



**LAKEWOOD VILLAGE TOWN HALL
100 HIGHRIDGE DRIVE
LAKEWOOD VILLAGE, TEXAS**

**TOWN COUNCIL MEETING
APRIL 13, 2017 7:00 P.M.**

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. No formal action may be taken on these items at this meeting.

C. CONSENT AGENDA: All of the items on the Consent Agenda are considered to be self-explanatory and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so request. For a citizen to request removal of an item from the Consent Agenda a speaker card must be filled out and submitted to the Town Secretary prior to the call to order.

1. Minutes of February 9, 2017 Council Meeting (Asbell)
2. Minutes of March 9, 2017 Council Meeting (Asbell)

D. REGULAR AGENDA:

1. Consideration of Replat Request for 3959 Spinnaker Run Pointe (Asbell)
2. Consideration of Expenses for Finalization of Ground Storage Tank Installation (Vargus)
3. Discussion of Road Repairs (Newsome)
4. Consideration of Revision to Lakewood Village Code Compliance Form (Bushong)
5. Consideration of Certificate of Occupancy Checklist Form (Bushong)
6. Discussion of Oversize Vehicle / On and Off Street Parking (Vargus)
7. Consideration of Temporary Waiving of Fence Permit Fee and Town Clean-Up (Newsome)
8. Discussion of Budget Review (Tantalo)

E. EXECUTIVE SESSION: In accordance with Texas Government Code, Section 551.001, et seq., the Town Council will recess into Executive Session (closed meeting) to discuss the following: (1) §551.071(2): Consultation with 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 re: Town boundaries, annexations, dis-annexation, and interlocal agreements; and (2) §551.087: To discuss or deliberate regarding commercial or financial information that the Town of Lakewood Village has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Lakewood Village and with which the Town is conducting economic development negotiations; and/or to deliberate the offer of a financial or other incentive to the business prospect.

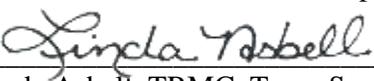
F. RECONVENE: Reconvene into regular session and consideration of action, if any, on items discussed in executive session

G. COUNCIL AND STAFF COMMENTS: Comments may be made by Council or Staff. No formal action may be taken on these items at this meeting.

H. ADJOURNMENT

I do hereby certify that the above notice of meeting was posted on the designated place for official notice at 5:30 p.m. on Monday, April 10, 2017.




Linda Asbell, TRMC, 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. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 972-294-5555 or FAX 972-292-0812 for further information.

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

LAKEWOOD VILLAGE TOWN COUNCIL

COUNCIL MEETING

FEBRUARY 9, 2017

Council Members:

Dr. Mark Vargus, Mayor – Arrived at 7:23 p.m.
Ed Reed – Mayor Pro-Tem – ABSENT
Clint Bushong
Gary Newsome
Ray Duff – Absent
Dan Tantalo

Town Staff:

Linda Asbell, TRMC, Town Secretary

REGULAR SESSION - 7:00 P.M.

With a quorum of the Council Members present, Councilman Bushong called the Regular Meeting of the Town Council to order at 7:15 p.m. on Thursday, February, 2017, in the Council Chambers of the Lakewood Village Town Hall, 100 Highridge Drive, Lakewood Village, Texas.

PLEDGE TO THE FLAG:

(Agenda Item A)

Councilman Bushong led the Pledge of Allegiance

VISITOR/CITIZENS FORUM:

(Agenda Item B)

Mr. Randy Farmer, 309 W. Eldorado Pkwy, Ste 104, Little Elm, reported that all the sponsored tables at the Little Elm Trivia Contest have been sold. The Trivia Contest will be held February 28th at 6 p.m. in Little Elm. Mr. Farmer distributed information about a golf cart that will be sold at the live auction.

CONSENT AGENDA:

(Agenda Item C)

1. Minutes of January 12, 2017 Council Meeting (Asbell)
2. Minutes of January 31, 2017 Council Meeting (Asbell)
3. Resolution in Opposition to Senate Bill 2 (Asbell)

Councilman Tantalo requested item #3 be removed from the consent agenda and considered separately.

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FEBRUARY 9, 2017**

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MOTION: Upon a motion made by Councilman Newsome and seconded by Tantalo, council voted three (3) “ayes”, no (0) “nays” to approve consent agenda items 1 and 2 as presented. *The motion carried.*

Consent item #3, Resolution in Opposition to Senate Bill 2

Councilman Tantalo stated that he was surprised by the resolution. Councilman Tantalo stated that he personally supports Senate Bill 2. Linda Asbell explained that the resolution is in support of Texas Municipal League’s legislative efforts to defeat the bill due to concerns about the impact to municipalities. Mayor Vargus stated that he supports revenue-caps in theory as long as they are enacted in a logical way. Councilman Tantalo expressed concern that Senate Bill 2 was not distributed to the council prior to the resolution being presented.

Tantalo requested this item be tabled and be considered next month and include Senate Bill 2 in its then current version

REGULAR AGENDA:

(Agenda Item D)

Presentation of Audit of Fiscal Year 2015-2016, Mr. Wayne Nabors, Nabors CPA Services (Vargus)

(Agenda Item D.1)

Mr. Wayne Nabors of Nabors CPA Services, reviewed the audit. Mayor Vargus stated that Town Secretary Linda Asbell is the one required by law to keep the financial records and he, as Mayor, is the Chief Financial Officer; Mr. Nabors is the independent auditor he does not serve as the accountant for the Town. Mr. Nabors reviewed the balance sheet for the governmental funds. Mr. Nabors reported that the town has a current ratio of 2.4/1 which shows the town has good liquidity. The town holds reserves of approximately 15% due to the one-time planned expenditures. If the town had not incurred those expenditures the reserve would be nearly 33%. Mr. Nabors reported that he is very comfortable with the level of reserves held by the town.

Mayor Vargus reported that during the last fiscal year the town experienced several one-time events that resulted in expenditures that will not be repeated in future fiscal years. The level of reserves the town holds currently are at temporary low but the ratio will reverse in the next fiscal year.

Mr. Nabors reported that the town had a \$45,000 positive variance in revenues driven by increases in sales tax, fees for services, etc. The town also experienced a negative variance in expenditures related to large expenses related to legal fees, road repairs, etc. Mayor Vargus explained that one of the budget variances is showing because the road repairs are not included in the budget but are driven by the balance of the Road Maintenance Fund. Mr. Nabors reported

that the road repair was not able to be capitalized and depreciated and therefore had a much larger impact on the financial statement.

Mr. Nabors reviewed the Utility Fund and reported on the liquidity ratio and reserve levels. The reserve at the Utility Fund is currently at 18%. Mr. Nabors reported that the Town's current practice of building up a reserve and then spending down is a typical and common practice for municipalities. Mr. Nabors stated that building a reserve fund to cover a planned spend-down and to anticipate growth is standard and a fiscally responsible method of operating.

Mr. Nabors reviewed the balance of the Road Maintenance Fund and stated that council has "assigned" those funds for the purpose of road repairs. The council can, at any time, re-assign those funds for another purpose. Mayor Vargus explained the difference between "restricted funds" and "assigned fund" and gave an example of the approximately \$40,000 in Utility Fund that must be shown as restricted to cover the customer water deposits.

Mr. Nabors reviewed the Management Letter and reported that he reviews internal controls and cash handling practices and policies along with other qualitative aspects of financial management of the town. Mr. Nabors reported that he did not have any problems during the audit, the town participated fully and he has no concerns with the financial management of the town. Mr. Nabors stated that the audit was time consuming and complex due to dissolution of the Economic Development Corporation, and implementation of Impact Fees, Mr. Nabors stated that Town Secretary Linda Asbell is to be commended for excellent job.

Mayor Vargus also commended Linda for excellent job in maintaining complex accounting system that tracks all aspects of the Town's finances. Mayor Vargus reported that as a professor of accounting he supports Mr. Nabors's statement that no audit is completed without corrections and he is very happy with the service Mr. Nabors's provides the citizens of Lakewood Village.

Councilman Tantalo asked about a capital assets listing of the value of the streets. Mr. Nabors reported that \$1,900,489 is the value of the concrete roads and that number also includes the value of the engineering involved the street design. Councilman Tantalo asked if there was a liability line that showed the condition of the asphalt roads needing repair. Mr. Nabors stated that reporting to that level is a large undertaking and predicting the amount of that expense is not a number that would be shown in an audit. Mayor Vargus explained that there is a difference between planning for an expense and reporting a liability in an audit. Mr. Nabors reported that he serves as a councilman on the City Council in Celina and he knows that the town has approximately \$20,000,000 in road repairs that need to be made. Councilman Tantalo asked where that number is reported or documented. Mr. Nabors stated that Celina does not have that number documented anywhere. While it is possible to create a capital improvements plan, it is not possible to document every possible future expense.

MOTION: Upon a motion made by Councilman Bushong and seconded by Newsome, council voted three (3) “ayes”, no (0) “nays” to accept the audit of fiscal year 2015-2016 as presented. *The motion carried.*

**Discussion of Texas Municipal League
Insurance Coverage with Mr. Ryan Burns,
TML (Asbell)**

(Agenda Item D.2)

Mayor Vargus introduced Mr. Ryan Burns with Texas Municipal League. Mr. Burns reviewed the history of Texas Municipal League and the creation of the Intergovernmental Risk Pool as well as the Intergovernmental Employee Benefits Pool. Mr. Burns reported on the services provided to the town by the Intergovernmental Risk Pool and reviewed the financial stability of the risk pool. Mr. Burns reviewed the coverages currently carried by the Town. Mr. Burns reported that the town provides supplemental sewage backup coverage for its citizens. The town is not liable for damages to the citizen’s property caused by sewage backup into private property and, only about 15% of municipalities provide this type of coverage for their citizens. Mayor Vargus stated that the town decided to provide this coverage because the town wants to be a “good neighbor” and provide a protection to the citizens. There was some discussion about the cyber liability coverage and backup systems for town computers. TMLIEBP will cover physical damage to computer, software, or data. It will also provide a credit monitoring service to any citizen who’s information might have been compromised. Mayor Vargus reported that the town does have solid state daily backup of the financial information. Mr. Burns reported that good policy is to have hourly backups with redundancy so the information is stored in multiple locations. There was some discussion about town events and the need for coverage. Mr. Burns stated that an Easter Egg Hunt would not require additional coverage. The town could contact TMLIRP 30 days prior to the Halloween Hay Ride to allow for additional protections for the drivers of the vehicles that are transporting children. There was some discussion about workers compensation and liability coverage for the building officials.

**Discussion of Republic Services Coverage
Amendment (Asbell)**

(Agenda Item D.3)

Mayor Vargus reported that the town is due for a rate change and he asked Town Secretary Asbell to negotiate for alternatives to the rate change proposed by Republic Services. Town Secretary Asbell has identified an index that will allow for a lower price increase than requested. An increase of only \$0.26 rather than the nearly \$0.60 originally requested. The contract addendum will be provided at the next council meeting.

**Discussion of CoServ Power Quality Issues
(Vargus)**

(Agenda Item D.4)

Mayor Vargus reported that he requested that CoServ provide a study of the quality of power he receives at his house. The study provided showed that CoServ documented 59 times in the last 24 months that power service was “lost”. There was some discussion about the number of times citizens have had to replace appliances or HVAC units due to power quality problems. Several citizens in the audience and members of council reported on experience with loss of HVAC units, appliances, or other electronic equipment.

**Consideration of Discharge of Civil Penalties
Assessed on 423 Hillside (Vargus)**

(Agenda Item D.5)

Mayor Vargus reviewed the history of non-compliance with housing standards and life/health safety issues with the pool at 423 Hillside. The town pumped out the pool a number of times over the last several years to reduce the risk to children who might gain access to the pool. The owner is now selling the property and the town will receive approximately \$20,000 in municipal liens which will recover the cost of maintenance of the property. Mayor Vargus and Councilman Bushong reviewed the history of the \$50,000 in civil penalties assessed against the property and the reason the council assessed those penalties. Mayor Vargus reported that the prospective new owner of the property approached the town and proposed that the town reduce the amount of the civil penalties based on the amount of money he invests in repairs to the home. There was some discussion about the town council authorizing the Mayor to enter an agreement to release the civil penalties subject to the investment of funds in the property in an amount equal to the penalties. Councilman Tantalo stated that he would prefer to see the text of the agreement before he votes to approve. Councilman Tantalo requested information to be provided in the council packet in the future. There was some discussion about the process for closing and the agreement for satisfaction of the civil penalties.

1.

Authorize mayor enter agreement with purchaser 423 to forgive the \$50K plus interest, recovery of the labor liens, bring the property into code, forgive the civil penalties dollar for dollar on the amount of money pent on property improvements.

MOTION: Upon a motion made by Councilman Bushong and seconded by Newsome, council voted two (2) “ayes”, no (0) “nays” with one abstention (Councilman Tantalo) to authorize the mayor to enter into an agreement with the purchaser of 423 Hillside to forgive the \$50,000 in civil penalties plus accrued interest on a dollar for dollar basis based on the amount of money the purchaser spends on

improving the property. This agreement does not include the labor liens placed on the property by the Town. *The motion carried.*

Councilman Tantalo stated that he supports the action but abstained only because he wanted to see the text of the agreement.

**Consideration of Replat of 595 Melody
(Vargus)**

(Agenda Item D.6)

Mayor Vargus proposed a replat of the town owned property located at 595 Melody. Replatting would separate an area needed for the thoroughfare planned to connect to Stowe Lane directly to the entrance and still allow for a one acre lot that conforms to zoning. The newly platted lot could then be sold as a residential property. There was some discussion about the benefit of designating the exact location of the connector road and aligning it to Stowe Lane without holding excess property. There was some discussion about the location of the road and the thoroughfare plan. Councilman Bushong recommended the mayor bring a replat to council at a future meeting. Council would hold a public hearing prior to approving the plat. Councilman Tantalo requested the property owners of the properties directly adjacent be notified of the public hearing.

MOTION: Upon a motion made by Councilman Bushong and seconded by Councilman Newsome, council voted three (3) “ayes”, no (0) “nays” to authorize the Mayor to obtain a survey and replat proposal for council consider at a future meeting. *The motion carried.*

EXECUTIVE SESSION:

(Agenda Item E)

At 9:30 p.m. Mayor Vargus recessed into executive session in accordance with Texas Government Code, Section 551.001, et seq., the Town Council will recess into Executive Session (closed meeting) to discuss the following: (1) §551.071 (2): Consultation with 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 re: Town boundaries, annexations, dis-annexation, and interlocal agreements; (2) §551.072: Deliberation regarding the purchase, exchange, lease, or value of real property; and (3) §551.087: To discuss or deliberate regarding commercial or financial information that the Town of Lakewood Village has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Lakewood Village and with which the Town is conducting economic development negotiations; and/or to deliberate the offer of a financial or other incentive to the business prospect.

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RECONVENE:

(Agenda Item F)

Mayor Vargus reconvened the regular session of the Lakewood Village Town Council at 10:05 pm. No action was taken.

COUNCIL AND STAFF COMMENTS

(Agenda Item G)

Councilman Bushong thanked Linda Asbell for scheduling Ryan Burns with Texas Municipal League to attend the meeting.

ADJOURNMENT

(Agenda Item H)

MOTION: Upon a motion made by Councilman Newsome and seconded by Councilman Tantalo council voted three (3) “ayes” and no (0) “nays” to adjourn the Regular Meeting of the Lakewood Village Town Council at 10:07 p.m. on Thursday, February 9, 2017. The motion carried.

These minutes approved by the Lakewood Village Town Council on the 13th day of April 2017.

APPROVED

Dr. Mark E. Vargus
MAYOR

ATTEST:

Linda Asbell, TRMC
TOWN SECRETARY

LAKEWOOD VILLAGE TOWN COUNCIL

COUNCIL MEETING

MARCH 9, 2017

Council Members:

Dr. Mark Vargus, Mayor
Ed Reed – Mayor Pro-Tem
Clint Bushong
Gary Newsome
Ray Duff
Dan Tantalo

Town Staff:

Linda Asbell, TRMC, 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, March, 2017, 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)

Linda Loudon, 315 Hillside Drive, spoke representing the Board of the Municipal Development District. The MDD would like to host a community picnic celebrating the 40th anniversary of the incorporation of the town. Ms. Loudon stated that a community picnic is a great way to meet the neighbors and celebrate the town. Ms. Loudon stated that she is ready to head the event, bring in a band, and promote heavy citizen involvement. She recommended scheduling the event in May to avoid the heat of the summer. Council thanked Ms. Loudon for volunteering to plan the event.

EXECUTIVE SESSION:

(Agenda Item C)

At 7:05 p.m. Mayor Vargus recessed into executive session in accordance with Texas Government Code, Section 551.001, et seq., the Town Council will recess into Executive Session (closed meeting) to discuss the following: (1) §551.071(2): Consultation with 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 re: Town boundaries, annexations, dis-annexation, and interlocal agreements; (2) §551.072: Deliberation regarding the purchase, exchange, lease, or value of real property; (3) §551.087: To

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REGULAR SESSION
MARCH 9, 2017**

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discuss or deliberate regarding commercial or financial information that the Town of Lakewood Village has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Lakewood Village and with which the Town is conducting economic development negotiations; and/or to deliberate the offer of a financial or other incentive to the business prospect, and (4) § 551.074: Personnel matters – evaluation of Town Secretary

RECONVENE:

(Agenda Item D)

Mayor Vargus reconvened the regular session of the Lakewood Village Town Council at 7:44 pm. No action was taken.

REGULAR AGENDA:

(Agenda Item E)

Consideration of Changes to Employee Retirement Plan (Bushong)

(Agenda Item E.1)

Councilman Bushong reviewed the current retirement plan. The Town currently matches any fulltime employee one dollar for one dollar up to five percent of the annual salary. The proposed change increases the matching to one dollar for one dollar up to ten percent after ten years. Mayor Vargus reported on his concerns with participating in the Texas Municipal Retirement Systems. Because TMRS determines the contribution, the town does not have control for budgeting purposes. Mayor Vargus stated that Linda Asbell has a longer tenure with the town than any other employee in the history of the town and is in her tenth year of service to the citizens of Lakewood Village. Councilman Tantalo stated that he supports employee retention but has a concern about where the town will find the funds to cover the increase. Councilman Bushong stated that the reason this item is being discussed now is because it is an item that will be addressed in the next budget cycle. Mayor Vargus stated that the town is building a benefits package for the Town Secretary position. Mayor Vargus stated that Town Secretary Asbell has set the bar extremely high and the town needs to be positioned to retain her and attract other employees of her caliber. Councilman Tantalo expressed additional concern about looking closely at numbers during the budget process to offset the additional increase.

MOTION: Upon a motion made by Mayor Pro-Tem Reed and seconded by Councilman Newsome, council voted four (4) “ayes”, and one (1) “nays” (Councilman Tantalo) to the adopt the increased matching contribution. *The motion carried.*

**Consideration of Boundary Agreement with
the City of Oak Point**

(Agenda Item E.2)

Mayor Vargus stated this item has been removed from consideration and no discussion is necessary.

**Consideration of Resolution in Opposition to
Senate Bill 2 (Asbell)**

(Agenda Item E.3)

Mayor Vargus reviewed the current rollback regulations and the changes that Senate Bill 2 would require. Mayor Vargus reported on concerns that this Senate Bill will inadvertently cause an additional tax burden because taxing entities who might not have increased their tax rates will automatically increase the maximum four percent each year because they no longer have the flexibility to increase up to eight percent. Texas Municipal League is requesting municipalities to pass a resolution in opposition to the senate bill. Councilman Tantalo reported on some of the proposed changes such as changing the mandatory election for tax increases over the rollback rate to November. Councilman Tantalo stated that he would support a citizen vote on any increase in tax rates. Mayor Vargus reported on the power citizens currently have to voice their opinions and control their own tax rates. Councilman Bushong stated that this Senate Bill actually represents the State of Texas (a larger government entity) mandating how citizens of the Town of Lakewood Village (a smaller government entity) will handle tax increases. Councilman Tantalo states that towns are getting rich because property values are going up. Mayor Vargus reported that Lakewood Village makes up only seven percent of the tax bills citizens pay.

MOTION: Upon a motion made by Mayor Pro-Tem Reed and seconded by Councilman Duff, council voted four (4) “ayes”, one (1) “nays” (Councilman Tantalo) to the adopt Resolution in opposition to Senate Bill 2. *The motion carried.*

**Consideration of Release of Attorney
Opinion Related to MDD Sales Tax and
Expenditures (Tantalo)**

(Agenda Item E.4)

Councilman Tantalo stated that the Municipal Development District requested an attorney opinion. The attorney opinion has been received and Councilman Tantalo requests that the opinion be released. There was some discussion about whether the request for opinion release should be made by the Municipal Development District. There was some discussion about council members supporting releasing the opinion upon request of the Municipal Development District Board.

Tantalo made a motion to release the opinion of the attorney on the sales tax / motioned died for a lack of second

MOTION: A motion was made by Councilman Tantalo to release the opinion of the attorney on the use of sale tax funds by the Municipal Development District Board. *The motion died for lack of a second.*

MOTION: Upon a motion made by Councilman Bushong and seconded by Councilman Newsome, council voted four (4) “ayes”, one (1) “nay” (Mayor Pro-Tem Reed) to the adopt release the opinion of the attorney on the use of sales tax funds upon affirmative vote by the Board of the Municipal Development District. *The motion carried.*

COUNCIL AND STAFF COMMENTS

(Agenda Item F)

Councilman Newsome – Reported that he would like to discuss the fence ordinance at the next council meeting and consider waiving permit fees for months of May and June. Town council consider providing roll-off for waste related to fence replacements.

Mayor Vargus reported that 423 Hillside has been sold and the town has received approximately \$21,000 in lien payments. The new owner is currently remodeling and improving the property.

Councilman Bushong reported that the town website was hacked. No information was compromised. The website has been secured.

Summer Paulsen asked council to check their mailboxes

Mayor Pro-Tem Reed reported that Denton County and the Town of Little Elm has signed an agreement to re-stripe Eldorado.

Town Secretary Linda Asbell expressed appreciation for the compassion and support shown to her and her family following the death of her father.

ADJOURNMENT

(Agenda Item H)

MOTION: Upon a motion made by Councilman Bushong and seconded by Councilman Duff council voted five (5) “ayes” and no (0) “nays” to adjourn the Regular Meeting of the Lakewood Village Town Council at 8:28 p.m. on Thursday, March 9, 2017. The motion carried.

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REGULAR SESSION
MARCH 9, 2017**

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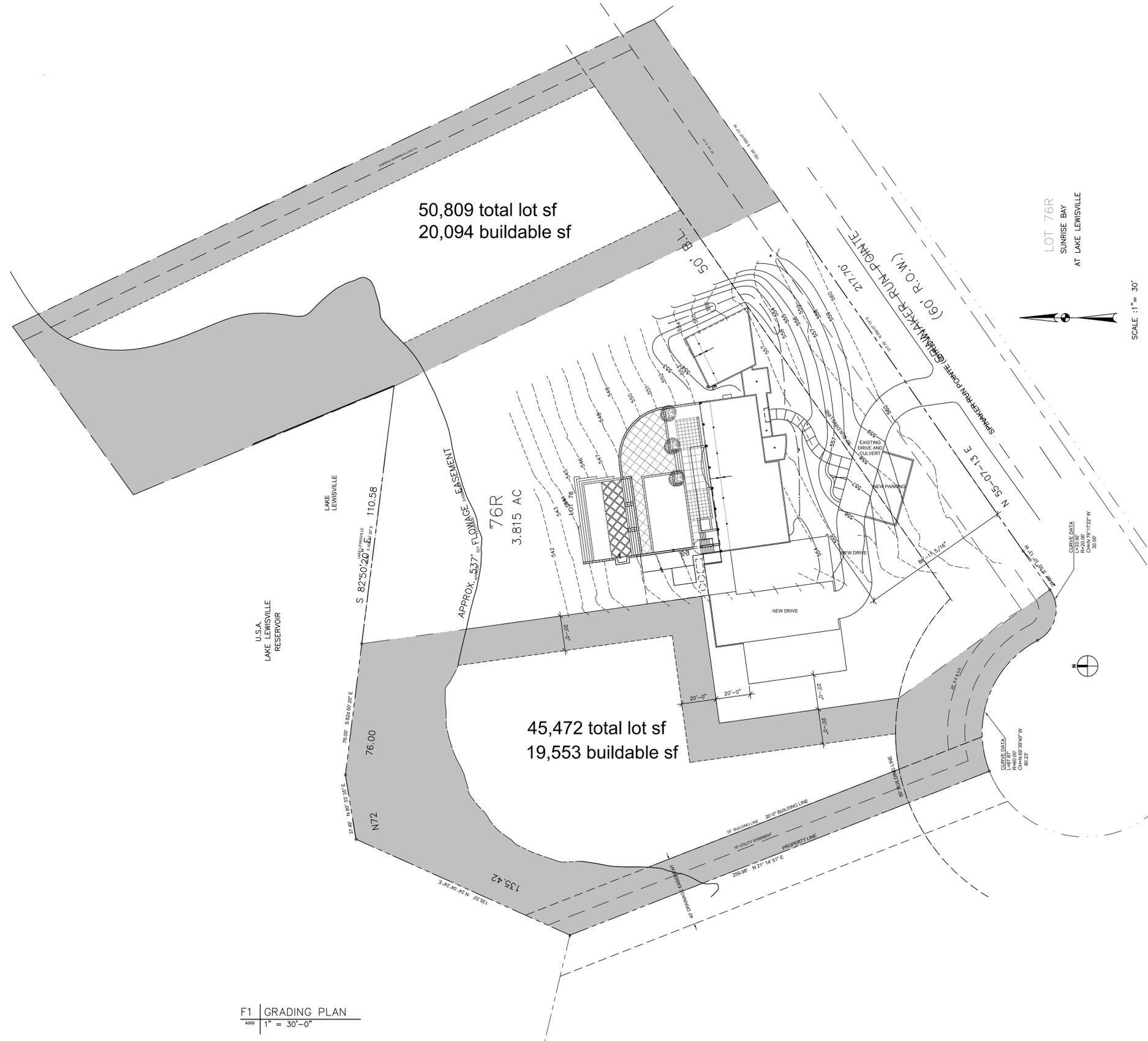
These minutes approved by the Lakewood Village Town Council on the 13th day of April 2017.

APPROVED

Dr. Mark E. Vargus
MAYOR

ATTEST:

Linda Asbell, TRMC
TOWN SECRETARY



F1 GRADING PLAN
AS NOTED
 1" = 30'-0"

STRUCTURAL ENGINEER
 RAYMOND L. GOODSON, JR., INC.
 10440 N. Central Exp. #600
 Dallas, TX 75231
 (214) 739-8100
 Fax (214) 739-6354

MECHANICAL ENGINEER
 Ronald S. German, P.E.
 11325 Pegasus, Suite W-149
 Dallas, TX 75238
 (214) 553-8113
 Fax (214) 553-8113

HIDELL
 ASSOCIATES
 ARCHITECTS

3033 KELLWAY DRIVE SUITE 120
 CARROLLTON, TEXAS 75006 972-414-4666
 FAX (972) 416-0169
 E-MAIL BHIDELL@HIDELL.COM

HIDELL RESIDENCE

Revisions

03-17-97 CONTOUR REV.

Job No. 96007

Issue Date: AUGUST 14, 2007

Drawn By: JIM C.C.H.

Checked By:

Sheet No.

A100

Linda Asbell

To: Strouse, Todd
Subject: RE: 3959 Spinnaker Run Pointe

From: Strouse, Todd [<mailto:todd.strouse@kimley-horn.com>]
Sent: Monday, April 10, 2017 9:38 AM
To: Linda Asbell
Subject: RE: 3959 Spinnaker Run Pointe

Linda,

I recommend rejecting the preliminary plat. My comments are below:

- A “Lot Buildability” detail shall be submitted along with the Preliminary Plat, and shall verify that the buildable portions of the lots can accommodate a dwelling in accordance with Section 8.5.E.3 of the Subdivision Ordinance.
- Verify that Denton County will allow On-Site Sewage Facilities (Septic Systems) within the proposed areas and if property area outside of the flood plain is less than 1 acre.
 - All on-site wastewater disposal systems shall be designed, permitted, constructed, operated and maintained in compliance with all applicable local, County and State regulations, and a permit for such system shall be acquired prior to Preliminary Plat and Construction Plans approvals. (Re: Section 8.2.E.5.b of Subdivision Ordinance)

I have attached the current hourly rate schedule. How would you like me to proceed with billing this effort moving forward?

Thanks,

Todd Strouse, P.E.

Kimley-Horn | 106 West Louisiana Street, McKinney, TX 75069

Direct: (469) 301-2592 | Mobile: (972) 971-2600

Celebrating nine years as one of FORTUNE's 100 Best Companies to Work For

- a. Would expect to generate over one hundred (100) directional trips during the peak hour of traffic generator or the peak hour on the adjacent streets;
- b. Over seven hundred fifty (750) trips in an average day; or
- c. High traffic volumes on surrounding roads that may affect movement to and from the proposed development.
- d.

5. Stub Streets

- a. Connections are required to adjacent vacant properties at locations as approved by the Town Engineer.
- b. A note shall be clearly placed on the Final Plat indicating that the stub street will be extended with the future development.
- c. All stub streets shall have a sign prominently posted at the terminus of the street to indicate that the street will be extended in the future. Installation and cost of the sign shall be the responsibility of the developer.

6. Street Connectivity

- a. New developments shall provide street connections to adjacent developments, as determined by the Town, allowing access between developments of neighborhood traffic and to enhance pedestrian and bicycle connectivity as recommended in the Comprehensive Plan.
- b. The use of cul-de-sac streets shall be limited within new developments to the greatest extent possible. The Fire Chief and the Town shall have the authority to determine whether or not the use of cul-de-sacs in a development meets the intent of this section during Town review and consideration of the Preliminary Plat.

7. Street Lighting

Street lighting shall be provided at all street intersections and furthest extensions of cul-de-sacs.

8.5. EASEMENTS, LOT & BLOCK DESIGN, MONUMENTS, SUBDIVISION NAMES, FRANCHISE UTILITIES

A. Easements

The type, size and location of easements shall be determined by the Town Engineer. All existing and proposed easements shall be shown on the Preliminary and Final Plats. All easements shall be labeled on the Final Plat and dedicated for the specific purpose intended.

B. Zoning Compliance

All lots shall conform to the zoning district requirements, unless located in the ETJ in which they shall comply with the agreements between the Town and Denton County.

C. Residential Lots Adjacent to Drainage Areas

Lots shall be exclusive of any portion of a natural drainage area, maintenance access, and/or erosion hazard setback. Retaining walls may be allowed on lots adjacent to natural drainage areas as approved by the Town Engineer.

D. Lot Shape

The Town reserves the right to disapprove any lot which, in its opinion, will not be suitable or desirable for the purpose intended, or which is so oddly shaped as to create a hindrance to the logical lot layout of surrounding properties and/or create an irregular building envelope. The following requirements shall also apply.

1. Lots shall be generally rectangular in shape. Sharp angles between lot lines shall be avoided. Flag lots are prohibited.
2. Irregularly shaped lots shall have sufficient width at the building line to meet minimum lot width and frontage requirements for the appropriate zoning district, and shall provide the minimum building pad required by zoning without encroachment into front, side or rear yard setbacks or into any type of easement.

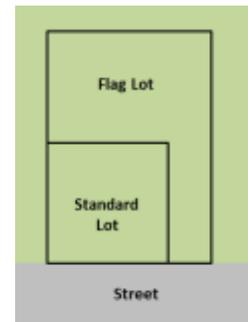


Figure 1: Flag Lots

E. Lot Lines

1. Side Lot Lines

Side lot lines shall be at ninety degree (90°) angles or radial to street right-of-way lines to the greatest extent possible.

2. Lot Lines and Jurisdictional Boundaries

All lot lines shall, to the greatest extent possible, align along county, school district and other jurisdictional boundary lines such that lots are fully within one county, school district or other jurisdiction.

3. Lot Buildability

Any portion of a lot that is non-buildable for any reason shall be clearly shown as such on the Preliminary and Final Plats. A "Lot Buildability" detail shall be submitted along with the Preliminary and Final Plats, and shall verify that the buildable portion of such a lot can accommodate a dwelling or main structure that complies with applicable Town zoning regulations, if located within the Town's limits, and building code.

F. Lot Frontages

1. Street Frontage

Each lot shall have adequate access to a street by having frontage on such a street that is not less than sixty feet (60) at the street right-of-way, or otherwise specified in the Zoning Ordinance or a Planned Development (PD) Ordinance, if applicable. Lots fronting onto an eyebrow or bulb

portion of a cul-de-sac shall have a minimum frontage of forty feet (40) at the street right-of-way line.

2. Double Frontage

a. Single Family

Double frontage lots are prohibited, except that single family lots may back or side onto a Type C2U thoroughfare or larger with appropriate screening. Where lots back or side onto a Type C2U thoroughfare or larger, no driveway access is allowed onto the thoroughfare from the rear or side of the lot.

b. Where lots have frontage on more than one street, a front building line shall be established for each street.

3. Lots Facing Other Lots

Whenever feasible, each residential lot shall face the front of a similar lot, or shall face a park or open space if one exists or is planned across the street. In general, an arrangement placing adjacent lots at right angles to each other should be avoided.

G. Lots in Relation to Parks/Open Space

All lots that are located directly across a street from a park/open space shall face onto the park/open space.

H. Lot & Block Numbering

All lots within each phase of a development are to be numbered consecutively within each block. Each block shall have an alpha designation.

I. Building Lines

Building lines shall not be shown on the Preliminary and Final Plats.

J. Subdivision Names

New subdivisions shall be named so as to prevent conflict or "sound-alike" confusion with the names of other subdivisions. The subdivision name shall be approved by the Town prior to any Plat approval, and prior to approval of the Construction Plans.

K. Franchise Utility Policy

1. General Requirements

The Town may require easements for poles, wires, conduits, gas, telephone, cable TV or other utility lines if necessary.

2. Locations

Utilities shall be located in easements provided adjacent to the street rights-of-way along the front of lots or tracts.

3. Ground-Mounted Equipment







C & S Well Service
P. O. Box 1174
Denton, Tx. 76202

Proposal # 1
March 13, 2017

Proposal Submitted To
The Town of Lakewood Village
100 South Highridge
Lakewood Village, Tx. 75068

This Proposal is to furnish materials and perform labor necessary for the following.

- (1) Install (1) Square D 460 volt 3 phase main circuit breaker feeding the subpanel.
- (2) Install (1) Cutler Hammer 460 volt 3 phase circuit breaker in the subpanel for the #3 booster pump.
- (3) Install alternating relay and wire into the booster control circuit.
- (4) Install (1) Magnetic starter and hour meter for the #3 booster pump.
- (5) Install (1) Mercoid pressure switch to operate the #3 Booster Pump.
- (6) Install (2) liquid level control relays for pump up control of the fill valve and pump down control of the #3 booster pump.
- (7) Install electric service to the fill valve at the storage tank.
- (8) Install electrode wiring and electrodes to the new 16 foot tall ground storage tank.
- (9) Install electric service from the new magnetic starter to the #3 booster pump.

Booster pumps will operate as follows

Three 10 HP booster pumps will alternately activate first on pressure falling. If pressure continues to fall, a second 10 HP booster activates. If pressure continues to fall, the third 10 HP booster will activate. If pressure continues to fall, the 20 Hp booster will activate. All booster pumps will run to their individual cutout pressure. The 20 HP booster is not part of the alternating cycle just as it is not now. It only activates when all three 10 Hp boosters cannot keep up with demand. The new #3 booster only draws from the new ground storage tank and will have separate low level protection in that tank.

This proposal does not include

- (1) Any labor or materials not described in this proposal.
- (2) #3 booster pump and any piping
- (3) Fill Valve at the storage tank

The above described work and materials to be provided for the sum of \$10,400.00 with payments to be made as follows.

- (1) \$6,400.00 due after completion of item numbers 1-6 from above.
- (2) \$4,000.00 due after completion of item numbers 7-9 from above.

Al Stewart
C & S Well Service

Acceptance of proposal



MEMORANDUM

TO: Town Council
CC: Linda Asbell
FROM: Gary Newsome
DATE: April 9, 2017
RE: 2017 Road Repairs

The Melody and Carrie road repairs were performed in September 2016 at a cost of \$25,000. As of the end of our fiscal second quarter, March 31st, the Road Maintenance Fund balance is **\$19,782.94**.

The estimated additional revenues between April 1 and September 1 are:

Sales Tax	\$ 7,500
Roll-off Fees	2,000
<u>Franchise Fees</u>	<u>1,400</u>
TOTAL	\$ 10,900

For budgeting and planning purposes the funds available for September repairs to Carrie and Highridge are expected to be approximately \$30,700.



Memorandum

TO: Town Council
FROM: Clint Bushong
RE: Agenda D.4 & D.5: Revised Building Code Compliance and New CO Checklist Forms

The Building Code Compliance form is used by the Building Inspector during a pre-construction meeting to review the Town's adopted building codes and procedures. The form needs to be updated to reference the currently adopted building codes.

The proposed Certificate of Occupancy (CO) checklist is intended to provide a standardized checklist for the building inspectors and homeowners. The section titled General Health and Safety is taken directly from the adopted [CO CSI Inspections Ordinance](#). The section titled Zoning Requirements – New Construction Only is taken directly from the adopted [Zoning Ordinance](#).

For reference, the Building Application Handbook is available [online](#) or upon request.

I'm looking forward to the discussion.

Clint Bushong



BUILDING DEPARTMENT

BUILDING CODE COMPLIANCE

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office (972) 292-0812 Fax
linda@lakewoodvillagetx.us

REVISED: [04/13/2017](#) ~~05/14/2014~~

GOAL

The focus of plan review and building inspections are to ensure **quality** construction. As the builder, you shall require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.

BUILDING CODES

- ~~2015~~[2012](#) International Energy Conservation Code
- ~~2011~~[2005](#) National Electrical Code
- 2012 International Residential Code
- 2012 International Mechanical Code
- 2012 International Plumbing Code
- ~~2006 International Building Code~~
- 2012 International Fuel Gas Code

ENERGY CONSERVATION

Minimum

[2015](#)~~2012~~ INTERNATIONAL ENERGY CONSERVATION CODE

All residential construction shall comply with the following simplified energy requirements. Alternatively, the builder may provide other approved energy compliance documentation. (i.e.; MecCheck, ResCheck, IC3 or Energy-star)

- Attic Insulation (blown) = R38
- Exterior Sloped Ceilings (blanket) = R19
- Floor insulation (blanket) = R19
- Exterior Wall Insulation = R13
- Environmental Air Duct in unconditioned Spaces = R6 (supply & return)
- Windows = U.65 SHGC = .40
- A/C system efficiency minimum of 13 SEER.

Each window assembly (doors with 50 % or more glazing) is required to display at the time of insulation a certificate rating label indicating the National Fenestration Rating Council has tested the assembly. The label shall not be removed until after insulation inspection has been completed and approved. Window assemblies, which do not bear a certification rating will be failed and removed from the window opening.



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Preferred

ENERGY STAR HOMES

Requires third party rater plan review and inspection/testing by RESNET agency certified for the State of Texas. Voluntary compliance shall require two complete copies of rater analysis with building plan submission for building permit. Raters A/C must be within 1% of plan/permit area. Builders shall employ the same rater for plan review, inspection, and testing.

A Third Party verification form must be completely filled out, indicating final "HERS" rating score prior to the builders request for final inspection and Certificate of Occupancy.

The Town shall not issue a Certificate of Occupancy until all required documentation has been submitted and verified to be in compliance with EPA regulations.

RESCHECK OR IC3 ENERGY ANALYSIS

ResCheck or IC3 Energy analysis shall be signed by an ICC certified energy inspector / plans examiner.

LESSONS LEARNED

The intent of this section is to provide guidance for builders or general contractors regarding the deficiencies commonly found during inspections. As the builder, you shall require subcontractors to build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.

The following information is **provided as reference** and shall **not** be considered all inclusive:

T-POLE

- Address and permit posted shall be onsite.
- Ground fault protection shall be included on all 20 and 30 amp circuits.
- Pole shall be braced and grounded.
- Plugs and breakers shall be contained in a weather proof enclosure.

PLUMBING GROUND ROUGH

- Address and permit shall be posted onsite.
- Proper fittings shall be used in system.
- Short sweep fittings shall be prohibited under slab.
- Vents, traps, and trap arms shall be properly sized.
- Minimum ¾ inch water service with cut-off valve shall be installed.
- Minimum twenty (20) foot copper service line to inside forms, no PEX shall be allowed under slab.
- Hose bibb with tamper proof vacuum breaker shall be installed. Water shall be on to dwelling or be air tested to a minimum fifty (50) psi.
- Copper lines shall be sleeved, taped, or painted where exposed to concrete;
- All dwelling sewers (yard lines) shall be a minimum four inch (4) with a four inch (4) double or two-way cleanout.



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BUILDING DEPARTMENT

- Turns in sewers shall be achieved with one-eighth (1/8) or one-sixteenth (1/16) bends. Short radius fittings shall be prohibited.
- Water and sewer lines shall be in separate trenches or in a common trench with water line placed on a solid shelf twelve inches (12) above sewer line.
- All underground PVC and copper shall be bedded with sand or clean soil.
- Form board survey shall be available for the Building Official.

WATER / SEWER TAPS

- All taps shall be closed and buried the next day upon passing the inspection.

FOUNDATION

- Address and permit shall be posted.
- Post tension or other engineered plans shall be on jobsite at time of inspection.
- Minimum concrete thickness shall be four inch (4) or greater.
- Beam width and depth shall comply with approved engineer designs.
- Chairs shall be under reinforced steel and tendons.
- Exposed copper shall be sleeved and protected.
- All PVC DWV lines in beams shall be wrapped protected from concrete.
- Forms shall be adequately braced, with brick ledge installed if applicable.
- Block-outs for tubs and showers shall be in place.
- Anchorage shall be in place at time of inspection.
- Approved engineer inspection report shall be onsite.
- Rough grading for positive drainage away from slab shall be complete after concrete placement and removal of forms.
- All weight tickets shall be on file with the Town prior to next inspection.

FLATWORK

- Town sidewalks shall be minimum 4' wide with ¼ "per foot slope from property line to street.
- Expansion joints shall be installed where abutting existing concrete and every twenty (20) feet.
- Reinforcement shall be #3 bars at 16" on center each way.
- Sidewalk marking for control joints shall be five feet (5) on center.
- Drive approaches shall be six (6) inches in depth and reinforced with #3 rebar dowelled into existing concrete at sixteen (16) inch on center placed on compacted soil.
- Water meter boxes shall be flush to final grade, including sod, and meters and fittings shall be fully accessible;
- Water meters shall not be located in any flat work.
- Handicap ramps shall conform to the Texas Accessibility Standards (T.A.S.).
- All fire hydrant and main line cut-off valves shall be clearly located and be flush to final grade.

PLUMBING TOP OUT

- All vents shall extend through roof minimum 6" with flashings properly installed.



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BUILDING DEPARTMENT

- Properly size vents, traps, and trap arms.
- Horizontal vents below forty-two (42) inches above floor shall be prohibited.
- All plumbing shall be stack vented. Flat venting shall be prohibited.
- All water pipes in exterior walls shall be insulated.
- All copper lines and stub outs shall be strapped and supported.
- All plumbing walls shall require minimum 2" X 6" framing.
- All water heaters shall be in an approved drip pan. T and P lines and drain lines shall terminate to the exterior of the building.
- A water test shall be required on all plumbing above slab regardless of the number of stories of the finished dwelling.
- Cleanouts shall be installed above arm tie-ins.
- Approved shower pans shall be installed and tested.
- All shower valve risers shall be capped and tested.
- All exterior hose bibs shall be frost proof and protected where passing through masonry material.
- Water heater installations shall comply with 2012 IECC requirements.
- Air admittance valves shall not be installed without prior approval from the Building Official.

MECHANICAL ROUGH

- Flex duct shall be properly supported and turns made in a manner that will not restrict air flow.
- Approved splice connectors shall be used at joints in duct work.
- All duct insulation shall be minimum R6.
- Primary condensate drains shall tie into a wet trap.
- Bath exhaust fans shall terminate to the exterior of structure.
- Dryer vent shall be metallic duct with maximum length of twenty-five (25) feet, with no more than two (2) ninety (90) degree bends. Two (2) feet shall be deducted for each ninety (90) degree fitting.
- Insulation on A/C refrigerant lines shall comply with the 2012 IECC.
- All seams and joints in metallic duct boots shall be sealed with mastics.
- Mechanical storage equipment areas shall comply with 2012 IECC.
- All plenum spaces shall be in compliance with 2012 IRC requirements.
- All wood burning or gas fireplaces shall have fresh air intake from outside of structure.

SHEATHING AND NAILING PATTERN

- Wind bracing shall comply with the 2012 IRC nailing schedule.

FRAMING

- All bottom plates on masonry or concrete shall be pressure treated. Plates will be secured in compliance with the 2012 IRC.
- Joist and rafter spans shall be installed per span charts.
- Valleys, hips, and ridges shall be no less than two (2) inch nominal thickness and not less in depth than the end cut of the rafters.



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- Purlins shall be at least the same size as the rafter, with struts four (4) feet on center.
- Joists over four (4) feet in length that terminate other than on a bearing wall shall be pressure blocked or joist hangers must be installed.
- Fur downs, chimneys, ceilings of different heights, vertical wall spaces over ten (10) feet in height, roof lines, and open risers on stairs shall be fire blocked.
- Stairs, landings, handrails, and guardrails shall comply with the 2012 IRC;
- Metal fireplaces shall be installed according to manufactures specifications;
- Vapor barrier shall be installed at brick ledge behind sheathing;
- Brick ties shall be in place where applicable;
- Masonry supported by wood members shall comply with the 2012 IRC; and
- Any beam / ceiling joist over four (4) with an opposing load shall be TRIPPLED regardless of span.

ELECTRICAL ROUGH

- Aluminum or copper clad aluminum conductors prohibited.
- Panel shall be grounded to cold water piping and supplemental ground rod or UFER ground.
- Bonding strap or screw shall be installed.
- Receptacles shall be installed per 2012 IRC requirements.
- All Romex in return air spaces shall be sleeved.
- All branch circuits that supply 125 volt 15 and 20 amp **outlets** in dwelling unit bedrooms shall be Arc Fault protected.
- Smoke detectors shall be installed per 2012 IRC requirements and manufactures installation instructions.
- All Romex extending through masonry shall be protected.
- Bonding / grounding bushing shall be installed a service nipple where applicable.
- All electrical wiring shall be 12 AWG wiring.

INSULATION

- All insulation in walls, ceilings, ductwork, and windows shall comply with the Town's simplified prescriptive requirements, the 2012 International Energy Conservation Code or Energy-Star.
- A copy of the third party insulation inspection shall be received by the Town prior to next inspection.

ELECTRICAL RELEASE FOR METERS

- Conduit and disconnect shall be installed for A/C condensers.
- Connections shall be made up at meter base and panel.
- Cold water and ground rod clamps shall be secured in place.
- All receptacles, switches, and fixtures shall be in place or blanked off.
- HVAC equipment shall be installed and wiring in place.

GAS RELEASE FOR METER

- Low pressure systems shall be air tested at fifteen (15) psi. Medium pressure systems shall be air tested at sixty (60) psi.



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BUILDING DEPARTMENT

REVISED: [04/13/2017](#)~~05/14/2014~~

All gas supply openings shall have valves; any un-used openings shall have a valve and a cap.

BUILDING FINAL

- Water meter and valve boxes shall be set to grade and cleaned out so connections and valves are visible.
- Cracked / broken sidewalks or approaches are prohibited.
- Final grade, positive drainage, swell location, and sod must be in place.
- Smoke detectors shall be in place and operable.
- Required exit hardware shall be installed.
- Weather stripping shall be installed at all exterior doors.
- Windows shall be free of cracks or breaks.
- A/C unit shall be operational and mounted on level concrete pad.
- Window screens shall be installed.
- House numbers of contrasting colors shall be installed at front of house.
- Blown insulation shall be in place with certification paperwork at attic entrance.
- GFCI's shall be operational at all locations.
- All outstanding fees shall be paid in full.
- Final grade survey shall be on site at time of inspection.
- Notarized termite letter shall be on site at time of inspection.
- Customer Service Inspection letter shall be filled out and signed by licensed plumber or TCEQ licensed CSI inspector;
- Energy rough and energy final inspection approvals.
- The irrigation permit and back-flow test report shall be onsite if irrigation system has been installed.
- Dwelling shall be move-in ready and lot and street shall be clean from debris and mud.

NOTICE

I hereby certify that I have read and examined the Town of Lakewood Village Building Code Compliance form and understand the "Lessons Learned" section is provided as a reference aid in the compliance of all required building codes and ordinances adopted by the Town of Lakewood Village.

Builder or General Contractor Signature	Date
---	------



CERTIFICATE OF OCCUPANCY CHECKLIST

100 Highridge Drive
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BUILDING DEPARTMENT

REVISED: 04/13/2017

PURPOSE

A certificate of occupancy is evidence that the home complies substantially with the local codes as adopted by the Town of Lakewood Village and is safe to occupy.

GENERAL HEALTH AND SAFETY

The inspection shall be performed by the building official or his/her authorized designee. Areas to be covered under the inspection include general health and safety issues and include, but are not limited to:

- Electrical Hazards (exposed conductors, electrical service panels, GFCI protection in all wet areas, primary cold water ground and secondary grounding);
- Existing plumbing (visible leaks, fixtures, proper air gaps, vacuum breakers at all hose bibbs);
- Interior structure conditions (walls, ceiling);
- Smoke detectors (located in all bedrooms and adjacent areas);
- Foundation conditions (cracks/breaks);
- Stairs, hand / guardrail condition;
- Exterior surfaces (rotted);
- Exits from home (including operable bedroom windows);
- Heating equipment (water heater/furnace);
- A/C equipment condition (in proper working order);
- Adequate ventilation in bathrooms and laundry rooms (windows or exhaust fans);
- Garbage and debris (outside);
- Accessory buildings (structural condition, exterior surface rotted);
- Fence condition (rotted, upright position);
- Driveway / sidewalk hazards (cracks, breaks with more than three (3) inches of deflection and cracks in excess of three (3) inches); and
- Address posted minimum size four (4) inches of contrasting color.
- _____
- _____
- _____



BUILDING DEPARTMENT

CERTIFICATE OF OCCUPANCY CHECKLIST

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REVISED: 04/13/2017

ZONING REQUIREMENTS – NEW CONSTRUCTION ONLY

Landscaping Requirements

Lot Size (ft ²)	Number of Trees	Number of Shrubs
7,500 → 33,000	2	10
> 33,001	3	15

1. Ground cover shall be planted in the front, side and rear yards of all residential lots. Ground cover includes, but is not limited to: grasses, mulched planter beds, and hardscape;
2. The required trees and shrubs shall be planted in the front yard. Existing trees may be counted toward the minimum requirement.
3. All landscaping required shall be planted prior to issuance of the certificate of occupancy or final inspection for the dwelling.
4. Artificial plants or turf are expressly prohibited.

Screening

Screening for Refuse (Trash) and Recycling Storage Container

1. Refuse and recycling receptacles shall be located to minimize their visibility from public streets.

Screening for Utilities, Mechanical, and Service Facilities

Ground-Mounted Mechanical Equipment Screening

1. All mechanical equipment shall be screened from street view.

Pool/Spa Equipment Screening

1. All Pool and/or Spa equipment shall be screened from street view.

Screening for Above Ground Propane Tanks

1. Propane tank(s) shall be screened from street view.

INSPECTOR NOTES

Inspector Notes	
Inspector Signature	Date

6:35 PM

04/10/17

Cash Basis

General Fund (consolidated)
Profit & Loss Budget vs. Actual
 October 2016 through March 2017

	Oct '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income				
4000 · Ad Valorem Tax	209,673.15	218,800.00	-9,126.85	95.8%
4001 · Ad Valorem - Debt Servicing	43,954.36	43,800.00	154.36	100.4%
4005 · Sales Tax	24,628.24	30,000.00	-5,371.76	82.1%
4010 · Interest Earned	225.47	500.00	-274.53	45.1%
4100 · Building Department				
4101 · Building Permits - New Constr.	22,601.00	30,000.00	-7,399.00	75.3%
4102 · C/O CSI Inspections	825.00	3,000.00	-2,175.00	27.5%
4103 · Contractor Registrations	525.00	600.00	-75.00	87.5%
4104 · Sprinkler Permits	300.00	400.00	-100.00	75.0%
4105 · Fence Permits	275.00	300.00	-25.00	91.7%
4106 · Reinspection Fees	1,500.00	3,000.00	-1,500.00	50.0%
4107 · Pool Permits	750.00	1,000.00	-250.00	75.0%
4108 · Flatwork Permits	450.00	400.00	50.00	112.5%
4109 · Plumbing Permits	700.00	500.00	200.00	140.0%
4110 · Electrical Permits	150.00	1,000.00	-850.00	15.0%
4111 · Replatting Fees	250.00			
4112 · Building Permits - Remodel	1,500.00	2,500.00	-1,000.00	60.0%
4113 · Misc Permits	1,425.00	1,000.00	425.00	142.5%
Total 4100 · Building Department	31,251.00	43,700.00	-12,449.00	71.5%
4200 · Administration Fees & Revenues				
4201 · Franchise Fees	24,938.94	32,000.00	-7,061.06	77.9%
4202 · Pet Registration	20.00			
4204 · Town Hall Rental	50.00	100.00	-50.00	50.0%
4207 · Fee for Services - Utility Fund	18,000.00	38,000.00	-20,000.00	47.4%
4208 · Fee for Services - MDD	2,100.00	4,000.00	-1,900.00	52.5%
Total 4200 · Administration Fees & Revenues	45,108.94	74,100.00	-28,991.06	60.9%
4209 · PEG Fees	120.12			
4250 · Road Maintenance Revenue				
4251 · EDC Road Contributions	2,864.75			
4253 · Residential Franchise Fees	1,108.54			
4254 · Trash Container Fees - Allied	1,618.64			
Total 4250 · Road Maintenance Revenue	5,591.93			
4400 · Code Enforcement				
4402 · Lien Releases	23,434.10	2,000.00	21,434.10	1,171.7%
4403 · Code Enforcement	374.00			
Total 4400 · Code Enforcement	23,808.10	2,000.00	21,808.10	1,190.4%
4997 · Misc Income	2,407.93	2,500.00	-92.07	96.3%
4999 · Transfers In	3,906.70			
Total Income	390,675.94	415,400.00	-24,724.06	94.0%

General Fund (consolidated)
Profit & Loss Budget vs. Actual
 October 2016 through March 2017

	Oct '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Expense				
5000 · Administrative Expenses				
5001 · Office Supplies	604.80	1,200.00	-595.20	50.4%
5002 · Postage	0.00	100.00	-100.00	0.0%
5003 · Computers/Maintenance	507.62	300.00	207.62	169.2%
5007 · Advertising	69.00	875.00	-806.00	7.9%
5008 · Elections	300.00	3,000.00	-2,700.00	10.0%
Total 5000 · Administrative Expenses	1,481.42	5,475.00	-3,993.58	27.1%
5010 · Professional Services				
5012 · Attorney				
5012e · Attorney - Litigation	3,606.50			
5012 · Attorney - Other	19,241.51	20,000.00	-758.49	96.2%
Total 5012 · Attorney	22,848.01	20,000.00	2,848.01	114.2%
5013 · Accountant	10,800.00	10,800.00	0.00	100.0%
5014 · Fire/EMS	12,450.00	30,000.00	-17,550.00	41.5%
5016 · Building Inspections	10,025.00	18,000.00	-7,975.00	55.7%
Total 5010 · Professional Services	56,123.01	78,800.00	-22,676.99	71.2%
5020 · Public Works				
5021 · Town Maintenance	5,065.50	4,000.00	1,065.50	126.6%
5024 · Animal Control	110.00	300.00	-190.00	36.7%
5025 · Parks & Recreation	2,588.00	12,000.00	-9,412.00	21.6%
5026 · Town Mowing	1,050.00	2,500.00	-1,450.00	42.0%
5027 · Town Hall Improvements	700.00	1,000.00	-300.00	70.0%
Total 5020 · Public Works	9,513.50	19,800.00	-10,286.50	48.0%
5030 · Utilities & Maintenance				
5031 · Telephone	661.26	1,600.00	-938.74	41.3%
5032 · Electricity	2,966.50	6,500.00	-3,533.50	45.6%
5033 · Propane	270.75	600.00	-329.25	45.1%
Total 5030 · Utilities & Maintenance	3,898.51	8,700.00	-4,801.49	44.8%
5040 · Code Enforcement Expenses				
5043 · Lien Filings	94.00	150.00	-56.00	62.7%
5044 · Abatements	3,600.00			
Total 5040 · Code Enforcement Expenses	3,694.00	150.00	3,544.00	2,462.7%
5050 · Personnel				
5051 · Salaries	31,375.00	63,000.00	-31,625.00	49.8%
5053 · Payroll Social Security	1,478.49			
5054 · Payroll Medicare	345.78			
5055 · Benefits - Insurance	4,163.74	8,200.00	-4,036.26	50.8%

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Cash Basis

General Fund (consolidated)
Profit & Loss Budget vs. Actual
 October 2016 through March 2017

	Oct '16 - Mar 17	Budget	\$ Over Budget	% of Budget
5056 · Payroll Taxes	0.00	4,800.00	-4,800.00	0.0%
5057 · Benefits - Retirement	0.00	3,150.00	-3,150.00	0.0%
5058 · Payroll - UF SS	425.72	750.00	-324.28	56.8%
5059 · Payroll - UF MC	99.60	250.00	-150.40	39.8%
Total 5050 · Personnel	37,888.33	80,150.00	-42,261.67	47.3%
5060 · Ad Valorem Tax Expense				
5061 · Appraisal District	822.10	1,300.00	-477.90	63.2%
5062 · Tax Collector	0.00	300.00	-300.00	0.0%
Total 5060 · Ad Valorem Tax Expense	822.10	1,600.00	-777.90	51.4%
5070 · Capital Improvements	8,400.00			
5075 · Debt Servicing (principle)	149,000.00	149,000.00	0.00	100.0%
5076 · Debt Servicing (interest)	13,203.65	24,925.00	-11,721.35	53.0%
5085 · Town Functions	675.00	2,500.00	-1,825.00	27.0%
5100 · Professional Development				
5101 · Continuing Education	508.62	500.00	8.62	101.7%
5102 · Travel / Meeting Expenses	1,585.51	3,000.00	-1,414.49	52.9%
5103 · Membership Dues	888.00	1,000.00	-112.00	88.8%
Total 5100 · Professional Development	2,982.13	4,500.00	-1,517.87	66.3%
5200 · Contengency Fund	41,062.77	3,000.00	38,062.77	1,368.8%
Total Expense	328,744.42	378,600.00	-49,855.58	86.8%
Net Income	61,931.52	36,800.00	25,131.52	168.3%

Utility Fund
Profit & Loss Budget vs. Actual
 October 2015 through March 2016

	Oct '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Income				
4000 · Interest Received	550.65	600.00	-49.35	91.8%
4010 · Water Revenue	68,342.43	150,000.00	-81,657.57	45.6%
4011 · Sewer Revenue	48,766.63	104,000.00	-55,233.37	46.9%
4012 · Sanitation Revenue	21,020.50	46,000.00	-24,979.50	45.7%
4013 · Late Fees	1,668.27	4,000.00	-2,331.73	41.7%
4020 · Water Taps	4,725.00	4,725.00	0.00	100.0%
4021 · Sewer Taps	3,825.00	3,825.00	0.00	100.0%
4022 · Meter Set Fee	1,170.00	1,170.00	0.00	100.0%
4090 · Misc Income	0.00	1,000.00	-1,000.00	0.0%
Total Income	150,068.48	315,320.00	-165,251.52	47.6%
Expense				
5000 · Administrative Expenses				
5001 · Office Supplies	1,198.60	1,500.00	-301.40	79.9%
5002 · Postage	588.00	1,800.00	-1,212.00	32.7%
5005 · Insurance (TML)	4,928.42	4,600.00	328.42	107.1%
5006 · Licensing Fees - Water	483.75	500.00	-16.25	96.8%
5007 · Licensing Fee - Sewer	2,065.00	1,250.00	815.00	165.2%
5008 · Fees for Services - Admin Svcs	38,000.00	38,000.00	0.00	100.0%
5009 · Software Licensing	240.00	750.00	-510.00	32.0%
Total 5000 · Administrative Expenses	47,503.77	48,400.00	-896.23	98.1%
5010 · Professional Svcs & Contracts				
5011 · Operator Salary	18,300.00	36,600.00	-18,300.00	50.0%
5012 · Solid Waste Removal - Trash	20,565.60	42,000.00	-21,434.40	49.0%
5013 · Engineer	7,125.00	30,000.00	-22,875.00	23.8%
5014 · GIS Mapping	320.00			
Total 5010 · Professional Svcs & Contracts	46,310.60	108,600.00	-62,289.40	42.6%
5020 · Utility Line Maintenance				
5021S · Scheduled Maintenance - Sewer	1,000.00	1,000.00	0.00	100.0%
5021W · Scheduled Maintenance - Water	880.00	1,000.00	-120.00	88.0%
5022S · Laboratory - Sewer	2,318.50	4,500.00	-2,181.50	51.5%
5022W · Laboratory - Water	294.00	500.00	-206.00	58.8%
5023 · Water Repairs	196.54	10,000.00	-9,803.46	2.0%
5024 · Sewer Repairs	8,349.78	10,000.00	-1,650.22	83.5%
5025 · Water Equipment	4,255.82	2,000.00	2,255.82	212.8%
5026 · Sewer Equipment	4,172.00	1,000.00	3,172.00	417.2%
5027 · Chemicals - Water	502.11	1,000.00	-497.89	50.2%
5028 · Chemicals - Sewer	67.20	800.00	-732.80	8.4%
5029 · Sludge Removal	0.00	1,200.00	-1,200.00	0.0%

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Cash Basis

Utility Fund
Profit & Loss Budget vs. Actual
October 2015 through March 2016

	Oct '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Total 5020 · Utility Line Maintenance	22,035.95	33,000.00	-10,964.05	66.8%
5030 · Utilities				
5032 · Electricity - Water	5,082.96	17,000.00	-11,917.04	29.9%
5033 · Electricity - Sewer	7,105.95	21,000.00	-13,894.05	33.8%
Total 5030 · Utilities	12,188.91	38,000.00	-25,811.09	32.1%
5050 · Personnel				
5051 · Salaries	7,215.01	8,000.00	-784.99	90.2%
Total 5050 · Personnel	7,215.01	8,000.00	-784.99	90.2%
5060 · Contingency Fund	6.00	1,000.00	-994.00	0.6%
5070 · Capital Improvements				
5071 · Cap. Imp. - Water	28,000.00			
5070 · Capital Improvements - Other	11,810.00	51,000.00	-39,190.00	23.2%
Total 5070 · Capital Improvements	39,810.00	51,000.00	-11,190.00	78.1%
Total Expense	175,070.24	288,000.00	-112,929.76	60.8%
Net Income	-25,001.76	27,320.00	-52,321.76	-91.5%