	\$255,000	\$250,317	\$240,000	\$238,784
	Debt Servicing	\$178,200	\$51,000	\$49,425	\$48,000	\$49,004
	<b>Property Taxes</b>	<b>\$449,200</b>	<b>\$306,000</b>	<b>\$299,742</b>	<b>\$288,000</b>	<b>\$287,788</b>
	<b>Franchise Fee</b>	<b>\$34,000</b>	<b>\$30,000</b>	<b>\$34,748</b>	<b>\$30,000</b>	<b>\$28,476</b>
	<b>Sales Tax</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$24,458</b>	<b>\$34,000</b>	<b>\$28,945</b>
	Court Costs Fees					
	Mowing Abatement Fees			\$1,010		
	Code Enforcement					\$3,089
	Lien Reciepts	\$3,000	\$3,000		\$3,000	\$7,478
	<b>Fines &amp; Forfeitures</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$1,010</b>	<b>\$3,000</b>	<b>\$10,567</b>
	Building Permits- New	\$30,000	\$40,000	\$32,442	\$30,000	\$27,385
	Sprinkler Permits	\$400	\$400	\$475	\$400	\$775
	Fence Permits	\$400	\$400	\$375	\$400	\$350
	Reinspect Fees	\$1,500	\$3,000	\$225	\$3,000	\$5,000
	Pool Permits	\$1,000	\$1,000	\$1,275	\$1,000	
	Flatwork Permits	\$800	\$800	\$425	\$600	\$1,275
	Plumbing Permit	\$1,500	\$1,500	\$900	\$1,000	\$2,525
	Electrical Permits	\$1,000	\$1,000	\$450	\$1,000	\$1,050
	Building Permits - Remodel	\$2,000	\$2,000	\$825	\$2,000	\$2,775
	Miscellaneous Permits	\$1,500	\$1,500	\$1,200	\$2,000	\$1,300
	Preliminary Plat Fees					
	<b>Licenses &amp; Permits</b>	<b>\$40,100</b>	<b>\$51,600</b>	<b>\$38,592</b>	<b>\$41,400</b>	<b>\$42,435</b>
	CO/CSI Inspections	\$2,400	\$2,400	\$1,075	\$2,000	\$3,250
	Contractor Registrations				\$1,000	\$425
	Replatting Fees					\$250
	Pet Registration			\$25		\$95
	Town Hall			\$100		\$100
	<b>Fees &amp; Service Charges</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$1,200</b>	<b>\$3,000</b>	<b>\$4,120</b>
	<b>Interest</b>	<b>\$6,000</b>	<b>\$5,000</b>	<b>\$4,878</b>	<b>\$700</b>	<b>\$2,253</b>
	<b>Miscellaneous Revenues</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$2,256</b>	<b>\$4,000</b>	<b>\$15,759</b>
	Asset Sales					
	Extraordinary Item - casualty loss					
	Reimbursement MDD					\$3,205
	Reimbursement UF					\$8,155
	<b>TOTAL OPERATING FUNDS</b>	<b>\$567,700</b>	<b>\$431,000</b>	<b>\$406,884</b>	<b>\$404,100</b>	<b>\$420,343</b>
	Utility Fee for Services-LWV	\$45,000	\$36,000	\$36,000	\$38,000	\$36,000
	Utility Fee for Services-Rocky Pt	\$4,400	\$4,200	\$3,150	\$4,200	\$4,200
	<b>Transfers In</b>	<b>\$49,400</b>	<b>\$40,200</b>	<b>\$39,150</b>	<b>\$42,200</b>	<b>\$40,200</b>

		<b><i>GF Expenses Worksheet</i></b>				
		<b>2020 Budget</b>	<b>2019 Budget</b>	<b>2019 YTD 01-Jul-19</b>	<b>2018 Budget</b>	<b>2018 Actual</b>
<b><i>Expenditures</i></b>						
	Office Supplies	\$1,500	\$1,500	\$1,433	\$1,200	\$1,729
	Postage	\$0	\$0	\$0	\$100	\$35
	Computers Maintenance	\$2,000	\$3,000	\$1,915	\$500	\$710
	Advertising	\$500	\$500	\$191	\$400	\$279
	Elections	\$4,500	\$4,500	\$290	\$4,550	\$4,549
	Software Licensing	\$1,000	\$1,000	\$722		\$964
	Town Engineer					
	Attorney Fees	\$20,000	\$30,000	\$17,357	\$65,000	\$27,519
	Accounting Fees	\$12,000	\$12,000	\$11,665	\$11,300	\$11,300
	Animal Control	\$300	\$300	\$215	\$300	\$150
	Parks/Recreation/Playground	\$3,000	\$5,000	\$600	\$10,000	\$11,495
	Town Hall Improvements	\$4,000	\$4,000	\$2,014	\$4,000	\$3,244
	Telephone/Telecom	\$2,000	\$2,000	\$1,317	\$1,600	\$2,003
	Electricity	\$6,500	\$6,500	\$4,120	\$6,500	\$6,152
	Propane	\$600	\$600	\$607	\$600	\$552
	Payroll	\$69,000	\$67,000	\$50,258	\$65,000	\$65,000
	Benefits - Insurance	\$9,000	\$9,000	\$7,546	\$8,400	\$9,601
	Payroll Tax Expense	\$5,300	\$7,200	\$4,475	\$5,000	\$1,618
	Benefits- Retirement	\$6,900	\$6,700	\$6,672	\$6,500	\$5,850
	Appraisal District	\$2,000	\$1,500	\$1,347	\$1,000	\$1,667
	Town Functions	\$500	\$3,000	\$1,086	\$2,000	\$3,812
	Continuing Education	\$1,000	\$1,000	\$957	\$1,000	\$1,260
	Travel Meeting Expenses	\$2,500	\$5,500	\$1,664	\$3,000	\$3,344
	Membership Dues	\$1,000	\$1,000	\$1,061	\$1,000	\$1,282
	Contingency Fund	\$3,000	\$3,000	\$1,411	\$3,000	\$1,082
	Municipal Court					\$888
	Lien Recording Fees	\$100	\$100	\$90	\$300	\$60
	Abatements			\$1,080		\$300
	<b><i>General Government</i></b>	<b>\$158,200</b>	<b>\$175,900</b>	<b>\$120,093</b>	<b>\$202,250</b>	<b>\$166,445</b>
	Fire/EMS	\$30,000	\$31,500	\$23,625	\$27,100	\$27,100
	<b><i>Public Safety</i></b>	<b>\$30,000</b>	<b>\$31,500</b>	<b>\$23,625</b>	<b>\$27,100</b>	<b>\$27,100</b>
	Building Inspections	\$15,000	\$18,000	\$9,325	\$18,000	\$19,625
	Town Maintenance	\$7,000	\$8,000	\$4,920	\$6,000	\$6,515
	Abatement Mowing					
	Town Mowing	\$4,000	\$4,500	\$2,395	\$3,500	\$4,548
	<b><i>Public Works</i></b>	<b>\$26,000</b>	<b>\$30,500</b>	<b>\$16,640</b>	<b>\$27,500</b>	<b>\$30,688</b>
	Capital Improvements	\$74,000	\$35,000	\$20,775	\$11,000	\$7,861
	Drainage Improvements	\$0	\$6,000	\$9,400	\$0	
	<b><i>Capital Outlay</i></b>	<b>\$74,000</b>	<b>\$41,000</b>	<b>\$30,175</b>	<b>\$11,000</b>	<b>\$7,861</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$288,200</b>	<b>\$278,900</b>	<b>\$190,533</b>	<b>\$267,850</b>	<b>\$232,094</b>
	Debt Servicing (Principle)	\$163,000	\$158,000	\$158,000	\$154,000	\$154,000
	Debt Servicing (Interest)	\$15,612	\$18,806	\$18,805	\$21,900	\$21,910
	<b><i>TOTAL EXPENDITURES</i></b>	<b>\$466,812</b>	<b>\$455,706</b>	<b>\$367,338</b>	<b>\$443,750</b>	<b>\$408,004</b>

## *Utility Fund Revenues Worksheet*

	2020	2019	2019 YTD	2018	2018
	Budget	Budget	01-Jul-19	Budget	Actual
<b><i>REVENUES</i></b>					
<i>Water Revenue</i>	\$165,000	\$150,000	\$106,242	\$160,000	\$155,684
<i>Sewer Revenue</i>	\$108,000	\$106,000	\$86,243	\$106,000	\$107,790
<i>Solid Waste</i>	\$50,000	\$50,000	\$37,684	\$50,000	\$47,213
Late Fees	\$4,000	\$3,500	\$3,110	\$3,500	\$3,238
Water Tap Fees	\$6,300	\$6,300	\$10,773	\$6,300	\$6,300
Meter Set Fees	\$1,560	\$2,610	\$2,535	\$1,560	\$2,610
Sewer Tap Fees	\$5,100	\$5,100	\$8,925	\$5,100	\$5,100
<i>Fees and Services</i>	\$16,960	\$17,510	\$25,343	\$16,460	\$17,248
Reimbursed Expenses		\$20,000	\$23,072		\$17,650
Miscellaneous	\$1,000			\$2,000	\$109
<i>Other Income</i>	\$1,000	\$20,000	\$23,072	\$2,000	\$17,759
<i>Interest</i>	\$2,000	\$1,000	\$1,627	\$540	\$801
<b><i>TOTAL OPERATING FUNDS</i></b>	<b>\$342,960</b>	<b>\$344,510</b>	<b>\$280,211</b>	<b>\$335,000</b>	<b>\$346,495</b>

## Utility Fund Expenses Worksheet

	2020 Budget	2019 Budget	2019 YTD 01-Jul-19	2018 Budget	2018 Actual
<b>Expenditures</b>					
Operator Salaries	\$40,800	\$40,800	\$30,600	\$42,200	\$40,800
Engineer	\$0	\$0		\$10,000	\$4,500
<b>Contract Services</b>	<b>\$40,800</b>	<b>\$40,800</b>	<b>\$30,600</b>	<b>\$52,200</b>	<b>\$45,300</b>
Office Supplies	\$2,000	\$2,000	\$1,036	\$1,500	\$2,712
Postage	\$1,500	\$1,500	\$789	\$1,500	\$1,317
Insurance	\$6,300	\$5,500	\$6,304	\$6,000	\$5,475
TCEQ Licensing Fees (Water)	\$588	\$600	\$588	\$600	\$588
TCEQ Licensing Fees (Sewer)	\$1,250	\$1,250	\$1,250	\$1,300	\$1,250
Computer and Software Licensing Fees	\$1,300	\$1,200	\$1,308	\$1,000	\$1,215
GIS Mapping		\$500		\$500	
Sewer Scheduled Maintenance	\$6,000	\$12,000	\$4,166	\$10,000	\$15,259
Water Scheduled Maintenance	\$40,000	\$8,000	\$6,017	\$5,000	\$3,691
Laboratory (Sewer)	\$4,000	\$4,000	\$3,433	\$4,000	\$4,028
Laboratory (Water)	\$1,200	\$1,000	\$976	\$1,000	\$662
Electricity (Water)	\$15,000	\$15,000	\$10,089	\$15,000	\$18,045
Electricity (Sewer)	\$17,000	\$17,000	\$12,395	\$17,000	\$18,420
Payroll	\$2,000	\$16,000	\$1,246	\$23,000	\$11,454
<b>Administrative</b>	<b>\$98,138</b>	<b>\$85,550</b>	<b>\$49,597</b>	<b>\$87,400</b>	<b>\$84,116</b>
Water Repairs	\$10,000	\$10,000	\$8,500	\$10,000	\$11,679
Sewer Repairs	\$10,000	\$10,000	\$1,514	\$10,000	\$18,791
Meter Set Fee	\$2,000	\$2,000	\$2,215	\$1,000	\$1,180
Sewer Tap Install			\$5,619		\$1,303
Water Equipment	\$9,000	\$6,000	\$5,900	\$4,000	\$11,157
Sewer Equipment		\$2,000		\$2,000	\$539
Chemicals (Water)	\$1,500	\$1,500	\$1,037	\$1,000	\$2,129
Chemicals (Sewer)	\$1,500	\$1,000	\$1,479	\$300	\$745
Sludge Removal (Sewer)	\$1,200	\$1,800		\$600	\$2,284
<b>Repairs and Maintenance</b>	<b>\$35,200</b>	<b>\$34,300</b>	<b>\$26,264</b>	<b>\$28,900</b>	<b>\$49,807</b>
Contingency Fund (miscellaneous)	\$2,000	\$2,000	\$413	\$1,000	\$5,968
Garbage Collections	\$48,000	\$46,000	\$27,853	\$43,000	\$41,240
Capital Improvements Water	\$25,000	\$10,000	\$21,245	\$10,000	\$11,173
Capital Improvements Sewer	\$20,000	\$65,000	\$43,590	\$55,000	\$55,779
Capital Improvements Drainage					
<b>Capital Improvements</b>	<b>\$45,000</b>	<b>\$75,000</b>	<b>\$64,835</b>	<b>\$65,000</b>	<b>\$66,952</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$269,138</b>	<b>\$283,650</b>	<b>\$199,562</b>	<b>\$277,500</b>	<b>\$293,383</b>
Transfers: Out					
Fee for Administrative Services	\$45,000	\$36,000	\$36,000	\$36,000	\$36,000
<b>TOTAL EXPENDITURES</b>	<b>\$314,138</b>	<b>\$319,650</b>	<b>\$235,562</b>	<b>\$313,500</b>	<b>\$329,383</b>

## Potential CAPX Projects

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<b>1. Utility Relocates for Roads</b>	Replace Hydrant at Meadowlake and Woodcrest, Relocate valves on Woodcrest and Meadowlake	\$25,000
<b>2. Electrical Upgrades Wastewater Plant</b>	Replace overhead electrical lines and remove poles; upgrade transformers; replace breaker panels	\$20,000
<b>3. Scheduled Maintenance - Well Rehab.</b>	Woodbine rehab ~ \$15,000, Paluxy (deep) well ~ \$25,000	\$40,000

## Potential Town Projects

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<b>1. Survey Task Order</b>	Preliminary engineering tasks for concrete roads	\$74,000
<b>2. Mailbox Relocate</b>	Town Hall Improvements (MDD ?)	\$2,000

# **LAKEWOOD VILLAGE TOWN COUNCIL**

## **COUNCIL MEETING**

**JUNE 13, 2019**

### **Council Members:**

Dr. Mark Vargus, Mayor  
Darrell West – Mayor Pro-Tem  
Clint Bushong  
Serena Lepley  
Matt Bissonnette  
Eric Farage

### **Town Staff:**

Linda Asbell, TRMC, CMC – Town Secretary

### **REGULAR SESSION - 7:00 P.M.**

With a quorum of the Council Members present, Mayor Vargus called the Regular Meeting of the Town Council to order at 7:00 p.m. on Thursday, June 13, 2019, in the Council Chambers of the Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas.

### **PLEDGE TO THE FLAG:**

**(Agenda Item A)**

Mayor Vargus led the Pledge of Allegiance

### **VISITOR/CITIZENS FORUM:**

**(Agenda Item B)**

Leigh Collins, Republic Services introduced herself as the new municipal manager. She is working out of the Lewisville office.

### **CONSENT AGENDA:**

**(Agenda Item C)**

1. Minutes of May 9, 2019 Council Meeting (Asbell)
2. Minutes of May 22, 2019 Council Meeting (Asbell)

**MOTION:** Upon a motion made by Councilman Farage seconded by Mayor Pro-Tem West, council voted five (5) “ayes”, no (0) “nays” to approve the consent agenda items as presented. *The motion carried.*



**REGULAR AGENDA:**

**(Agenda Item D)**

**Presentation by Patterson Professional  
Services on Status of Water & Wastewater  
Systems (Asbell)**

**(Agenda Item D.1)**

Mayor Vargus introduced Mark Patterson of Patterson Professional Services. Mr. Patterson reported that Lakewood Village is unique compared to other water systems because Lakewood Village is all residential and, due to the lot size, Lakewood Village is a heavy water consumer. Most municipalities borrow funds to completely rebuild components of the system, however, Lakewood Village has a better practice of continually maintaining and upgrading. Mr. Patterson reported that the water tables in north Texas have been in a constant decline since the 1950s. The wells in Lakewood Village are in close proximity and the town should consider a new well in a different location. The town's wastewater system has performed well but due to the rain over the last several months the water infiltration the report numbers are skewed. Even with the rain infiltration the numbers are within limits. Mr. Patterson reported the last Texas Commission on Environmental Quality inspection the inspector requested to see the engineer report for changing out of equipment but due to the Town's constant process of maintenance and upgrade no engineered plans were completed for certain elements. Mr. Patterson reported that this was a minor issue.

Mr. Patterson reported on the process of acid washing of the well screens. Mr. Patterson reported that the well pumps were lowered and that causes the pumps to work harder to lift the water a longer distance. This increases wear on the pump motor. There was some discussion about improving the screens for larger debris at the wastewater plant and increasing the efficiency of the process. There was some discussion about possible increased restrictions that might be effective upon renewal of the wastewater permit due to load levels on Lewisville Lake. Those increased restrictions are unrelated to any activities or changes in Lakewood Village.

Mr. Patterson reported that the Rocky Point water system upgraded to gas chlorination and replaced the storage tank. The TCEQ inspection showed no request for upgrade was submitted. Mr. Patterson reported that was a minor issue because TCEQ had previously requested the storage tank be replaced. Mr. Patterson reported that Rocky Point Water is a very clean and efficient water system.

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REGULAR SESSION  
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**Consideration of Appointments to the  
Municipal Development District Board  
(Asbell)**

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**(Agenda Item D.2)**

Mayor Vargus reported that in the monthly mayor's letter he requested interested persons to apply for a position on the MDD. Robin West and Larry King have both expressed interest on the board.

**MOTION:** Upon a motion made by Councilman West and seconded by Councilman Bissonnette, council voted five (5) "ayes", no (0) "nays" to reappoint Linda Loudon and Linda Asbell and appoint Robin West and Larry King to the Municipal Development Board of Directors. *The motion carried.*

**Consideration of Municipal Court of Records  
Ordinance (Asbell)**

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**(Agenda Item D.3)**

Mayor Vargus reported that this ordinance has been discussed in several council meetings. The ordinance has been reviewed by the Town Attorney and the Municipal Judge.

**MOTION:** Upon a motion made by Mayor Pro-Tem West and seconded by Councilman Bushong, council voted five (5) "ayes", no (0) "nays" to approve the ordinance establishing a Municipal Court of Record. *The motion carried.*

**Discussion of Amendment to the Utility  
Policy Ordinance (Vargus)**

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**(Agenda Item D.4)**

Mayor Vargus stated that in the near future he expects to see plans for houses with guest houses on some larger lots. Mayor Vargus would like to require an additional water and sewer tap for structures beyond a specific square footage. There was some discussion about the size of the existing detached guest house. Mayor Vargus asked council to review the existing ordinance. There was some discussion about updating the fee ordinance. Mayor Vargus will present a draft ordinance at the council meeting next month.

**Discussion of Concrete Roads (Vargus)**

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**(Agenda Item D.5)**

Brittany Shake distributed maps, an updated schedule, and the geo-tech report. Ms. Shake reported the geo-tech report has been completed. The report shows two different section recommendations for thickness of pavement based on vehicle traffic expected on particular roads. There was some discussion about the road base extending the expected life of the

**LAKEWOOD VILLAGE TOWN COUNCIL  
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concrete road. The geo-tech engineer did not recommend a liner due to the expected grading and base to be used. There was some discussion about use of the national averages of traffic loads versus the expected traffic in Lakewood village. Ms. Shake reported the first twelve inches of old road and base will be removed and hauled away, the next six inches will be ground up and regraded.

Ms. Shake reviewed the updated expected schedule for surveying and project cost. There was some discussion about drainage work being completed during the road project. There was some discussion about reviewing the plan and placing stakes to allow council to visualize exactly where the roads will be placed. There was some discussion about Green Meadow.

**Consideration of Authorization of Surveying  
for Concrete Road Project (Vargus)**

**(Agenda Item D.6)**

Mayor Vargus reported this project will be paid in next year's budget.

**MOTION:** Upon a motion made by Councilman Bissonnette and seconded by Councilman Farage, council voted five (5) "ayes", no (0) "nays" to authorize the mayor to execute the task order authorizing surveying for concrete roads. *The motion carried.*

**Consideration of Municipal Development  
District Financial Controls Ordinance  
(Bissonnette)**

**(Agenda Item D.7)**

Mayor Vargus reviewed the ordinance which allows the Municipal Development District Board to spend up to \$5,000 on budgeted project and up to \$10,000 on capital improvement projects without requiring council approval.

**MOTION:** Upon a motion made by Mayor Pro-Tem West and seconded by Councilman Bissonnette, council voted five (5) "ayes", no (0) "nays" to approve the Municipal Development District Financial Controls Ordinance. *The motion carried.*

**Discussion of Fiscal Year 2019-2020 Budget  
(Vargus)**

**(Agenda Item D.8)**

Mayor Vargus reviewed the current year budget and the proposed budget for fiscal year 2019-2020. Mayor Vargus reported the proposed budget phases in the debt servicing increase to cover the bond payment rather than transferring funds from the general fund. The additional general

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funds that will be available will be used to pay engineering cost and increase the reserve funds. The increased reserve funds will be used to cover the bond payments during the time the payments for the previous road project and the new road project overlap. There was some discussion about lowering the tax rate after the previous concrete road project bonds are paid off. Mayor Vargus reported that the general fund expenses are lower this year than they were in 2006. The town is being run efficiently. Mayor Vargus reviewed the general fund revenues. Mayor Vargus reviewed the transfer of funds from the utility fund to the general fund for administrative services. Mayor Vargus reported the fees for administrative services to the utility fund is increasing because Summer Alvis is not performing general fund tasks to offset the utility fund payment. There was some discussion about playground expenses for maintenance and additional equipment. Mayor Vargus reported that the Highridge Drive mailboxes will need to be moved to Town Hall because they are currently located in an area that will be inside the new concrete road. There was some discussion about the Town Functions budget being reduced because the MDD is taking over management of the events. The attorney expenses, and meeting expenses are also lower.

Mayor Vargus reviewed the Utility Fund proposed budget and reported slight increases in revenues are expected due to additional homes being constructed. There was some discussion about voluntary water conservation efforts. There was some discussion about increasing water scheduled maintenance to \$10,000 to allow for cleaning of the screen on at least one of the wells.

Mayor Vargus reviewed the potential capital improvement projects. There was some discussion about improving the drainage at the intersection at Woodcrest and Highridge. There was some discussion about replacing a fire hydrant at Meadow Lake and Woodcrest. There was some discussion about placing the electric lines underground at the wastewater plant.

**EXECUTIVE SESSION:**

**(Agenda Item E)**

No executive session was held

**RECONVENE:**

**(Agenda Item F)**

**REPORTS**

**(Agenda Item G)**

Mayor Vargus reported that the volunteers covering for Linda Asbell while she was out after surgery did a great job.

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**ADJOURNMENT**

**(Agenda Item H)**

**MOTION:** Upon a motion made by Councilwoman Lepley and seconded by Mayor Pro-Tem West council voted five (5) “ayes” and no (0) “nays” to adjourn the Regular Meeting of the Lakewood Village Town Council at 8:49 p.m. on Thursday, June 13, 2019. The motion carried.

These minutes approved by the Lakewood Village Town Council on the 11th day of July 2019.

APPROVED

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Darrell West  
MAYOR PRO-TEM

ATTEST:

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Linda Asbell, TRMC, CMC  
TOWN SECRETARY