



**NOTICE OF REGULAR MEETING AGENDA  
LANCASTER CITY COUNCIL  
MUNICIPAL CENTER CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS**

**Monday, July 25, 2022 - 7:00 PM**



**While one or more City Council Members may be present via video or audio link, a quorum of the City Council will be at the Municipal Center-City Council Chambers, as required by the Texas Open Meetings Act.**

**Please click the link below for forms:**

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/meeting/register/tZUpduGtrDguGdbF6BbYOBi7cErGvxl2rR27>

**The meeting will be broadcast live via video at the following address:**

<http://www.lancaster-tx.com/324/Watch-Meetings>

**7:00 P.M. REGULAR MEETING:**

**CALL TO ORDER**

**INVOCATION:** Ministerial Alliance

**PLEDGE OF ALLEGIANCE:** Mayor Pro-Tem Stanley Jaglowski

**PUBLIC TESTIMONY/CITIZENS COMMENTS:**

At this time, citizens who have pre-registered before the call to order will be allowed to speak on any matter for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider a resolution amending Article 5.000, "Fire Services Fees", Section 5.1200, "Required Annual Operational Permit Fees" of the Master Fee Schedule to include the addition of an administrative fee.
2. Consider a resolution approving a Fire and Emergency Medical Services (EMS) Agreement with Dallas County for the provision of Fire and Emergency Medical Services (EMS) to unincorporated areas adjacent to the City of Lancaster.

3. Consider a resolution amending Resolution No. 2022-03-29, ratifying the purchase of twelve (12) generators from Clifford Power Systems Inc. authorizing the expenditure of an additional forty-one thousand nine hundred thirty-three dollars and seven cents (\$41,933.07) for an amended aggregate total of an amount not to exceed one million, three hundred forty-two thousand, three hundred twelve dollars and seventy-eight cents (\$1,342,312.78).

#### **PUBLIC HEARING:**

4. Z22-10 Conduct a public hearing and consider a rezoning request from Agricultural Open (A-O) to Single Family Residential Estate (SF-E). The property is addressed as 1545 Raintree Drive. The property is further described as a tract of land situated in Volume 85227, Page 5467 in the City of Lancaster, Dallas County, Texas.
5. M22-21 Conduct a public hearing and consider an amendment to the 2020 Master Thoroughfare Plan of the Comprehensive Plan by reclassifying Pinto Road's designation type from Major Arterial Type B to Urban Major Collector on approximately 2,154 feet of Pinto Road north of Pleasant Run Road. The roadway facility is situated in the Samuel Keller Survey, Abstract No. 721, City of Lancaster, Dallas County, Texas.

#### **ACTION:**

6. Discuss and consider an ordinance amending the Code of Ordinances Chapter 4, "Animals" to provide for amendments conforming with state law requirements regarding tethering and the unlawful acts regarding unlawful restraint of dogs.
7. Discuss and consider a resolution amending Resolution No. 2017-11-82, City Council Travel Policy.

#### **ADJOURNMENT**

---

EXECUTIVE SESSION: The City Council reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

---

ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities that are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

---

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A

HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

---

**Certificate**

**I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on July 21, 2022, @ 9:45 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.**



Ray Silva-Reyes  
Assistant City Manager

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

1.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Financially Sound Government  
Professional and Committed City Workforce

**Submitted by:** Kenneth L. Johnson, Fire Chief

---

### **Agenda Caption:**

Consider a resolution amending Article 5.000, "Fire Services Fees", Section 5.1200, "Required Annual Operational Permit Fees" of the Master Fee Schedule to include the addition of an administrative fee.

### **Background:**

The 2015 International Fire Code (IFC), Section 104.6.2, "Inspections", of the fire code requires fire code officials to keep a record of each inspection made, including notices and orders issued, showing the findings and disposition of each. The person to whom an annual permit is issued shall keep a detailed record of alterations made under an annual permit. The fire code official should have access to these records at all times or the records should be filed with the fire code official. IFC, Section 107.3, "Recordkeeping", requires record of periodic inspections, tests, servicing and other operations and maintenance be maintained on the premises or another approved location for a minimum of 3 years, or a different period of time is specified in the IFC. Records are required to be made available for inspection by the fire code official, and a copy of the records must be provided to the fire code official upon request. The fire code official is authorized to prescribe the form and format for recordkeeping. The fire code official is authorized to require that certain required records be filed with the fire code official. The City maintains an agreement with Life Safety Inspection Vault (LIV) to receive and maintain all fire systems inspection and testing reports. LIV also sends notification to businesses on behalf of the City regarding upcoming annual inspection due dates and they process the fees on behalf of the City. The Master Fee Schedule is being amended to include the administrative fee.

### **Operational Considerations:**

LIV will provide the Fire Marshal's Office with an electronic real-time dashboard of inspection and testing records of all companies within the City of Lancaster.

### **Legal Considerations:**

This resolution has been reviewed and approved as to form by the City Attorney.

### **Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.



**Fiscal Impact:**

LIV will charge a \$25 administrative fee for each fire safety system inspection and maintenance report submitted by Certified Contractors following annual testing and routine maintenance as required by the 2015 International Fire Code. The City of Lancaster will receive \$10, of the \$25 charged by LIV, to offset city administrative costs.

**Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may modify the proposed fee.
3. City Council may deny the resolution.

**Recommendation:**

Staff recommends approval of the resolution, as presented.

**Attachments**

Resolution

Exhibit A

---

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AMENDING ARTICLE 5.000, "FIRE SERVICES FEES", SECTION 5.1200 "REQUIRED ANNUAL OPERATIONAL PERMIT FEES"; PROVIDING A REPEALING THE CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** The City of Lancaster desires to implement a new fire safety systems records management administrative fee; and

**WHEREAS,** The City of Lancaster desires to adopt amendments to the Master Fee Schedule to provide for the fees and charges assessed and collected by and on behalf of the City; and

**WHEREAS,** After consideration and review, the City Council finds that the Master Fee Schedule Amendment, which is attached hereto and incorporated herein as Exhibit "A", should be adopted.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** That an amendment to Article 5.000, Section 5.1200 of the Master Fee Schedule, which is attached hereto and incorporated herein as Exhibit "A", be, and the same is, hereby amended to provide for fees and charges assessed and collected by and on behalf of the City.

**SECTION 2.** That all provisions of any resolution of the City Council of the City of Lancaster in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective from and after its passage, as the law and charter in such cases provide.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 25th July, 2022.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David T. Ritter, City Attorney

## CITY OF LANCASTER FEE SCHEDULE

ARTICLE 1.000	911 EMERGENCY TELEPHONE SERVICE FEE	2
ARTICLE 2.000	ANIMAL CONTROL FEES	2
ARTICLE 3.000	BUILDING RELATED FEES	3
ARTICLE 4.000	BUSINESS RELATED FEES	11
ARTICLE 5.000	FIRE SERVICES FEES	13
ARTICLE 6.000	ABATEMENT OF PROPERTY MAINTENANCE NUISANCE	20
ARTICLE 7.000	LIQUID WASTE TRANSPORT PERMIT	20
ARTICLE 8.000	LIBRARY FINES AND FEES	21
ARTICLE 9.000	MUNICIPAL DRAINAGE UTILITY SYSTEM FEES	22
ARTICLE 10.000	UTILITY RELATED FEES	23
ARTICLE 11.000	PLANNING AND ZONING RELATED FEES	33
ARTICLE 12.000	MUNICIPAL COURT	34
ARTICLE 13.000	ADMINISTRATIVE FEES	35
ARTICLE 14.000	POLICE DEPARTMENT	38
ARTICLE 15.000	PARKS AND RECREATION	40
ARTICLE 16.000	AIRPORT FEES	47
ARTICLE 17.000	DEVELOPMENT FEES	48

Effective ~~November 8, 2021~~ July 25, 2022  
Resolution ~~2021-11-XX~~ 2022-07-XX

## **CITY OF LANCASTER FEE SCHEDULE**

### **ARTICLE 1.000 911 EMERGENCY TELEPHONE SERVICE FEE**

There is hereby imposed on each telephone subscriber's local exchange access line, or its equivalent, in the City of Lancaster, a 911 emergency service fee of eighty-two cents (\$0.82) per month for each residential line, and one dollar and fifty-two cents (\$1.52) per month for each business line, or two dollars and fifty cents (\$2.50) per month for each business trunk line. Such fees shall be used only to provide for the purchase, installation, operating and maintenance expenses of 911 emergency services, including required personnel. (Ordinance 2007-08-38, adopted 8/13/07)

### **ARTICLE 2.000 ANIMAL CONTROL FEES**

#### **Sec. 2.100            General**

##### **(a) Animal Impound Fee**

(1) 1 <sup>st</sup> Offense	\$45.00
(2) 2 <sup>nd</sup> Offense	\$55.00
(3) 3 <sup>rd</sup> Offense	\$85.00
(4) 4 <sup>th</sup> Offense	\$110.00
(5) Each subsequent offense is increased by	\$50.00

##### **(b) Boarding While Impounded** \$10.00 per day

##### **(c) Rabies and Quarantine Observation Fee** \$15.00 per day

##### **(d) Adoption Fees**

(1) Small Dogs and Puppies	\$15.00
(2) Large Dogs	\$25.00
(3) Cats	\$15.00

##### **(e) Surrender of Animal**

(1) Residential Surrender Fee	\$20.00 per animal or litter
(2) Non-residential Surrender Fee	\$25.00

##### **(f) Euthanization / Dogs & Cats Only**

(1) At Owner's Request	\$30.00
------------------------	---------

##### **(g) Pick Up Deceased Animal for Owner** \$30.00

##### **(h) Microchip Fee** \$15.00 per animal

##### **(i) Animal Trap Deposit** \$50.00 per trap

## **CITY OF LANCASTER FEE SCHEDULE**

### **Sec. 2.200                      Dangerous Dog Registration Fee**

The required annual fee for the registration of a dangerous dog shall be fifty dollars (\$50.00).  
(1994 Code of Ordinances, Chapter 2, Article 2.600, Section 2.604)

### **ARTICLE 3.000 BUILDING RELATED FEES**

#### **Sec. 3.100                      Fees Adopted**

Building Permit fees when assessed by Table 1A shall be based on the fair market value of the proposed improvements, including the architectural, structural, electrical, plumbing, mechanical, landscaping, paving, parking, and drive approach. The Director or his/her designee may require the applicant to verify the value and/or the square footage.

**TABLE 1-A**

#### **Total Valuation**

\$1.00 to \$500.00	\$75.00 (minimum permit fee)
\$501.00 to \$2,000.00	\$75.00 for the first \$500.00 plus \$12.50 for each additional \$1000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$445.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$757.50 for the first \$50,000.00 plus \$10.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,282.50 for the first \$100,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,282.50 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,032.50 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof

## CITY OF LANCASTER FEE SCHEDULE

### (a) Moving Permit Fees

- |   |               |
|---|---------------|
| (1) Base Fee (structures 200 sq. ft. and over)                    | Per Table 1-A |
| (2) Inspection Fee (plus .35 cents per mile to building location) | Per Table 1-A |

### (b) Portables/Storage Building Permit Fees

- |                                 |               |
|---------------------------------|---------------|
| (1) Under 200 sq. ft. base fees | Per Table 1-A |
| (2) Over 200 sq. ft.            | Per Table 1-A |

### (c) Fence Permit Fees

- |  |               |
|--|---------------|
| (1) Non-residential  | Per Table 1-A |
| (2) A-O Zoning (Agricultural Fencing)  | \$25.00       |
| Accessory Structures less than 400 sq. ft.   | \$50.00       |
| Accessory Structures greater than 400 sq. ft.  | \$100.00      |
| All other construction and related additions or remodeling work will be permitted and charged in accordance with Table 1-A |               |

### (d) Driveway, Drive Approach, Curb, Gutter and Sidewalk Permit Fees (Bond Required)

- |   |                         |
|---|-------------------------|
| (1) Non-residential zones, per approach | \$25.00 + per Table 1-A |
|---|-------------------------|

### (e) Paving Private/Commercial Property Permit Fees

- |   |               |
|---|---------------|
| (1) Non-residential zones, per approach | Per Table 1-A |
| (2) Commercial Parking Lots             | Per Table 1-A |

### (f) Permit Fees

- (1) , multi-family, apartment, condominium townhouse, commercial and remodels per Table 1-A. Fee assessed per address.

### (g) Backflow Test Report (Per Device) \$25.00

### (h) Sewer/Water/Gas Lines & Replacements

- |   |               |
|---|---------------|
| (1) Sewer line repair/install   | Per Table 1-A |
| (2) Sewer line replacement  | Per Table 1-A |
| (3) Water line repair/install   | Per Table 1-A |
| (4) Water line replacement  | Per Table 1-A |
| (5) Gas line repair/install   | Per Table 1-A |
| Additional charge per outlet  |               |
| (6) Gas line Replacement  | Per Table 1-A |
| Additional charge per outlet (this fee will be included in the total fee) |               |

## CITY OF LANCASTER FEE SCHEDULE

(7) Drainage, vent system repair/replacement	Per Table 1-A
(8) Water heater replacement	Per Table 1-A
(9) Fixtures, addition/replacement	Per Table 1-A
(10) Grease trap, sand trap, grit trap and other Approved catch basins	Per Table 1-A
(11) Water treatment/water softener	Per Table 1-A
(12) Solar heater	Per Table 1-A
(13) Others as may be required	Per Table 1-A
(i) <u>Electrical Fees</u>	
(1) Temporary service pole (not related to construction permit)	Per Table 1-A / \$25.00
To and including 200 amp	Per Table 1-A
Over 200 amp to 1,000 amp	Per Table 1-A
Over 1,000 amp and up	Per Table 1-A
(2) Receptacle, switch and lighting circuits	Per Table 1-A / \$25.00 min.
(3) Lighting fixture and lamp holding device	Per Table 1-A
(4) Building Rewire	Per Table 1-A
(5) Nonresidential Use Appliances	Per Table 1-A
[Nonresidential use appliances not exceeding 2 horsepower (hp), kilowatt (kw) or kilowatt ampere(kva)]	
(6) Power Apparatus (Base Fee)	Per Table 1-A
Motor over 1 hp, transformer, generator, heating/air conditioning units, heat pumps, cooking/baking	
(7) Equipment-Rated in hp, kw, kva, kvar	Per Table 1-A
Up to and including 1	Per Table 1-A
Over 1-10	Per Table 1-A
Over 10-50	Per Table 1-A
Over 50-100	Per Table 1-A
Over 100	Per Table 1-A
Minimum fee	Per Table 1-A
(8) Signs	
Initial CKT	Per Table 1-A
Each additional CKT	Per Table 1-A
(9) Busways	

## CITY OF LANCASTER FEE SCHEDULE

Initial 100 feet	Per Table 1-A
Each additional 100 feet or fraction thereof	Per Table 1-A
(10) Subpanels	
Initial panel	Per Table 1-A
Each subsequent panel	Per Table 1-A
Service change charge does not include additional circuits required.	
(j) <u>HVAC Installation Fees</u>	
(1) Installing/replacing HVAC system (condensing unit, evaporator, coil, furnace and piping) up to and including 5 tons of air conditioning, and/or 200,000 Btu input of heating per system	Per Table 1-A
(2) Installing/replacing HVAC system over Stans of air conditioning and/or over 200,000 Btu input of heating per system	Per Table 1-A
(3) Component Installation/Replacement.	Per Table 1-A
Condensing unit up to 5 tons	Per Table 1-A
Over 5 tons, \$10.00, plus per ton	Per Table 1-A
Furnace up to 200,000 Btu input	Per Table 1-A
Over 200,000 Btu input, \$10.00 plus per 100,000	Per Table 1-A
(4) Unit heater/suspended heater/duct heater	Per Table 1-A
(5) Ventilation/exhaust fans/hoods - Type I, Type II, Hoods, Exhaust Fans, each	Per Table 1-A
(6) Boilers	Per Table 1-A
(7) Other as may be required by mechanical code	Per Table 1-A
(k) <u>Swimming Pool/Spa/Hot Tub Permit Fees</u>	
(1) In ground pool	Per Table 1-A
(2) Above ground pool	Per Table 1-A
(3) Spa/hot tub	Per Table 1-A
(Above permits include electric and plumbing work, trades must validate)	
(l) <u>Apartment Registration and Inspection Fee</u>	\$15.00 per apartment unit
(m) <u>Satellite Dish Permit Fees</u>	
(1) Pole style or roof mount	Per Table 1-A
(n) <u>Installation or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals</u>	



## CITY OF LANCASTER FEE SCHEDULE

(1) Storage tank permit fees	Per Table 1-A
(o) <u>Repair of Underground Fuel Storage Tank and/or Lines Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Repairs of underground fuel storage tanks (base fee)	Per Table 1-A
(p) <u>Above Ground LPG Storage Tank System Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Base Fee (per tank)	Per Table 1-A
(q) <u>Fire Sprinkler and/or Standpipe System Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Base Fee	Per Table 1-A
(r) <u>Fire Alarm Fees</u>	
(1) Base Fee	\$100.00
(s) <u>Fixed Fire-Extinguishing System Permit Fees</u>	
(1) Contractor's Registration (per year)	\$100.00
(2) Base Fee	Per Table 1-A
(t) <u>Tents and/or Air Support System Permit Fees</u>	
(1) 200 sq. ft. or larger	\$100.00
(u) <u>Grading Filling and Excavating Permit Fees</u>	
(1) Base Fee	Per Table 1-A
(v) <u>Fee Assessment for Traffic Signals</u>	
There shall be an assessment of thirty- five dollars \$35.00 per acre for each acre of development to provide for future traffic signalization.	
(1) New Construction	\$75.00
(2) Existing Structure	\$75.00
(w) <u>Certificate of Occupancy Fees</u>	
(1) New Construction	\$75.00
(2) Existing Structure	\$75.00

## CITY OF LANCASTER FEE SCHEDULE

(x) Concrete Permit

- (1) All contractors must submit \$300,000.00 liability insurance made out with the City of Lancaster as a certificate holder.

(y) <u>Irrigation Permit Fee Commercial</u>	Per Table 1-A
(z) <u>Administrative Plan Review-Residential</u>	\$250.00
(aa) <u>Administrative Plan Review-Commercial</u>	65% of permit fee
(bb) <u>Utility Verification Permit</u>	\$50.00
(cc) <u>After Hours Inspections</u>	\$47.00 per hour, minimum 2 hours
(dd) <u>Sign Permit Fees</u>	Per Table 1-A
(ee) <u>Wind Energy System Permit Fee</u>	Per Table 1-A
(ff) <u>Hotel/Motel Property Inspection Fee</u>	\$50.00 per rental unit annually
(gg) <u>Annual Rental Registration and Inspection Fee</u>	\$50.00 per rental unit
(hh) <u>Annual Rental Registration Fee (following initial registration and inspection fee)</u>	\$15.00 per rental unit
<u>Inspection Fee Upon move out</u>	\$55.00 per rental unit
<u>Re-Inspection Fee</u>	\$25.00 per rental unit
(ii) <u>Plan Amendment – Non-residential</u>	65% of permit fee based on valuation

(Resolution 2014-06-47 adopted 06/09/14) (Resolution 2016-10-88 adopted 10/10/2016)

### Contractor Registration Fees

(1) Building Contractor Registration	\$100.00 Annually
(2) HVAC Contractor Registration	\$100.00 Annually
(3) General Contractor Registration	\$100.00 Annually
(4) Fence Contractor Registration	\$100.00 Annually
(5) Sign Contractor Registration	\$100.00 Annually
(6) Concrete Contractor Registration	\$100.00 Annually
(7) Electrical Contractor	No Charge
(8) Plumbing Contractor	No Charge

## CITY OF LANCASTER FEE SCHEDULE

### **Sec 3.102                      Residential Permit Fees**

(a) Residential Building Permit Fees (new buildings and building additions)	\$00.92/sq. ft.
(b) Residential Remodel, Repair, Alteration to existing house (excludes additions or accessory building)	\$125.00
(c) Plan Review Fee for new homes	\$250.00
(d) Mechanical Equipment Replacement (HVAC)	\$100.00
(e) Electrical Service Replacement, Upgrade or Repair. Also, includes addition of switches, receptacle or circuits not included in a addition, remodel or repair permit	\$100.00
(f) Plumbing repairs (including water and sewer line repair or replacement and water heater replacement)	\$100.00
(g) Residential Fence permit fee	\$75.00
(h) Residential Subdivision Screen Wall permit fee	\$00.20 per linear foot
(i) Residential Storage/Accessory Buildings (less than 300 square feet. If 300 – 900 square feet, fee is based on Table 1)	\$125.00
(j) Residential or Agricultural Accessory Buildings (300 – 900 square feet)	\$225.00
(k) Residential or Agricultural Accessory Buildings (900 and larger square feet)	\$450.00
(l) Concrete Flatwork including Driveways, Drive Approaches, walkways, Patios, Porches, etc.	\$75.00
(m)Swimming Pool – In-ground	\$350.00
(n) Swimming Pool – Above Ground	\$200.00
(o) Spa or Hot Tub	\$200.00
(p) HUD Manufactured Homes	\$00.62/sq. ft.
(q) Industrialized Home Permit Fee	\$00.62/sq. ft.
(r) Backflow Test Report Per Device	\$25.00

## **CITY OF LANCASTER FEE SCHEDULE**

(s) Residential Irrigation Permit Fee	\$125.00
(t) Utility Verification	\$50.00
(u) Foundation Repair Permit	\$100.00
(v) Roofing Permit (Replacement of more than 100 sq. ft. of shingles)	\$100.00
(w) Residential Building Permit Fees (new buildings and building additions)	\$00.92/sq. ft.
(x) Minor Plan Amendment - Residential	\$200.00
(y) Solar Photovoltaic Systems	\$250.00

### **Sec. 3.200            When Fees Doubled**

Where work for which a permit is required is started or preceded prior to obtaining said permit, the fees above shall be doubled. The payment of a double fee shall not relieve any persons from fully complying with the regulations prescribed in this article in the execution of the work or from any other penalties prescribed herein.

### **Sec. 3.300            Second Inspections**

Where work for which a permit is required and has been issued is inspected by the Inspection Department's Inspector and failed for noncompliance with city codes, and a second inspection is required, an additional fee of fifty dollars (\$50.00) shall be charged for re-inspection and will increase by \$25.00 for each subsequent re-inspection.

### **Sec. 3.400            Public Schools Exempt From Fee Requirements**

Any public school within the City of Lancaster shall be exempt from payment of the fees provided by this article, provided that such public schools shall not be excused from the necessary permit approval process enumerated in this code or in any other code or ordinance of the City of Lancaster. (Ordinance 13-00 adopted 4/24/00)

### **Sec. 3.500            Excavation Fees**

Permit Fees. Permit fees shall be fifty dollars (\$50.00) minimum with a maximum of 2.5% of the construction contract cost. Such fee if paid by check, money order, bank draft or other negotiable instrument, shall be made payable to the city treasurer. If paid by cash, such cash shall be remitted daily to the city treasurer, who shall deposit it to the credit of the general fund. Construction bond for work in a city right-of-way shall be \$10,000.00 bond amount; \$2,000.00 bond amount where work not to exceed \$2,000.00 in value for any one permit that may be acquired for that work within the right-of-way.

(Ordinance 38-99 adopted 11/8/99)

## **CITY OF LANCASTER FEE SCHEDULE**

### **Sec. 3.600 Backflow Prevention Assembly Testers Fees**

An annual registration fee of one hundred dollars (\$100.00) shall be paid by each contractor or business for the first certified tester/employee prior to any work commencing with the city. Each additional employee (who is a certified tester) working for a contractor that is registered in the city shall pay an additional fifty dollars (\$50.00) registration fee per tester.  
(Ordinance 29-00 adopted 7/24/00)

## **ARTICLE 4.000 BUSINESS RELATED FEES**

### **Sec. 4.100 Peddlers, Solicitors and Itinerant Vendors**

(a) Investigation Fee: Each and every person seeking a permit under the provisions of the Lancaster Code of Ordinances, Chapter 4, Article 4.100 "Peddlers, Solicitors and Itinerant Vendors" shall pay a fee of twenty-five dollar (\$25.00) per year for investigation of such application. Such fee shall be prorated, shall be paid in case at the time such application is made and shall not be returned to the applicant regardless of whether or not such permit is issued or denied. Persons representing firms or corporations shall be required to obtain separate permits, but shall pay only a single investigation fee. Persons involved in interstate commerce shall be exempt from payment of the investigation fee, but shall be required to obtain a permit and otherwise fully comply with all provisions of Chapter 4, Article 4.100.

(b) The permit fee for itinerant vendors on private property is twenty dollars (\$20.00). The City will not require payment of this permit fee by locally-based charitable organizations or organizations engaged in activities such as bake sales or car washes. The permit is issued for a minimum of five (5) days, but not to exceed forty-five (45) days. Each eligible property may only allow use of the property for a temporary business for a maximum of forty-five (45) days per calendar year in accordance with Chapter 4, Article 4.100, Section 4.114.

(c) Replacement Permits: Should a permittee lose the permit or otherwise need to obtain a replacement permit from the city, the cost of such replacement permit shall be fifteen dollars (\$15.00).  
(Ordinance 2008-06-24; adopted June 23, 2008)

### **Sec. 4.200 Coin-Operated Machine Fees**

(a) Every owner or operator who owns, controls, possesses, exhibits, displays or permits to be exhibited or displayed in this city any coin-operated machine shall pay and there is hereby levied on each coin-operated machine an annual occupation tax in the amount of twenty-five dollars (\$25.00).  
(Ordinance 2002-10-38 adopted 10/14/02)

### **Sec. 4.300 Reserved for Future Use**

### **Sec. 4.400 Food Service Establishments**

The City of Lancaster shall issue a food service permit to the applicant if its inspection reveals that the proposed food service establishment complies with the requirements of Texas Health and Safety Code

## **CITY OF LANCASTER FEE SCHEDULE**

Chapters 437, Food and Drug Health Regulations, and 121, Local Regulation of Public Health. The permit shall be issued upon payment of a one hundred fifty-dollar (\$150.00) annual inspection fee (includes two (2) inspections} set by the Dallas County Department of Health and Human Services plus an administrative fee of fifty dollars (\$50.00), which shall be due and payable on or before October 1 of each year. Such permit shall expire on September 30 of the succeeding year. Such permit shall be payable in full if the permit is issued at the beginning of the fiscal year or prorated as deemed appropriate by staff depending upon when it is issued within the year. All food service establishment permits shall expire on September 30 of each year and be issued upon inspection and payment of the required fee, to be effective on October 1. Beginning with the third food establishment inspection or any other food inspection outside of the two yearly inspections, a seventy-five dollar (\$75.00) fee will be assessed for each additional inspection.

**Sec. 4.500                      Temporary Food Permit Application                      \$75.00**

(Set by the Dallas County Department of Health and Human Services.)

**Sec. 4.600                      Reserved for Future Use**

**Sec. 4.700                      Temporary Building Use Fees**

The permit fees for administering temporary uses within the city shall be as follows:

(1) Real estate sales office	\$100.00
(2) Construction office	\$100.00
(3) Asphalt batching plant	\$100.00
(4) Cement hatching plant	\$100.00
(5) Portable church building	\$100.00
(6) Portable school building	\$100.00
(7) Other temporary use as determined by City Manager (or his/her designated representative)	\$100.00
(8) Cargo container for construction purposes	\$150.00

**Sec. 4.800                      Taxicab Permits**

Each applicant for a license to operate a vehicle for transporting of passengers for hire within the city shall pay a non-refundable fee in the sum of one hundred dollars (\$100.00) to cover the cost of processing the application.

## **CITY OF LANCASTER FEE SCHEDULE**

### **Sec. 4.900                    Emergency Ambulance Service Permit**

Each applicant shall pay to the City of Lancaster upon submission of his application a non-refundable two hundred dollar (\$200.00) permit fee. Such fee shall be for a permit for the period of January 1 through December 31 of each year, provided that any permit secured during the year shall be valid through December 31 of that year, and such fee shall not be prorated.

### **Sec. 4.1000                  Limousine Operator Permit**

Each limousine service operator shall be subject to a one hundred dollar (\$100.00) non-refundable permit application fee to cover the cost of processing the application.  
(Ordinance 13-00 adopted 4/24/00)

### **Sec. 4.1100                  Alcoholic Beverage Permit**

The City shall assess a local permit fee for each Alcoholic Beverage Permit not to exceed one-half the amount of the state fee in accordance with the Texas Alcoholic Beverage Code. Said fee shall be non-refundable.

(Ordinance No. 2010-11-26, adopted 11/08/10; Resolution No. 2010-11-93, adopted 11/08/ 10)

### **Sec. 4.1200                  Boarding Home Facilities Permit**

The License fees are as follows:

- (1) Operational Permit "License" Fee \$500.00 / year
- (2) Fines not to exceed the sum of \$2,000.00 for each offense if fire safety or health and \$500.00 for all other.

(Ordinance No. 2014-06-11, adopted June 23, 2014; Resolution No. 2014-06-50; adopted June 23, 2014)

## **ARTICLE 5.000 FIRE SERVICES FEES**

### **Sec. 5.100                  Apartment Registration and Inspection Fee    \$75.00**

### **Sec. 5.200                  Installations or Removal of Underground Fuel Storage Tank and/or Hazardous Chemicals**

- (1) Storage tank permit fees Per Table 1-A

(2) Fire watch fee (per person, per hour)	\$100.00
---	----------

### **Repair of Underground Fuel Storage Tank and/or Lines Permit Fees**

- (1) Contractor's Registration (per year) \$100.00
- (2) Repairs of underground fuel storage tanks (base fee) Per Table 1-A

## CITY OF LANCASTER FEE SCHEDULE

### **Above Ground LPG Storage Tank System Permit Fees**

- |  |               |
|--|---------------|
| (1) Contractor's Registration (per year) | \$100.00      |
| (2) Base fees (per tank)                 | Per Table 1-A |

### **Sec. 5.300 Fire Sprinkler and/or Standpipe System Permit Fees**

- |  |               |
|--|---------------|
| (1) Contractor's Registration (per year) | \$100.00      |
| (2) Base fees (per tank)                 | Per Table 1-A |

### **Sec. 5.400 Fire Alarm Fees**

- |                          |          |
|--------------------------|----------|
| (1) Base fees (per tank) | \$100.00 |
|--------------------------|----------|

### **Fixed Fire-Extinguishing System Permit Fees**

- |  |               |
|--|---------------|
| (1) Contractor's Registration (per year) | \$100.00      |
| (2) Base fees (per tank)                 | Per Table 1-A |

### **Sec. 5.500 Tents and/or Air Support System Permit Fees**

- |                           |          |
|---------------------------|----------|
| (1) 200 sq. ft. or larger | \$100.00 |
|---------------------------|----------|

### **Sec. 5.600 When Fees Doubled**

Where work for which a permit is required is started or preceded prior to obtaining said permit, the fees above shall be doubled. The payment of a double fee shall not relieve any persons from fully complying with the regulations prescribed in this article in the execution of the work or from any other penalties prescribed herein.

### **Sec. 5.700 Second Inspections**

Where work for which a permit is required and has been issued is inspected by the Inspection Department's Inspector and failed for noncompliance with City codes, and a second inspection is required, an additional fee of fifty dollars (\$50.00) shall be charged for re-inspection and will increase by \$25.00 for each subsequent re-inspection.

### **Sec. 5.800 Public Schools Exempt From Fee Requirements**

Any public school within the City of Lancaster shall be exempt from payment of the fees provided by this article, provided that such public schools shall not be excused from the necessary permit approval process enumerated in this code or in any other code or ordinance of the City of Lancaster. (Ordinance 13-00 adopted 4/24/00)

### **Sec. 5.900 Emergency Ambulance Service Permit**

Upon submission of application, each applicant shall pay to the City of Lancaster a non-refundable two hundred dollar (\$200.00) permit fee. Such fee shall be for a permit for the period of January 1 through December 31 of each year, provided that any permit secured during the year shall be valid through December 31 of that year, and such fee shall not be prorated.

- |   |                  |
|---|------------------|
| <b>Sec. 5.1000 Residential Fire Alarm Permit Fee</b>  | \$25.00 Annually |
| (No Charge if Burglar Alarm Permit is taken out with Police Department) Senior Rate (65 or older) | Exempt           |

- |   |                   |
|---|-------------------|
| <b>Sec. 5.1100 Commercial Fire Alarm Permit Fee</b> | \$100.00 Annually |
|---|-------------------|



## CITY OF LANCASTER FEE SCHEDULE

### Sec. 5.1200      Required Annual Operational Permit Fees

(1) Administrative Fee	\$25.00
(2) Aerosol products	\$25.00
(3) Amusement buildings	\$100.00
(4) Assisted living operations - Residential	\$100.00
Commercial Assisted Living	\$200.00
Nursing Home	\$200.00
(5) Aviation facilities	\$50.00
(6) Carnivals and fairs	\$100.00
(7) Cellulose nitrate film	\$25.00
(8) Combustible dust-producing operations	\$100.00
(9) Combustible fibers	\$100.00
(10)      Compressed gases	\$125.00
(11) Covered mall buildings	\$25.00
(12) Cryogenic fluids	\$100.00
(13) Cutting and welding	\$125.00
(14) Day care operations - Residential	\$50.00
Commercial Day care	\$100.00
(15) Dry cleaning plants	\$100.00
(16) Exhibits and trade shows	\$50.00
(17) Explosives	\$500.00
(18) Fire hydrants and valves	\$150.00
(19) Flammable and combustible liquids	\$150.00
(20) Floor finishing	\$100.00
(21) Foster home operations	\$50.00
(22) Fruit and crop ripening	\$25.00

## **CITY OF LANCASTER FEE SCHEDULE**

(23)Fumigation and thermal insecticidal Fogging	\$25.00
(24)Group home operations Per Sec. 4.1200 Boarding Home Ordinance	\$500.00
(25)Half-way home operations Per Sec. 4.1200 Boarding Home Ordinance	\$500.00
(26)Hazardous materials	\$300.00
(27)HPM facilities	\$300.00
(28)High-piled storage	\$200.00
(29)Hot work operations	\$125.00
(30)Industrial ovens	\$75.00
(31)Lumber yards and woodworking plants	\$100.00
(32)Liquid- or gas-fueled vehicles or equipment in assembly buildings	\$100.00
(33)LP-gas	\$125.00
(34)Magnesium	\$100.00
(35)Miscellaneous combustible storage	\$25.00
(36)Open burning (Exception: Recreational fires)	\$150.00 per burn
(37)Open flames and torches	\$125.00
(38)Open flames and candles	\$125.00
(39)Organic coatings	\$25.00
(40)Places of assembly	\$100.00
(41)Private fire hydrant installation (per hydrant)	\$150.00
(42)Pyrotechnic special effects material	\$200.00
(43)Pyroxylin plastics	\$100.00
(44)Refrigeration equipment	\$105.00
(45)Repair garages and motor fuel- dispensing facilities.	\$150.00

## **CITY OF LANCASTER FEE SCHEDULE**

(46) Rooftop heliports	\$25.00
(47) Spraying or dipping	\$100.00
(48) Storage of scrap tires and tire byproducts	\$200.00
(49) Temporary membrane structures, tents and canopies.	\$100.00
(50) Tire-rebuilding plants	\$150.00
(51) Waste handling	\$200.00
(52) Wood products	\$125.00

### **Required Construction Permits**

(1) Automatic fire-extinguishing systems	Per Table 1-A
(2) Battery systems	\$50.00
(3) Compressed gases	Per Table 1-A
(4) Fire alarm and detection systems and related equipment.	Per Table 1-A
(5) Fire pumps and related equipment	\$100.00
(6) Flammable and combustible liquids	Per Table 1-A
(7) Hazardous materials	Per Table 1-A
(8) Industrial ovens	Per Table 1-A
(9) LP-gas	Per Table 1-A
(10) Private fire hydrants	Per Table 1-A
(11) Spraying or dipping	Per Table 1-A
(12) Standpipe systems	Per Table 1-A
(13) Temporary membrane structures, tents and canopies.	\$100.00
(14) Administrative Plan Reviews	65% of permit fee based on valuation

### **Sec. 5.1300      Ambulance Fees**

(1) ALS Emergency Mileage	\$15.00
(2) ALS Non-Emergency Mileage	\$15.00

## **CITY OF LANCASTER FEE SCHEDULE**

(3) ALS Supplies - IV Therapy	\$100.00
(4) ALS1 Emergency, Non-Resident	\$1,500.00
(5) ALS1 Emergency, Resident	\$1,400.00
(6) ALS2, Non-Resident	\$1,700.00
(7) ALS2, Resident	\$1,600.00
(8) BLS Emergency, Non-Resident	\$1,300.00
(9) BLS Emergency, Resident	\$1,200.00
(10) BLS Emergency Mileage	\$23.00
(11) Treatment / No-Transport	\$150.00
(12) Oxygen Treatment	\$120.00
(13) ALS Dispos	\$400.00
(14) BLS Dispos	\$200.00
(15) ALS Treatment w/ no Transport	\$150.00
(16) BLS Treatment w/ no Transport	\$150.00

Any resident or non-resident delivered by helicopter transportation shall be charged fees accumulated as if delivered to a medical facility. This is in addition to the fee from the helicopter company

### **Sec. 5.1400      Local EMS Services**

(1) Extra Attendant	\$100.00
(2) Ambulance Stand-By	\$200.00 per hour

### **Sec. 5.1500      Fire Department Response Fees**

(1) Absorbent for Cleanup	\$40.00 per bag
(2) Absorbent Pads	\$50.00 each
(3) Aerial Ladder Truck	\$600.00 per hour on-scene
(4) Air Truck with Cascades System	\$300.00 per hour used

## CITY OF LANCASTER FEE SCHEDULE

(5) Boat Rescue	\$50.00 per hour
(6) Brush Truck	\$300.00 per hour
(7) Decon Pond/Spill Containment	\$100.00 per each used
(8) Extrication Tools	\$100.00 per each used
(9) Foam	\$50.00 per gallon
(10) On-Scene Labor	\$48.00 per hour
(11) Engine/Pumper	\$500.00 per hour
(12) Engine/Pumper #2	\$500.00 per hour
(13) Engine/Pumper #3	\$500.00 per hour
(14) Rescue Truck	\$400.00 per hour
(15) Sand	\$400.00 per truck load
(16) Tanker Truck	\$500.00 per hour
(17) Utility Truck	\$150.00 per hour
(18) Firefighting equipment damaged or destroyed as a result of response to the incident or contaminated with hazardous materials will be replaced at cost	

*For applicable disasters and emergencies declared by the Mayor, Governor or President, the current adopted FEMA Schedule of Equipment Rates will apply. Information regarding the Fee Schedule can be found at [www.fema.gov/schedule-equipment-rates](http://www.fema.gov/schedule-equipment-rates). Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs.*

### **Sec. 5.1600          False Alarms with Permit within 12-month period:**

1-3	No Charge
4-5	\$200.00
6-7	\$250.00
8 or more	\$300.00 each

### **False Alarms without Permit within 12-month period:**

1-3 Residential	\$50.00 each
-----------------	--------------

## **CITY OF LANCASTER FEE SCHEDULE**

1-3 Commercial	\$100.00 each
4-5 Residential	\$75.00 each
4-5 Commercial	\$200.00 each
6-7 Residential	\$100.00
6-7 Commercial	\$250.00
8 or more - Residential	\$200.00 each
8 or more - Commercial	\$250.00 each
Late Payment for non-payment within 30 days after notification	\$25.00

### **Sec. 5.1700          Dallas County Response Fees**

(1) Ambulance (In-County Calls)	\$450.00 per ambulance run
(2) Dallas County Assisted Fire Run	\$420.00 per fire run

## **ARTICLE 6.000 ABATEMENT OF PROPERTY MAINTENANCE NUISANCE**

The expenses incurred for abatement of the nuisance may be assessed against the real estate on which the work is done or improvements made. To obtain a lien against the property, the mayor, municipal health authority or code enforcement officer must file a statement of expenses with the county clerk of Dallas County, including the name of the property owner, if known, and the legal description of the property. The actual cost of abatement shall include an administrative fee of one hundred fifty dollars (\$150.00). In the event there are obstructions such as trees, shrubs, bushes, excavations, foundations, demolished structures or any similar obstructions, an additional charge shall be levied, assessed and collected against such premises. The lien obtained is security for the expenses and interest accrued thereon at the rate of ten percent (10%) annually on the total amount from the date of payment by the city. The lien is inferior only to tax liens and liens for street improvements. The city may bring a suit for foreclosure of the lien to recover the expenses and interest due. The state of expenses or certified copy of the statement is prima facie proof of the expenses incurred by the city in doing the work or making the improvements. This remedy is cumulative of the fine authorized for violation hereof by Section 1.109 of the code of ordinances. (Ordinance 13-00 adopted 4/24/00)

## **ARTICLE 7.000 LIQUID WASTE TRANSPORT PERMIT**

The city shall not issue a permit to an applicant until the appropriate fee is paid. Initially, a person shall pay a fee of one hundred dollars (\$100.00) for the first vehicle and fifty dollars (\$50.00) for each additional vehicle operated by the person. Each permit must be renewed annually at a rate of seventy-five dollars (\$75.00) for the first vehicle and fifty dollars (\$50.00) for each additional vehicle. (Ordinance 13-00 adopted 4/24/00)

## CITY OF LANCASTER FEE SCHEDULE

### ARTICLE 8.000 LIBRARY FINES AND FEES

#### (a) Charges for overdue materials

(1) Books / Magazines	\$0.25 per day / Maximum \$10 per item
(2) Audio Tapes / CDs	\$0.25 per day / Maximum \$10 per item
(3) Interlibrary Loans	\$0.25 per day / Maximum \$10 per item
(4) Video Tapes / DVDs	\$1.00 per day / Maximum \$10 per item

#### (b) Lost or Damaged Beyond Repair \$5.00 + replacement cost

#### (c) Copies

(1) Copies, standard black and white copy	\$0.15 per page
(2) Microfilm	\$0.25 per page
(3) Computer Printout	\$0.10 per page
(4) Color Copies	\$1.00 per page
(5) Fax	\$1.00 per page

#### (d) Nonresident Library Card \$20.00 Picture id required

#### (e) Lost Card \$2.00 replacement

#### (f) Recovery Fee \$10.00 - if account is sent to third party for collection (value of material + \$10.00)

#### (g) Non-cardholder one (1) Hour Internet Access \$3.00 per hour

#### (h) Microfilm / microfiche rental Actual cost, plus shipping and \$1.00 handling fee per order

#### (i) Interlibrary loan service - Postage \$3.00 per item

#### (j) Library meeting room [during operating hours]

Deposit, resident/non-resident	\$100.00
Deposit, non-profit	\$50.00

## CITY OF LANCASTER FEE SCHEDULE

Rental	\$50.00/ hour, Resident \$80.00/ hour, Non-resident \$35.00/ hour, Non-profit
Kitchen use per hour	\$25.00 / hour
Set-up Fee	\$50.00
Projector with screen	\$65.00 / hour, Resident; \$75.00 / hour, Non-resident
(k) <u>Tablets and E-Readers Usage Fee</u>	\$2.00 per hour/ plus replacement cost, if damaged
(l) <u>Institutional Library Card</u>	\$2.00 replacement fee
(m) <u>Hot Spot Fees</u>	
Overdue Fine	\$1.00 per day
Replacement Cost	\$100.00 per unit
Charger Replacement Cost	\$10.00
(n) <u>Mobile Book Fees</u>	\$0.20 per day

### **ARTICLE 9.000 MUNICIPAL DRAINAGE UTILITY SYSTEM FEES**

<b>Account Classification</b>	<b>Rate/SFLUE per Month</b>	<b>Minimum Fee per Month</b>	<b>Maximum Fee per Month</b>
Single Family Residential	\$7.97	\$7.97	\$7.97
Multi-Family Residential	\$7.97	\$7.97	\$7.97
Residents Age 65 and Over	\$3.98	\$3.98	\$3.98
Permanently Disabled Residents	\$3.98	\$3.98	\$3.98
Commercial	\$7.97 (3) \$6.09 (>3-5) \$5.42 (>5-10) \$4.73 (>10-32) \$4.62 (>32)	\$7.97	N/A



## **CITY OF LANCASTER FEE SCHEDULE**

City and Other Political Subdivision of the State	\$7.97	\$7.97	\$100.00
Fire Hydrant	\$0.00	\$0.00	\$0.00
Religious Institutions	\$7.97	\$7.97	\$100.00
Lancaster Independent School Dist.	\$7.97	\$7.97	\$100.00 per each school property

(Ordinance No. 2002-10-41, adopted 10/14/02)  
(Resolution No. 2010-02-11, corrected fees per ordinance)  
(Resolution No. 2010-03-27, adopted 03/22/10)

### **ARTICLE 10.000 UTILITY RELATED FEES**

#### **Sec. 10.100            Water and Sewer Extensions**

Water and sewer extensions shall be installed by the property owner/developer per city specifications; with approved plans and after paying required permits and fees; all at owner/developer's cost.

#### **Sec. 10.200            Water Meter**

##### **(a) Tampering and Criminal Mischief Damages**

- |                          |                             |
|--------------------------|-----------------------------|
| (1) Damaged meter only   | \$200.00 plus cost of meter |
| (2) Damaged service line | \$250.00 plus cost of meter |

(b) <u>Broken Lock on Meter</u>	\$25.00
---------------------------------	---------

(c) <u>Pulled Meter</u>	\$200.00
-------------------------	----------

(d) <u>Reread Meter at customers request</u>	\$20.00
--	---------

(e) <u>Check for Leaks</u>	\$20.00
----------------------------	---------

#### **Sec. 10.300            Extension of Mains into New Areas**

Water and sewer extensions shall be installed by the property owner/developer per city specifications; with approved plans and after paying required permits and fees, all at owner/developer's cost.

#### **Sec. 10.400            Industrial Discharge Fee**

## CITY OF LANCASTER FEE SCHEDULE

The City of Lancaster shall pass through to industrial customers the cost of testing services for discharged wastewater into the City's collection system as contracted through the Trinity River Authority (TRA) in accordance with the Fiscal Year 2014 Technical Services Fee Schedule for laboratory analyses, Industrial Inspections and Industrial Sampling, attached to the Master Fee Schedule as Appendix "A" attached hereto.

### **Sec. 10.500 Charges for Water Service Connections**

The city shall maintain all water service connections in streets, alleys, or easements within the city limits.

### **Sec. 10.600 Deposits for Water and/or Sewer**

After the application for water and/or sewer service is received, the applicant shall pay to the city a deposit in the amount indicated below:

#### **New Fees with Activation Fee**

(1) Residential Owner – ¾ inch	\$90.00 + \$10.00 = \$100.00
Residential Renter – ¾ inch	\$150.00 + \$10.00 = \$160.00
*Temporary (30 day) clean-up	\$40.00 + \$10.00 = \$50.00

\* (For owners of properties and/or realtors that need the water for a short period of time.)

#### **Water Meter Cost on Existing Taps**

¾ inch Meter	\$250.00
1 inch Meter	\$300.00
1 ½ inch Meter	\$470.00
2 inch Meter	\$325.00
3 inch and larger Meters	Owner provides meters approved by the City

#### **Meter Set Fee**

Included in cost of meter	
3 inch and larger Meters	Will be set by licensed plumber or bonded contractor. Customer must notify the City when meter is set.

Guidelines in order for customers to receive a refund/credit to their accounts prior to terminating utility service:

- (a) The customer will have to make the request in writing.

## CITY OF LANCASTER FEE SCHEDULE

- (b) The account will have to be in good standing for a period of two consecutive years before a refund is granted. (The account will have no arrears, penalties or returned checks posted during that time.)
- (c) The refund will be made to the person listed on the account.

### (2) Residential – Bore, Tap and Relocate Fees

#### Request for Residential Tap Fees for Water

¾ inch Tap	\$890.00
1 inch Tap	\$997.00
1 ½ inch Tap	\$1,250.00
2 inch Tap	\$1,496.00
3 inch and larger	Owner provides Taps and Meters.

**\*Relocate Existing Water (12' Maximum)** \$650.00

Plus \$35.00 / if for each foot over 35'

\* A new tap may be required if existing facilities are not adequate for the requested adjustment.

#### Request for Residential Tap Fees for Sewer

4 inch Sewer Tap	\$1,250.00
Less than 35' in length and less than 10' in depth	

Any tap larger than 4" is required to be installed by a Bonded Utility Contractor, have engineering plans prepared and Contractor is required to obtain a Construction Permit.

Any tap over 10' depth is required to be installed by a Bonded Utility Contractor, have engineering plans prepared and Contractor is required to obtain a Construction Permit.

**\*All plans must be reviewed and approved by City officials.**

All taps residential and commercial owner or contractor is responsible for any required bore, encasement and grouting underneath a road. City Right-Of-Way (ROW) permit application is required and regular inspection fees will apply.

- (3) Third Party contractor is responsible for all commercial taps within the City. City Right- Of-Way (ROW) permit application is required and regular inspection fees will apply.
- (4) Public schools and county community colleges are subject to commercial rates, but shall not be required to make a water and/or sewer deposit as required by this section.

## CITY OF LANCASTER FEE SCHEDULE

### (5) Fire Hydrant Meter

(a) Deposit	\$1,500.00
(b) Monthly	\$25.00
(c) Usage	\$2,75 / 1,000 gallons

#### New Fees with Activation Fee

(6) Commercial - ¾ inch	\$125.00 + \$10.00 = \$135.00
(a) 1 inch	\$150.00 + \$10.00 = \$160.00
(b) 1 ½ inch	\$200.00 + \$10.00 = \$210.00
(c) 2 inch	\$300.00 + \$10.00 = \$310.00
(d) 3 inch to compound meter	\$300.00 + \$10.00 = \$310.00

### Backflow Testing and Installation

All backflow Installers and testers must register with the City prior to performing any work.

Registration fee: \$100.00 annually per company and \$50.00 for each additional individual.

Inspection fee per device: \$30.00

### Sec. 10.700 Water Rates - Within City

The following schedule of water charges for residential, commercial, industrial, and multi-family complex customers shall be effective upon annual adoption.

Minimum monthly water charge (no gallons) for residential, commercial, and industrial customers:

Meter Size:	Equivalent Units	Minimum Monthly Meter Charge:
5/8 or 3/4 inch water	1	\$21.79
1-inch water meter	2.5	\$54.48
1 ½ - inch water meter	5	\$108.96
2-inch water meter	8	\$174.34
3-inch water meter	16	\$348.66
4-inch water meter	25	\$544.79
6-inch water meter	50	\$1,089.59
8-inch water meter	80	\$1,743.33
10-inch water meter	125	\$2,450.00

## CITY OF LANCASTER FEE SCHEDULE

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of

- (a) the minimum bill for 5/8 inch meter, multiplied by the number of units, or
- (b) the minimum monthly meter charge for the size meter(s) serving the account.

(2) A variable rate volume charge of two dollars and seventy-eight cents (\$2.78) shall be charged per each one thousand (1,000) gallons usage. No gallons are included with the monthly minimum charge.

(3) Example of the calculation of a multi-family complex monthly water bill: Two hundred apartment units with an 8" meter and 600,000 gallons of usage.

Min. charge for 8-inch meter	\$1,743.33	
200 units @ \$21.79 each	\$0.00	\$4,358.00
600,000 gallons @ \$2.78 / 1000	\$1,668.00	\$1,668.00
	\$3,411.33	\$6,026.00

Therefore \$6,026.00 would be billed. ( $\$6,026.00 / 200 = \$30.13$ )

(4) For the purpose of encouraging water conservation, there shall be a 25% increase in the water volume rate for monthly usage in excess of 15,000 gallons by residential and commercial accounts. Usage in excess of 30,000 shall be subject to an additional 25% increase. These increases will not be assessed to industrial or multi-family accounts.

For Example:

0 to 15,000 gallons	\$2.78 per 1,000
15,001 to 30,000 gallons	\$3.45 per 1,000
30,000 gallons or more	\$4.34 per 1,000

(5) A discount for senior citizens (age 62 or over) of \$2.24 per month shall be applied to each qualified residential account.

(Resolution 2011-09-80 adopted 9/12/11, effective October 1, 2011) (Resolution 2015-09-75 adopted 9/14/15, effective October 1, 2015) (Resolution 2018-09-71 adopted 9/10/18, effective October 1, 2018)

### **Sec. 10.800      Water Rates - Outside City Limits**

The following schedule of water charges for residential, commercial, industrial, and multi-family complex outside the city limits of Lancaster, Texas, shall be effective shall be effective upon annual adoption.

## CITY OF LANCASTER FEE SCHEDULE

Minimum monthly water charge (no gallons) for residential, commercial, and industrial customers:

<b>Meter Size:</b>	<b>Minimum Monthly Meter Charge:</b>
3/4 inch or less	\$24.04
1-inch	\$60.10
1 ½ - inch	\$120.19
2-inch	\$192.31
3-inch	\$384.62
4-inch	\$600.97
6-inch	\$1,201.94
8-inch	\$1,923.10
10-inch	\$2,450.00

(1) Multi-family complexes shall be charged a minimum monthly water charge equal to the greater of

(a) the minimum bill for a 5/8 inch meter, multiplied by the number of units, or

(b) the minimum monthly meter charge for the size meter(s) serving the account.

(2) A variable rate volume charge of two dollars and sixty-seven (\$2.67) shall be charged per each one thousand (1,000) gallons usage. No gallons are included with the monthly minimum charge.

(3) Example of the calculation of a multi-family complex monthly water bill: Two hundred apartment units with an 8" meter and 600,000 gallons of usage.

Min. charge for 8 inch meter	\$1,923.10	
200 units @ \$24.04 each	\$0.00	\$4,808.00
600,000 gallons @ \$3.07 / 1000	\$1,842.00	\$1,842.00
	\$3,765.00	\$6,650.00

Therefore \$6,650.00 would be billed. ( $\$6,650.00 / 200 = \$33.25$ )

(4) A discount for senior citizens (age 62 or over) of \$2.24 per month shall be applied to each qualified residential account.

### **Sec. 10.900      Imposition of Lien for Water Service Charges**

In the event that payment of charges for water and/or sewer services furnished by the city is not made by the date specified for cutoff in accordance with the notice sent pursuant to Chapter 13, Article 13.500, Section 13.508, service shall be discontinued. Any customer whose water and/or sewer services are discontinued due to nonpayment may have services resumed by paying all accrued and overdue

## CITY OF LANCASTER FEE SCHEDULE

charges, including the late charge penalty and a reconnection charge as follows: (1994 Code of Ordinances, Chapter 11, Article 11.500, Section 11.509).

(1) Reconnect Fee (Cutoff)	\$45.00
(2) Reconnect Fee (Cutoff) After 5 p.m.	\$55.00
(3) Late Fee	7% of balance due
(4) NSF Check	\$35.00
(5) Extra Trip Charge (New Connects and Reconnects)	\$25.00
(6) Data log meter	\$25.00

(Ordinance No. 2007-01-01 adopted 01/22/07)

### **Sec. 10.1000      Wastewater Treatment Services User Charges**

The following schedule of charges for residential, commercial, industrial and multi-family complex customers shall be effective upon annual adoption:

- (1) Minimum monthly sewer charge (no gallons of usage) for residential, commercial, and industrial is fifteen dollars and four cents (\$16.62) per connection.
- (2) Minimum monthly sewer charge for each dwelling unit of a multi-family complex (no gallons) is seven dollars and seventy-three cents (\$8.54) per unit.
- (3) Minimum monthly sewer charge for each dwelling unit of a multi-family complex outside of the city limits (no gallons) is eight dollars and eighty-nine cents (\$8.89) per unit.
- (4) Variable rate per one thousand (1,000) gallons of water usage for residential, commercial, industrial, and multi-family complexes is seven dollars and seventy-three cents (\$8.54).
- (5) The total monthly amount due for "all" sewer accounts shall be the sum of the minimum monthly sewer charge plus the variable rate times the user's water usage for the month. The maximum monthly "residential customer" volume charges shall be based on the average of the three lowest monthly bills in the last twelve. Normally these will be the reading cycles ending in January, February, and March. However, the utility billing department may adjust this forward or backwards one month.

Industrial and commercial users that install a separate sewer metering system shall be charged for volume according to that meter, plus the minimum rate.

- (6) The practice of discounting the computed sewer usage to 95% and 90% as detailed in the Lancaster Code of Ordinances Section 11.608(b) and 11.609(b); was discontinued in 2008.

## **CITY OF LANCASTER FEE SCHEDULE**

(7) A discount for senior citizens (age 62 or over) of \$2.06 per month shall be applied to each qualified residential account.

(Resolution 2015-09-75 adopted 9/14/15, effective October 1, 2015) (Resolution 2018-09-71 adopted 9/10/18, effective October 1, 2018)

### **Sec.10.1100 Water Impact Fee**

(Reference Tables 1, 2, 3 and 11 of Ordinance)

(Ordinance 2004-09-27 adopted 9/27/04)

(Ordinance 2012-08-25 adopted 8/27/12)

(Ordinance 2021-07-27 adopted 7/12/21)

Water Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Water Impact Fees are calculated using Service Units, which are a standardized measure of consumption, use, generation or discharge attributable to an individual living unit equivalent (LUE) of development calculated in accordance with generally accepted engineering or planning standards for water systems' capital improvements or facility expansion. The total impact fee due is based on the meter size(s) used by the development. The meter size is determined by the City of Lancaster within the meter manufacturers optimum flow range based on flows required by the development.

### **Sec. 10.1200 Sewer Impact Fee**

(Reference Table 3.5 of Ordinance)

(Ordinance 2006-07-22 adopted 7/10/06)

(Ordinance 2012-08-25 adopted 8/27/12)

(Ordinance 2021-07-27 adopted 7/12/21)

Sewer (Wastewater) Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Sewer Impact Fees are calculated using Service Units, which are a standardized measure of consumption, use, generation or discharge attributable to an individual living unit equivalent (LUE) of development calculated in accordance with generally accepted engineering or planning standards for sewer systems' capital improvements or facility expansion. The total impact fee due is based on the meter size(s) used by the development. The meter size is determined by the City of Lancaster within the meter manufacturers optimum flow range based on flows required by the development.

### **Sec. 10.1300 Roadway Impact Fee**

(Reference Exhibit B of Ordinance)

(Ordinance 2003-12-42 adopted 12/8/03)

(Ordinance 2012-08-25 adopted 8/27/12)

(Ordinance 2021-07-27 adopted 7/12/21)

Roadway Impact Fees are imposed upon any new development (which includes expansion of existing facilities) to generate revenue for funding or recouping the costs of capital improvements or facility



## **CITY OF LANCASTER FEE SCHEDULE**

expansions to these systems necessitated by or attributable to the new developments' demand on these systems. The Roadway Impact Fees are calculated using Service Units, which are a standardized measure of consumption or use (supply and demand) of the roads in the city by new development and are calculated in accordance with generally accepted engineering or planning standards for Roadway Systems' capital improvements or facility expansion. The total impact fee due is determined by the land use, the location of the development, and the square footage of the building.

### **Sec. 10.1400      Inspections**

(a) Sewer	\$150.00
(b) Final Televised lateral inspection	\$50.00

### **Sec. 10.1500      Calibrations**

(a) Pipe < 1 inch	\$50.00
(b) Pipe < 1 inch and < 3 inches	\$50.00
(c) Pipe ≥ 3 inches	\$100.00 Contracted price plus 25%

(Ordinance 2002-10-38 adopted 10/14/02)

### **Sec. 10.1600      Reserved for future use.**

### **Sec. 10.1700      Garbage Collection Fees**

(a) Residential	\$13.84
Once weekly refuse collection/disposal	
Once weekly recycling collection/processing	
Every other month brush/bulk item collection	
(b) Administrative Processing Fee	\$2.50
(c) Extra cart	
2nd cart	\$10.00
3rd cart	\$15.00
4th cart	\$20.00
(d) Commercial Hand Collect	\$19.63
Once weekly refuse collection / disposal	
Additional trash cart	\$15.81
(e) Commercial Hand Collect Recycling Collection	\$12.83
Once weekly recycling collection / processing	

## CITY OF LANCASTER FEE SCHEDULE

Additional recycling cart \$8.74

(f) Special Pick-up – Up to 12 yard \$71.03 minimum  
Over 12 yard additional \$12.58 / per yard

(g) Commercial Containers – Price Haul Rates (Disposal costs included)  
Rates do not include franchise fees, billing fees or taxes.

Size	1 X WK	2 X WK	3 X WK	4 X WK	5 X WK	6 X WK	EXTRA
2 YD	\$71.22	\$131.78	\$183.32	\$234.83	\$286.34	\$337.86	\$82.56
3 YD	\$81.44	\$150.70	\$209.60	\$268.52	\$327.43	\$386.35	\$84.99
4 YD	\$101.83	\$188.46	\$262.07	\$335.66	\$409.27	\$482.87	\$87.42
6 YD	\$122.26	\$226.27	\$314.72	\$403.15	\$491.59	\$580.02	\$92.28
8 YD	\$152.89	\$282.90	\$393.55	\$504.19	\$614.84	\$725.09	\$94.70
Casters	\$9.54/lift						
Lock Gates	\$9.54/lift						

Recycling for Small Businesses - Price includes haul & disposal (if business selects to contract with City Contractor)

Size/Pickup	1xWeek	2xWeek	Extra
6 YD	\$97.14	NB	\$75.89
8 YD	\$97.14	NB	\$75.89

Vertical compactors, once per week collection price includes haul and disposal (emptied by front end loaders).

Size	1xWeek	2xWeek	3xWeek	4xWeek	5xWeek	6xWeek
2 CY	\$272.98	\$505.15	\$702.60	\$900.09	\$1,097.54	\$1,295.05
3 CY	\$312.17	\$577.65	\$803.46	\$1,029.26	\$1,255.07	\$1,480.93
4 CY	\$383.67	\$710.12	\$987.46	\$1,264.82	\$1,542.13	\$1,819.49
6 CY	\$468.67	\$867.34	\$1,206.33	\$1,545.30	\$1,884.34	\$2,223.32
8 CY	\$569.44	\$1,052.38	\$1,463.97	\$1,875.57	\$2,287.19	\$2,697.36

(Resolution 2012-09-76 adopted 9/10/12, effective 10/01/12)  
(Resolution 2015-12-102 adopted 12/14/15, effective 12/14/15)

### **Sec. 10.1800      Wastewater Discharge**

There is hereby established a wastewater discharge permit fee of \$450.00 for a three-year term by the Water/Wastewater Superintendent of the City of Lancaster.  
(1994 Code of Ordinances, Chapter 1, Article 11.1300, Section 11.1300)

### **Sec. 10.1900      Fees for Cuts to Streets, Alleys, Sidewalks and Drainage Structures**

## **CITY OF LANCASTER FEE SCHEDULE**

In the event any street, highway or roadway must have an open cut and is approved by the City Engineer in writing for the purpose of installing water or wastewater laterals, or utility repair by a Franchise Utility Company or their subcontractor, a fee of four dollars and fifty cents (\$4.50 sq. ft.) per square foot, with a minimum one hundred dollar (\$100.00) fee will be charged in advance for replacement of such open cut by the city. This fee will be reimbursed if the excavation is restored to like or better condition.

### **ARTICLE 11.000 PLANNING AND ZONING RELATED FEES**

**Sec. 11.100          Reserved for Future Use**

<b>Sec. 11.200</b>	<b>HLPC Application Review (Certificate of Appropriateness)</b>	\$100.00
--------------------	---	----------

<b>Sec. 11.300</b>	<b>Zoning Board of Adjustment</b>	
	(a) Variance Request	\$250.00

**Sec. 11.400          Plats**

(a) Preliminary Plat	
50 acres or less	\$500.00 + \$50.00 per acre
More than 50 acres	\$1,000.00 + \$100.00 per acre
(b) Final Plat	\$500.00 + \$10.00 per lot
(c) RePlat	
With property owner notification	\$575.00 + \$35.00 per acre
Without property owner notification	\$450.00 + \$35.00 per acre
(d) Amended Plat	\$200.00 + \$10.00 per acre
(e) Minor Plat	\$400.00
(f) Plat Vacations	\$500.00

**Sec. 11.500          Zoning**

(a) General Zoning Change	\$500.00 + \$10.00 per acre
(b) Specific Use Permit (SUP)	\$500.00 + \$10.00 per acre
(c) Private Club Permit	\$350.00

## **CITY OF LANCASTER FEE SCHEDULE**

(d) Amendment to SUP	\$500.00 + \$10.00 per acre
(e) Planned Development	\$1,500.00 + \$10.00 per acre
(f) Amendment to Planned Development	\$1,500.00 + 10.00 per acre
(g) Exceptions	\$250.00

### **Sec. 11.600            Other Planning & Zoning Fees**

(a) Site Plan Review	\$250.00 + \$10.00 per acre
(b) Minor Site Plan Amendments	\$100.00
(c) Tree Survey Review	\$50.00
(d) Illegal Tree Cutting Fine	\$125.00 per diameter inch
(e) Dedication/Abandonment of Right-of-Way or Easements	\$150.00 per development for first 5 + \$25.00 for each additional document
(f) Consultant Fees	Hourly Rate of Consultant
(g) Zoning Verification Letter	\$50.00
(h) Subsequent Legal Notices after 1st	\$15.00 per additional notice

### **Sec. 11.700            Maps, Publications and Miscellaneous Fees**

(a) Comprehensive Plan	\$48.00
(b) Copying – 8 ½" x 11", or 8 ½" x 14"	\$0.10 per page. Any request for more than 20 pages may be sent to an outside duplicating facility at requestor expense.
(c) Lancaster Development Code (Zoning Ordinance and Subdivision Regulations)	\$45.00
(d) Zoning Map (24" x 36")	\$20.00

## **ARTICLE 12.000 MUNICIPAL COURT**

### **Sec. 12.100            Municipal Court Building Security Fund**

Any defendant convicted in the municipal court of the City of Lancaster of a misdemeanor offense that occurs after September, 1997 or the passage of this article, shall pay a \$3.00 security fee as a cost of

## **CITY OF LANCASTER FEE SCHEDULE**

court. The term "convicted" includes any convictions obtained by way of a plea of guilty, a trial and any cases, deferred adjudication, probation or pretrial diversion in order for the defendant to take advantage of one of the alternative programs offered by the municipal court including, but not limited to a driving safety course, deferred adjudication, alcohol awareness and shoplifter's alternative. (1994 Code of Ordinances, Chapter 8, Article 8.100, Section 8.1600)

### **Sec. 12.200            Municipal Court Technology Fund**

A defendant convicted of a misdemeanor offense in the municipal court in the City of Lancaster shall pay a technology fee not to exceed four dollars for each conviction as a cost of court. The Municipal Court Clerk shall collect the costs and pay the funds to the Finance Director for deposit in a fund to be known as the "Municipal Court Technology Fund".  
(Ordinance 2002-03-12 adopted 3/2/02)

### **Sec 12.300            Special Expense Fee**

There is hereby established a special expense fee in the amount of twenty-five dollars (\$25.00) which shall be collected, after due notice to the defendant, for the issuance and service of a warrant of arrest for an offense under Section 38.10 of the Texas Penal Code titled "Bail Jumping and Failure to Appear"; or Section 543.009 of the Texas Transportation Code titled "Compliance With or Violation of Promise to Appear."

## **ARTICLE 13.000 ADMINISTRATIVE FEES**

### **PUBLIC INFORMATION CHARGES**

(a) Copies, standard paper copy \$0.10 per page

For standard paper copies reproduced by means of an office machine copier or a computer printer. Each side that has recorded information is considered a page.

(b) Copies, nonstandard copy

The charges in this section are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

(A) Diskette	\$1.00
(B) Magnetic tape	actual cost
(C) Data cartridge	actual cost
(D) Tape cartridge	actual cost
(E) Rewritable CD (CD-RW)	\$1.00

## CITY OF LANCASTER FEE SCHEDULE

(F) Non-rewritable CD (CD-R)	\$1.00
(G) Digital video disc (DVD)	\$3.00
(H) JAZ drive	actual cost
(I) Other electronic media	actual cost
(J) VHS video cassette	\$2.50
(K) Audio cassette	\$1.00
(L) Oversize paper copy (11 inches by 17 inches, green bar, blue bar, not including maps and photographs using specialty paper)	\$0.50
(M) Specialty paper (Mylar, blueprint, blue line, map, photographic)	actual cost
(c) Microfiche and Microfilm	actual cost of reproduction
From Master copy of Microfilm	\$0.10 per page
(d) Computer Resource Charge	
Mainframe	\$10 per CPU minute
Midsized	\$1.50 per CPU minute
Client/Server	\$2.20 per clock hour
PC or LAN	\$1.00 per clock hour
(e) Other Public Information Charges	
(A) Computer Programmer	\$28.50 per hour
(B) Personnel Charge (50 or more pages)	\$15.00 per hour
(C) Overhead Charge (50 or more pages)	20% of personnel charge
(D) Remote Document Retrieval Charge	actual cost
(E) Miscellaneous Supplies (labels, boxes)	actual cost
(F) Postage and Shipping Charge	actual cost
(G) Miscellaneous (credit card transaction fee)	actual cost

## CITY OF LANCASTER FEE SCHEDULE

(H) Body Worn Camera	\$10.00 per recording plus \$1.00 per full minute of the recording
(f) Certified or Attestation under City Seal	\$2.50
(g) Finance	
(1) Return Check Fee	\$35.00 per check
(2) Budget Book	\$106.00 per
(3) CAFR	book \$50.00 per
(4) Copies - printouts (computer generated)	book \$0.25 per page
(h) Special Events	
(1) Application Fee	\$25.00 (applications submitted 31 days prior to event)
(2) Outdoor Recreation and Park Application Fee	\$50.00
(3) Special Events Fee Attendance:	
0-500	\$100.00
501-1,500	\$300.00
1,501-3,000	\$750.00
3,001-5,000	\$1,000.00
5,001-10,000	\$1,500.00
(4) Lease Fee Attendance:	
0-500	\$125.00/day
501-1,500	\$300.00/day
1,501-3,000	\$750.00/day
3,001-5,000	\$1,000/day
5,001-10,00	\$1,500/day
(5) Expedited Review Fee	\$25.00 (expedited fee for applications received within 30 days of the event)
(6) Street Barricade Rental Fee	1 to 25 barricades -\$15.00 25 to 50 barricades - \$30.00 50+ barricades - will require contract services
(7) Street Cones Rental Fee	1 to 25 cones - \$10.00 25 to 50 cones - \$20.00 50+ cones - will require contract services
(8) Barricade Replacement Fee	\$62.00 per barricade
(9) Cone Replacement Fee	\$39.00 per cone

## **CITY OF LANCASTER FEE SCHEDULE**

(10) Litter Can	\$5.00 each
(11) Litter Can Replacement Fee	\$90.00 each
(12) Portable Stage Rental (16' x 16')	\$100.00 / per every 4 hours
(13) Portable Stage Rental (12' x 12')	\$75.00 / per every 4 hours
(14) Reimbursable Costs: Fees associated with City of Lancaster service provision at the request of the applicant will be calculated by the applicable department based on the associated reimbursable cost, the service/equipment requested, and the length of time the service is needed.	
(15) Commercial Filming	\$50.00 {process fee for applications, which include a maximum of two locations} \$250.00 (Processing Fee for applications, which include, but not limited to projects that involve more extensive planning and affect any of the following: <ul style="list-style-type: none"><li>• Multiple street closures</li><li>• Multiple lane closures</li><li>• Intermittent traffic control</li><li>• Require traffic management</li><li>• Complex scenes</li><li>• Special Effects</li></ul>

Should filming require the assistance from the Lancaster Police Department and/or Lancaster Fire Rescue Department, a contact from each department will be provided to the applicant. The starting rate for 'off-duty' is \$45.00 / per hour with a four (4) hour minimum.  
(Ordinance 2004-06-18 adopted 6/14/04)

### **ARTICLE 14.000 POLICE DEPARTMENT**

#### **Sec. 14.100 Alarm System Permit Fees**

##### **(a) Alarm System Permit Fees**

Registration Fee - Residential	\$ 50.00
Registration Fee - Commercial	\$100.00
Senior Rate (65 or older) - Residential only	Exempt*
Renewal Fee - Residential	\$50.00
Renewal Fee - Commercial	\$100.00
Senior Rate (65 or older)-Residential only	Exempt*



## CITY OF LANCASTER FEE SCHEDULE

Late Fee after 30-day notice for registration	\$25.00
Late Fee After 30-day notice for renewal	\$25.00

### False Alarms with Permit within 12 month period:

1-3	No Charge
4-5	\$ 50.00
6-7	\$ 75.00
8 or more	\$100.00 each

### False Alarms without Permit within 12-month period:

1-3 Residential	\$100.00 each
1-3 Commercial	\$200.00 each
4-5 Commercial	\$250.00 each
6-7 Residential	\$175.00
6-7 Commercial	\$250.00
8 or more - Residential	\$200.00 each
8 or more - Commercial	\$250.00 each

Late Payment for non-payment within 30 days after notification \$25.00

### False Robbery Alarms within 12-month period:

1-3	\$100.00
4 or more	\$200.00

Late Payment for each False Robbery Alarm not paid within 30 days after notification \$25.00

### Appeal:

*Appeal Hearing Fee	\$25.00
---------------------	---------

\*(Fee shall be refunded, in its entirety, if appeal is upheld)

## **CITY OF LANCASTER FEE SCHEDULE**

### Reinstatement:

Reinstatement Fee	\$50.00
-------------------	---------

(Resolution 2007-02-22 adopted 2/26/07)

### (b) Accident Reports

(1) Regular Copy	\$6.00 per report
(2) Certificate of Regular Copy	Addl. \$2.00 per report
(3) Certificate with no information or report on file	\$6.00 per report

(c) <u>Offense Reports</u>	\$0.10 per page
----------------------------	-----------------

### (d) Fingerprinting

(1) First two (2) fingerprint cards	\$10.00
(2) Per fingerprint card thereafter	\$5.00

(Resolution 2004-12-102 adopted 12/13/04)

### (e) Fines, Costs, and Fees

School Bus Stop Arm Violation Fine	\$300.00
30 Day Late Payment Penalty	\$50.00
60 Day Late Payment Penalty	\$100.00
Non-Sufficient Funds -Returned Check Fee	\$35.00
Failure to Appear Penalty	\$50.00
Administrative Adjudication Hearing Filing Fee	\$25.00
Municipal or JP Court Appeal Hearing Filing Fee	\$20.00
Hearing Rescheduling Fee	\$20.00

(Resolution 2014-06-48 adopted 06/09/14)

## **ARTICLE 15.000 PARKS AND RECREATION**

### **Sec. 15.100 Memberships**

#### (a) Annual Membership Fees (Valid for 1 year from date of purchase)

(1) Recreation JR Key Fob- (Under 4 yrs)	Free with purchase of adult rec Key Fob	Must be accompanied by an adult over 18 years of age
--	---	--

## CITY OF LANCASTER FEE SCHEDULE

(2) Recreation Youth Key Fob- (5-16 yrs)	\$10.00 / year Resident \$15.00 / year Non-Resident	Provides access to use of gymnasium and walking track during designated hours.
(3) Recreation Adult Key Fob (17-49 yrs)	\$20.00 / year Resident \$30.00 / year Non-Resident	Provides access to use of gymnasium and walking track during designated hours.
(4) Seniors (50 + years)	\$15.00 / year Resident \$20.00 / year Non-Resident	Provides access to use of gymnasium and walking track during designated hours.
(5) Daily Fitness Atrium Admission (18 years and older)	\$5.00 / day	Provides access to fitness atrium during designated hours.
(6) Monthly Fitness Atrium Membership (18 years and older)	\$20.00 Resident \$25.00 Non-Resident	Provides access to the fitness atrium during designated hours.
(7) Annual Fitness Atrium Membership (18 years and older)	\$160.00 Resident \$200.00 Non-Resident	Provides access to use the gymnasium, walking track and the fitness atrium during designated hours.
(8) Open Swim Admission	\$7.00/ day Resident \$10.00/ day Non-Resident	Provides access to use of pool during designated hours.
(9) Daily Fitness Swim Admission (17 years and older)	\$5.00/ day Resident \$8.00/ day Non-Resident	Provides access to use of pool during designated hours.
(10) Monthly Fitness Swim Membership (17 years and older)	\$20.00 Resident \$30.00 Non-Resident	Provides access to use of pool during designated hours.
(11) Seasonal Swim Pass(Summer) Individual (16 years and younger)	\$60.00 Resident \$70.00 Non-Resident	Provides access to use of pool during designated hours.
(12) Seasonal Swim Pass(Summer) Individual (17 years through adult)	\$70.00 Resident \$80.00 Non-Resident	Provides access to use of pool during designated hours.

## CITY OF LANCASTER FEE SCHEDULE

(13) Seasonal Swim Pass(Summer) Family 4+	\$180.00 Resident \$200.00 Non-Resident	Provides access to use of pool during designated hours
(14) Annual Fitness Swim Membership (17 years and older)	\$120.00 Resident \$160.00 Non-Resident	Provides access to use of pool during designated hours.
(15) Annual Senior Center Membership (50 + years)	\$3.00 Resident \$5.00 Non-Resident	Provides access to the Senior Center facility and programming.
(16) Contracted Instructor Program facilitator (Indoor)	70 % of gross revenues	
(17) Contracted Instructor Program facilitator (Outdoor)	15% of collected revenues	

### (a) Corporate Membership Rates

LISD Annual Employee Membership Rate	\$85.00	Provides access to usage of the fitness atrium, walking track, gymnasium and pool during designated hours. Also provides a 10% discount on rentals / reservations of facilities and 10% discount on programs and classes offered by instructors.
---	---------	--

	Agency	Individual
(1) Corporate A (5-9)	\$125.00	\$100.00
(2) Corporate B (10+)	\$225.00	\$100.00

## Sec. 15.200      Rental Facilities

### (a) Athletic Fields

Concession Stand	\$50.00 / per day
------------------	-------------------

## CITY OF LANCASTER FEE SCHEDULE

Deposit	\$100.00
(1) Cedardale Field Rental / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(2) City Park Field Rental / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(3) Royce Clayton Ballpark / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(4) Youth Football / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident
(5) Soccer Field / hour	\$25.00 - 2 hour minimum Resident \$35.00 - 2 hour minimum Non-Resident

Additional fees for athletic field rentals with lights are \$15.00 per hour.

(b) Lancaster Youth Association Fee \$20.00 per player per season

(c) Community House

Deposit	\$150.00 Resident \$150.00 Non-Resident
(1) 4 hour rental Resident	\$300.00
(2) 4 hour rental Non-Resident	\$400.00
(3) 6 hour rental Resident	\$400.00
(4) 6 hour rental Non-Resident	\$500.00

(d) Gymnasium

Deposit	\$250.00 Resident \$250.00 Non-Resident
---------	--

## CITY OF LANCASTER FEE SCHEDULE

- |                             |  |
|-----------------------------|--|
| (1) 1/2 Gym                 | \$50.00 / hour Resident<br>\$65.00 / hour Non-Resident<br>4 hours minimum after<br>operating hours.  |
| (2) Full Gym                | \$100.00/ hour Resident<br>\$150.00/ hour Non-Resident<br>4 hours minimum after<br>operating hours.  |
| (3) Full Gym Tournament Fee | \$150.00/ hour Resident<br>\$200.00/ hour Non-Resident<br>4 hours minimum after<br>operating hours. Allows gate<br>fees charged by renter. 20%<br>fee collected by the city. Must<br>reserve entire gymnasium. |

### (e) Outdoor Facility

- |  |  |
|--|--|
| Deposit  | \$100.00 Resident<br>\$100.00 Non-Resident |
| (1) City Park Pavilion 1<br>8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.     | \$100.00 Resident<br>\$150.00 Non-Resident |
| (2) City Park Pavilion 2<br>8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.     | \$100.00 Resident<br>\$150.00 Non-Resident |
| (3) Community Park Pavilion<br>8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.  | \$100.00 Resident<br>\$150.00 Non-Resident |
| (4) Heritage Park Gazebo<br>8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m.     | \$75.00 Resident<br>\$100.00 Non-Resident  |
| (5) Kid Square Park Pavilion<br>8:00 a.m. – Noon (12) or 1:00 p.m. – 5:00 p.m. | \$100.00 Resident<br>\$150.00 Non-Resident |
| (6) Bear Creek Park Pavilion   | \$100.00 Resident<br>\$150.00 Non-Resident |
| (7) Rocky Crest Park Pavilion  | \$100.00 Resident<br>\$150.00 Non-Resident |
| (8) Meadowcreek Park Pavilion  | \$50.00 Resident<br>\$75.00 Non-Resident   |
| (9) JA Dewberry Park Pavilion  | \$50.00 Resident<br>\$75.00 Non-Resident   |

### (f) Pool

- (1) Indoor Pool Reservations

## CITY OF LANCASTER FEE SCHEDULE

Deposit	\$100.00 Resident \$100.00 Non-Resident
(A) Party Room (Semi-Private) 2 hours	\$150.00 Resident \$250.00 Non-Resident
(B) Private Party A (1 - 50) 2 hours	\$300.00 Resident \$350.00 Non-Resident
(C) Private Party B (51 - 100) 2 hours	\$350.00 Resident \$400.00 Non-Resident
(D) Private Party C (101 - 150) 2 hours	\$400.00 Resident \$450.00 Non-Resident
(E) Private Party D (151 +) 2 hours	\$450.00 Resident \$500.00 Non-Resident
 (g) <u>Recreation Center</u>	
(1) Grand Banquet Hall	
Deposit	\$300.00 Resident \$300.00 Non-Resident
Kitchen	\$30.00 / hour Resident \$30.00 / hour Non-Resident
1,100 sq. ft.	\$50.00 / hour Resident \$75.00 / hour Non-Resident
2,200 sq. ft.	\$75.00 / hour Resident \$100.00 / hour Non-Resident
3,300 sq. ft.	\$150.00 / hour Resident \$175.00 / hour Non-Resident
(2) Aerobic Dance Room / hour	\$40.00 / hour Resident \$60.00 / hour Non-Resident
(3) Classroom / hour	\$30.00/ hour Resident \$50.00/ hour Non-Resident
(4) Conference Room / hour	\$20.00/ hour Resident \$40.00/ hour Non-Resident
(5) Projector Screen/Podium/Sound System Rental	
Deposit	\$200.00 Resident \$200.00 Non-Resident
1 Screen	\$65.00 / day Resident \$75.00 / day Non-Resident
2 Screen	\$75.00 / day Resident \$100.00 / day Non-Resident
Podium	\$35.00 / day Resident \$40.00 / day Non-Resident
Portable Sound System	\$200.00 / day Resident \$275.00 / day Non-Resident

## CITY OF LANCASTER FEE SCHEDULE

Table Clothes	\$4.00 / each
Chair Covers	\$2.00 / each

### (h) Senior Life Center

Deposit	\$300.00 Resident \$300.00 Non-Resident
Kitchen	\$30.00 / hour Resident \$30.00 / hour Non-Resident
(1) 4 Hour Rental	\$500.00 Resident \$600.00 Non-Resident
(2) 6 Hour Rental	\$600.00 Resident \$750.00 Non-Resident

### (i) Non-Profit - For Meetings Only

Deposit	\$75.00 / hour Resident \$75.00 / hour Non-Resident
(1) Classroom / Youth Room	\$20.00 / hour Resident \$30.00 / hour Non-Resident
(2) 1,100 square feet (Grand Hall)	\$50.00 / hour Resident \$60.00 / hour Non-Resident
(3) Conference Room	\$10.00 / hour Resident \$20.00 / hour Non-Resident

### (j) Programs

Individual Recreation Classes	Range from \$5.00 - \$25.00 per class / per day
Recreation Programs	Range from \$20.00-\$150.00 Programs vary by week or by month
Recreation Team Sports	Range from \$100.00 - \$400.00 per team / per season

### (k) Amphitheater Rental

Deposit	\$150.00 Resident \$150.00 Non-Resident
(1) 4 Hour Rental	\$200.00 Resident \$325.00 Non-Resident
(2) 6 Hour Rental	\$275.00 Resident \$400.00 Non-Resident
(3) Each additional hour after 6 hours	\$50.00 Resident \$75.00 Non-Resident

### (l) Stage Rental



## CITY OF LANCASTER FEE SCHEDULE

Deposit	\$75.00 Resident \$75.00 Non-Resident
(1) 4 Hour Rental	\$100.00 Resident \$100.00 Non-Resident
(2) Each additional hour after 4 hours	\$35.00 Resident \$35.00 Non-Resident
(m) Country view	
Weekday: Monday-Thursday	
<i>Includes cart fee</i>	
Tee Time	Price
Open - 1:00 p.m.	\$33.00
11:00 a.m. – 2:00 p.m.	\$26.00
2:00 p.m. – 5:00 p.m.	\$20.00
5:00 p.m. - close	\$16.00
Senior rate	\$25.00
Weekday: Friday	
<i>Includes cart fee</i>	
Tee Time	Price
Open – 1:00 p.m.	\$36.00
11:00 a.m. – 2:00 p.m.	\$28.00
2:00 p.m. – 5:00 p.m.	\$22.00
5:00 p.m. - close	\$17.00
Weekday: Saturday – Sunday & Holidays	
<i>Includes cart fee</i>	
Tee Time	Price
Open – 1:00 p.m.	\$39.00
11:00 a.m. – 2:00 p.m.	\$30.00
2:00 p.m. – 5:00 p.m.	\$24.00
5:00 p.m. – close	\$17.00
Range	Fees
Small (40 balls)	\$5.00
Medium (65-75)	\$8.00
Large (100-110 balls)	\$12.00
Cart	Fees
1 Cart	\$12.00

### **ARTICLE 16.000 AIRPORT FEES**

#### **(a) Monthly Hangar Rental**

(1) 956 sq. ft. (small T-hangar)	\$220.00   \$0.23 per sq. ft.
(2) 1,018.25 sq. ft. (medium T-hangar)	\$234.00   \$0.23 per sq. ft.
(3) 1,624.33 sq. ft. (large T-hangar)	\$374.00   \$0.23 per sq. ft.

## CITY OF LANCASTER FEE SCHEDULE

### (b) Community Hangar Rental

(1) 956 sq. ft. (small T-hangar)	\$110.00   \$0.12 per sq. ft.
(2) 1,018.25 sq. ft. (medium T-hangar)	\$117.00   \$0.12 per sq. ft.
(3) 1,624.33 sq. ft. (large T-hangar)	\$187.00   \$0.12 per sq. ft.

### (c) Other Airport Fees

(1) Ground Lease (Improved)	\$0.30 per square foot per year
(2) Ground Lease (Unimproved)	\$0.20 per square foot per year
(3) Terminal Building Office Lease	\$12.00 per square foot per year
(4) Monthly Tie Down Fee	\$60.00 per month
(5) Lease Assignment Fee	\$250.00 per instance
(6) Fuel Flowage Fee	\$0.20 per delivered gallon
(7) Cafe Sales	5% of Gross Sales

(Ordinance 2003-10-32 adopted 10/27/03) (Resolution 2009-04-41 adopted April 13, 2009)

## **ARTICLE 17.000 DEVELOPMENT FEES**

	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(a) <u>Abandonment Driveway, Drive Approach, Curb, Gutter and Sidewalk Permit Fees</u> (bond required)			
(1) Residential Zones Repair/Replacement	\$25.00	N/A	N/A
(2) Residential Zones, New Construction	\$35.00	N/A	N/A
(3) Nonresidential Zones, per Approach	\$35.00	N/A	N/A
(b) <u>Annexations</u>	N/A	N/A	\$1,000.00 plus filing fee
(c) <u>Appeals to Zoning Board of Adjustments</u>	N/A	N/A	N/A
(d) <u>Building Permits</u>			

Single-Family Residence, Duplex, Multi-Family, Apartment, Condominium & Townhouse, Commercial and remodels) Fees Assessed Per Address

## CITY OF LANCASTER FEE SCHEDULE

(e) <u>Consultant Fee-Supplemental</u>	N/A	N/A	N/A
(f) <u>Design/Plan Review</u> Commercial and Industrial Projects Amendments (Commercial & Industrial) Residential Projects, Amendments (Residential), Minor Design Review	65% of the building permit fee. Section titled "Building Permit" in this schedule	N/A	N/A
(g) <u>Plats</u>			
(1) Preliminary Plat			
Fifty (50) acres or less	N/A	N/A	\$500.00 + \$50.00 / acre
More than fifty (50) acres	N/A	N/A	\$1,000.00 + \$100.00 / acre
(2) Final Plat	N/A	N/A	\$500.00 + \$10.00 / lot
(3) Re-Plats			
Plat revision with property owner notification	N/A	N/A	\$575.00 + \$35.00 / acre
Plat revision without property owner notification	N/A	N/A	\$450.00 + \$35.00 / acre
(4) Amended Plats			
Amended Plats Correcting Errors	N/A	N/A	\$400.00
(5) Plat Vacations			
Plat Vacation increasing lots	N/A	N/A	\$200.00 + \$10.00 / acre
All other plat vacations	N/A	N/A	\$500.00
(6) Miscellaneous Plat Items			
Dallas County Clerk's Recording Fee	N/A	N/A	\$33.00 1st page

## CITY OF LANCASTER FEE SCHEDULE

			\$10.00 subsequent page
(7) Re-Plats	N/A	N/A	\$400.00
(1994 Code of Ordinance, Chapter 9, Article 9.100, Section 9.106)			
(h) <u>Development Review and Inspection Fees</u>	<u>Building Fee</u>	<u>Engineering Fee</u>	<u>Planning Fee</u>
(1)	Special Inspection \$47.00 per hour, minimum 2 hours	(1) 1.5 % - 3.5% estimated cost of improvements intended for dedication to the city for water, sewer and streets. Effectively Immediately= 1.5% Effective January 1, 2004 = 3.5% Each additional hour \$47.00 per hour	N/A
	(1) Inspection 2 hours – Travel time of job site and return time to be included outside of normal business hours (min. charge) \$47.00 per hour	N/A	N/A
	(2) Re-inspection fees assessed under provisions of Section 305.8 \$47.00 per hour	N/A	N/A
	(3) Inspection for which no fee is specifically indicated (min. charge - one half hour) \$47.00 per hour	N/A	N/A

## CITY OF LANCASTER FEE SCHEDULE

	(4) Additional plan review required by changes, additions or revisions to plans (min. charge- one-half hour) \$47.00 per hour	(2) Plan Review \$500.00 – first review; \$350.00 – per subsequent review	N/A
(2) Miscellaneous Case	N/A	N/A	\$100.00
(3) Planned Development Review	N/A	N/A	\$1,500.00 plus \$10.00 per acre
(4) Park Fee in Lieu of Dedication (including single-family, dual family, and multi-family residential areas)	N/A	N/A	\$1,400.00 per dwelling unit (Ordinance 2006-10-41 adopted 10/23/06)
(i) <u>Signs</u> (Sec. 3.100 Fee Adopted - Lancaster City Code)			
(1) Permanent Signs, Per Face Based on Sign Area	Table A	N/A	N/A
(2) Temporary Portable Signs, Flags, banners, etc. (good for two weeks)	\$25.00	N/A	N/A
(3) Sign contractor registration	\$100.00	N/A	N/A
(j) <u>Site Plan Review</u>	N/A	N/A	\$250.00 plus \$10 per acre
(k) <u>Subdivision Name Change</u>	N/A	N/A	\$200.00
(l) <u>Street Lighting Escrow</u>	N/A	N/A	N/A
(m) <u>Tree Survey/Preservation Plan</u>	N/A	N/A	\$50.00 administration processing fee with \$125.00 per inch mitigation fee
(n) <u>Small cell application fee</u>	N/A	\$500.00	N/A

## CITY OF LANCASTER FEE SCHEDULE

(This fee shall not exceed and is capped by statutory limits)

Small cell user fees (This fee shall not exceed and is capped by statutory limits)

N/A

Transport Facility monthly user fees (This fee shall not exceed and is capped by statutory limits)

N/A

(1-5 network nodes; \$250.00 (each additional network node); \$1,000.00 per pole

\$250.00 annually for each network node; \$20.00 per year for city pole attachment \$28.00 multiplied by the number of the network provider's network nodes located in the public right-of-way for which the installed transport facilities provide backhaul, until the time the network provider's payment to the City exceeds its monthly aggregate per month compensation to the City.

N/A

N/A

### Revision References

**Effective October 1, 2007 (Annual update)  
Resolution 2007-09-108**

**Revised January 14, 2008 (Water/waste water services rate)  
Resolution 2008-01-07**

**Revised June 23, 2008 (Garbage collection fees)  
Resolution 2008-06-54**

**Revised September 8, 2008 (Water service rate)  
Resolution 2008-09-82**

**Revised September 8, 2008 (Waste/water service rate)  
Resolution 2008-09-83**

**Effective October 1, 2008 (Annual update)  
Resolution 2008-09-84**

## **CITY OF LANCASTER FEE SCHEDULE**

**Revised October 27, 2008 (Multi-Family Rental Property Registration and Inspection Fee)  
Resolution 2008-10-91**

**Revised November 10, 2008 (Food Inspections & Administrative Fee)  
Resolution 2008-11-100**

**Revised December 8, 2008 (Irrigation Permit Fee)  
Resolution 2008-12-105**

**Revised April 13, 2009 (Municipal Airport Fees)  
Resolution 2009-04-41**

**Revised April 27, 2009 (Cargo Container Fees)  
Resolution 2009-04-51**

**Effective October 1, 2009 (Annual Update)  
Resolution 2009-08-84**

**Revised October 26, 2009 (Park land dedication fee per ordinance 2006-10-41)  
Resolution 2009-10-102**

**Revised December 14, 2009 (Sec. 10.1700 Garbage Collection Fees)  
Resolution 2009-12-125**

**Amended February 8, 2010 (Article 9.000 Drainage Utility Systems Fees to reflect  
Rates as adopted 10/14/02 Ordinance No. 2002-10-41)  
Resolution 2010-02-11**

**Revised March 22, 2010 (Article 9.000 Drainage Utility System Fees)  
Resolution 2010-03-27**

**Revised June 28, 2010 (Repealed Cargo Container Fee for Agricultural Purposes)  
Resolution 2010-06-58**

**Revised June 28, 2010 (Established Wind Energy System Permit Fee; Ordinance No. 2010-04-09)  
Resolution 2010-06-59**

**~~Resolution 2010-09-75 (repealed in its entirety)~~**

**Effective October 1, 2010 (Annual Update; Corrected Section 10.700 Water Rates – Within City)  
Resolution 2010-09-82**

**Revised November 8, 2010 (Includes fee for Local Alcohol Permit)  
Resolution 2010-11-93**

**Revised September 12, 2011 (Sec. 10.1700 Garbage Collection Rates)**

## **CITY OF LANCASTER FEE SCHEDULE**

**Resolution 2011-09-79**

**Revised September 12, 2011 (Sec. 10.700 Water Rates – Within City and Sec. 10.1000 Wastewater Treatment Services User Charges)**

**Resolution 2011-09-80**

**Effective October 1, 2011 (Annual Update)**

**Resolution 2011-09-81**

**Effective October 10, 2011 (Sec. 4.400 Food Service Establishments fees)**

**Resolution 2011-10-86**

**Effective February 27, 2012 (Revised Article 16.000 Airport Fees to add rental rates for community hangars)**

**Resolution 2012-02-17**

**Effective August 27, 2012 (Updated Water/Wastewater and Roadway Impact Fees)**

**Ordinance 2012-08-25**

**Effective October 1, 2012 (Annual Update)**

**Resolution 2012-08-69**

**Effective December 1, 2012 (Industrial Discharge Fee – reference Appendix “A”)**

**Resolution 2012-09-79**

**Effective October 1, 2013 (Annual Update)**

**Resolution 2013-08-68**

**Effective January 1, 2014 (Hotel/Motel Property Annual Inspection Fee)**

**Resolution 2013-07-61**

**Effective June 9, 2014 (Fines, costs, and fees for School Bus Stop Arm Violations)**

**Resolution 2014-06-48**

**Effective June 23, 2014 (Boarding Home Facilities Permit)**

**Resolution 2014-06-50**

**Effective October 1, 2014 (Annual Update)**

**Resolution 2014-09-77**

**Effective October 1, 2015 (Water and Wastewater Rates)**

**Resolution 2015-09-74**

**Effective October 1, 2015 (Annual Update)**

**Resolution 2015-09-67**

**Effective December 14, 2015 (Solid Waste Disposal)**

**Resolution 2015-12-102**

**Effective October 1, 2016 (Annual Update)**



## **CITY OF LANCASTER FEE SCHEDULE**

**Resolution 2016-09-71**

**Effective October 10, 2016 (Rental Registration)  
Resolution 2016-10-88**

**Effective August 28, 2017 (Small Cell Antennas or Distributed Antenna Systems)  
Resolution 2017-08-61**

**Effective October 1, 2017 (Annual Update)  
Resolution 2017-09-62**

**Effective November 13, 2017 (Microchip Fees)  
Resolution 2017-11-79**

**Effective April 23, 2018 (Sec. 10.1700 Garbage Collection Rates)  
Resolution 2018-04-36**

**Effective October 1, 2018 (Annual Update and Water and Wastewater Rates)  
Resolution 2018-09-72**

**Effective October 1, 2019 (Annual Update)  
Resolution 2019-09-63**

**Effective October 1, 2020 (Annual Update)  
Resolution 2020-04-29**

**Effective October 11, 2021 (Annual Update)  
Resolution 2021-10-91**

**Effective November 8, 2021 (Building Related  
Fees)  
Resolution 2021-11-XX**

<b>Effective July 11, 2022 (Fire Services Fees)</b>	
<b>Resolution 2021-07-XX</b>	

## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

2.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Financially Sound Government  
Healthy, Safe & Engaged Community

**Submitted by:** Kenneth Johnson, Fire Chief

---

#### **Agenda Caption:**

Consider a resolution approving a Fire and Emergency Medical Services (EMS) Agreement with Dallas County for the provision of Fire and Emergency Medical Services (EMS) to unincorporated areas adjacent to the City of Lancaster.

#### **Background:**

Since October 1983, the City of Lancaster has maintained an agreement with Dallas County to provide Fire and EMS to the portion of the County that is adjacent to the City. This agreement is to maintain the continuity of Fire and EMS services.

#### **Operational Considerations:**

The Fire Department currently responds to the unincorporated area of the City of Lancaster Extraterritorial Jurisdiction (ETJ) to provide Fire and EMS service. We respond to approximately 50 to 70 calls annually in the ETJ.

#### **Legal Considerations:**

This resolution has been reviewed and approved as to form by the City Attorney.

#### **Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

#### **Fiscal Impact:**

This agreement provides for Fire and EMS service payment for services provided to Dallas County. The City will invoice Dallas County \$500 flat fee per Fire response and \$600 flat fee per EMS response to the ETJ.

#### **Options/Alternatives:**

1. City Council may approve the resolution as presented.
2. City Council may reject the resolution.

#### **Recommendation:**

Staff recommends approval of the Dallas County Fire and EMS Agreement, as presented.

#### **Attachments**

Resolution



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, APPROVING THE FIRE AND AMBULANCE SERVICES AGREEMENT BETWEEN THE CITY OF LANCASTER AND DALLAS COUNTY FOR THE PROVISION OF FIRE AND EMERGENCY MEDICAL SERVICES TO UNINCORPORATED AREAS ADJACENT TO THE CITY OF LANCASTER, FOR ONE YEAR WITH TWO- ONE YEAR EXTENSIONS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lancaster and Dallas County maintained an agreement for the City of Lancaster to provide Fire AND EMS Services to the residents in the unincorporated areas adjacent to the City of Lancaster; and

**WHEREAS**, the parties desire to execute an agreement for one fiscal year with two additional one fiscal year extensions; and

**WHEREAS**, the City Council of the City of Lancaster finds it in the best interest to approve the Agreement as set forth in the attached Exhibit "1".

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** That any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

**SECTION 2.** That should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 3.** This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 25th day of July, 2022.

**ATTEST:**

**APPROVED:**

---

Sorangel O. Arenas, City Secretary

---

Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

---

David T. Ritter, City Attorney

STATE OF TEXAS       §  
                                  §  
COUNTY OF DALLAS   §

**FIRE PROTECTION AGREEMENT**

**WHEREAS**, the City of Lancaster, Texas, (the “City”), has agreed to provide fire protection services to the unincorporated areas of the County of Dallas, (the “County”), and

**WHEREAS**, County has requested the City to provide such services with City-owned and City-operated fire protection equipment.

**NOW THEREFORE**, this Agreement (the “Agreement”) between City and County is hereby made between said City and County as follows:

**I.**

**SERVICES**

For the consideration stated herein, the City agrees to (i) furnish fire protection services, and (ii) to answer all fire calls in the assigned unincorporated area adjacent and/or near the corporate limits of said City, as shown on the official fire protection zone map of the County, a copy of which is attached hereto as Exhibit “A” and made a part hereof for all purposes. Any deletions due to annexations or any additions due to de-annexations will be furnished to the City by the County Fire Marshal and the official map shall be updated by the City to reflect these changes. Responses shall continue into any annexed area until official notice is received from the County Fire Marshal. Response shall commence into any de-annexed area when official notice is received from the County Fire Marshal.

**II.**

**TERM**

This Agreement shall be in effect during the County fiscal year of October 1, 2022 through September 30, 2023, and will automatically be extended for two additional one-year fiscal periods (October 1, 2023 through September 30, 2024, and October 1, 2024 through September 30, 2025) provided, and only if County appropriates and budgets the necessary funds to pay for fire services in each

of the succeeding one-year fiscal periods. In the event that funds are not appropriated by County for a succeeding fiscal year, this Agreement shall terminate on the last day of the fiscal year in which funds are appropriated for such fiscal year.

### **III.**

#### **DEFINITIONS & CONDITIONS**

1) "Fire Run" shall mean a fire response with a fire fighting vehicle into the assigned unincorporated area of the County where any type of extinguishing agent is applied to a fire, or where valid reasons can be provided by City as to why there was no need to apply an extinguishing agent to a fire. A Fire Run does not include the routine dispatch of a fire vehicle to the location/address of an "Ambulance Run" (as defined below), when the necessity of the fire vehicle at such location/address does not exist and is not required to meet the requirements of a valid Fire Run or an Ambulance Run.

2) "Ambulance Run" shall mean an ambulance response into the assigned unincorporated area of the County where any type of emergency medical treatment is performed, or when valid reasons are provided by City as to why there was no need to administer treatment.

The following three (3) conditions may justify a Fire Run made in conjunction with an Ambulance Run:

- 1) an unconscious person is involved where cardiopulmonary resuscitation ("CPR") may need to be performed to sustain life;
- 2) an individual is experiencing breathing difficulties where additional personnel is needed for patient evaluation and administering life support; or
- 3) a motor vehicle accident ("MVA") has occurred where extrication is needed or fuel is leaking and must be washed away from the vehicle to assure safety of responders/patients or other types of rescue, where fire apparatus/skills are required.

#### IV.

##### **REIMBURSEMENT BY COUNTY**

The County agrees to reimburse the City at the rate of FIVE HUNDRED NO/100 DOLLARS (\$500.00) for each approved Fire Run that the City makes into the defined unincorporated area.

In order for the City to be eligible for reimbursement for a Fire Run, the Fire Run must be to a location within the unincorporated area assigned to City. When the City receives an original call for a Fire Run, the City must immediately notify the County Fire Marshal by contacting the Sheriff's Department by telephone or radio. The City must file with the County Fire Marshal, not later than five (5) days after the end of the calendar month, a certified list of the runs made into said unincorporated areas during the preceding month. Fire Runs that are not to a location in the assigned unincorporated area, or that have not been approved prior to a mutual aid assistance call, will be disallowed by the County Fire Marshal and no reimbursement will be made to the City for such runs.

The County Fire Marshal will notify the City of any response locations that cannot be located from the information provided on the run sheet, and of runs which are not eligible for reimbursement within thirty (30) days after the receipt of said City report. If a reply is not received from the City after the second request from the County Fire Marshal, the run will be disallowed. City will not be reimbursed for a Fire Run when (i) a fire vehicle is routinely dispatched to the same location/address of an Ambulance Run, (ii) the necessity for a fire vehicle at the location /address of an Ambulance Run does not exist, or (iii) a fire vehicle is not required to meet the requirements of a valid Fire Run or an Ambulance Run. All duplicate Fire Runs and Ambulance Runs to the same location/address must be verified by the County Fire Marshal for validity and the necessity of such duplicate run must be established by the City in order to be eligible for reimbursement. County will reimburse the City for all eligible Fire Runs within thirty (30) days after the end of each quarter year during the Agreement Term.

**V.**

**MUTUAL AID ASSISTANCE**

City agrees that it will provide mutual aid assistance to the County when requested, provided it may do so without endangering the property and lives of its own citizens.

**VI.**

**TERMINATION**

This Agreement may be terminated by either party without cause by giving the other party ninety (90) days prior written notice of the termination.

**VII.**

**LIABILITY**

City and County agree to be responsible each for their own negligent acts or omissions, or other tortious conduct in the course of performance of this Agreement without waiving any sovereign immunity, governmental immunity or other defenses available to the parties under federal or State law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the parties, or their employees, agents or officers, shall be determined in accordance with comparative responsibility laws of Texas.

City acknowledges and agrees that County is prohibited by Article XI, Section 7 of the Texas Constitution from indemnifying City or any other third party for damages arising under this Agreement.

**VIII.**

**NOTICE**

Any notice or certification provided for in this Agreement to be given by either party to the other shall be required to be in writing and shall be deemed given when personally delivered or within three (3)



business days after being deposited in the United States mail, postage prepaid, certified, return receipt requested or registered addressed as follows:

**To County:** Fire Marshal  
County of Dallas  
Records Building  
500 Elm St. – Room 500  
Dallas, Texas 75202

**To City:** Kenneth L. Johnson  
Fire Chief  
Lancaster Fire & Rescue  
100 Craig Shaw Memorial Parkway  
Lancaster, Texas 75134

**To City Attorney:** David T. Ritter  
City Attorney  
Brown & Hofmeister, L.L.P.  
740 E. Campbell Rd. Suite 800  
Richardson, Texas 75081

## IX.

### **MISCELLANEOUS**

- A. **Applicable Law.** This Agreement is expressly made subject to each party's Sovereign Immunity, Title 5 of the Texas Civil Remedies Code and all applicable laws. This Agreement and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas and venue shall lie exclusively in Dallas County, Texas.
- B. **Entire Contract.** This Agreement, including all Exhibits, and Addendum, constitutes the entire agreement between the parties hereto and may not be modified except by an instrument in writing executed by the parties hereto.
- C. **Binding Effect.** This Agreement and the respective rights and obligations of the parties hereto shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto as well as the parties themselves; provided, however, that County, its successors and assigns shall be obligated to perform County's covenants under this Agreement only during, and in respect of their successive periods as County during the term of this Agreement.

D. Fiscal Funding. Notwithstanding any provisions contained in this Agreement, the obligations of the County under this Agreement are expressly contingent upon the availability of funding for each item and obligation for the term of the Agreement and any pertinent extensions. City shall have no right of action against County in the event County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future fiscal years. In the event that County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to City at the earliest possible time.

E. Severability. If any provision of this Agreement shall be held invalid, void or unenforceable, the remaining provisions hereof shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

F. Amendment. This Agreement may not be amended except in a written instrument specifically referring to this Agreement and signed by the parties hereto.

G. Number and Gender. Words of any gender used in this Agreement shall be held and construed to include any other gender and words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise.

H. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

I. This Agreement shall not become effective until approved by City Resolution and Commissioners' Court Order. A copy of the respective Resolution and Order will be furnished to each signing entity.

**[Remainder of page intentionally left blank]**

**[Signature page to follow]**

By their signatures below, the duly authorized representatives of City and County accept the terms of this Agreement in full.

**EXECUTED** this the \_\_ day of \_\_\_\_\_, 2022.

**COUNTY:**

**CITY:**

\_\_\_\_\_  
**BY:** Clay Lewis Jenkins  
Dallas County Judge

\_\_\_\_\_  
**BY:** Opal Mauldin-Jones  
City Manager

**RECOMMENDED BY:**

\_\_\_\_\_  
**By:** Jonathon Bazan- Dallas County Assistant Court Administrator

\_\_\_\_\_  
**By:** Robert De Los Santos – County Fire Marshal

**APPROVED AS TO FORM\*:**

**JOHN CREUZOT**  
**CRIMINAL DISTRICT ATTORNEY**

**BY:** \_\_\_\_\_  
Rebecca L. Lundberg  
Assistant District Attorney

**\* By law, the Dallas County District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).**

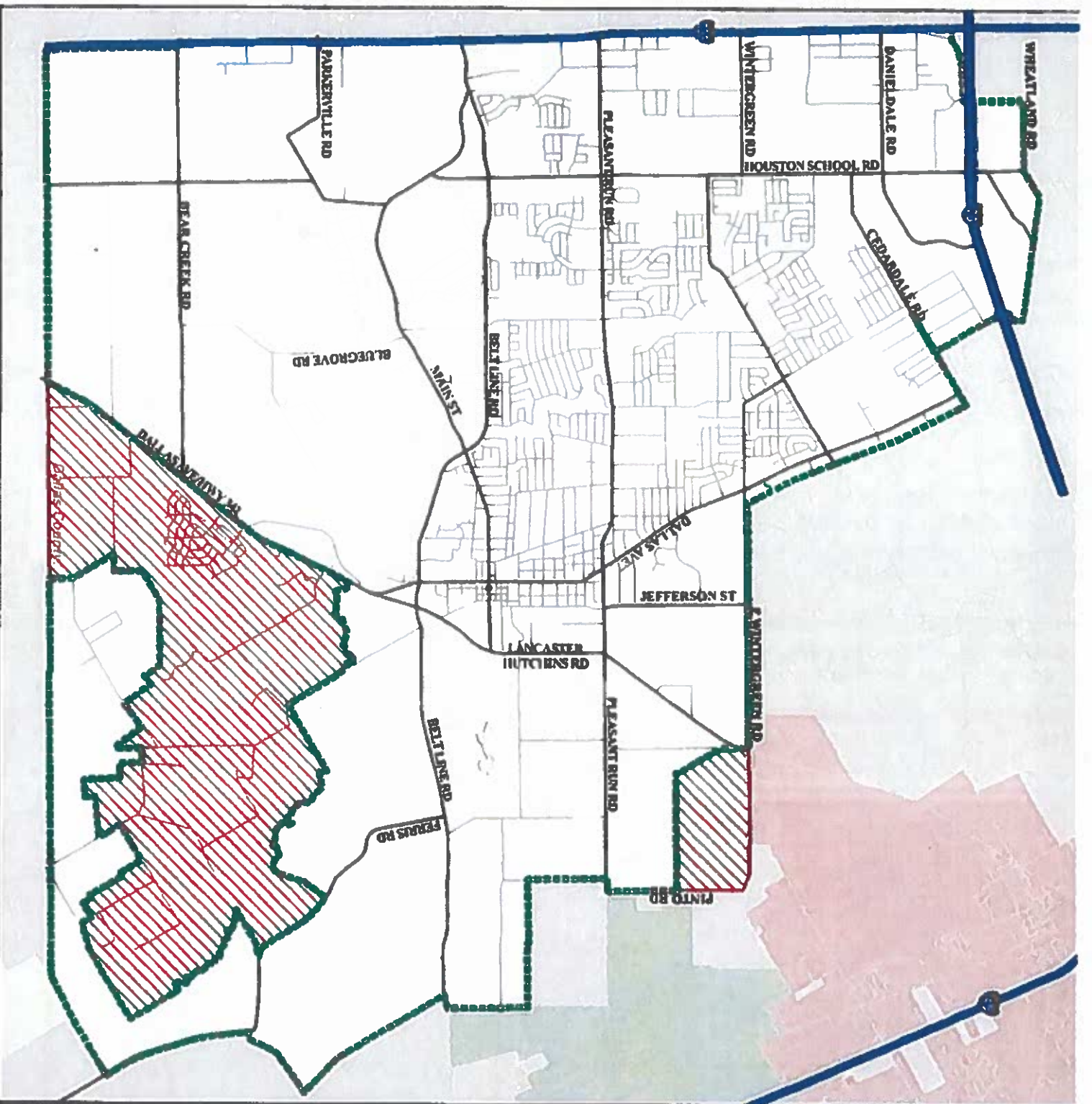
**EXHIBIT "A"**  
**FIRE PROTECTION ZONE MAP**

# City of Lancaster LFD - County Response Area ESN #267



## Legend

-  Lancaster City Limits
-  County Response Area
-  Ferris
-  Hutchins
-  Wilmer



By their signatures below, the duly authorized representatives of City and County accept the terms of this Agreement in full.

**EXECUTED** this the \_\_ day of \_\_\_\_\_, 2022.

**COUNTY:**

**CITY:**

\_\_\_\_\_  
**BY:** Clay Lewis Jenkins  
Dallas County Judge

\_\_\_\_\_  
**BY:** Opal Mauldin-Jones  
Lancaster City Manager


**RECOMMENDED BY:**

\_\_\_\_\_  
**By:** Jonathon Bazan- Dallas County Assistant Court Administrator

\_\_\_\_\_  
**By:** Robert De Los Santos – County Fire Marshal

**APPROVED AS TO FORM\*:**

**JOHN CREUZOT**  
**CRIMINAL DISTRICT ATTORNEY**

**BY:**   
\_\_\_\_\_  
Rebecca L. Lundberg  
Assistant District Attorney

**\* By law, the Dallas County District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).**

STATE OF TEXAS       §  
                                  §  
COUNTY OF DALLAS   §

**AMBULANCE SERVICES AGREEMENT**

**WHEREAS**, the City of Lancaster, Texas, (the “City”), has agreed to provide ambulance services to the unincorporated areas for the County of Dallas, (the “County”), and

**WHEREAS**, County has requested the City to provide such services with City-owned and City-operated ambulance equipment,

**NOW THEREFORE**, this Agreement (the “Agreement”) between City and County is hereby made by and between said City and County as follows:

**I.**

**SERVICES**

For the consideration stated herein, the City agrees to (i) furnish ambulance services and, (ii) to answer all ambulance calls in the assigned unincorporated area adjacent and/or near the corporate limits of said City, as shown on the official ambulance zone map of County, a copy of which is attached hereto as Exhibit “A” and made a part hereof for all purposes. Any deletions due to annexations or any additions due to de-annexations will be furnished to the City by the County Fire Marshal and the official map shall be updated by the City to reflect these changes. Response shall continue into any annexed area until official notice is received from the County Fire Marshal. Response shall commence into any de-annexed area when official notice is received from the County Fire Marshal.

**II.**

**TERM**

This Agreement shall be in effect during the County fiscal year of October 1, 2022 through September 30, 2023 and will automatically be extended for two (2) additional one-year fiscal periods (October 1, 2023 through September 30, 2024, and October 1, 2024 through September 30, 2025) provided, and only if County appropriates and budgets the necessary funds to pay for ambulance services

in each of the succeeding one-year periods. In the event that funds are not appropriated by County for a succeeding fiscal year, this Agreement shall terminate on the last day of the fiscal year in which funds are appropriated for such fiscal year.

### **III.**

#### **DEFINITIONS**

An "Ambulance Run" shall mean an ambulance response into the assigned unincorporated area of the County where any type of emergency medical treatment is performed, or where valid reasons can be provided by City as to why there was no need to administer treatment. An Ambulance Run does not include the routine dispatch of an ambulance vehicle to the location/address of a "Fire Run" (as defined below), when the necessity of an ambulance vehicle at such location/address does not exist and is not required to meet the requirements of a valid Ambulance Run or a Fire Run.

The "Minimum Ambulance Staffing" shall be defined as follows: (i) "Advanced Life Support" (ALS) units shall have a minimum of one (1) EMT-Paramedic and one EMT-Basic, and (ii) "Basic Life Support" (BLS) units shall have a minimum of two (2) EMT-Basics.

A "Fire Run" shall mean a fire department response with a fire protection vehicle into the assigned unincorporated area of the County where any type of extinguishing agent is applied to a fire or when valid reasons are provided by City as to why there was no need to apply an extinguishing agent to a fire.

### **IV.**

#### **REIMBURSEMENT BY COUNTY**

The County agrees to reimburse the City at the rate of SIX HUNDRED NO/100 DOLLARS (\$600.00) for each approved Ambulance Run that the City makes into the defined unincorporated area.

In order for the City to be eligible for reimbursement for a run, the Ambulance Run must be to a location within the unincorporated area assigned to the City. When the City receives an original call for an Ambulance Run, the City must immediately notify the County Fire Marshal by contacting the Sheriff's Department by telephone or radio. The City must file with the County Fire Marshal, not later than five



(5) days after the end of the calendar month, a certified list of the runs made into said unincorporated areas during the preceding month. Ambulance Runs that are not to a location in the assigned unincorporated area or that have not been approved prior to mutual aid assistance call will be disallowed by the County Fire Marshal and no reimbursement will be made to the City for such runs. The County Fire Marshal will notify the City of any response locations that cannot be located from the information provided on the run sheet and of runs which are not eligible for reimbursement within thirty (30) days after the receipt of said City Report. If a reply is not received from the City after the second request from the County Fire Marshal, the run will be disallowed. City will not be reimbursed for an Ambulance Run when (i) an ambulance is routinely dispatched to the same location/address of a Fire Run (ii) the necessity for an ambulance at the location/address of a Fire Run does not exist, or (iii) an ambulance is not required to meet the requirements of a valid Ambulance Run or a Fire Run. County will reimburse City for all eligible Ambulance Runs within thirty (30) days after the end of each quarter year during the Agreement term.

## **V.**

### **FEES CHARGED TO CITIZENS**

The City may collect from the citizens the same fee for ambulance service in the assigned unincorporated areas that it charges for like services in the City. The City shall not charge the citizens in the assigned unincorporated area more for services than it charges for like services in the City. The County shall not assist in the collection of any fees charged by the City. No reimbursement for uncollected fees shall be made by County.

Payment shall be for "per ambulance utilized" not for "per patient transported". In multi-injury incidents/situations, each ambulance must transport two patients per ambulance, except in those cases where cardiopulmonary resuscitation ("CPR") is in progress or where multiple injuries involving a patient in a life-threatening situation who must receive extensive personal treatment while being transported.

## **VI.**

### **TERMINATION**

This Agreement may be terminated by either party without cause by giving the other party ninety (90) days prior written notice of the termination.

## **VII.**

### **LIABILITY**

City and County agree to be responsible each for their own negligent acts or omissions, or other tortious conduct in the course of performance of this Agreement without waiving any sovereign immunity, governmental immunity or other defenses available to the parties under federal or State law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the parties, or their employees, agents or officers, shall be determined in accordance with comparative responsibility laws of Texas.

City acknowledges and agrees that County is prohibited by Article XI, Section 7 of the Texas Constitution from indemnifying City or any other third party for damages arising under this Agreement.

## **VIII.**

### **NOTICE**

Any notice or certification provided for in this Agreement to be given by either party to the other shall be required to be in writing and shall be deemed given when personally delivered or within three (3) business days after being deposited in the United States mail, postage prepaid, certified, return receipt requested or registered addressed as follows:

**To County:** Dallas County Fire Marshal  
Records Building  
500 Elm St. – Room 500  
Dallas, Texas 75202

**To City:** Fire Chief  
Lancaster Fire & Rescue  
Ave100 Craig Shaw Memorial Parkway  
Lancaster, Texas 75134

**To City Attorney:** David T. Ritter  
City Attorney  
Brown & Hofmeister, L.L.P.  
740 E. Campbell Rd. Suite 800  
Richardson, Texas 75081

## **IX.**

### **MISCELLANEOUS**

A. **Applicable Law.** This Agreement is expressly made subject to each party's Sovereign Immunity, Title 5 of the Texas Civil Remedies Code and all applicable laws. This Agreement and all matters pertinent thereto shall be construed and enforced in accordance with the laws of the State of Texas and venue shall lie exclusively in Dallas County, Texas.

B. **Entire Agreement.** This Agreement including all Exhibits, and Addendum, constitutes the entire agreement between the parties hereto and may not be modified except by an instrument in writing executed by the parties hereto.

C. **Binding Effect.** This Agreement and the respective rights and obligations of the parties hereto shall insure to the benefit of and be binding upon the successors and assigns of the parties hereto as well as the parties themselves, provided, however, that County, its successors and assigns shall be obligated to perform County's covenants under this Agreement only during, and in respect of their successive periods as County during the term of this Agreement.

D. **Fiscal Funding.** Notwithstanding any provisions contained in this Agreement, the obligations of the County under this Agreement are expressly contingent upon the availability of funding for each item and obligation for the term of the Agreement and any pertinent extensions. City shall have no right of action against County in the event County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this

Agreement or failure to budget or authorize funding for this Agreement during the current or future fiscal years. In the event that County is unable to fulfill its obligations under this Agreement as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to City at the earliest possible time.

E. Severability. If any provision of this Agreement shall be held invalid, void or unenforceable, the remaining provisions hereof shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

F. Amendment. This Agreement may not be amended except in a written instrument specifically referring to the is Agreement and signed by the parties hereto.

G. Number and Gender. Words of any gender used in this Agreement shall be held and construed to include any other gender and words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise.

H. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

I. This Agreement shall not become effective until approved by City Resolution and Commissioners Court Order. A Copy of the respective Resolution and Order will be furnished to each signing entity.

**[Remainder of page intentionally left blank]**

**[Signature page to follow]**

By their signatures below, the duly authorized representatives of City and County accept the terms of this Agreement in full.

**EXECUTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**COUNTY:**

**CITY:**

\_\_\_\_\_  
**BY:** Clay Lewis Jenkins  
Dallas County Judge

\_\_\_\_\_  
**BY:** Opal Mauldin-Jones  
City Manager

**RECOMMENDED:**

\_\_\_\_\_  
**BY:** Jonathon Bazan – Dallas County Assistant Court Administrator

\_\_\_\_\_  
**BY:** Robert De Los Santos - Dallas County Fire Marshal

**APPROVED AS TO FORM\*:**

**JOHN CREUZOT**  
**CRIMINAL DISTRICT ATTORNEY**

**BY:** \_\_\_\_\_  
Rebecca L. Lundberg  
Assistant District Attorney

**\* By law, the Dallas County District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).**

**EXHIBIT “A”**

**AMBULANCE RESPONSE ZONE MAP**

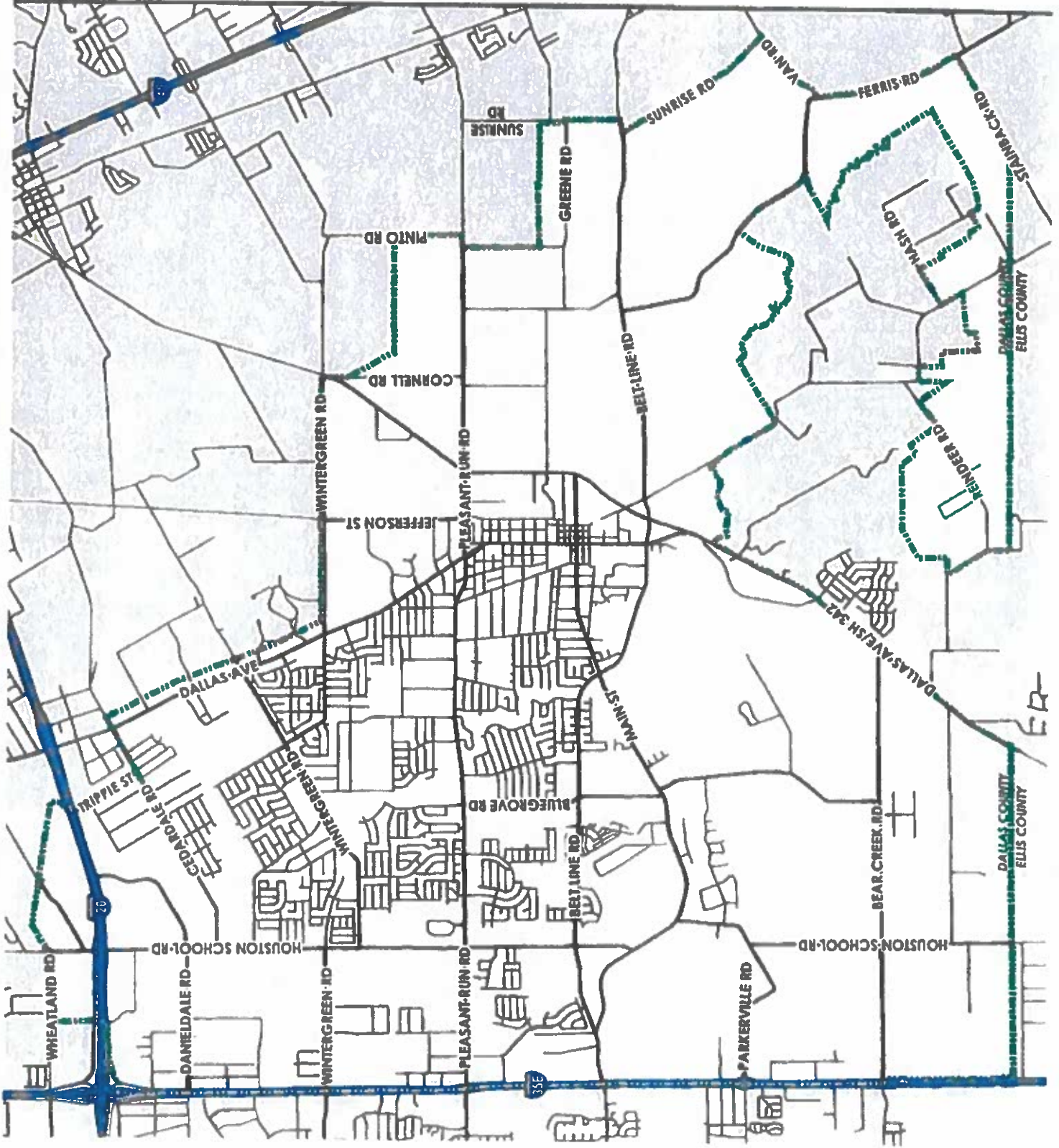
# City of Lancaster City Limits



City Limits



066-027/2014



By their signatures below, the duly authorized representatives of City and County accept the terms of this Agreement in full.

**EXECUTED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**COUNTY:**

**CITY:**

\_\_\_\_\_  
**BY:** Clay Lewis Jenkins  
Dallas County Judge

\_\_\_\_\_  
**BY:** Opal Mauldin-Jones  
Lancaster City Manager


**RECOMMENDED:**

\_\_\_\_\_  
**BY:** Jonathon Bazan – Dallas County Assistant Court Administrator

\_\_\_\_\_  
**BY:** Robert De Los Santos - Dallas County Fire Marshal

**APPROVED AS TO FORM\*:**

**JOHN CREUZOT**  
**CRIMINAL DISTRICT ATTORNEY**

**BY:**   
Rebecca L. Lundberg  
Assistant District Attorney

**\* By law, the Dallas County District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).**



## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

3.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Financially Sound Government  
Sound Infrastructure  
Quality Development

**Submitted by:** Jermaine Sapp, Director of Equipment and Facility Services

---

#### **Agenda Caption:**

Consider a resolution amending Resolution No. 2022-03-29, ratifying the purchase of twelve (12) generators from Clifford Power Systems Inc. authorizing the expenditure of an additional forty-one thousand nine hundred thirty-three dollars and seven cents (\$41,933.07) for an amended aggregate total of an amount not to exceed one million, three hundred forty-two thousand, three hundred twelve dollars and seventy-eight cents (\$1,342,312.78).

#### **Background:**

At the August 16, 2021, Council Work Session, City Council received a presentation regarding the American Rescue Plan Act of 2021, which provides funding to local governments to broadly respond to the COVID-19 public health emergency. As established by the U.S. Department of Treasury guidance, the state, through the Texas Department of Emergency Management (TDEM), received and allocated two separate payments to eligible non-entitlement units (NEUs) of local government, which are local governments that typically serve populations under 50,000. The City of Lancaster's allocation is nine million, seven hundred -twenty thousand, one hundred forty-seven dollars and twenty cents (\$9,720,147.20).

At the October 18, 2021, Work Session meeting, City Council received a presentation regarding the American Rescue Plan Act (ARPA) of 2021, which provides funding to local governments to broadly respond to the COVID-19 public health emergency. These infrastructure projects were included in the presentation as they are eligible to improve systems that address public health. The purchase of these 12 (twelve) generators addresses public health by ensuring access to power for emergency service facilities and water infrastructure in the event of a power outage.

At the March 28, 2022, Regular Meeting, Council approved Resolution No. 2022-03-29, for the purchase of twelve (12) generators from Clifford Power Systems Inc. It was discovered that one generator was inadvertently omitted from the total. In response to supply availability, Clifford Power Systems Inc. provided updated generator specifications for facilities and an adjustment was obtained in pricing, resulting in savings on one of the original generator bids, and a \$56,578.49 saving from the original amount.

**Operational Considerations:**

An interlocal agreement allows staff to utilize other agencies' formal bid contracts. Each entity's formal bid process must meet the requirements set forth in the statutes, including advertising, M/WBE participation, reference checks, verification of insurance and bonding, if required by specifications, and any other requirements. All legal requirements are verified by the Purchasing Agent prior to recommendation or use of a contract. Utilization of interlocal agreements saves time associated with issuing bids or in obtaining quotes. Savings are achieved through aggregate volumes either through joint bidding opportunities or by addressing the cooperative language within the specifications to the vendors.

The City of Lancaster maintains an executed interlocal agreement with Buyboard authorizing this purchase. The Local Government Code authorizes cooperative agreements of this type to help save time in developing specifications and duplication during the bid process. The use of cooperative agreements is in accordance with Section 791.001 of the Texas Government Code and Section 271.101 of the Texas Local Government Code.

Generators will be purchased for the following facility locations:

<b>Opportunity Name</b>	<b>Location</b>	<b>Original Amount</b>	<b>Current Quote</b>	<b>Difference</b>
Animal Shelter	690 East Main Street	\$98,457.56	\$98,457.56	
City Hall	211 N. Henry	\$102,160.26	\$102,160.26	
Municipal Court Building	220 West Main Street	\$46,555.84	\$46,555.84	
Fire Station - No. 2	3132 North Houston School Road	\$64,476.96	\$64,476.96	
Fire Station - No.3	1960 West Beltline Road	\$46,555.84	\$46,555.84	
Fleet Facility	631 East Third Street	\$98,457.56	\$98,457.56	
Veterans Memorial Library	1600 Veterans Memorial Parkway.	\$102,160.26	\$102,379.75	(\$219.49)
Public Safety Building	100 Craig Shaw Memorial Parkway	\$264,107.74	\$264,107.74	
James R. Williams Pump Station	1999 North Jefferson	\$136,133.30	\$168,268.33	(\$32,135.03)
Recreation Center	1700 Veterans Memorial Parkway	\$264,107.74	\$175,174.73	\$88,933.01
Senior Life Center	240 Veterans Memorial Parkway	\$98,457.56	\$98,457.56	
Visitors Center	103 N. Dallas Avenue	\$77,260.65	\$77,260.65	
Total		\$1,398,891.27	\$1,342,312.78	\$56,578.49
Total Approved		\$1,300,379.71		
Difference		\$98,511.54		\$41,933.07

**Legal Considerations:**

The City Attorney has reviewed and approved the resolution and agreement, as to form.

**Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Fiscal Impact:**

This purchase is funded through the ARPA funds with expenditure of an additional forty-one thousand nine hundred thirty-three dollars and seven cents (\$41,933.07), for an amended aggregate total of an amount not to exceed one million, three hundred forty-two thousand, three hundred twelve dollars and seventy-eight cents (\$1,342,312.78).

**Options/Alternatives:**

1. City Council may approve the resolution as presented.
2. City Council may deny the resolution, as presented.

**Recommendation:**

Staff recommends approval of the resolution, as presented.

**Attachments**

Resolution

Exhibit A

---

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AMENDING RESOLUTION NO. 2022-03-29, RATIFYING THE PURCHASE OF TWELVE (12) GENERATORS FROM CLIFFORD POWER SYSTEMS INC. BY AUTHORIZING THE EXPENDITURE OF AN ADDITIONAL FORTY-ONE THOUSAND NINE HUNDRED THIRTY-THREE DOLLARS AND SEVEN CENTS (\$41,933.07) FOR AN AMENDED AGGREGATE TOTAL OF AN AMOUNT NOT TO EXCEED ONE MILLION, THREE HUNDRED FORTY-TWO THOUSAND, THREE HUNDRED TWELVE DOLLARS AND SEVENTY-EIGHT CENTS (\$1,342,312.78); PROVIDING FOR A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on March 28, 2022 the City of Lancaster, Texas, through its City Council, authorized the purchase of twelve (12) facility generators, for the following facilities: Animal Shelter, City Hall, Municipal Court, Fire Station 2, Fire Station 3, Fleet facility, Library, Public Safety Building, Pump Station, Recreation Center, Senior Life Center and Visitor's Center from Clifford Power Systems Inc.(CFS) through an Interlocal Agreement with Buyboard in an aggregate amount of \$1,300,379.71; and

**WHEREAS**, following approval of the March 28, 2022, resolution, it was discovered that one generator was inadvertently omitted from the total, and an adjustment was obtained in pricing resulting in savings on one of the original generator bids; and

**WHEREAS**, the City Council of the City of Lancaster desires to amend the total expenditure authorized by Resolution No. Resolution 2022-03-29, in the amount of \$41,933.07.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** The City Council hereby amends the total amount authorized by Resolution No. [need info] by increasing the amount of \$41,933.07, for an aggregate total amount of one million, three hundred forty-two thousand, three hundred twelve dollars and seventy-eight cents (\$1,342,312.78), as set forth in Exhibit "A".

**SECTION 2.** Any prior Resolution of the Lancaster City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked, only to the extent this resolution directly conflicts with, or amends the prior resolution.

**SECTION 3.** Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 4.** This Resolution shall become effective immediately from and after its passage, and it is duly resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 25th day of July, 2022.

**ATTEST:**

**APPROVED:**

---

Sorangel O. Arenas, City Secretary

---

Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

---

David T. Ritter, City Attorney



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1380-NEQP-71222RH

**Customer: City of Lancaster**

**Project: City of Lancaster Animal Shelter**

1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 1000 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD230 Diesel 230 kW 8.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0250124Y21 Alternator	
		<b>Subtotal: \$98,457.56</b>
		<b>Total: <u>\$98,457.56</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1382-NEQP-71222RH

**Customer: City of Lancaster**

**Project: City of Lancaster City Hall**

1	Automatic Service Entrance Rated Open Transition Transfer Switch 1200 Amp, 120/208 Volt, Three Phase, Three Pole, NEMA 3R Enclosure	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD275 Diesel 275 kW 10.3 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0350124Y21 Alternator	
		<b>Subtotal: \$102,160.26</b>
		<b>Total: <u>\$102,160.26</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

Approved By \_\_\_\_\_ Date \_\_\_\_\_



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1383-NEQP-71222RH

**Customer: City of Lancaster**

**Project: City of Lancaster Courts**

1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 400 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD100 Diesel 100 kW 6.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0100124y21 Alternator	
		<b>Subtotal: \$46,555.84</b>
		<b>Total: <u>\$46,555.84</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1297-NEQP-51722RH

**Customer: City of Lancaster**

**Project: City of Lancaster Fire Station 2**

1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 600 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD130 Diesel 130 kW 6.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0130124Y21 Alternator	
		<b>Subtotal: \$64,476.96</b>
		<b>Total: <u>\$64,476.96</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_





**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1384-NEQP-71222RH

**Customer: City of Lancaster**

**Project: City of Lancaster Fire Station 3**

1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 400 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD100 Diesel 100 kW 6.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0100124y21 Alternator	
		<b>Subtotal: \$46,555.84</b>
		<b>Total: <u>\$46,555.84</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1381-NEQP-71222RH

**Customer: City of Lancaster**

**Project: City of Lancaster Fleet**

1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 1000 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD230 Diesel 230 kW 8.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0250124Y21 Alternator	
		<b>Subtotal: \$98,457.56</b>
		<b>Total: <u>\$98,457.56</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1299-NEQP-51722RH

**Customer: City of Lancaster**

**Project: City of Lancaster Library**

1	Automatic Service Entrance Rated Open Transition Transfer Switch 1200 Amp, 120/208 Volt, Three Phase, Three Pole, NEMA 3R Enclosure	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD275 Diesel 275 kW 10.3 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0350124Y21 Alternator	
		<b>Subtotal: \$102,379.75</b>
		<b>Total: <u>\$102,379.75</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1301-NEQP-51722RH

**Customer: City of Lancaster**

**Project: City of Lancaster Pump Station**

1	Automatic Service Entrance Rated Open Transition Transfer Switch 1000 Amp, Three Phase, Three Pole, NEMA 3R Enclosure	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD600 Diesel 600 kW 18.1 L Three Phase 277/480 Aluminum Standard Weather Protected Enclosure K0832124Y23 Alternator	
		<b>Subtotal: \$168,268.33</b>
		<b>Total: <u>\$168,268.33</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

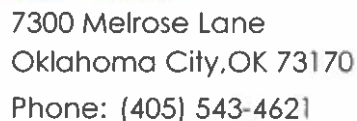
New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_

**Date** \_\_\_\_\_



Date: 7/13/2022  
Proposal 1300-NEQP-51722RH

**Project: City of Lancaster Public Safety Bldg.**

**Notes and Exceptions:**

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

## Rocky Hollingsworth



7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1302-NEQP-51722RH

**Customer: City of Lancaster**

**Project: City of Lancaster Recreational Bldg.**

1	5 Year Extended Warranty Parts/Labor/Travel	
1	Automatic Service Entrance Rated Open Transition 1600 Amp, 277/480 Volt, Three Phase, Three Pole, NEMA 3R Enclosure	
1	Generac Industrial Series SD600 Diesel 600 kW 18.1 L Three Phase 277/480 Steel Standard Weather Protected Enclosure K0792124Y23 Alternator	
		<b>Subtotal: \$175,174.73</b>
		<b>Total: <u>\$175,174.73</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

## Rocky Hollingsworth

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_



**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1303-NEQP-51722RH

**Customer: City of Lancaster**

**Project: City of Lancaster Senior Life Center**

1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 1000 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD230 Diesel 230 kW 8.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0250124Y21 Alternator	
		<b>Subtotal: \$98,457.56</b>
		<b>Total: <u>\$98,457.56</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

**Rocky Hollingsworth**

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

Approved By \_\_\_\_\_ Date \_\_\_\_\_





**CLIFFORD  
POWER**

7300 Melrose Lane  
Oklahoma City, OK 73170  
Phone: (405) 543-4621

# PROPOSAL

Date: 7/13/2022  
Proposal 1304-NEQP-51722RH

**Customer: City of Lancaster**

**Project: City of Lancaster Visitor's Center**

1	Generac TX Series Automatic Service Entrance Rated Open Inphase Transition 800 Amp 120/208V Three Phase Wye 3 Pole NEMA 3R Transfer Switch	
1	5 Year Extended Warranty Parts/Labor/Travel	
1	Generac Industrial Series SD175 Diesel 175 kW 6.7 L Three Phase 120/208 Steel Standard Weather Protected Enclosure K0200124Y21 Alternator	
		<b>Subtotal: \$77,260.65</b>
		<b>Total: <u>\$77,260.65</u></b>

## Notes and Exceptions:

The above price does not include fuel, off-loading, installation, or any sales or use tax. Price is valid for Sixty (60) days. The terms listed are for services rendered during standard business hours (M-F 8:00am-5:00pm).

The above price includes an onsite start-up inspection. All electrical and mechanical connections should be completed at the time of start up request. This includes exhaust systems, fuel piping, remote annunciators and any other system accessories. If an extra start up inspection is required because of incomplete installation, it will be invoiced at our prevailing labor and mileage rates. Clifford Power Systems, Inc. (CPS) will provide a pre-start up checklist to be filled out by the installing contractor upon completion of installation, and returned to CPS for start up scheduling. Start up must be performed within one year of shipment to validate the generator warranty.

A detailed Bill of Materials is included. Please refer to the equipment spec sheets and installation drawings for additional information. Please contact us if this information, or any other documentation is needed.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT!

In signing this proposal, the buyer agrees to the Terms & Conditions and the proposal terms listed above.

## Rocky Hollingsworth

New Equipment Account Manager

Mobile (405) 543-4621

Email [rhollingsworth@cliffordpower.com](mailto:rhollingsworth@cliffordpower.com)

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_



## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

4.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community  
Quality Development

**Submitted by:** Vicki Coleman, Director of Development Services

---

### **Agenda Caption:**

Z22-10 Conduct a public hearing and consider a rezoning request from Agricultural Open (A-O) to Single Family Residential Estate (SF-E). The property is addressed as 1545 Raintree Drive. The property is further described as a tract of land situated in Volume 85227, Page 5467 in the City of Lancaster, Dallas County, Texas.

### **Background:**

1. **Location and Size:** The property is located on the northeast side of Raintree Drive and is approximately 2,093 feet east of Nokomis Road. It is approximately 2.33 acres in size.
2. **Current Zoning:** The subject property is currently zoned as (A-O).
3. **Adjacent Properties:**  
North: Agricultural Open (A-O) Vacant  
South: Agricultural Open (A-O) Vacant  
East: Agricultural Open (A-O) Vacant  
West: Agricultural Open (A-O) Vacant
4. **Comprehensive Plan Compatibility:** The Future Land Use Plan of the Comprehensive Plan identifies this site as suitable for Rural Living. This request is consistent with the Future Land Use Plan of the Comprehensive Plan.

### 5. **Case History:**

Date	Body	Action
11/14/2011	CC	Property annexed into the City of Lancaster's municipal limits
7/5/2022	P&Z	Z22-10 Recommended approval of the zoning change request

### **Operational Considerations:**

This is a request to rezone the subject property from A-O to SF-E for the development of a single family home on a 2.33 acre lot. The current zoning only allows for agricultural uses and a single family dwelling on five (5) acres or more. An SF-E zoning would allow one (1) dwelling unit per acre.

### **Consistency with the Comprehensive Plan:**

The Comprehensive Plan Future Land Use map designates this area as Rural Living. Rural Living is

focused on areas of the community that have the ability to preserve a rural character. This includes estate residential type areas. The high-end character of this housing is primarily focused on serving the needs of executives with densities less than two (2) dwelling units per acre. The zoning change request is therefore consistent with the Comprehensive Plan shown on the attached Comprehensive Plan excerpt.

**Potential Impact on Adjacent Development:**

Properties to the north, south, east and west are zoned A-O. The adjacent properties immediately surrounding the subject property are vacant. If the rezoning request is approved by City Council, the proposed SF-E development will be subject to the Lancaster Development Code, Subdivision Regulations and all other relevant city codes.

**Availability of utilities and access:**

The City does not have any water or sewer lines in this area. Rockett Special Utility District (SUD) provides water service and a septic tank will be required for sewer services. Review and approval of septic systems is contracted through Dallas County Health and Human Services.

**Site conditions such as vegetation, topography and floodplain:**

The subject property is currently undeveloped. Upon construction of this site, factors such as vegetation, topography and flood plain issues will be addressed through the development review process.

**Timing of Development as it relates to the Capital Improvement Plan (CIP):**

There are no capital improvements planned for the area and no rights-of-way (ROW) dedication needed per the City's Master Thoroughfare Plan.

Based upon an analysis of the five (5) criteria that must be taken into consideration when reviewing a change in zoning application, the proposed change request will integrate appropriately as the area is envisioned for single-family home development and is consistent with the Future Land Use Plan of the Comprehensive Plan.

**Public Information Considerations:**

On June 19, 2022, a notice for this public hearing appeared in the Focus Daily Newspaper. Notifications of this public hearing were mailed to owners that are within 200 feet of the subject property. There were no letters received in opposition or support of the request.

**Options/Alternatives:**

1. City Council may approve the zoning change request, as presented.
2. City Council may approve the zoning change with conditions, state those conditions.
3. City Council may deny the zoning change request, as presented.

**Recommendation:**

On July 5, 2022 the Planning and Zoning Commission recommended approval of the request. Staff concurs with the Planning and Zoning Commission recommendation.

**Attachments**

Ordinance

Zoning Exhibit

Location Map

Comprehensive Plan Excerpt

---

## ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, CHANGING THE ZONING DESIGNATION ON APPROXIMATELY 2.33 ACRES OF LAND GENERALLY LOCATED ON THE NORTHWEST SIDE OF RAINTREE DRIVE AND ADDRESSED AS 1545 RAINTREE DRIVE FROM AGRICULTURAL- OPEN DISTRICT (A-O), TO SINGLE FAMILY RESIDENTIAL ESTATE DISTRICT (SF-E); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission and the City Council, in accordance with the City's Code of Ordinances, state law and all other applicable ordinances of the City, have given the required notices and have held the required public hearings regarding the amendment of the City's zoning laws by changing the zoning on the property referenced in the exhibit attached hereto as Exhibit A, incorporated by reference ("the Property"); and

**WHEREAS**, all legal requirements, conditions and prerequisites have been complied with prior to the case coming before the City Council for the City of Lancaster, including all mandated public notices and public hearings; and

**WHEREAS**, the City Council, after determining that all legal requirements of notice and hearing have been met, has determined that the following zoning change would provide for and be in the best interest of the health, safety, morals and general welfare of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** All of the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2.** From and after the effective date of this Ordinance, the zoning on the Property is hereby changed from Agricultural-Open District (A-O), to Single Family Residential Estate District (SF-E), as more particularly described in Exhibit A, "Zoning Exhibit," attached hereto and made a part hereof for all purposes. The City's Zoning Map shall be amended to reflect the zoning change referenced herein.

**SECTION 3.** 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. The City Council 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 phrases be declared unconstitutional or invalid.

**SECTION 4.** All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

**SECTION 5.** Any person, firm, corporation or business entity violating this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine not to exceed \$2,000.00, and each day that such violation shall continue shall be considered a separate offense. These penal provisions shall not prevent an action on behalf of the City of Lancaster to enjoin any violation or threatened violation of the terms of this Ordinance, or an action for mandatory injunction to remove any previous violation hereof.

**SECTION 6.** This Ordinance shall become effective from and after its passage and publication.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 25th day of July, 2022.

**ATTEST:**

**APPROVED:**

---

Sorangel O. Arenas, City Secretary

---

Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

---

David T. Ritter, City Attorney



Know what's below.  
Call before you dig.

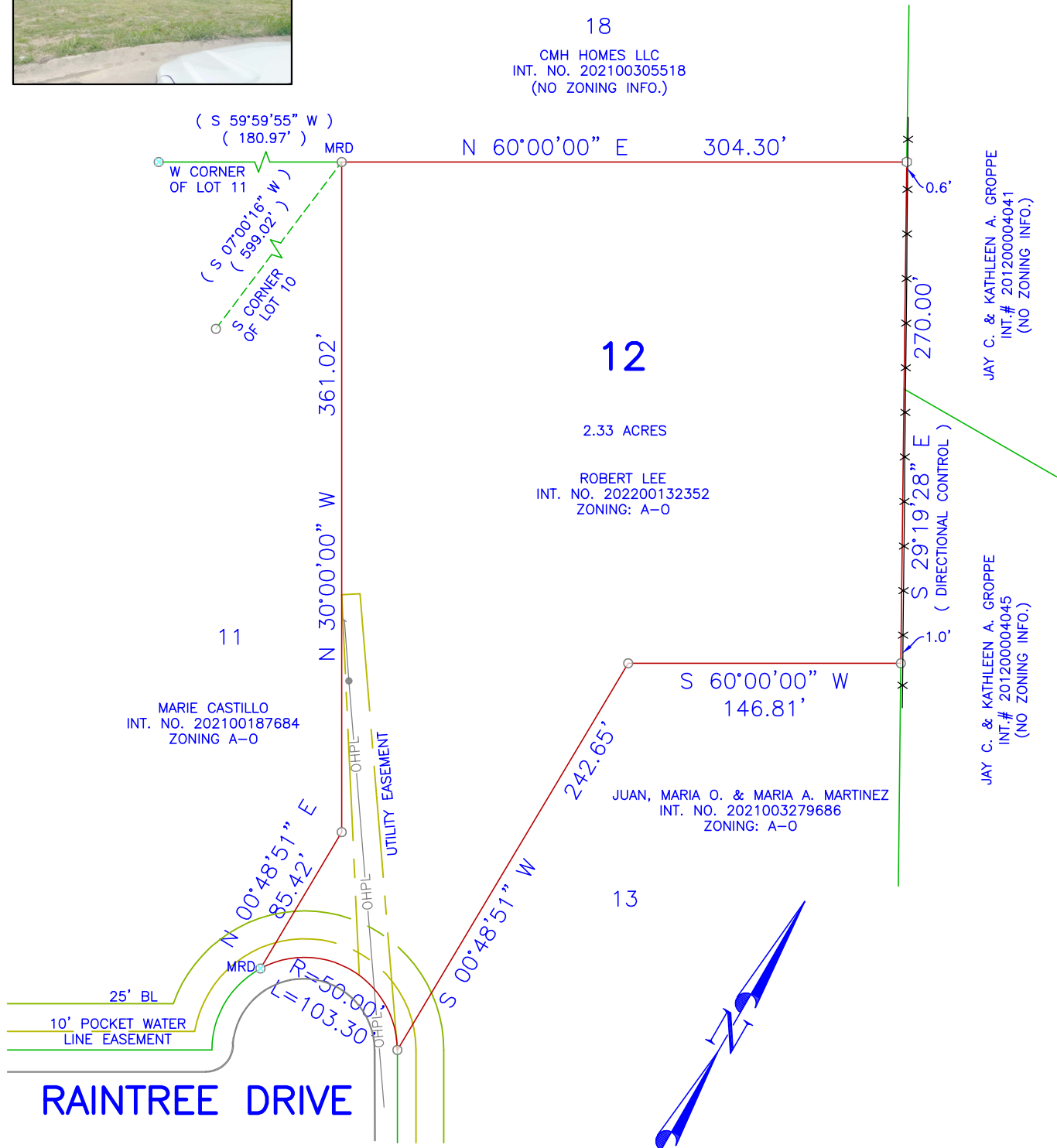
# SURVEY PLAT



WWW.RHODESSURVEYING.COM

BRIAN S. RHODES Registered Professional Land Surveyor (972) 475-8940

This is to certify that I have, this date, made a careful and accurate survey on the ground of property located at No. 1545 RAINTREE DRIVE, in the city of LANCASTER Texas.  
Lot No. 12, Block No. -  
of RAINTREE ACRES, an addition in the city of LANCASTER, DALLAS COUNTY Texas according to the PLAT THEREOF RECORDED in VOLUME 85227 at PAGE 5467 of the MAP records of DALLAS COUNTY, TEXAS.



THIS CERTIFICATION DOES NOT  
TAKE INTO CONSIDERATION  
ADDITIONAL FACTS THAT AN  
ACCURATE TITLE SEARCH AND OR  
EXAMINATION MIGHT DISCLOSE.

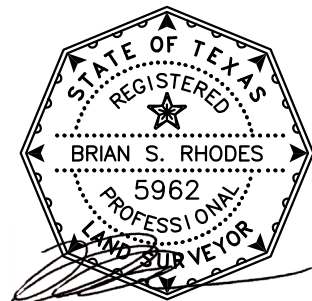
1529 E. I-30, STE. 106 - GARLAND, TX 75043 - FIRM REGISTRATION NO. 10194052  
The plat hereon is true, correct, and accurate representation of the property  
as determined by survey, the lines and dimensions of said property being as  
indicated by the plat: the size, location and type of building and improvements  
are as shown, all improvements being within the boundaries of the property, set  
back from property lines the distance indicated, or visible and apparent easements.

TITLE AND ABSTRACTING WORK FURNISHED BY ROBERT LEE  
THERE ARE NO ENCROACHMENTS, CONFLICTS, OR PROTRUSIONS, EXCEPT AS SHOWN.

Scale: 1" = 80'  
Date: 06/08/2022  
G. F. No.:  
Job no.: 111001  
Drawn by: TG

USE OF THIS SURVEY FOR ANY OTHER PURPOSE  
OR OTHER PARTIES SHALL BE AT THEIR RISK AND  
UNDERSIGNED IS NOT RESPONSIBLE TO OTHER FOR  
ANY LOSS RESULTING THEREFROM.  
THIS SURVEY WAS PERFORMED EXCLUSIVELY FOR  
ROBERT LEE

LEGEND	
WOOD FENCE	TEXT
CHAIN LINK	IMPROVEMENTS
IRON FENCE	BOUNDARY LINE
WIRE FENCE	EASEMENT SETBACK
	RESIDENCE/BUILDING
MRD - MONUMENTS OF RECORD DIGNITY	
1/2" IRON ROD FOUND	
1/2" YELLOW-CAPPED IRON ROD FOUND	
SET 'X'	
FOUND 'X'	
5/8" IRON ROD FOUND	
PK NAIL FOUND	
CABLE	GUY-WIRE
CLEAN OUT	ELECTRIC
GAS METER	POWER POLE
FIRE HYDRANT	TELEPHONE
LIGHT POLE	WATER METER
MANHOLE	WATER VALVE
(UNLESS OTHERWISE NOTED)	





# City of Lancaster

1545 Raintree Dr

Zoned: AO

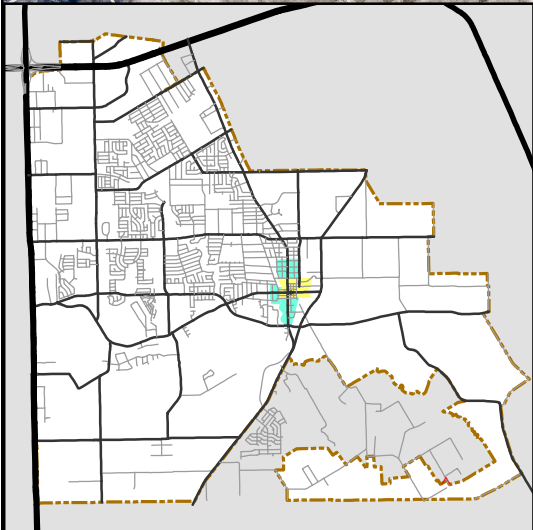
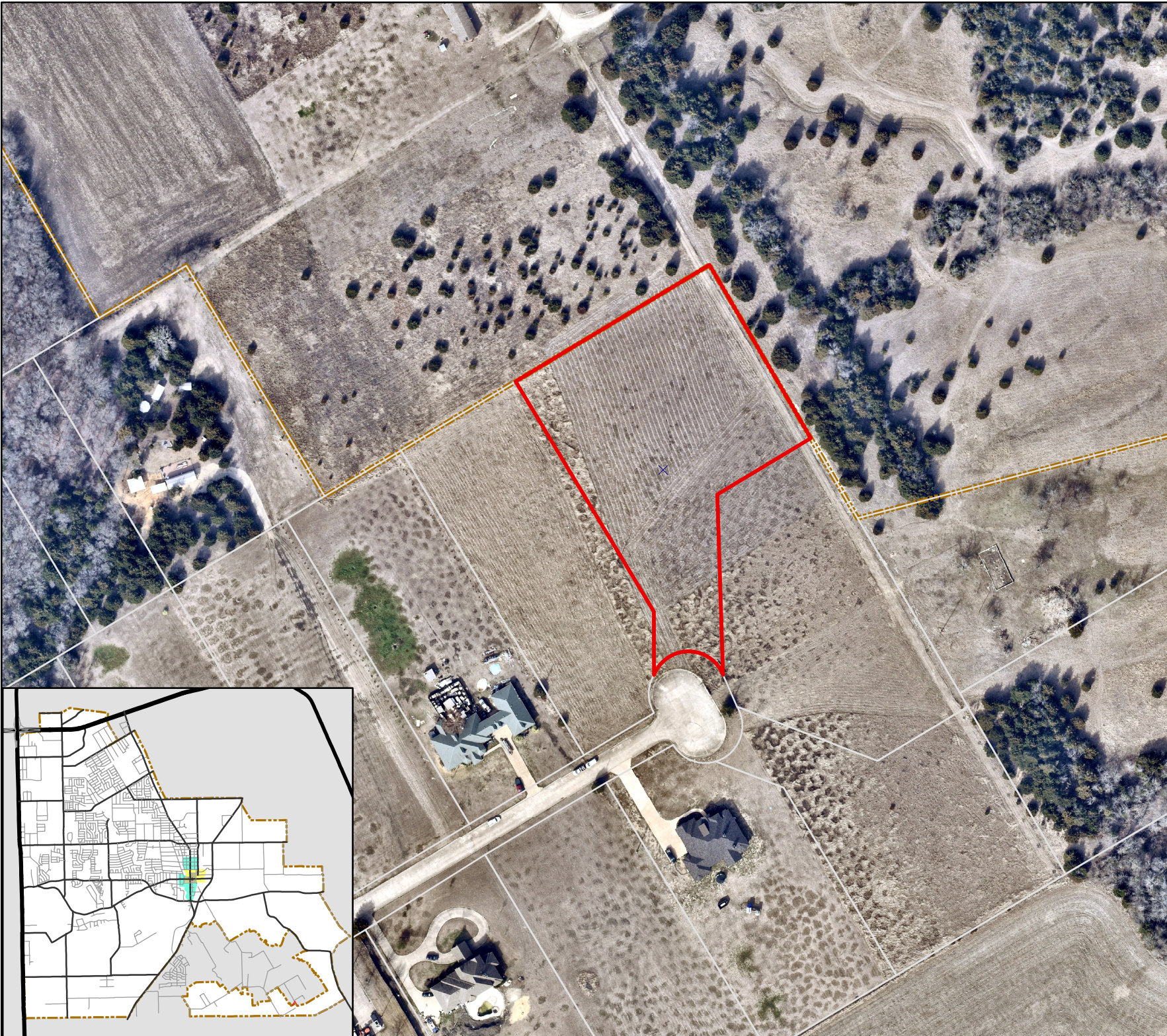


**DISCLAIMER / LIMITATION OF LIABILITY**  
The information on this map is provided by the City of Lancaster as a public service. We are continually updating the data in order to provide the most accurate information possible. Such information is intended for reference only. The City of Lancaster does not guarantee the accuracy of the information, data or maps. All information is provided "As-Is" without warranty of any kind.



0 40 80 160 Feet

Date: 6/13/2022







## Rural Living

### Character & Intent

Rural living is focused on areas of the community that has the ability to preserve a rural character. This includes estate residential type areas. The high-end character of this housing is primarily focused on serving the needs of executives with densities less than 2 dwelling units per acre.

### Land Use Considerations

#### Primary Land Uses

Single-family detached homes

#### Secondary Land Uses

Civic & institutional uses, parks, open space

### Precedent Photos



## Suburban Neighborhood

### Character & Intent

Suburban neighborhoods will continue to be the dominant place type in Lancaster providing a variety of residential products ranging from townhomes to single family detached. These neighborhoods would generally be formed as subdivisions with residential densities ranging from 2 to 8 dwelling units per acre..

### Land Use Considerations

#### Primary Land Uses

Single-family detached homes, duplexes

#### Secondary Land Uses

Civic & institutional uses, parks

### Precedent Photos



## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

5.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Sound Infrastructure  
Quality Development

**Submitted by:** Vicki Coleman, Director of Development Services

---

#### **Agenda Caption:**

M22-21 Conduct a public hearing and consider an amendment to the 2020 Master Thoroughfare Plan of the Comprehensive Plan by reclassifying Pinto Road's designation type from Major Arterial Type B to Urban Major Collector on approximately 2,154 feet of Pinto Road north of Pleasant Run Road. The roadway facility is situated in the Samuel Keller Survey, Abstract No. 721, City of Lancaster, Dallas County, Texas.

#### **Background:**

The Master Thoroughfare Plan provides guidance on the number of travel lanes for a roadway based upon a classification system. Each classification outlines the design features of the roadway. The 2020 Master Thoroughfare Plan designates Pinto Road as Major Arterial Type B and requires the rights-of-way to be 100 feet. WHL, the developer for Prime Point, is seeking to reclass approximately 2,154 feet of the existing Pinto Road, north of Pleasant Run Road, from Major Arterial Type B to Major Urban Collector. The Major Urban Collector is a two-lane divided roadway requiring 60 feet of rights-of-way. As a result, it would reduce the road capacity from 100 feet to 60 feet of rights-of-way.

WHL is developing the northwest corner of Pleasant Run Road and Pinto Road. As part of its plan to develop an industrial park, improvements to Pinto Road must be made as a result of its newest project site, the McKinley Box Plant. Reconstruction of Pinto Road is to occur based on the standards of the 2020 Master Thoroughfare Plan, as a result of the new project.

#### **Operational Considerations:**

The portion of Pinto Road, north of Pleasant Run Road, dead ends at the future Union Pacific Railway rail spur. Because this section of Pinto Road is not a through street, and only provides access to those properties that immediately adjoin the roadway, a collector designation can be considered an appropriate roadway classification. Major collector roadways are designed for higher levels of mobility, more traffic, fewer driveways, as well as, connect vehicles to arterial roadways, such as Pleasant Run Road.

The east half of Pinto Road is within the City of Wilmer. The west half of Pinto Road is within the City of Lancaster in the Lanport District Overlay and may be developed for industrial uses. No development currently exists on Pinto Road. However, a preliminary plat and a site plan have been approved for McKinley Box Plant, a manufacturing facility, to be constructed at the northwest corner of Pinto Road and East Pleasant Run Road.

#### **Legal Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.



**Public Information Considerations:**

Notice of this public hearing was published in the official publication of record Focus Daily News on June 19, 2022.

**Options/Alternatives:**

1. City Council may approve the proposed resolution, as presented.
2. City Council may deny the resolution.

**Recommendation:**

On July 5, 2022 the Planning and Zoning Commission recommended approval of the request. Staff concurs with the Planning and Zoning Commission recommendation.

**Attachments**

Ordinance

Master Thoroughfare Plan Exhibit

2020 MTP Designation

---

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, AMENDING THE 2020 MASTER THOROUGHFARE PLAN BY RECLASSIFYING APPROXIMATELY 2,154 FEET OF PINTO ROAD NORTH OF PLEASANT RUN ROAD FROM MAJOR ARTERIAL TYPE B TO MAJOR URBAN COLLECTOR ; AMENDING THE COMPREHENSIVE PLAN TO INCORPORATE THE AMENDED MASTER THOROUGHFARE PLAN; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council, having received the amended plan, conducted a public hearing to receive public comments to amend the Master Thoroughfare Plan by reclassifying a portion of Pinto Road north of Pleasant Run Road from Major Arterial Type B to Major Urban Collector; and

**WHEREAS**, the City Council has determined that the adoption of the amended Plan, attached hereto is in the best interest of the City and its citizens.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** That the City of Lancaster Master Thoroughfare Plan as heretofore adopted be, and the same hereby is, amended as attached in Exhibit "A" and such amended Plan shall be made a part of the City Comprehensive Plan.

**SECTION 2.** That all ordinances, and any provisions of said ordinances, of the City of Lancaster, Texas, in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 3.** That should any word, phrase, paragraph, or section of this Ordinance or of the Code of Ordinances, as amended hereby, be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be unconstitutional, illegal or invalid, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** That this Ordinance shall take effect immediately from and after is passage and publication, as the law and charter in such cases provide.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 25th day of July, 2022.

**ATTEST:**

**APPROVED:**

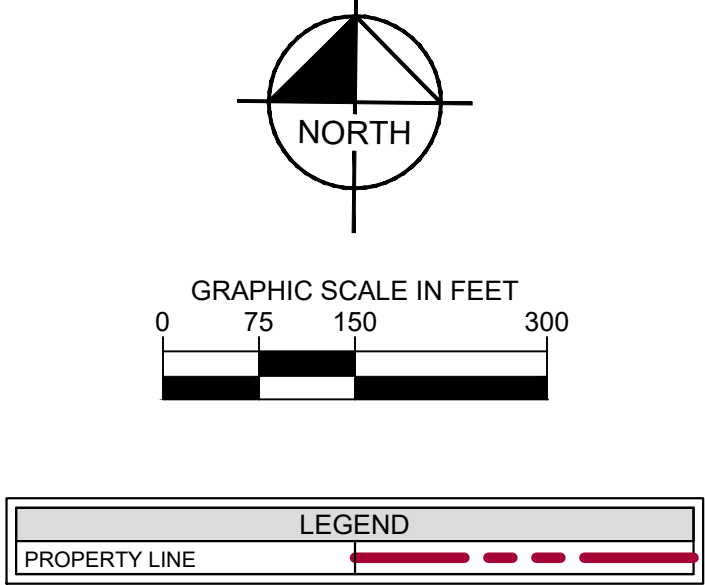
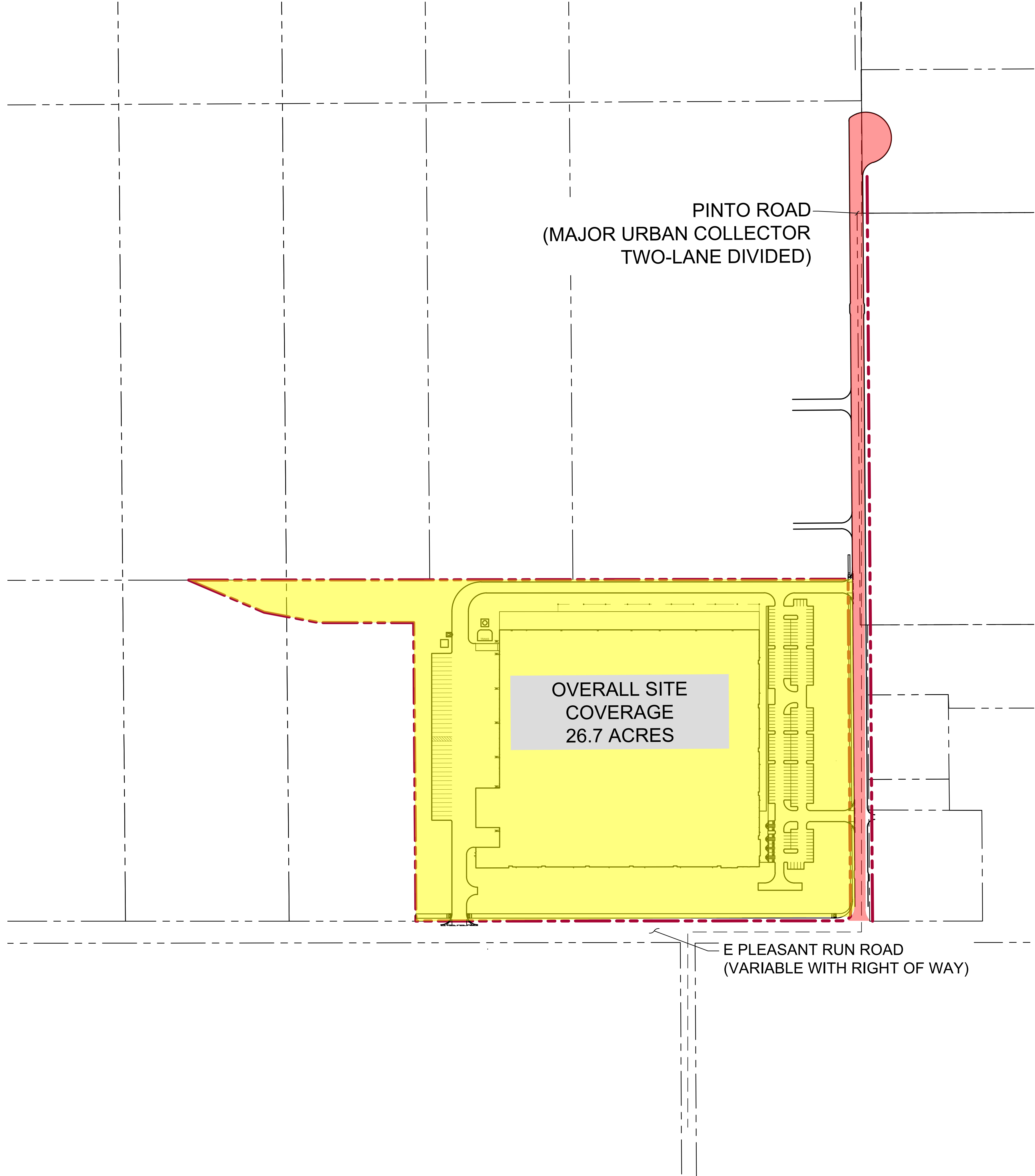
\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

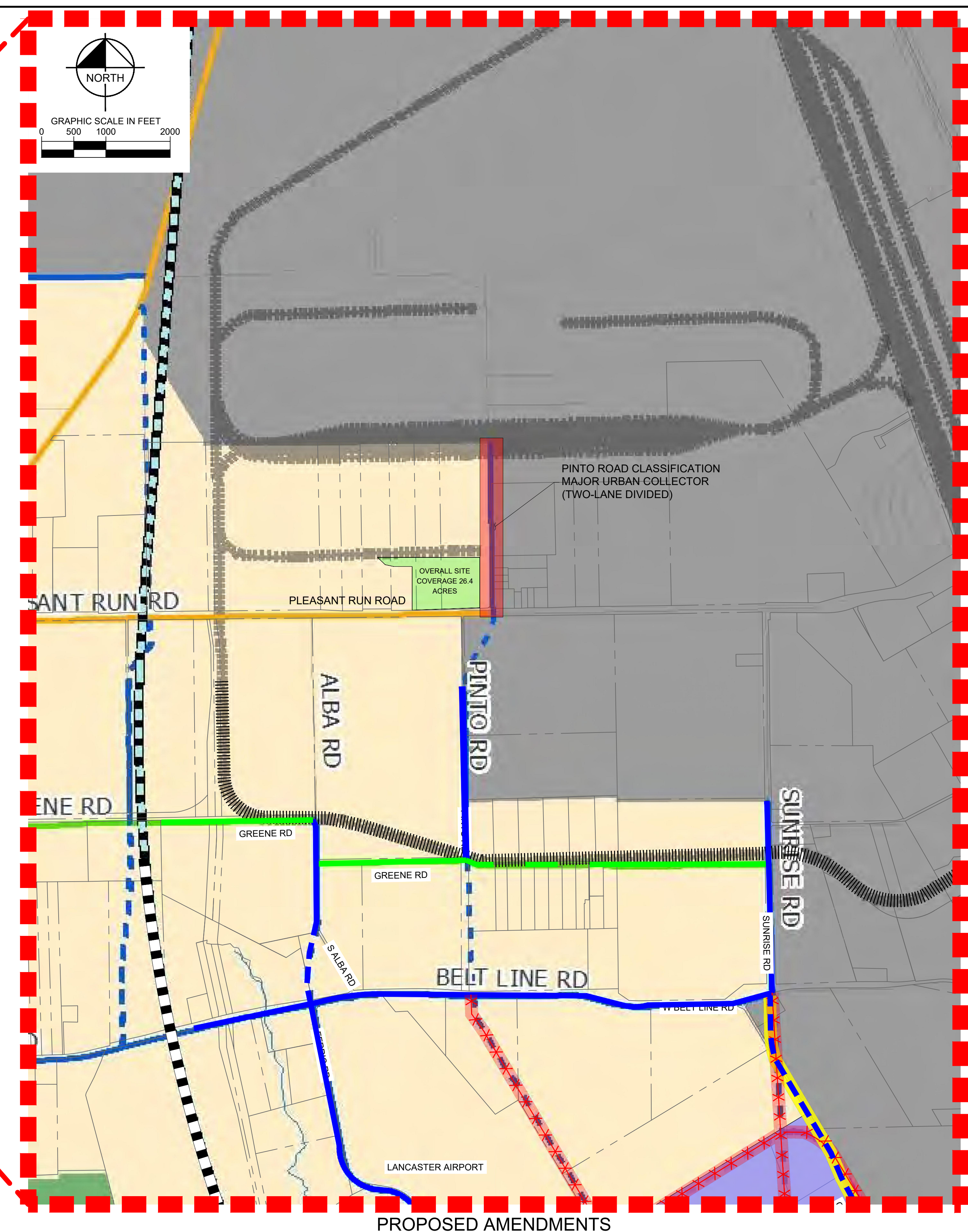
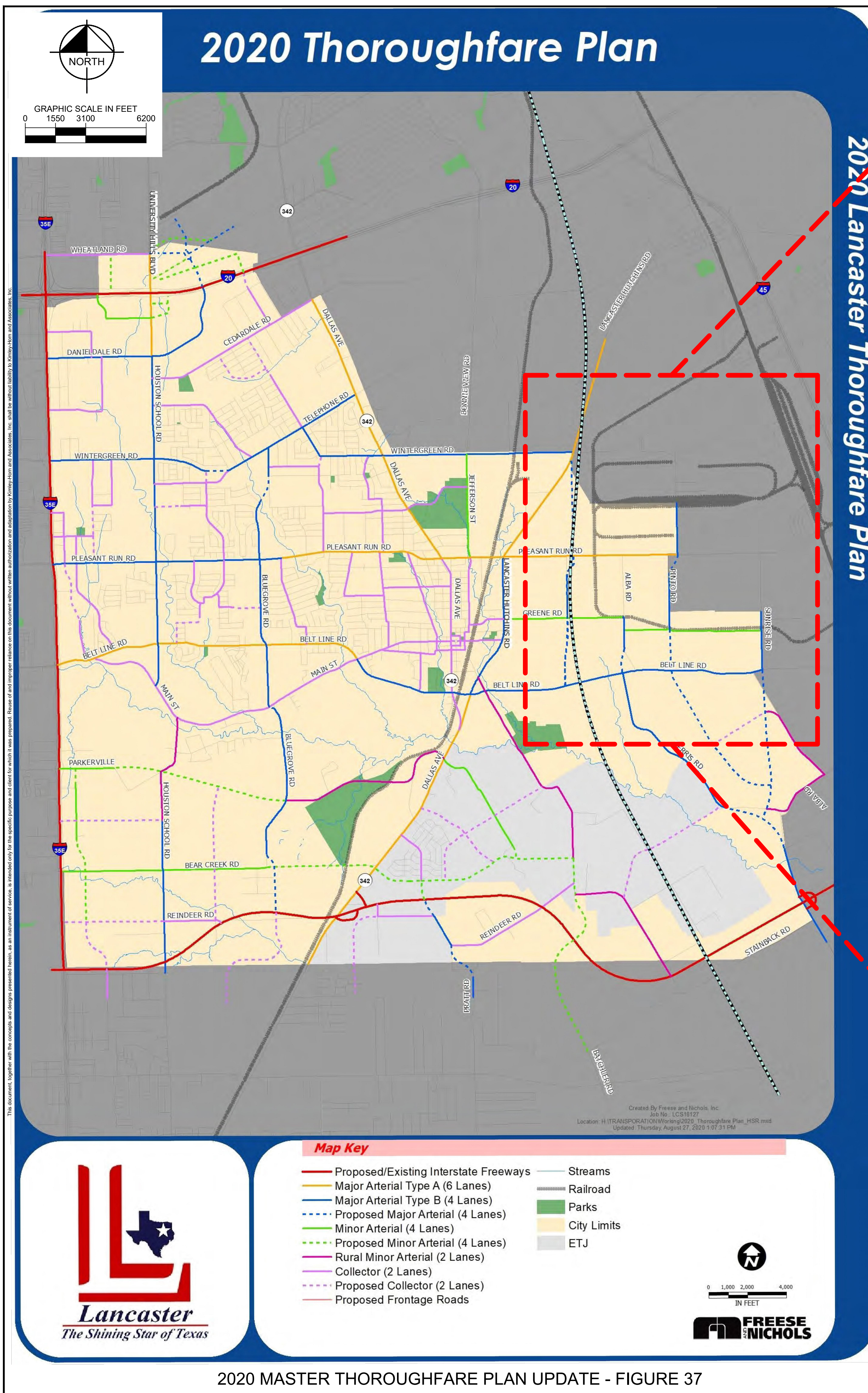
\_\_\_\_\_  
David T. Ritter, City Attorney

This document, together with the concepts and designs presented herein, is an instrument of service, is intended only for the specific purpose and client for which it was prepared. Review of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



PROPOSED MASTER THOROUGHFARE PLAN AMENDMENT	MCKINLEY LANCASTER BOX PLANT PREPARED FOR WIELAND MCKINLEY LANCASTER	KHA PROJECT 064592800 DATE JUNE 2022 SCALE AS SHOWN DESIGNED BY DSA DRAWN BY CAL CHECKED BY TX	<div>PRELIMINARY FOR REVIEW ONLY Not for construction or permit purposes. <b>Kimley»Horn</b> DALLAS, TEXAS Project No. 138132 Date JUNE 2022</div>	<b>Kimley»Horn</b> 13455 NOEL ROAD, TWO GALLERIA OFFICE TOWER, SUITE 700, DALLAS, TX 75240 PHONE: 972.770-1300 FAX: 972.299-3820 WWW.KIMLEY-HORN.COM TX F-828 © 2022 KIMLEY-HORN AND ASSOCIATES, INC.	No.	REVISIONS	DATE







## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

6.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Quality Development

**Submitted by:** Carey Neal, Assistant City Manager

---

#### **Agenda Caption:**

Discuss and consider an ordinance amending the Code of Ordinances Chapter 4, "Animals" to provide for amendments conforming with state law requirements regarding tethering and the unlawful acts regarding unlawful restraint of dogs.

#### **Background:**

In December 2020, City Council adopted a resolution establishing legislative priorities for the 87th Session of the State Legislature. One of the priorities was to support legislation to amend SB295/HB940 to further define unlawful tethering of dogs and implement a more enforceable penalty that does not limit an officer's ability to enforce the law.

- Texas Health and Safety code, § 821.077, "Unlawful Restraint of Dogs", was created in 2007, to establish requirements for restraining a dog to ensure the safety and health of the animal and community. The Texas Animal Control Association, Law Enforcement Officers (LEO's), and prosecutors maintain the law is unenforceable due to confusing language and a mandatory 24-hour warning period that limits officers' immediate enforcement of this statute, thereby preventing them from intervening in a critically unsafe situation.

Senate Bill 5 (SB5) established the following:

- (a) The tethering device must allow the dog access to a shelter of adequate size to allow the dog to stand erect, to turn easily, and to sit and lay down in a comfortable and normal position and constructed in such a manner as to keep the dog dry and protected from exposure to extreme temperatures. (b) The tethering device must allow the dog access to shade from direct sunlight and potable drinking water. (c) The length of the tethering device must be at least five times the length of the dog as measured from the tip of the dog's nose to the base of the dog's tail or twelve feet whichever is greater. (d) The tethering device must be attached to a collar or harness constructed of nylon, leather, or similar material properly fitted to the dog. (e) The tethering device must have swivels on both ends to prevent the dog from becoming entangled. (f) The tethering device cannot be made of metal chain links more than a quarter of an inch thick or have any weights attached to it. (g) The tethering device must be capable of keeping the dog from: (i) leaving the owner's property; (ii) entering within six feet of a public sidewalk, road, or highway; or (iii) reaching an object or hazard that poses a risk of injury or strangulation to the dog.

In October 2021, Governor Greg Abbott signed the Safe Outdoor Dogs Act formerly known as Senate Bill 5 (SB5). The bill bans the use of chains for tethering dogs and requires dog owners to only use humane materials such as trolley systems or hielines for their outside animals. In addition to the required materials for tethering, the bill also mandates owners to provide adequate shelter, shade, and clean water whenever the dog is tethered.

On April 20, 2022, the Animal Shelter Advisory Committee discussed Senate Bill 5 (SB5), the Safe Outdoor Dogs Act, and at their June 2, 2022, Special Meeting, approved a resolution recommending City

Council implement an Ordinance with stipulations displayed in Senate Bill 5 (SB5), the Safe Outdoor Dogs Act.

During the July 18, 2022, Work Session Council received a presentation regarding unlawful restraint of dogs.

**Legal Considerations:**

The resolution has been reviewed and approved as to form by the City Attorney.

**Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may deny the resolution.

**Recommendation:**

Staff recommends approval of the resolution, as presented.

**Attachments**

Ordinance- Redline

---

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF LANCASTER, TEXAS, AMENDING THE LANCASTER CODE OF ORDINANCES, CHAPTER 4, ~~TO~~ "ANIMALS" TO PROVIDE FOR AMENDMENTS CONFORMING WITH: STATE LAW REQUIREMENTS REGARDING TETHERING AND THE UNLAWFUL ACTS SURROUNDING THE TOPIC REGARDING UNLAWFUL RESTRAINT OF DOGS; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALING CLAUSE; PROVIDING FOR A PENALTY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, On January 18, 2022, ~~a new tethering law~~ the Safe Outdoor Dogs Act (S.B. 5) of the 87<sup>th</sup> Texas Legislative Session has taken effect that imposes criminal penalties on Texas dog owners who ~~chain up their pets~~ unlawfully restrain or tether their dogs outside in inhumane conditions; and

WHEREAS, ~~The Safe Outdoor Dogs Act (S85)~~ the Act bans the use of chains or ~~heavy~~ weights as restraints for dogs kept outside without adequate shelter, shade, and potable water, among other requirements, outside, and also requires owners to provide adequate shelter, shade, and clean water for the tethered animals; and

WHEREAS, The City Council of the City of Lancaster desires to ~~implement an ordinance~~ amend its Animal Control Ordinance in a manner that complies with the newly-enacted state law within its jurisdiction.

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

**SECTION 1.** That the Lancaster Code of Ordinances be, and the same is, hereby amended by adding to Chapter 4 "Animals," Article 4. ~~0402.~~ "General Provisions," a new Section 4. ~~01, 001.02.004~~ entitled "Tethering of Dogs"; ~~"Definitions" a new definition entitled "Tethering";~~ which shall read as follows:

~~Tethering. The securing of an animal to an anchor point to confine it to the desired area.~~

\*\*\*\*\*

"  
-  
+++++

~~That the Lancaster Code of Ordinances be, and the same is, hereby amended by adding to Chapter 4 "Animals," Article 4.02 "Cats and Dogs" a new Section 4. 02. 004 entitled "Tethering of Dogs", which shall read as follows:~~ **Sec. 04.02.004 Requirements for tethering**

- (a) ~~Any tether~~ The tethering device must allow the dog access to a shelter of adequate size to allow the dog to stand erect, to turn easily, and to sit and lay down in a comfortable and normal position and constructed in such a manner as to keep the dog dry and protected from exposure to extreme temperatures.
- (b) ~~(b)~~ The tethering device must allow the dog access to shade from direct sunlight and potable drinking water.
- (c) ~~(c)~~ The length of the tethering device must be at least five times the length of the dog as measured from the tip of the dog's nose to the base of the dog's tail or ~~twelve~~ ten feet whichever is greater.
- (d) ~~(d)~~ The ~~tethering device~~ tether must be attached to a collar or harness constructed of nylon, leather, or similar material properly fitted to the dog and which does not cause injury or pain to the dog.
- (e) ~~(e)~~ The tethering device must have swivels on both ends to prevent the dog from becoming entangled.

- ~~(f)~~ ~~(f)~~ The tethering device cannot be made of metal chain links more than a quarter of an inch thick or have any weights attached to it.
- ~~(g)~~ ~~(g)~~ The tethering device must be capable of keeping the dog from: (i) leaving the owner's property; (ii) entering within six feet of a public sidewalk, road, or highway; or (iii) reaching an object or hazard that poses a risk of injury or strangulation to the dog."

\*\*\*\*\*

**SECTION 2.** That all provisions of the Code of Ordinances in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the Code of Ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** That should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance, or of the Code of Ordinances, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of the said ordinance or the Code of Ordinances, as amended hereby, which shall remain in full force and effect.

**SECTION 4.** That any person, firm, or corporation violating any provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the City of Lancaster, as heretofore amended and upon conviction shall be punished by a fine not exceeding \$ 500. 00. The penalty imposed for a violation of this ordinance shall not exceed or be less than the penalty prescribed by state law, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 5.** That this ordinance shall take effect immediately from and after its passage as the law and charter in such cases provide.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the \_ day of \_\_\_\_\_, 2022

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David T. Ritter, City Attorney



## CITY OF LANCASTER CITY COUNCIL

### City Council Regular Meeting

7.

**Meeting Date:** 07/25/2022

**Policy Statement:** This request supports the City Council 2021-2022 Policy Agenda

**Goal(s):** Financially Sound Government  
Professional and Committed City Workforce

**Submitted by:** Opal Mauldin-Jones, City Manager  
Sorangel Arenas, City Secretary

---

### **Agenda Caption:**

Discuss and consider a resolution amending Resolution No. 2017-11-82, City Council Travel Policy.

### **Background:**

As prescribed in the City Council Rules and Procedures, amended in August 2021, Section D. City Council Agenda Process, Subsection 1.b., Mayor Hairston requested that an item be included on a Work Session for the purpose of discussing the city council travel budget.

Annually, during the budget process, City Council considers plans for training and education to meet the needs of the community. The Mayor is allocated \$5,000.00, and each City Councilmember \$4,500.00. In November 2017, city council adopted a travel policy regulating out-of-town travel, local meetings, entertainment, personal car mileage, and/or other expenses incurred by councilmembers while representing the City at various conferences, meetings, conventions, seminars, and other functions. City council mileage and official shirts all come from this budget.

Annually, Council participates in various Texas Municipal League (TML) trainings, National League of Cities (NLC), National Civic League, Innovating Commerce Serving Communities (ICSC), North Central Texas Council of Governments (NCTCOG), Dallas Regional Mobility Coalition, TEX-21, North Texas Commission (NTC), and other regional, state, and national organizations to obtain training as well as promotion of the city.

This list does not include meetings or event invitations City Council receives throughout the year. Council receives invitations to events and programs that are declined due to funding.

City Council previously discussed that no funds would be reallocated between districts and that any changes would be discussed and considered. Training, education, event participation and engagement was identified as a City Council priority.

At the July 18, 2022, Work Session, City Council discussed the item and the proposed amendment is reflective of the discussion.

### **Options/Alternatives:**

1. City Council may approve the resolution, as presented.
2. City Council may approve the resolution with changes.
3. City Council may deny the resolution.

**Recommendation:**

There is no recommendation.

**Attachments**

Resolution

City Council Travel Policy

---

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AMENDING RESOLUTION NO. 2017-11-82, EXPENSES, MEETINGS & TRAVEL REIMBURSEMENT FOR CITY COUNCIL, BY INCREASING THE ANNUAL ALLOWANCE FOR EXPENSES BY TWO THOUSAND, FIVE HUNDRED DOLLARS AND ZERO CENTS (\$2,500.00) PER COUNCILMEMBER; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Lancaster previously approved Resolution No. 2017-11-82 adopting the Expenses, Meetings & Travel Reimbursement Policy for City Council; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** That the Expenses, Meetings & Travel Reimbursement for City Council, adopted by Resolution 2017-11-82, is hereby amended by increasing the annual allowance for expenses by two thousand, five hundred dollars and zero cents (\$2,500.00) per councilmember.

**SECTION 2.** That except as amended hereby, or as heretofore amended, the provisions of Resolution 2017-11-82, shall remain in full force and effect.

**SECTION 3.** That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part decided to be invalid, illegal or unconstitutional.

**SECTION 4.** That this resolution shall take effect immediately from and after its passage as the law in such cases provides.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 25th day of July, 2022.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sorangel O. Arenas, City Secretary

\_\_\_\_\_  
Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David T. Ritter, City Attorney



## City of Lancaster

Exhibit "A"

<b>SUBJECT:</b> Expenses, Meetings & Travel Reimbursement for City Council		<b>POLICY NO.:</b> Resolution 2017-11-82
<b>APPROVED BY:</b> City Council Resolution	<b>POLICY DATE:</b> 11/13/2017	<b>REVISED DATE:</b>

This establishes a City policy regulating out-of-town travel, local meetings, entertainment, personal car mileage, and/or other expenses incurred by City Council Members who are authorized to officially represent the City at various conferences, meetings, conventions, seminars, and other functions.

This policy is established to provide uniform guidelines and procedures for submission and processing of allowable expenditure requests and to establish proper accounting for approved allowable expenses, including travel advances, City credit card charges, and cash expenditures made for the purposes herein defined on behalf of the City.

**General.** The City will reimburse City Council Members for expenses incurred in the course of the Council Member's representation of the City on official City business up to the annual monetary limits established by the City Council. Expenses which will be reimbursed or otherwise paid by the City are discussed below.

- A Council Member's expenses must have a connection to official City business; that is, the Council member must have paid or incurred permitted expenses while performing services as a Council Member and authorized representative of the City.
- A Council Member must adequately account to the City for these expenses within ten (10) business days of returning from the trip. A copy of the event brochure/itinerary must be provided with the expense report.
- A Council Member must return any excess reimbursement or allowance to the City within ten (10) business days of returning from the trip.

**Responsibilities.** The Finance Director is responsible for the overall administration and compliance of the provisions stated in this policy. The Finance Director shall have the responsibility to report any abuse and/or misuse of travel funds to the City Manager's office, who shall then communicate it to each member of the City Council in writing.

**Expenses.** The annual allowance for expenses shall consist of \$7000 per Council Member and \$7500 for the Mayor, per fiscal year (or such other amount as the Council may designate by resolution or ordinance). All expenses must be directly related to City business. This amount may be spent at the discretion of each individual Council Member, so long as it is expended on the Council Member's personal attendance of conferences, meetings, conventions, seminars and other functions that constitute official City business and advance the interests of the City. Any amount remaining at the end of the fiscal year will be returned to the City's general funds, and no unspent funds may be transferred from one Council Member to another.

**Allowable Living Expenses.** Actual living expenses, within the specified limits, may be claimed by City Council Members when they are representing the City on official business away from Lancaster. Living expenses include such items as hotel rooms, meals, tips, parking, and ground transportation, as outlined:

- a) Hotels/Motels. The City will pay actual expenses for hotels, motels, or other lodging for the actual number of days of the conference or other meeting, plus allowance for travel time. The City will pay for charges at the hotel's single occupancy rate. Lodging per night will not exceed actual room cost plus, tax and tips.
- b) Early and Late Arrivals/Departures. Leaving early or staying over at a conference is the Council Member's individual financial responsibility if time is taken for personal recreation. However, if it is necessary due to membership on a board or committee or attendance at a conference then documentation shall be provided with a travel expense report in order to be compliant with travel policy, which allows either one (1) day early arrival or one (1) day late departure per trip.
- c) Parking. Council Members may claim actual parking expenses.
- d) Ground Transportation. Council Members may claim reasonable, actual ground transportation expenses, including shuttle services and taxis, and ride share services such as Uber or Lyft.
- e) Tips/Gratuities. Tips and gratuities are allowed and are considered reasonable when paid at the rate of approximately 15% (to allow for rounding) of meal cost or service and \$1.00 per piece of luggage.

**Meals.** Meals are covered when it is necessary for a Council member to stop for substantial sleep or rest to properly perform duties while traveling away from home on City business.

- a) Overnight Travel. If an advance is requested by a Council Member per this Policy, currently effective U.S. GSA per diem rates will be used for meals and incidentals while on overnight travel. The per diem rates are found on United States General Services Administration website. Per Diem rates are available for meals and incidentals for all locations.
- b) Business Meetings. Where certain business meetings are required, actual costs for meals/tips will be reimbursed if they exceed the per diem amount. Council Members must attach the detailed itemized receipt and an explanation of the circumstances, to the expense report. (Example: Traveling to Austin to discuss legislative matters with a member of the State Legislature over dinner). The Council Member may pay the actual cost of the meal and not be limited to the dinner per diem amount extended in the advance.

**Prohibited Expenses.** The cost of alcoholic beverages, room snacks and drinks (whether in a refrigerator or displayed), laundry/dry cleaning, in-room movies, fitness center fees, personal tours, personal entertainment, and spouse or other family expenses are specifically excluded from reimbursement by the City due to the personal, and not civic, nature of the expenses.

**Transportation.** Actual mileage is calculated in miles from City Hall to the destination. The City will reimburse either (1) actual mileage to and from the destination multiplied by the current rate per mile as determined by the Internal Revenue Service; or (2) the round-trip cost of the actual conveyance, e.g. airfare, that would be spent for the City Council Member traveling to the destination in the vehicle.

**Travel Advances.** When it becomes necessary that a City Council Member travel in the interest of the City, and at the option of the City Council Member (who may choose to file the request), the Finance Department shall provide a travel advance based on the proposed event schedule, using current U.S. GSA per diem meal and hotel rates for the location of the event. This request may be made on the Expense Report Form and should contain the name of the prospective traveler, purpose of the trip, date(s), times of travel, and other pertinent information. A copy of the conference brochure detailing meals, beginning date, ending date, location and topics is required. This request should be prepared and submitted at the earliest practical time, but preferably no later than fourteen (14) full working days prior to departure.

**Filing Expense Reports.**

1. Complete Expense Report Promptly. Upon return from travel, the City Council Member shall promptly fill out an Expense Report for submission to the City Secretary's office within ten (10) working days after return from the trip. City Council Members shall include all prepaid expenses (registration, airfare, etc.) related to travel on the Expense Report.

2. Return of Unused Funds. In instances where an advance of City funds was in excess of the per diem or if the trip was not taken, the City Council Member shall return the unused funds to the City Secretary's office for credit to the proper fund. The Finance Department shall ensure that the returned monies are credited to the same division and line item account from which they were originally drawn. Returned funds are due to the City by the due date of the Expense Report.
3. Finance Department Review. The Finance Department shall review the items submitted and determine their mathematical accuracy and the allowable expenses under this policy and shall submit all findings and reports to the City Manager's office for communication to the Council Members.