



**City of Lake Dallas
City Council
Regular Meeting
Thursday, August 13, 2020 at 7:00 p.m.
Conducted by Videoconference
Agenda**

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act, and in an effort to protect the health and safety of the public, this meeting is being conducted by video conference. Members of the public who desire to only listen to proceedings of the meeting may dial the following toll-free number and, when prompted, enter the following Meeting ID #, beginning at 6:40 p.m. to join the meeting. Any person wishing to view the video conference may go to the Internet link shown below and enter the password shown.

Toll Free Number: 877-853-5257

Meeting ID#: 879 8649 5674

Video Conference: <https://us02web.zoom.us/j/87986495674?pwd=U05QNDh6d3g4bWtsKzVFeWwrNU5rQT09>

Password: 289817

Members of the public are entitled to participate remotely via Videoconference. To speak remotely at the City Council Meeting, speakers must:

- Register with the City Secretary by either email cdelcambre@lakedallas.com or calling 940-497-2226 ext. 102 by 3:00 p.m. on Thursday, August 13, 2020.
- Registered speakers will receive an email or phone call providing the meeting link and/or telephone number to call on the date of the meeting.
- Speakers must call not later than 6:45 p.m. on the date of the meeting in order to be allowed to speak. Late callers will not be accepted and will not be allowed to speak.
- Registered speakers will not be allowed to speak until recognized by the Mayor and unmuted by the City Secretary.
- Speakers will be limited to 5 minutes each.
- Handouts or other information that a member of the public desires to provide to the City Council must emailed to cdelambre@lakedallas.com by 3:00 p.m. on Thursday, August 13, 2020.
- Any person wishing to provide only written comments during Item 4 – Citizen Agenda & Public Comment, or on any other matter to be considered on this agenda, should email such comments to the City Secretary at cdelcambre@lakedallas.com by 3:00 p.m. on Thursday, August 13, 2020.

Section I – Presentations

1. Call to Order & Determination of Quorum

2. Invocation & Pledges of Allegiance

3. Announcements & Special Recognitions

A. City Manager's Report

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

4. Citizen Agenda & Public Comment

An opportunity for citizens to address the Mayor and City Council on matters which are not scheduled for consideration by the City Council. In order to address the Council, please send your comments to the City Secretary before 3:00 p.m. on the date of this meeting. Comments sent by e-mail will be read aloud so that they are included in the recorded record of the meeting. In keeping with the Council's procedures for limiting speaking time to five (5) minutes per speaker, any written comments provided for this item should be kept short enough so that they can be read aloud in five (5) minutes or less.

Section II – Consent Agenda

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember so requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

5. Consider and Act on the Consent Agenda

- A. Receive Monthly Budget & Financial Report July 2020.
- B. Approval of Minutes of the July 23, 2020 Regular Meeting of the City Council.
- C. Approval of a Resolution authorizing the negotiation and execution of a Professional Services Agreement with Bureau Veritas North America, INC. for the performance of Construction Code Services, Plan Review, and Inspections.
- D. Approval of a Resolution awarding a contract to Masten Air Conditioning and Heating, Inc. for the replacement of HVAC units at City Hall and at the Library.
- E. Approval of a Resolution approving a technology purchase with the CARES Funds.
- F. Approval of a Resolution authorizing a contract with Flying Locksmiths for the installation of security cameras at Community Park and City Park.

Section III – Planning & Development:

- 6. Consider and act on a Resolution granting a waiver to Section 907.1.5 of the 2018 International Fire Code relating to the installation of a fire alarm notification system including full audio/visual notification services relating an additional occupant to be situated at Lot 5, Block A, Atchison Addition, commonly known as 510 E. Hundley Drive.
- 7. Conduct a public hearing and consider an Ordinance amending Lake Dallas Municipal Code Chapter 122 "Zoning, Article XIII "R-1-4000 Manufactured Home Residential District" Section 122-574 "Responsibilities of manufactured home occupants" and Article XIV "R-1-4000C Commercial Manufactured Home Residential District" Sec. 122-611 "Responsibilities of manufactured home park owners-operators" setting forth regulations governing the permitting and installation of new manufactured homes

Section IV- General Items

8. Consider and Act on a Resolution authorizing a contract with Victory Awning, Inc. through the City's cooperative purchasing agreement with Texas Local Government Purchasing Cooperative (BuyBoard) to install carport shade structures in the Police Department parking lots.
9. Consider approval of a resolution authorizing the City Manager to negotiate and sign an Interlocal Cooperation Agreement with SPAN, Inc. to provide demand response transit services.
10. Consider and Act on a Resolution authorizing a task order with Halff Associates, Inc. to prepare topographical surveys for the Boat Ramp at Willow Grove Park and the Public Works Complex.
11. Consider and Act on a Resolution authorizing a project of the Lake Dallas Community Development Corporation requiring an expenditure exceeding \$10,000 pursuant to Texas Local Government Code Section 505.158.
12. Receive a report and hold a discussion regarding the best use and purpose for the 303 Alamo Avenue property.
13. Consider and Act on a Resolution adopting a new City of Lake Dallas Employee Compensation Plan.
14. Receive a report and hold a discussion regarding the Fiscal Year (FY) 2019-20 Expenditures and Year End Projections and the Proposed Expenditures for FY 2020-21.

Section V – Elected Official Requested Items

15. Mayor & Council Member Announcements

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

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

Section VII – Return to Open Session

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

Section VIII – Adjournment

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on August 10, 2020 at 5:00 p.m.

Codi Delcambre

Codi Delcambre, TRMC
City Secretary

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

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



Financial Reports

July 2020

City of Lake Dallas
Monthly Financial Summary
July 2020

	Current Month	Year to Date	Budget
Revenues	\$233,405.15	\$4,919,447.03	\$5,122,889.88
Expenses	\$446,986.97	\$3,907,615.63	\$5,122,124.65
Net	\$(213,581.82)	\$1,011,831.40	\$765.23

Sales Tax Revenue for the month of July was \$124,753.50 with \$62,376.75 going to the General Fund. This is approximately a 7.54% increase from July 2019. As of this month, 98.11% of the sales tax budgeted has been collected. The portion going to the Road Maintenance & Repair Fund is \$15,594.18.

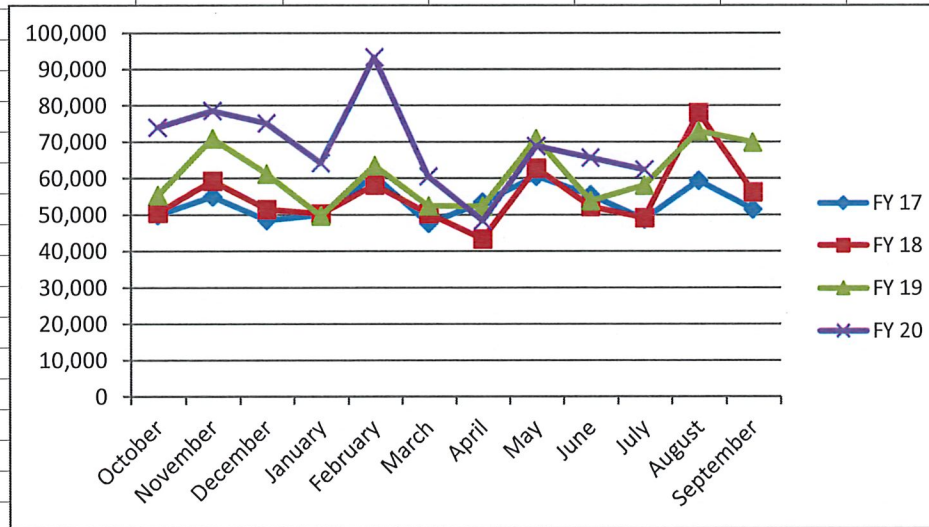
The General Fund has the following cash available as of July 2020:

Texpool Investment Account	\$2,286,516.41
Independent Bank Checking Account	\$300,187.19
Total funds available	\$2,586,703.60

Property Tax Revenue received in July was \$11,983.06
As of this month 100% of the property tax budgeted has been collected.

City of Lake Dallas
General Fund
Sales Tax Receipts
2011-2020

	FY 11	FY 12	FY 13	FY14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
October	38,283	41,157	45,460	55,628	56,149	47,379	49,777	50,436	55,286	73,922
November	58,801	62,465	56,033	73,019	70,441	71,533	54,937	59,208	70,810	78,572
December	34,991	40,404	52,254	55,242	50,061	47,251	48,394	51,432	61,192	75,126
January	35,554	37,690	57,786	51,333	49,207	37,737	49,924	50,167	49,558	64,161
February	51,454	56,784	70,254	71,087	69,095	52,453	60,766	58,032	63,419	93,250
March	36,251	43,391	45,641	48,738	56,219	48,138	47,525	50,273	52,416	60,532
April	35,380	40,338	49,569	50,774	45,453	42,501	53,438	43,283	52,181	48,269
May	47,890	56,161	65,314	66,407	68,453	63,202	60,564	62,738	70,713	68,870
June	42,608	41,516	49,867	55,722	46,817	45,574	55,437	52,167	53,812	65,631
July	38,386	48,200	53,715	57,866	47,871	44,088	48,659	49,098	58,004	62,377
August	53,624	55,137	68,962	62,936	53,926	53,208	59,434	78,057	72,948	
September	40,330	49,402	53,034	54,545	54,292	48,323	51,505	56,146	69,945	
St Comp Audit Adj			29,841				134,801			
Annual Auditor accrual	2,874	90,179	(2,689)	(2,057)	(7,678)	(14,199)	4,930			
Total	516,425	662,825	695,043	701,241	660,306	587,188	780,090	661,035	730,284	



Lake Dallas Community Development Corporation
Monthly Financial Summary
July 2020

	Current Month	Year to Date	Budget
Revenues	\$32,449.95	\$364,317.48	\$386,000
Expenses	\$418.41	\$20,067.37	\$460,075
Net	\$32,031.54	\$344,250.11	\$(74,075)

Sales Tax Revenue for the month of July was \$31,188.38 This is approx. a 7.75% increase from July 2020. As of this month, 95.79% of the sales tax budget has been collected.

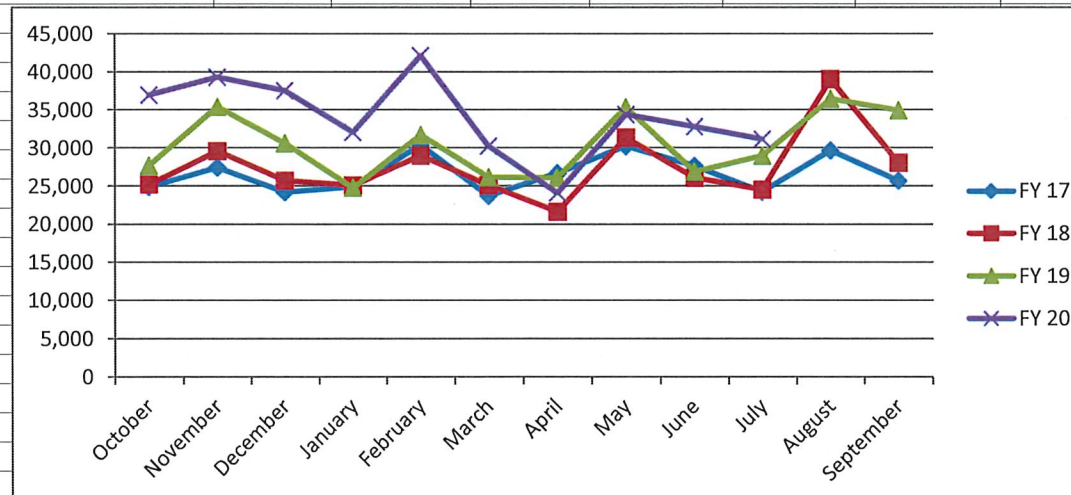
CDC has the following cash available as of July 2020:

CDC Investment Account	\$733,030.63
CDC Checking Account	\$139,020.33
Net Funds	\$872,050.96

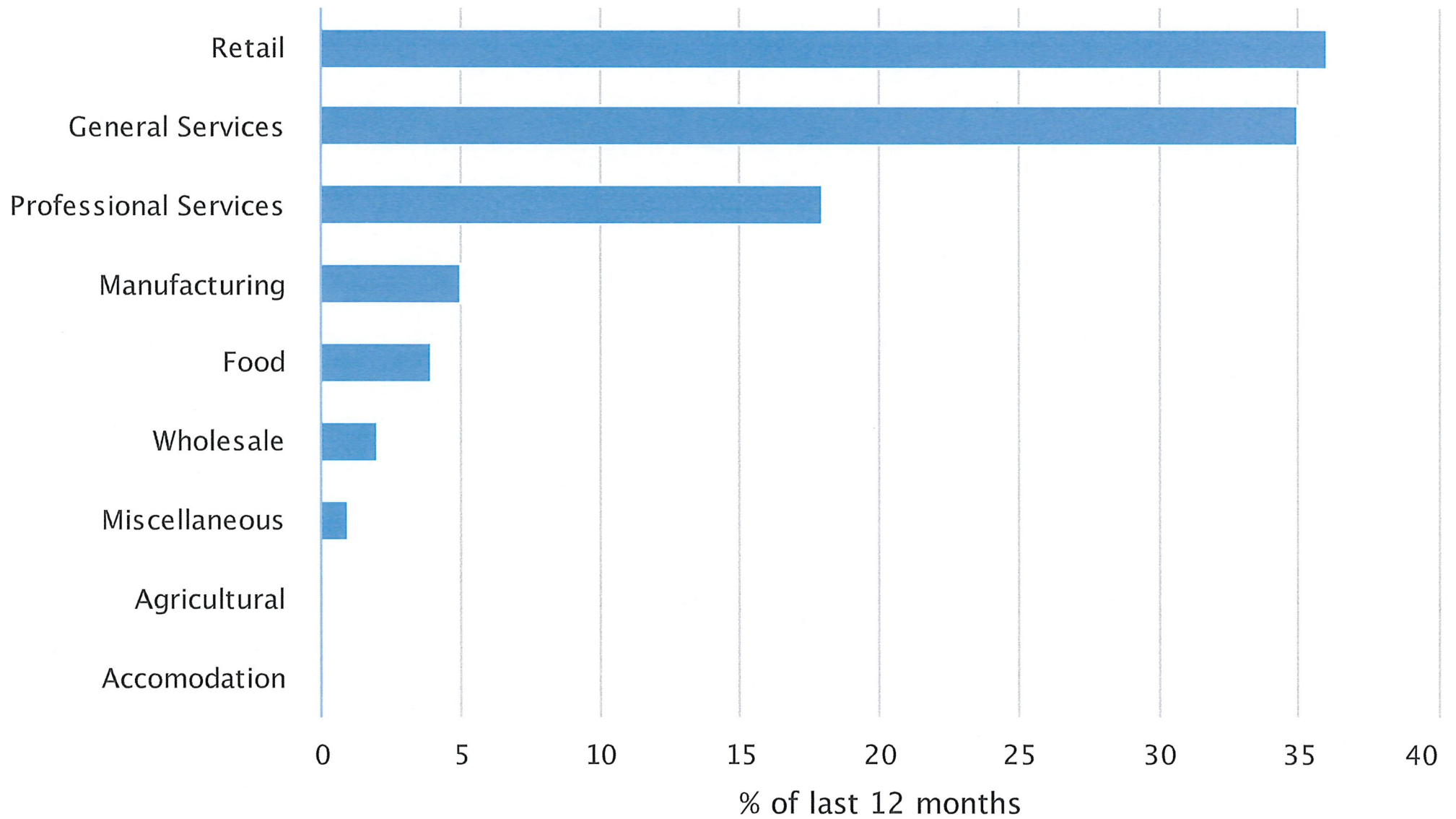
City of Lake Dallas
Community Development Corp

Sales Tax Receipts
2016-2020

	FY 16	FY 17	FY 18	FY 19	FY 20
October	23,689	24,888	25,218	27,643	36,961
November	35,767	27,468	29,604	35,405	39,286
December	23,625	24,197	25,716	30,596	37,548
January	18,869	24,962	25,083	24,779	32,080
February	26,226	30,383	29,016	31,709	42,125
March	24,069	23,762	25,136	26,208	30,266
April	21,251	26,732	21,641	26,091	24,134
May	31,601	30,282	31,369	35,357	34,435
June	22,787	27,718	26,084	26,906	32,815
July	22,044	24,330	24,549	28,997	31,188
August	26,604	29,717	39,028	36,474	
September	24,161	25,753	28,073	34,973	
St Comptroller Audit Adj		67,401			
Annual Auditor accrual	(7,099)	2,465			
Total	293,594	390,059	330,518	365,137	

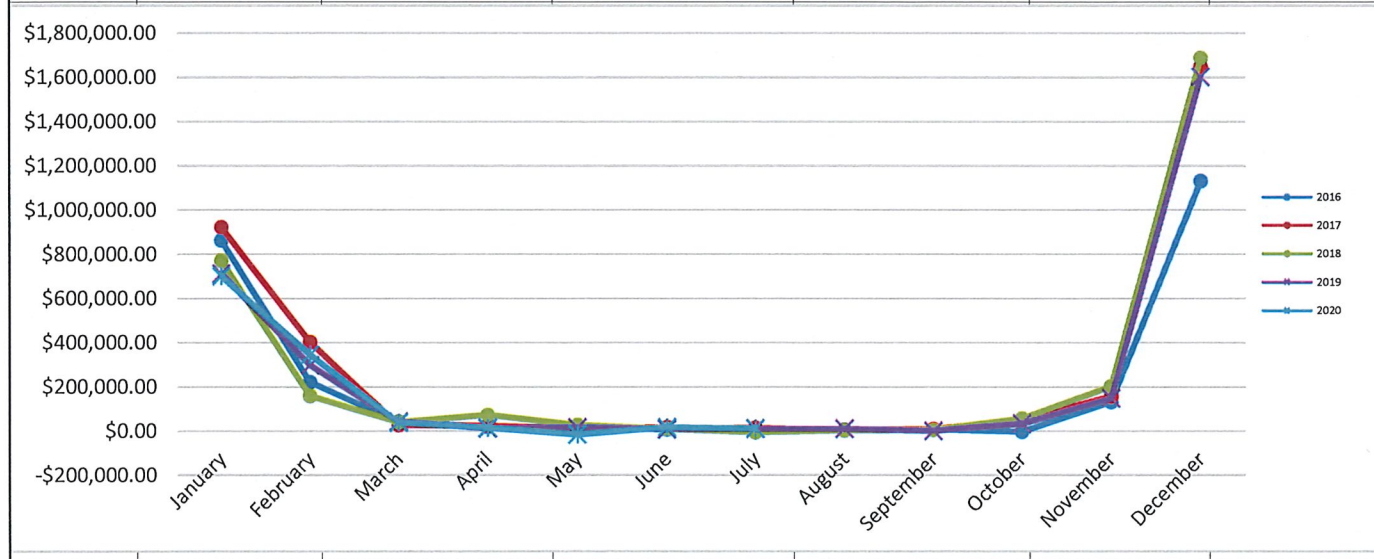


Industry Percentages



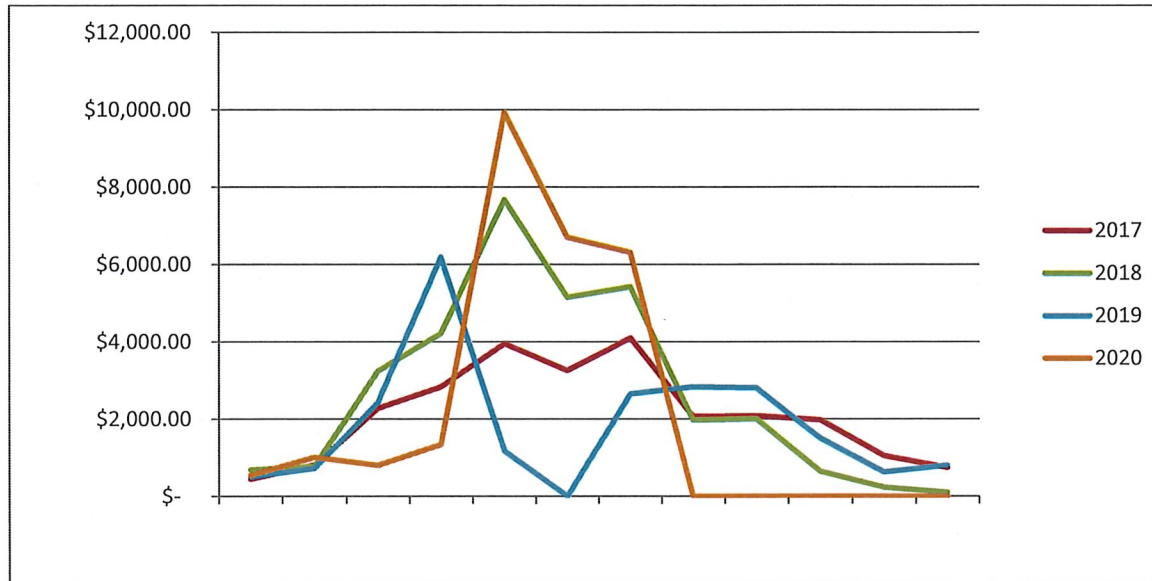
City of Lake Dallas
General Fund
Denton County Property Taxes
2016-2020

	2016	2017	2018	2019	2020
January	\$862,830.10	\$921,346.02	\$770,458.20	\$711,630.69	\$ 700,782.68
February	\$222,027.34	\$401,696.22	\$157,323.96	\$298,448.34	\$ 345,711.65
March	\$41,688.76	\$24,671.02	\$39,328.36	\$40,923.16	\$ 37,396.01
April	\$18,377.60	\$21,845.80	\$70,990.69	\$10,858.94	\$ 14,014.03
May	\$16,644.91	\$10,783.62	\$25,226.91	\$15,328.45	\$ (16,116.57)
June	\$5,991.68	\$16,023.77	\$7,241.76	\$7,681.62	\$ 17,324.34
July	\$8,523.23	\$13,039.81	(\$5,846.68)	\$10,833.19	\$ 11,983.06
August	\$6,471.16	\$3,704.53	\$1,818.85	\$10,027.73	
September	\$8,481.13	\$8,157.69	\$4,650.34	\$742.38	
October	(\$2,466.14)	\$49,994.96	\$56,445.58	\$33,094.67	
November	\$132,417.65	\$156,509.64	\$202,865.78	\$148,153.04	
December	\$1,131,966.84	\$1,648,287.26	\$1,688,447.56	\$1,603,002.21	

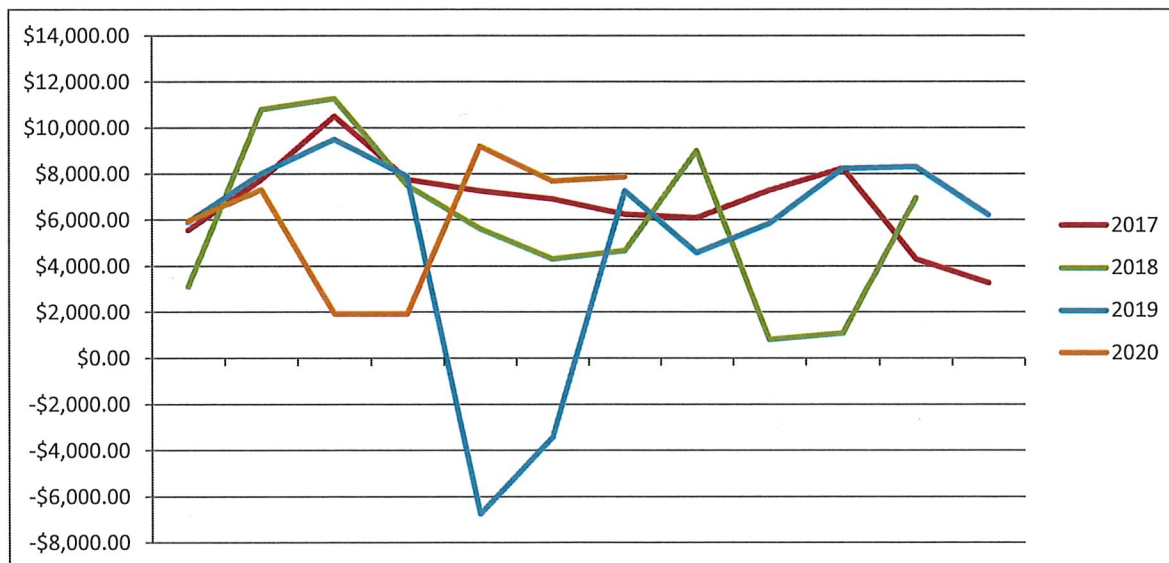


Willow Grove Park Revenue Trending: 2017 through 2020																			
Pay Station -- Park Day Use and Boat Launch																			
2020					2019					2018					2017				
	Cash	Credit Card	Total		Cash	Credit Card	Total		Cash	Credit Card	Total		Cash	Credit Card	Total				
January	\$285.00	\$252.20	\$537.20	January	\$250.00	\$245.00	\$495.00	January	\$404.00	\$280.00	\$684.00	January	\$ 261.00	\$ 180.00	\$ 441.00				
February	\$693.30	\$310.40	\$1,003.70	February	\$375.00	\$345.00	\$720.00	February	\$543.00	\$225.00	\$768.00	February	\$ 518.00	\$ 282.00	\$ 800.00				
March	\$560.00	\$227.95	\$787.95	March	\$1,463.00	\$955.00	\$2,418.00	March	\$2,281.00	\$950.00	\$3,231.00	March	\$ 1,573.00	\$ 701.00	\$ 2,274.00				
April	\$658.00	\$674.15	\$1,332.15	April	\$4,242.00	\$1,955.00	\$6,197.00	April	\$2,933.00	\$1,285.00	\$4,218.00	April	\$ 1,936.00	\$ 891.00	\$ 2,827.00				
May	\$6,181.00	\$3,753.90	\$9,934.90	May	\$885.00	\$280.00	\$1,165.00	May	\$5,173.00	\$2,505.00	\$7,678.00	May	\$ 2,478.00	\$ 1,469.00	\$ 3,947.00				
June	\$4,545.00	\$2,165.20	\$6,710.20	June	\$0.00	\$0.00	\$0.00	June	\$3,344.00	\$1,810.00	\$5,154.00	June	\$ 2,195.00	\$ 1,055.00	\$ 3,250.00				
July	\$3,152.00	\$3,162.20	\$6,314.20	July	\$1,682.00	\$970.00	\$2,652.00	July	\$3,793.00	\$1,630.00	\$5,423.00	July	\$ 2,579.00	\$ 1,516.00	\$ 4,095.00				
August		\$0.00		August	\$1,861.00	\$975.00	\$2,836.00	August	\$1,246.00	\$725.00	\$1,971.00	August	\$ 1,231.00	\$ 832.00	\$ 2,063.00				
September		\$0.00		September	\$2,001.00	\$805.10	\$2,806.10	September	\$1,347.00	\$660.00	\$2,007.00	September	\$ 1,287.00	\$ 787.00	\$ 2,074.00				
October		\$0.00		October	\$971.00	\$533.50	\$1,504.50	October	\$372.00	\$275.00	\$647.00	October	\$ 1,123.00	\$ 851.00	\$ 1,974.00				
November		\$0.00		November	\$355.00	\$276.45	\$631.45	November	\$145.00	\$85.00	\$230.00	November	\$ 650.00	\$ 395.00	\$ 1,045.00				
December		\$0.00		December	\$630.00	\$179.45	\$809.45	December	\$35.00	\$65.00	\$100.00	December	\$ 385.00	\$ 350.00	\$ 735.00				
	\$16,074.30	\$10,546.00	\$26,620.30		\$14,715.00	\$7,519.50	\$22,234.50		\$21,616.00	\$10,495.00	\$32,111.00		\$ 16,216.00	\$ 9,309.00	\$ 25,525.00				
		YTD Total	\$26,620.30			YTD Total	\$22,234.50			YTD Total	\$32,111.00			YTD Total	\$ 25,525.00				
Source: VenTek 'Monthly Transactions Summary' Report																			
Camping					Camping					Camping					2017				
2020					2019					2018					2017				
	January	\$5,953.65			January	\$5,904.73			January	\$3,352.54			January	\$5,554.37					
	February	\$7,314.85			February	\$8,030.20			February	\$3,099.96			February	\$7,755.00					
	March	\$1,916.56	** Flooding**		March	\$9,496.48			March	\$10,788.98			March	\$10,502.10					
	April	\$1,913.14	** Flooding**		April	\$7,897.38	** Flooding		April	\$11,263.09			April	\$7,751.53					
	May	\$9,197.63			May	-\$6,756.16	** Refunds for Flooding**		May	\$7,508.03			May	\$7,267.91					
	June	\$7,689.29			June	-\$3,414.97	** Refunds for Flooding**		June	\$5,615.43			June	\$6,905.89					
	July	\$7,872.96			July	\$7,279.74			July	\$4,314.79			July	\$6,250.67					
	August				August	\$4,588.43			August	\$4,672.15			August	\$6,087.94					
	September				September	\$5,863.01			September	\$9,021.18			September	\$7,291.90					
	October				October	\$8,245.92			October	\$823.84	**FLOODING**		October	\$8,245.97					
	November				November	\$8,326.08			November	\$1,090.97	**FLOODING**		November	\$4,297.91					
	December				December	\$6,237.26			December	\$6,974.79			December	\$3,263.87					
	YTD Total	\$41,858.08			YTD Total	\$61,698.10			YTD Total	\$68,525.75			YTD Total	\$81,175.06					
Source: Hercules 'End of Day Detail' Report																			

Day Pass and Boat Ramp Use



Camping



City of Lake Dallas
Designated Funds
as of 7/3120

Account	Balance
Kids and Cops	\$14,978.51
LEOSE	\$2,242.61
Seizure Fund	\$881.25
Court Security	\$52,196.20
Child Safety	\$23,431.93
Court Technology	\$13,435.21
Juvenile Case Management	\$159,139.61
Library	\$9,778.34
Animal Rescue	\$14,815.71
Willow Grove Park	\$90,688.91
Park Improvements	\$2,559.40
Hotel Occupancy Tax	\$61,529.02
Road Maint & Repair Fund	\$162,602.57
General Capital Projects	\$853,846.62

Texpool Investment Accounts

GF Capital Imp-Unrestricted	\$94,167.40
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BUDGET FY 2020

- 01 General Fund
- 05 Tourism
- 07 City Council
- 08 Development Services
- 09 Municipal Court
- 11 Administration
- 13 Police
- 14 Library
- 15 Animal Services
- 16 Parks and Facilities
- 17 Street and Drainage

Budget Summary

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

Budget Summary

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

City of Lake Dallas

Statement of Revenue and Expenditures

Page 1

Original Budget

For General Fund (01)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

01-00-41006	Property Taxes-Current	0.00	11,983.06	\$ 2,825,000.00	\$ 2,862,255.45	(1.32%)
01-00-41007	Property Taxes-Delinquent	0.00	816.76	22,000.00	12,456.82	43.38%
01-00-41009	Property Taxes-P & I	0.00	(1,022.84)	20,000.00	9,953.92	50.23%
01-00-42108	Sales Tax-General	0.00	62,376.75	703,000.00	689,709.17	1.89%
01-00-42110	Sales Tax-Mixed Beverage	0.00	3,715.42	22,000.00	21,055.96	4.29%
01-00-42116	Sales Tax - Property Tax Reduction	0.00	15,594.18	175,750.00	172,389.77	1.91%
01-00-44214	Franchise Fees - ATMOS	0.00	0.00	60,000.00	47,903.53	20.16%
01-00-44215	Franchise Fees - Century Tel	0.00	445.12	4,500.00	2,665.72	40.76%
01-00-44216	Franchise Fees - TXU Electric	0.00	0.00	215,000.00	209,481.61	2.57%
01-00-44217	Franchise Fees - Charter Communications	0.00	0.00	30,000.00	44,671.43	(48.90%)
01-00-44218	Franchise Fees - Waste Management	0.00	11,233.64	75,000.00	100,340.66	(33.79%)
01-00-44219	Franchise Fees - Miscellaneous	0.00	2,004.38	250.00	5,521.12	(2108.45%)
01-00-45235	Shady Shores Funding	0.00	0.00	29,046.00	29,171.00	(0.43%)
01-00-45318	Animal Services-Corinth	0.00	0.00	2,500.00	1,145.00	54.20%
01-00-45320	Animal Services	0.00	1,751.00	22,000.00	16,642.00	24.35%
01-00-45321	Application Fees - Admin/PZ/BOA	0.00	0.00	3,000.00	5,278.17	(75.94%)
01-00-45322	Permits - Mobile Home	0.00	0.00	400.00	200.00	50.00%
01-00-45323	Fees - Health Department	0.00	0.00	15,000.00	15,950.00	(6.33%)
01-00-45324	Permits - Building	0.00	(52.90)	30,000.00	70,167.60	(133.89%)
01-00-45325	Licenses - Beer/Wine/Liquor	0.00	0.00	1,500.00	2,205.00	(47.00%)
01-00-45326	Permits - Alarms	0.00	50.00	6,250.00	4,858.40	22.27%
01-00-45327	Permits-Farmers Market	0.00	0.00	200.00	200.00	0.00%
01-00-45328	Permits - Other	0.00	630.00	25,000.00	16,085.14	35.66%
01-00-45330	Permits-Food Trucks	0.00	215.00	115.00	215.00	(86.96%)
01-00-45349	Permits - Subcontractors	0.00	1,850.00	12,000.00	14,425.00	(20.21%)
01-00-45350	Permits - Business	0.00	125.00	1,000.00	3,750.00	(275.00%)
01-00-45351	Registration - Contractor	0.00	800.00	8,500.00	8,703.00	(2.39%)
01-00-45352	Fees - Drainage Improvements	0.00	0.00	0.00	100.00	0.00%
01-00-45353	Plan Review	0.00	0.00	4,500.00	0.00	100.00%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-00-45463 Rentals - Parks	0.00	0.00	1,000.00	0.00	100.00%
01-00-45464 Fees- Vendors	0.00	85.00	4,100.00	1,470.00	64.15%
01-00-45465 Fees - Entry	0.00	0.00	2,000.00	700.00	65.00%
01-00-45467 Sponsorships - Events	0.00	0.00	18,000.00	2,312.00	87.16%
01-00-45468 Mighty Thomas Carnival	0.00	0.00	7,400.00	0.00	100.00%
01-00-45473 Police Reports	0.00	108.50	900.00	966.00	(7.33%)
01-00-45474 Rental Fees - Community Room	0.00	0.00	500.00	1,080.00	(116.00%)
01-00-45475 Police Donations	0.00	0.00	0.00	400.00	0.00%
01-00-45802 Rental Income	0.00	0.00	45,492.88	45,492.88	0.00%
01-00-46233 Library Fines	0.00	34.60	3,000.00	1,704.46	43.18%
01-00-46330 Court Fines/Bonds	0.00	42,773.82	335,000.00	252,459.65	24.64%
01-00-46331 Adminstractive Fees	0.00	10,376.00	28,000.00	22,837.30	18.44%
01-00-46332 Arrest/Warrant/Fees	0.00	2,075.00	10,000.00	11,862.40	(18.62%)
01-00-46337 MVBA Collections	0.00	1,349.40	22,000.00	17,423.30	20.80%
01-00-46339 Omni/City	0.00	132.78	1,700.00	1,074.26	36.81%
01-00-47476 Interest Income - General FD	0.00	420.75	40,000.00	19,136.67	52.16%
01-00-48229 ILL Reimbursement-Library	0.00	0.00	3,000.00	3,294.00	(9.80%)
01-00-48234 Library Memberships	0.00	25.00	2,500.00	450.00	82.00%
01-00-48236 Library-Corinth Memberships	0.00	0.00	0.00	1,425.00	0.00%
01-00-48461 SRO Reimbursement	0.00	63,285.00	63,285.00	63,285.00	0.00%
01-00-48468 Fireworks	0.00	0.00	16,000.00	0.00	100.00%
01-00-48475 Other Revenue	0.00	224.73	0.00	9,803.20	0.00%
01-00-48476 Insurance Proceeds	0.00	0.00	0.00	601.44	0.00%
01-00-48480 Sale of Assets	0.00	0.00	10,000.00	381.00	96.19%
01-00-48497 Boys and Girls Club	0.00	0.00	1.00	0.00	100.00%
01-00-48598 Loan Proceeds	0.00	0.00	98,000.00	93,788.00	4.30%
01-00-49354 Fitness Camp Proceeds	0.00	0.00	500.00	0.00	100.00%
01-00-49403 Trf from CDC - Parks	0.00	0.00	72,000.00	0.00	100.00%
01-00-49404 Admin Fees - Willow Grove Park	0.00	0.00	15,000.00	0.00	100.00%
01-00-49600 Transfer In	0.00	0.00	10,000.00	0.00	100.00%
Total Undefined Sub-Type Revenues	0.00	233,405.15	5,122,889.88	4,919,447.03	3.97%
Total Revenues	0.00	233,405.15	5,122,889.88	4,919,447.03	3.97%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total General Fund Revenues	\$ 0.00	\$ 233,405.15	\$ 5,122,889.88	\$ 4,919,447.03	3.97%
Expenditures					
Tourism Expenditures					
Supplies Expenditures					
01-05-52221 Community Events	0.00	0.00	\$ 5,500.00	\$ 3,904.83	29.00%
Total Supplies Expenditures	0.00	0.00	5,500.00	3,904.83	29.00%
Contractual Services Expenditures					
01-05-53350 Fireworks	0.00	0.00	25,000.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	0.00	25,000.00	0.00	100.00%
Total Tourism Expenditures	0.00	0.00	30,500.00	3,904.83	87.20%
City Council Expenditures					
Supplies Expenditures					
01-07-52201 Operating Supplies	0.00	0.00	300.00	245.25	18.25%
01-07-52204 Uniforms	0.00	0.00	600.00	(13.63)	102.27%
01-07-52206 Travel & Training	0.00	0.00	9,200.00	2,455.79	73.31%
01-07-52207 Dues & Memberships	0.00	0.00	2,000.00	1,650.00	17.50%
01-07-52212 Flowers/Gifts/Plaques	0.00	0.00	300.00	16.70	94.43%
Total Supplies Expenditures	0.00	0.00	12,400.00	4,354.11	64.89%
Total City Council Expenditures	0.00	0.00	12,400.00	4,354.11	64.89%
Development Services Expenditures					
Personnel & Benefits Expenditures					
01-08-51000 Salaries-Full Time	0.00	18,236.05	150,989.00	121,964.22	19.22%
01-08-51101 Overtime	0.00	334.14	1,500.00	1,300.23	13.32%
01-08-51104 Longevity	0.00	0.00	426.00	426.00	0.00%
01-08-51105 FICA/Medicare Tax	0.00	239.98	2,211.09	1,476.73	33.21%
01-08-51106 Unemployment Tax	0.00	113.77	648.00	485.98	25.00%
01-08-51107 Worker's Compensation	0.00	48.73	915.86	392.79	57.11%

City of Lake Dallas
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-08-51108 Group Health Insurance	0.00	2,835.55	29,498.40	20,440.61	30.71%
01-08-51109 Retirement/TMRS	0.00	1,731.92	22,873.35	12,633.55	44.77%
Total Personnel & Benefits Expenditures	0.00	23,540.14	209,061.70	159,120.11	23.89%
Supplies Expenditures					
01-08-52000 Office Supplies	0.00	59.45	1,000.00	405.40	59.46%
01-08-52201 Operating Supplies	0.00	0.00	300.00	225.84	24.72%
01-08-52202 Postage & Shipping	0.00	148.86	1,000.00	1,049.92	(4.99%)
01-08-52203 Printing	0.00	42.21	5,500.00	2,847.46	48.23%
01-08-52204 Uniforms	0.00	64.88	500.00	154.92	69.02%
01-08-52205 Advertising	0.00	119.80	1,000.00	520.40	47.96%
01-08-52206 Travel & Training	0.00	0.00	2,545.00	442.57	82.61%
01-08-52207 Dues & Memberships	0.00	0.00	950.00	0.00	100.00%
01-08-52208 Vehicle Fuel	0.00	40.16	1,200.00	486.02	59.50%
01-08-52209 Office Equipment	0.00	0.00	400.00	0.00	100.00%
01-08-52211 Safety Equipment & Supplies	0.00	0.00	100.00	7.36	92.64%
01-08-52212 Flowers/Gifts/Plaques	0.00	0.00	100.00	0.00	100.00%
01-08-52213 Subscriptions & Publications	0.00	0.00	1,000.00	1,038.96	(3.90%)
01-08-52216 Telephone-Mobile	0.00	82.87	1,100.00	535.23	51.34%
01-08-52223 Keep Lake Dallas Beautiful	0.00	0.00	800.00	882.65	(10.33%)
Total Supplies Expenditures	0.00	558.23	17,495.00	8,596.73	50.86%
Contractual Services Expenditures					
01-08-53305 Engineering	0.00	0.00	15,000.00	1,907.47	87.28%
01-08-53317 Inspection Services	0.00	2,283.19	28,000.00	29,365.70	(4.88%)
01-08-53326 Health Inspections	0.00	0.00	3,500.00	2,540.00	27.43%
01-08-53339 Comprehensive Zoning Ordinance	0.00	0.00	40,000.00	0.00	100.00%
01-08-53507 Property Abatements	0.00	515.00	5,000.00	3,946.25	21.08%
Total Contractual Services Expenditures	0.00	2,798.19	91,500.00	37,759.42	58.73%
Maintenance Expenditures					
01-08-54402 Vehicle Maintenance	0.00	0.00	600.00	859.96	(43.33%)
01-08-54406 Software Maintenance	0.00	0.00	2,500.00	1,972.00	21.12%

City of Lake Dallas
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Maintenance Expenditures	0.00	0.00	3,100.00	2,831.96	8.65%
Capital Outlay Expenditures					
01-08-55504 Capital Outlay-Information Technology	0.00	0.00	6,907.00	5,296.21	23.32%
Total Capital Outlay Expenditures	0.00	0.00	6,907.00	5,296.21	23.32%
Total Development Services Expenditures	0.00	26,896.56	328,063.70	213,604.43	34.89%
Municipal Court Expenditures					
Personnel & Benefits Expenditures					
01-09-51000 Salaries-Full Time	0.00	6,120.00	53,040.00	43,745.25	17.52%
01-09-51101 Overtime	0.00	375.00	1,000.00	1,903.13	(90.31%)
01-09-51102 Certification Pay	0.00	69.24	600.08	507.76	15.38%
01-09-51105 FICA/Medicare Tax	0.00	77.69	792.28	558.94	29.45%
01-09-51106 Unemployment Tax	0.00	0.00	324.00	162.01	50.00%
01-09-51107 Worker's Compensation	0.00	18.91	245.88	136.45	44.51%
01-09-51108 Group Health Insurance	0.00	1,137.21	13,492.20	11,123.66	17.55%
01-09-51109 Retirement/TMRS	0.00	459.50	8,196.01	3,316.68	59.53%
Total Personnel & Benefits Expenditures	0.00	8,257.55	77,690.45	61,453.88	20.90%
Supplies Expenditures					
01-09-52000 Office Supplies	0.00	0.00	800.00	764.67	4.42%
01-09-52202 Postage & Shipping	0.00	148.86	1,000.00	1,012.74	(1.27%)
01-09-52203 Printing	0.00	0.00	700.00	384.40	45.09%
01-09-52204 Uniforms	0.00	0.00	100.00	0.00	100.00%
01-09-52206 Travel & Training	0.00	0.00	1,000.00	100.00	90.00%
01-09-52207 Dues & Memberships	0.00	0.00	140.00	0.00	100.00%
Total Supplies Expenditures	0.00	148.86	3,740.00	2,261.81	39.52%
Contractual Services Expenditures					
01-09-53318 MVBA fees	0.00	1,468.83	22,000.00	16,073.90	26.94%
01-09-53319 Municipal Judge/Magistrate	0.00	1,200.00	14,400.00	12,000.00	16.67%
01-09-53320 Prosecutor	0.00	2,235.35	12,000.00	12,608.84	(5.07%)
01-09-53321 Jury Fee	0.00	(29.75)	500.00	49.81	90.04%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-09-53322 Warrant Roundup	0.00	0.00	1,500.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	4,874.43	50,400.00	40,732.55	19.18%
Capital Outlay Expenditures					
01-09-55504 Capital Outlay-Information Technology	0.00	0.00	1,300.00	2,905.97	(123.54%)
Total Capital Outlay Expenditures	0.00	0.00	1,300.00	2,905.97	(123.54%)
Total Municipal Court Expenditures	0.00	13,280.84	133,130.45	107,354.21	19.36%
Administration Expenditures					
Personnel & Benefits Expenditures					
01-11-51000 Salaries-Full Time	0.00	36,063.57	315,122.22	242,657.47	23.00%
01-11-51102 Certification Pay	0.00	138.48	6,810.16	1,015.52	85.09%
01-11-51103 Stipend/Auto Allowance	0.00	415.38	3,599.96	3,046.12	15.38%
01-11-51104 Longevity	0.00	0.00	348.00	348.00	0.00%
01-11-51105 FICA/Medicare Tax	0.00	521.76	4,741.09	3,605.03	23.96%
01-11-51106 Unemployment Tax	0.00	0.00	648.00	648.02	0.00%
01-11-51107 Worker's Compensation	0.00	105.84	1,471.37	779.49	47.02%
01-11-51108 Group Health Insurance	0.00	2,139.53	32,838.24	21,583.61	34.27%
01-11-51109 Retirement/TMRS	0.00	4,285.97	49,045.75	31,081.98	36.63%
Total Personnel & Benefits Expenditures	0.00	43,670.53	414,624.79	304,765.24	26.50%
Supplies Expenditures					
01-11-52000 Office Supplies	0.00	1,122.36	4,000.00	3,821.38	4.47%
01-11-52201 Operating Supplies	0.00	654.13	8,500.00	8,947.45	(5.26%)
01-11-52202 Postage & Shipping	0.00	616.71	3,000.00	2,464.58	17.85%
01-11-52203 Printing	0.00	0.00	11,500.00	8,715.45	24.21%
01-11-52204 Uniforms	0.00	0.00	400.00	0.00	100.00%
01-11-52205 Advertising	0.00	0.00	2,000.00	651.60	67.42%
01-11-52206 Travel & Training	0.00	(85.00)	11,225.00	7,541.47	32.82%
01-11-52207 Dues & Memberships	0.00	407.25	5,580.00	3,692.89	33.82%
01-11-52209 Office Equipment	0.00	0.00	10,200.00	659.17	93.54%
01-11-52212 Flowers/Gifts/Plaques	0.00	0.00	400.00	317.29	20.68%
01-11-52213 Subscriptions & Publications	0.00	0.00	900.00	1,943.17	(115.91%)

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For General Fund (01)

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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-11-52216 Telephone-Mobile	0.00	203.90	2,000.00	1,462.34	26.88%
Total Supplies Expenditures	0.00	2,919.35	59,705.00	40,216.79	32.64%
Contractual Services Expenditures					
01-11-53301 Utilities	0.00	1,500.31	37,000.00	28,252.23	23.64%
01-11-53303 Accounting & Auditor	0.00	0.00	17,000.00	16,000.00	5.88%
01-11-53304 Legal Services	0.00	8,233.50	45,000.00	49,453.75	(9.90%)
01-11-53309 Consultants & Professionals	0.00	660.00	45,000.00	31,385.50	30.25%
01-11-53311 Elections	0.00	0.00	8,500.00	0.00	100.00%
01-11-53312 Denton County Tax	0.00	0.00	22,810.00	19,920.32	12.67%
01-11-53313 Property & Liability Insurance	0.00	13,971.75	52,500.00	51,509.00	1.89%
01-11-53314 Fire Contract	0.00	81,492.58	988,393.03	814,925.80	17.55%
01-11-53325 Janitorial Services	0.00	942.00	11,304.00	9,302.25	17.71%
01-11-53327 Franklin Legal Services	0.00	0.00	4,000.00	62.50	98.44%
01-11-53328 Shredder Services	0.00	0.00	1,000.00	784.29	21.57%
01-11-53329 SPAN	0.00	0.00	1,700.00	1,700.00	0.00%
01-11-53330 Email Hosting Services	0.00	0.00	6,400.00	0.00	100.00%
01-11-53331 Civic Plus	0.00	0.00	4,981.84	4,981.84	0.00%
01-11-53332 Financial Advisory Services	0.00	0.00	3,500.00	0.00	100.00%
01-11-53333 Higginbotham	0.00	77.50	600.00	677.50	(12.92%)
01-11-53335 Bank Fees	0.00	0.00	4,000.00	0.00	100.00%
01-11-53338 YAC	0.00	0.00	2,800.00	3,285.70	(17.35%)
Total Contractual Services Expenditures	0.00	106,877.64	1,256,488.87	1,032,240.68	17.85%
Maintenance Expenditures					
01-11-54400 Facilities Maintenance	0.00	270.00	10,000.00	5,194.32	48.06%
01-11-54402 Vehicle Maintenance	0.00	0.00	100.00	0.00	100.00%
01-11-54406 Software Maintenance	0.00	11,186.18	28,000.00	27,982.95	0.06%
Total Maintenance Expenditures	0.00	11,456.18	38,100.00	33,177.27	12.92%
Capital Outlay Expenditures					
01-11-55504 Capital Outlay-Information Technology	0.00	0.00	2,350.00	2,544.91	(8.29%)
01-11-55506 Capital Outlay-Buildings/Facilities	0.00	0.00	24,000.00	0.00	100.00%

City of Lake Dallas
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Capital Outlay Expenditures	0.00	0.00	26,350.00	2,544.91	90.34%
Total Administration Expenditures	0.00	164,923.70	1,795,268.66	1,412,944.89	21.30%
Police Expenditures					
Personnel & Benefits Expenditures					
01-13-51000 Salaries-Full Time	0.00	110,704.44	954,013.60	749,891.41	21.40%
01-13-51101 Overtime	0.00	2,639.83	30,000.00	26,008.61	13.30%
01-13-51102 Certification Pay	0.00	830.88	6,000.80	5,885.34	1.92%
01-13-51104 Longevity	0.00	0.00	4,854.00	4,038.00	16.81%
01-13-51105 FICA/Medicare Tax	0.00	1,616.00	14,370.86	11,424.29	20.50%
01-13-51106 Unemployment Tax	0.00	0.00	2,754.00	2,801.42	(1.72%)
01-13-51107 Worker's Compensation	0.00	3,028.07	43,427.61	21,397.39	50.73%
01-13-51108 Group Health Insurance	0.00	12,685.23	147,406.44	120,981.61	17.93%
01-13-51109 Retirement/TMRS	0.00	12,976.36	148,664.09	92,474.01	37.80%
01-13-51111 Physicals & Evaluations	0.00	0.00	2,325.00	451.00	80.60%
01-13-51117 Bailiff Fees	0.00	150.00	0.00	1,500.00	0.00%
Total Personnel & Benefits Expenditures	0.00	144,630.81	1,353,816.40	1,036,853.08	23.41%
Supplies Expenditures					
01-13-52000 Office Supplies	0.00	215.98	4,000.00	1,390.88	65.23%
01-13-52201 Operating Supplies	0.00	37.28	6,000.00	3,212.72	46.45%
01-13-52202 Postage & Shipping	0.00	13.55	200.00	70.64	64.68%
01-13-52203 Printing	0.00	0.00	3,600.00	4,298.59	(19.41%)
01-13-52204 Uniforms	0.00	942.74	11,125.00	4,386.81	60.57%
01-13-52205 Advertising	0.00	698.00	800.00	698.00	12.75%
01-13-52206 Travel & Training	0.00	249.00	7,500.00	5,339.25	28.81%
01-13-52207 Dues & Memberships	0.00	315.00	16,415.00	16,610.00	(1.19%)
01-13-52208 Vehicle Fuel	0.00	1,813.52	21,000.00	12,513.67	40.41%
01-13-52209 Office Equipment	0.00	0.00	700.00	0.00	100.00%
01-13-52211 Safety Equipment & Supplies	0.00	0.00	9,358.00	6,171.67	34.05%
01-13-52212 Flowers/Gifts/Plaques	0.00	0.00	1,000.00	475.45	52.46%
01-13-52213 Subscriptions & Publications	0.00	330.00	5,474.00	4,146.74	24.25%
01-13-52216 Telephone-Mobile	0.00	886.38	12,320.00	9,338.98	24.20%

City of Lake Dallas
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-13-52219 Emergency Response Supplies	0.00	0.00	2,000.00	55.15	97.24%
Total Supplies Expenditures	0.00	5,501.45	101,492.00	68,708.55	32.30%
Contractual Services Expenditures					
01-13-53301 Utilities	0.00	415.00	4,980.00	4,150.00	16.67%
01-13-53304 Legal Services	0.00	0.00	6,500.00	1,526.25	76.52%
01-13-53306 Communications	0.00	0.00	51,619.00	51,619.00	0.00%
01-13-53309 Consultants & Professionals	0.00	0.00	7,250.00	6,610.00	8.83%
01-13-53315 Jail Services	0.00	0.00	1,500.00	700.00	53.33%
01-13-53316 SANE Exams	0.00	0.00	2,500.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	415.00	74,349.00	64,605.25	13.11%
Maintenance Expenditures					
01-13-54400 Facilities Maintenance	0.00	0.00	1,600.00	1,350.50	15.59%
01-13-54402 Vehicle Maintenance	0.00	293.94	18,175.00	9,924.28	45.40%
01-13-54403 Equipment Maintenance	0.00	0.00	7,342.00	4,897.67	33.29%
01-13-54406 Software Maintenance	0.00	1,441.25	35,892.00	34,562.54	3.70%
01-13-54410 Property Loss	0.00	0.00	500.00	161.29	67.74%
Total Maintenance Expenditures	0.00	1,735.19	63,509.00	50,896.28	19.86%
Capital Outlay Expenditures					
01-13-55503 Capital Outlay-Vehicles	0.00	0.00	43,000.00	43,048.00	(0.11%)
01-13-55504 Capital Outlay-Information Technology	0.00	0.00	7,800.00	9,029.85	(15.77%)
01-13-55505 Capital Outlay-Heavy Equipment	0.00	0.00	4,532.00	4,542.60	(0.23%)
01-13-55506 Capital Outlay-Buildings/Facilities	0.00	1,275.00	11,705.00	9,094.07	22.31%
01-13-55518 Capital Outlay- Weather Sirens	0.00	0.00	11,500.00	11,837.32	(2.93%)
Total Capital Outlay Expenditures	0.00	1,275.00	78,537.00	77,551.84	1.25%
Debt Service Expenditures					
01-13-56531 Capital Lease Principal	0.00	5,946.68	96,382.00	90,295.91	6.31%
01-13-56532 Capital Lease Interest	0.00	33.67	7,752.39	7,720.06	0.42%
Total Debt Service Expenditures	0.00	5,980.35	104,134.39	98,015.97	5.88%

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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Transfers Expenditures					
01-13-59100 Transfer to Special Revenue Fund	0.00	0.00	5,000.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	5,000.00	0.00	100.00%
Total Police Expenditures	0.00	159,537.80	1,780,837.79	1,396,630.97	21.57%
Library Expenditures					
Personnel & Benefits Expenditures					
01-14-51000 Salaries-Full Time	0.00	7,457.07	64,628.00	52,527.97	18.72%
01-14-51010 Salaries-Part Time	0.00	6,669.60	56,402.74	42,693.98	24.31%
01-14-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-14-51105 FICA/Medicare Tax	0.00	225.37	1,774.66	1,488.20	16.14%
01-14-51106 Unemployment Tax	0.00	120.07	972.00	842.05	13.37%
01-14-51107 Worker's Compensation	0.00	47.01	673.15	324.56	51.78%
01-14-51108 Group Health Insurance	0.00	718.36	8,050.56	6,812.13	15.38%
01-14-51109 Retirement/TMRS	0.00	1,750.89	18,358.59	12,225.27	33.41%
Total Personnel & Benefits Expenditures	0.00	16,988.37	151,003.70	117,058.16	22.48%
Supplies Expenditures					
01-14-52000 Office Supplies	0.00	0.00	1,000.00	937.11	6.29%
01-14-52201 Operating Supplies	0.00	447.96	1,000.00	1,468.49	(46.85%)
01-14-52202 Postage & Shipping	0.00	0.00	1,000.00	339.23	66.08%
01-14-52203 Printing	0.00	0.00	3,300.00	1,967.88	40.37%
01-14-52204 Uniforms	0.00	0.00	250.00	74.95	70.02%
01-14-52205 Advertising	0.00	0.00	2,000.00	1,372.04	31.40%
01-14-52206 Travel & Training	0.00	(303.02)	2,500.00	1,627.53	34.90%
01-14-52207 Dues & Memberships	0.00	0.00	5,000.00	4,896.05	2.08%
01-14-52212 Flowers/Gifts/Plaques	0.00	0.00	100.00	0.00	100.00%
01-14-52215 Library Books/Materials	0.00	1,694.48	20,000.00	11,654.51	41.73%
01-14-52216 Telephone-Mobile	0.00	41.35	540.00	290.71	46.16%
Total Supplies Expenditures	0.00	1,880.77	36,690.00	24,628.50	32.87%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For General Fund (01)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Contractual Services Expenditures					
01-14-53301 Utilities	0.00	297.33	12,750.00	6,305.67	50.54%
01-14-53323 Security System	0.00	72.02	820.00	640.52	21.89%
Total Contractual Services Expenditures	0.00	369.35	13,570.00	6,946.19	48.81%
Maintenance Expenditures					
01-14-54400 Facilities Maintenance	0.00	38.06	2,500.00	1,530.29	38.79%
01-14-54406 IT Maintenance	0.00	842.50	17,700.00	12,493.68	29.41%
Total Maintenance Expenditures	0.00	880.56	20,200.00	14,023.97	30.57%
Capital Outlay Expenditures					
01-14-55506 Capital Outlay-Buildings/Facilities	0.00	932.75	16,000.00	932.75	94.17%
Total Capital Outlay Expenditures	0.00	932.75	16,000.00	932.75	94.17%
Total Library Expenditures	0.00	21,051.80	237,463.70	163,589.57	31.11%
Animal Services Expenditures					
Personnel & Benefits Expenditures					
01-15-51000 Salaries-Full Time	0.00	9,931.36	86,577.60	71,089.83	17.89%
01-15-51010 Salaries-Part Time	0.00	3,134.56	23,804.35	22,277.21	6.42%
01-15-51101 Overtime	0.00	134.64	5,000.00	3,280.82	34.38%
01-15-51104 Longevity	0.00	0.00	144.00	144.00	0.00%
01-15-51105 FICA/Medicare Tax	0.00	182.97	1,673.04	1,382.72	17.35%
01-15-51106 Unemployment Tax	0.00	56.43	810.00	694.61	14.25%
01-15-51107 Worker's Compensation	0.00	415.53	7,211.37	4,165.71	42.23%
01-15-51108 Group Health Insurance	0.00	2,026.59	24,409.08	18,739.67	23.23%
01-15-51109 Retirement/TMRS	0.00	1,459.56	17,307.29	10,812.83	37.52%
Total Personnel & Benefits Expenditures	0.00	17,341.64	166,936.73	132,587.40	20.58%
Supplies Expenditures					
01-15-52000 Office Supplies	0.00	0.00	200.00	291.87	(45.94%)
01-15-52201 Operating Supplies	0.00	175.00	4,500.00	4,229.59	6.01%
01-15-52202 Postage & Shipping	0.00	0.00	50.00	27.70	44.60%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-15-52203 Printing	0.00	0.00	750.00	687.78	8.30%
01-15-52204 Uniforms	0.00	0.00	1,200.00	340.00	71.67%
01-15-52205 Advertising	0.00	0.00	200.00	0.00	100.00%
01-15-52206 Travel & Training	0.00	0.00	2,000.00	1,482.44	25.88%
01-15-52207 Dues & Memberships	0.00	0.00	100.00	0.00	100.00%
01-15-52208 Vehicle Fuel	0.00	45.89	650.00	360.84	44.49%
01-15-52210 Equipment-Field	0.00	0.00	250.00	0.00	100.00%
01-15-52211 Safety Equipment & Supplies	0.00	0.00	100.00	43.46	56.54%
01-15-52212 Flowers/Gifts/Plaques	0.00	0.00	250.00	196.56	21.38%
01-15-52216 Telephone-Mobile	0.00	259.43	456.00	608.40	(33.42%)
01-15-52218 Land Lease	0.00	0.00	1,300.00	1,312.87	(0.99%)
Total Supplies Expenditures	0.00	480.32	12,006.00	9,581.51	20.19%
Contractual Services Expenditures					
01-15-53301 Utilities	0.00	109.22	10,000.00	9,539.02	4.61%
01-15-53309 Consultants & Professionals	0.00	0.00	6,000.00	5,231.82	12.80%
Total Contractual Services Expenditures	0.00	109.22	16,000.00	14,770.84	7.68%
Maintenance Expenditures					
01-15-54400 Facilities Maintenance	0.00	0.00	2,000.00	227.18	88.64%
01-15-54402 Vehicle Maintenance	0.00	0.00	500.00	0.00	100.00%
01-15-54406 Software Maintenance	0.00	185.00	3,800.00	1,884.00	50.42%
Total Maintenance Expenditures	0.00	185.00	6,300.00	2,111.18	66.49%
Capital Outlay Expenditures					
01-15-55504 Capital Outlay-Information Technology	0.00	0.00	1,550.00	1,399.98	9.68%
01-15-55506 Capital Outlay-Buildings/Facilities	0.00	0.00	19,300.00	7,810.56	59.53%
Total Capital Outlay Expenditures	0.00	0.00	20,850.00	9,210.54	55.82%
Total Animal Services Expenditures	0.00	18,116.18	222,092.73	168,261.47	24.24%
Park and Facilities Expenditures					
Personnel & Benefits Expenditures					
01-16-51000 Salaries-Full Time	0.00	3,585.60	31,074.67	33,629.37	(8.22%)

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-16-51101 Overtime	0.00	493.02	2,500.00	2,026.28	18.95%
01-16-51105 FICA/Medicare Tax	0.00	59.14	450.58	951.85	(111.25%)
01-16-51106 Unemployment Tax	0.00	0.00	162.00	304.44	(87.93%)
01-16-51107 Worker's Compensation	0.00	275.12	1,308.24	2,405.17	(83.85%)
01-16-51108 Group Health Insurance	0.00	28.22	8,069.52	405.04	94.98%
01-16-51109 Retirement/TMRS	0.00	285.51	4,661.20	2,004.29	57.00%
Total Personnel & Benefits Expenditures	0.00	4,726.61	48,226.21	41,726.44	13.48%
Supplies Expenditures					
01-16-52000 Office Supplies	0.00	0.00	50.00	0.00	100.00%
01-16-52201 Operating Supplies	0.00	0.00	800.00	122.85	84.64%
01-16-52204 Uniforms	0.00	0.00	500.00	46.48	90.70%
01-16-52206 Travel & Training	0.00	0.00	200.00	0.00	100.00%
01-16-52208 Vehicle Fuel	0.00	249.78	2,500.00	1,595.46	36.18%
01-16-52210 Equipment-Field	0.00	0.00	1,000.00	182.31	81.77%
01-16-52211 Safety Equipment & Supplies	0.00	0.00	250.00	0.00	100.00%
01-16-52212 Flowers/Gifts/Plaques	0.00	0.00	50.00	0.00	100.00%
01-16-52216 Telephone-Mobile	0.00	0.00	200.00	0.00	100.00%
Total Supplies Expenditures	0.00	249.78	5,550.00	1,947.10	64.92%
Contractual Services Expenditures					
01-16-53406 Mowing Contract	0.00	0.00	15,000.00	3,174.29	78.84%
Total Contractual Services Expenditures	0.00	0.00	15,000.00	3,174.29	78.84%
Maintenance Expenditures					
01-16-54402 Vehicle Maintenance	0.00	0.00	100.00	167.06	(67.06%)
01-16-54403 Equipment Maintenance	0.00	0.00	1,500.00	223.91	85.07%
01-16-54405 Park Maintenance	0.00	1,472.15	5,000.00	4,062.43	18.75%
Total Maintenance Expenditures	0.00	1,472.15	6,600.00	4,453.40	32.52%
Capital Outlay Expenditures					
01-16-55503 Capital Outlay-Vehicles	0.00	0.00	55,000.00	51,579.98	6.22%
Total Capital Outlay Expenditures	0.00	0.00	55,000.00	51,579.98	6.22%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Park and Facilities Expenditures	0.00	6,448.54	130,376.21	102,881.21	21.09%
Streets and Drainage Expenditures					
Personnel & Benefits Expenditures					
01-17-51000 Salaries-Full Time	0.00	21,788.13	195,574.93	158,835.34	18.79%
01-17-51101 Overtime	0.00	939.45	3,500.00	5,447.47	(55.64%)
01-17-51102 Certification Pay	0.00	173.07	0.00	946.13	0.00%
01-17-51104 Longevity	0.00	0.00	1,044.00	936.00	10.34%
01-17-51105 FICA/Medicare Tax	0.00	338.70	2,850.98	2,419.67	15.13%
01-17-51106 Unemployment Tax	0.00	5.40	972.00	653.39	32.78%
01-17-51107 Worker's Compensation	0.00	1,547.99	20,502.16	11,561.55	43.61%
01-17-51108 Group Health Insurance	0.00	3,833.20	41,548.20	35,629.31	14.25%
01-17-51109 Retirement/TMRS	0.00	2,465.38	29,492.94	19,749.14	33.04%
01-17-51111 Physicals & Evaluations	0.00	24.00	0.00	170.00	0.00%
Total Personnel & Benefits Expenditures	0.00	31,115.32	295,485.21	236,348.00	20.01%
Supplies Expenditures					
01-17-52000 Office Supplies	0.00	0.00	300.00	0.00	100.00%
01-17-52201 Operating Supplies	0.00	0.00	1,500.00	1,135.14	24.32%
01-17-52204 Uniforms	0.00	0.00	1,200.00	610.46	49.13%
01-17-52206 Travel & Training	0.00	0.00	2,000.00	0.00	100.00%
01-17-52207 Dues & Memberships	0.00	0.00	390.00	0.00	100.00%
01-17-52208 Vehicle Fuel	0.00	458.82	6,500.00	4,422.89	31.96%
01-17-52210 Equipment-Field	0.00	0.00	1,500.00	620.11	58.66%
01-17-52211 Safety Equipment & Supplies	0.00	491.55	2,000.00	606.27	69.69%
01-17-52216 Telephone-Mobile	0.00	127.27	1,850.00	865.43	53.22%
Total Supplies Expenditures	0.00	1,077.64	17,240.00	8,260.30	52.09%
Contractual Services Expenditures					
01-17-53301 Utilities	0.00	182.13	3,500.00	3,412.37	2.50%
01-17-53302 Street Lighting	0.00	0.00	51,500.00	34,978.75	32.08%
01-17-53305 Engineering	0.00	2,239.76	10,000.00	12,365.11	(23.65%)
01-17-53307 Rentals	0.00	93.50	5,000.00	2,025.50	59.49%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For General Fund (01)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
01-17-53348 MS4	0.00	0.00	5,000.00	4,198.72	16.03%
01-17-53349 Traffic Signal Maintenance	0.00	0.00	4,149.76	4,194.96	(1.09%)
Total Contractual Services Expenditures	0.00	2,515.39	79,149.76	61,175.41	22.71%
Maintenance Expenditures					
01-17-54400 Facilities Maintenance	0.00	0.00	400.00	780.02	(95.01%)
01-17-54402 Vehicle Maintenance	0.00	345.33	2,500.00	1,524.51	39.02%
01-17-54403 Equipment Maintenance	0.00	1,040.75	7,000.00	6,251.03	10.70%
01-17-54406 IT Maintenance	0.00	150.00	1,500.00	1,425.00	5.00%
01-17-54408 Tree Maintenance	0.00	0.00	5,000.00	0.00	100.00%
01-17-54417 Sign Maintenance	0.00	0.00	6,000.00	122.11	97.96%
01-17-54422 Drainage Maintenance	0.00	487.12	20,000.00	487.12	97.56%
Total Maintenance Expenditures	0.00	2,023.20	42,400.00	10,589.79	75.02%
Debt Service Expenditures					
01-17-56531 Capital Lease Principal	0.00	0.00	15,346.68	15,346.68	0.00%
01-17-56532 Capital Lease Interest	0.00	0.00	2,369.76	2,369.76	0.00%
Total Debt Service Expenditures	0.00	0.00	17,716.44	17,716.44	0.00%
Total Streets and Drainage Expenditures	0.00	36,731.55	451,991.41	334,089.94	26.08%
Total General Fund Expenditures	\$ 0.00	\$ 446,986.97	\$ 5,122,124.65	\$ 3,907,615.63	23.71%
General Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (213,581.82)	\$ 765.23	\$ 1,011,831.40	(132125.79%)

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Debt Service Fund (04)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
04-00-41006 Property Taxes-Current	0.00	1,829.75	\$ 431,208.00	\$ 437,378.84	(1.43%)
04-00-41007 Property Taxes-Delinquent	0.00	141.18	6,000.00	2,081.94	65.30%
04-00-41009 Property Taxes-P & I	0.00	(282.35)	3,000.00	896.21	70.13%
04-00-47701 Interest Income - I&S	0.00	101.66	7,500.00	4,667.85	37.76%
04-00-49617 CDC Debt Payment Reimbursement	0.00	0.00	235,825.00	0.00	100.00%
Total Undefined Sub-Type Revenues	0.00	1,790.24	683,533.00	445,024.84	34.89%
Total Revenues	0.00	1,790.24	683,533.00	445,024.84	34.89%
Total Debt Service Fund Revenues	\$ 0.00	\$ 1,790.24	\$ 683,533.00	\$ 445,024.84	34.89%

Expenditures**Administration Expenditures****Debt Service Expenditures**

04-11-53124 Debt Issue Costs	0.00	0.00	\$ 0.00	(21,207.12)	0.00%
04-11-56957 2009 CO Bond Principal	0.00	65,000.00	65,000.00	65,000.00	0.00%
04-11-56958 2009 CO Bond Interest	0.00	6,742.50	15,204.00	12,211.41	19.68%
04-11-56965 2008 Street GO Bonds Principal	0.00	55,000.00	55,000.00	55,000.00	0.00%
04-11-56966 2008 Street Bonds Interest	0.00	11,893.25	23,786.00	23,757.26	0.12%
04-11-56974 2012 Refunding Bonds Principal	0.00	0.00	150,000.00	0.00	100.00%
04-11-56975 2012 Refunding Bonds Interest	0.00	0.00	5,847.00	2,923.62	50.00%
04-11-56976 2018 Refunding Bond Principal	0.00	14,700.01	41,977.00	14,700.01	64.98%
04-11-56977 2018 Refunding Bond Interest	0.00	0.00	0.00	17,224.93	0.00%
04-11-56978 2019 CDC Refunding Series Principal	0.00	145,000.00	145,000.00	145,000.00	0.00%
04-11-56979 2019 CDC Refunding Series Interest	0.00	17,281.51	34,563.00	44,558.19	(28.92%)
04-11-56980 2019 GF CO Series Principal	0.00	250,000.00	100,000.00	250,000.00	(150.00%)
04-11-56981 2019 GF CO Series Interest	0.00	32,791.12	42,593.00	44,850.31	(5.30%)
Total Debt Service Expenditures	0.00	598,408.39	678,970.00	654,018.61	3.67%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Debt Service Fund (04)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Administration Expenditures	0.00	598,408.39	678,970.00	654,018.61	3.67%
Total Debt Service Fund Expenditures	\$ 0.00	\$ 598,408.39	\$ 678,970.00	\$ 654,018.61	3.67%
Debt Service Fund Excess of Revenues Over Expenditures	\$ 0.00	\$ (596,618.15)	\$ 4,563.00	\$ (208,993.77)	4680.18%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Community Development Corporation (11)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
11-00-42112 4B Sales Tax	0.00	31,188.38	\$ 360,000.00	\$ 344,839.63	4.21%
11-00-45480 Property Rental Income	0.00	1,000.00	18,000.00	13,903.96	22.76%
11-00-47482 Interest Income - 4B	0.00	261.57	8,000.00	5,573.89	30.33%
Total Undefined Sub-Type Revenues	0.00	32,449.95	386,000.00	364,317.48	5.62%
Total Revenues	0.00	32,449.95	386,000.00	364,317.48	5.62%
Total Community Development Corporation Revenues	\$ 0.00	\$ 32,449.95	\$ 386,000.00	\$ 364,317.48	5.62%

Expenditures**Administration Expenditures****Supplies Expenditures**

11-11-52205 Advertising	0.00	0.00	\$ 6,000.00	0.00	100.00%
11-11-52206 Travel & Training	0.00	0.00	2,000.00	425.00	78.75%
11-11-52207 Dues & Memberships	0.00	0.00	150.00	500.00	(233.33%)
11-11-52213 Subscriptions & Publications	0.00	0.00	0.00	1,500.00	0.00%
Total Supplies Expenditures	0.00	0.00	8,150.00	2,425.00	70.25%

Contractual Services Expenditures

11-11-53301 Utilities	0.00	252.41	11,000.00	7,151.96	34.98%
11-11-53303 Accounting & Auditor	0.00	0.00	3,000.00	3,000.00	0.00%
11-11-53304 Legal Services	0.00	0.00	3,000.00	2,035.00	32.17%
11-11-53335 Bank Fees	0.00	0.00	2,000.00	0.00	100.00%
11-11-53381 CDC Downtown BIG Grants	0.00	0.00	15,000.00	0.00	100.00%
Total Contractual Services Expenditures	0.00	252.41	34,000.00	12,186.96	64.16%

Maintenance Expenditures

11-11-54480 Rental Property Maintenance	0.00	166.00	3,600.00	5,455.41	(51.54%)
Total Maintenance Expenditures	0.00	166.00	3,600.00	5,455.41	(51.54%)

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Community Development Corporation (11)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Capital Outlay Expenditures					
11-11-55520 Capital Outlay-CDC Projects	0.00	0.00	106,500.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	0.00	106,500.00	0.00	100.00%
Transfers Expenditures					
11-11-59111 Transfer to General Fund Parks & Admin	0.00	0.00	72,000.00	0.00	100.00%
11-11-59119 Transfer to Debt Service Fund	0.00	0.00	235,825.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	307,825.00	0.00	100.00%
Total Administration Expenditures	0.00	418.41	460,075.00	20,067.37	95.64%
Total Community Development Corporation Expenditures	\$ 0.00	\$ 418.41	\$ 460,075.00	\$ 20,067.37	95.64%
Community Development Corporation Excess of Revenues	\$ 0.00	\$ 32,031.54	\$ (74,075.00)	\$ 344,250.11	564.73%

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Street Maintenance Sales Tax (20)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

20-00-42115 Sales Tax - Road Maintenance	0.00	15,594.18	\$ 175,750.00	\$ 172,419.78	1.89%
20-00-42117 Contributions for Street Maintenance	0.00	0.00	0.00	17,000.00	0.00%
20-00-47470 Interest Income - Special Revenue DFS	0.00	30.85	2,500.00	3,038.79	(21.55%)
Total Undefined Sub-Type Revenues	0.00	15,625.03	178,250.00	192,458.57	(7.97%)

Total Revenues	0.00	15,625.03	178,250.00	192,458.57	(7.97%)
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Total Street Maintenance Sales Tax Revenues	\$ 0.00	\$ 15,625.03	\$ 178,250.00	\$ 192,458.57	(7.97%)
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Expenditures

Streets and Drainage Expenditures

Maintenance Expenditures

20-17-54403 Equipment Maintenance	0.00	0.00	\$ 5,000.00	1,301.28	73.97%
20-17-54407 Sidewalk Maintenance	0.00	0.00	6,000.00	0.00	100.00%
20-17-54409 Streets Repair Maintenance	0.00	391.00	250,000.00	272,509.12	(9.00%)
Total Maintenance Expenditures	0.00	391.00	261,000.00	273,810.40	(4.91%)

Capital Outlay Expenditures

20-17-55505 Capital Outlay-Heavy Equipment	0.00	0.00	30,000.00	0.00	100.00%
Total Capital Outlay Expenditures	0.00	0.00	30,000.00	0.00	100.00%

Total Streets and Drainage Expenditures	0.00	391.00	291,000.00	273,810.40	5.91%
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Total Street Maintenance Sales Tax Expenditures	\$ 0.00	\$ 391.00	\$ 291,000.00	\$ 273,810.40	5.91%
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Street Maintenance Sales Tax Excess of Revenues Over Ex	\$ 0.00	\$ 15,234.03	\$ (112,750.00)	\$ (81,351.83)	27.85%
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City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Hotel Occupancy Tax (21)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
21-00-43114 Hotel Occupancy Tax	0.00	373.56	\$ 65,000.00	\$ 3,610.66	94.45%
21-00-47470 Interest Income - Special Revenue DFS	0.00	5.73	750.00	284.77	62.03%
Total Undefined Sub-Type Revenues	0.00	379.29	65,750.00	3,895.43	94.08%
Total Revenues	0.00	379.29	65,750.00	3,895.43	94.08%
Total Hotel Occupancy Tax Revenues	\$ 0.00	\$ 379.29	\$ 65,750.00	\$ 3,895.43	94.08%
Expenditures					
Tourism Expenditures					
Personnel & Benefits Expenditures					
21-05-51115 Contract Labor	0.00	0.00	\$ 10,000.00	\$ 1,625.00	83.75%
Total Personnel & Benefits Expenditures	0.00	0.00	10,000.00	1,625.00	83.75%
Supplies Expenditures					
21-05-52203 Printing	0.00	0.00	500.00	0.00	100.00%
21-05-52205 Advertising	0.00	0.00	2,000.00	823.00	58.85%
21-05-52207 Dues & Memberships	0.00	0.00	700.00	358.00	48.86%
21-05-52221 Community Events	0.00	0.00	30,000.00	10,326.55	65.58%
Total Supplies Expenditures	0.00	0.00	33,200.00	11,507.55	65.34%
Total Tourism Expenditures	0.00	0.00	43,200.00	13,132.55	69.60%
Total Hotel Occupancy Tax Expenditures	\$ 0.00	\$ 0.00	\$ 43,200.00	\$ 13,132.55	69.60%
Hotel Occupancy Tax Excess of Revenues Over Expenditur	\$ 0.00	\$ 379.29	\$ 22,550.00	\$ (9,237.12)	140.96%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Court Technology (22)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
22-00-46322 Municipal Court Technology Fees	0.00	1,102.21	\$ 6,500.00	\$ 6,353.84	2.25%
22-00-46343 Local Municipal Court Technology Fund	0.00	0.00	0.00	47.22	0.00%
22-00-47470 Interest Income - Special Revenue DFS	0.00	8.02	400.00	254.74	36.32%
Total Undefined Sub-Type Revenues	0.00	1,110.23	6,900.00	6,655.80	3.54%
Total Revenues	0.00	1,110.23	6,900.00	6,655.80	3.54%
Total Court Technology Revenues	\$ 0.00	\$ 1,110.23	\$ 6,900.00	\$ 6,655.80	3.54%
Expenditures					
Municipal Court Expenditures					
Contractual Services Expenditures					
22-09-53308 Information Technology	0.00	16.09	\$ 11,000.00	\$ 9,485.55	13.77%
Total Contractual Services Expenditures	0.00	16.09	11,000.00	9,485.55	13.77%
Total Municipal Court Expenditures	0.00	16.09	11,000.00	9,485.55	13.77%
Total Court Technology Expenditures	\$ 0.00	\$ 16.09	\$ 11,000.00	\$ 9,485.55	13.77%
Court Technology Excess of Revenues Over Expenditures	\$ 0.00	\$ 1,094.14	\$ (4,100.00)	\$ (2,829.75)	30.98%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Court Security (23)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
23-00-46323 Municipal Court Security Fees	0.00	274.89	\$ 5,500.00	\$ 2,973.27	45.94%
23-00-46341 Local Municipal Court Bldg Security Fund	0.00	1,418.55	0.00	3,559.98	0.00%
23-00-47470 Interest Income - Special Revenue DFS	0.00	16.49	750.00	522.11	30.39%
Total Undefined Sub-Type Revenues	0.00	1,709.93	6,250.00	7,055.36	(12.89%)
Total Revenues	0.00	1,709.93	6,250.00	7,055.36	(12.89%)
Total Court Security Revenues	\$ 0.00	\$ 1,709.93	\$ 6,250.00	\$ 7,055.36	(12.89%)
Expenditures					
Municipal Court Expenditures					
Personnel & Benefits Expenditures					
23-09-51117 Bailiff Fees	0.00	0.00	\$ 3,000.00	70.00	97.67%
Total Personnel & Benefits Expenditures	0.00	0.00	3,000.00	70.00	97.67%
Supplies Expenditures					
23-09-52015 Office Expenses	0.00	143.99	20,000.00	143.99	99.28%
Total Supplies Expenditures	0.00	143.99	20,000.00	143.99	99.28%
Total Municipal Court Expenditures	0.00	143.99	23,000.00	213.99	99.07%
Total Court Security Expenditures	\$ 0.00	\$ 143.99	\$ 23,000.00	\$ 213.99	99.07%
Court Security Excess of Revenues Over Expenditures	\$ 0.00	\$ 1,565.94	\$ (16,750.00)	\$ 6,841.37	140.84%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For LEOSE (24)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
24-00-46324 LEOSE Revenue	0.00	0.00	\$ 1,500.00	\$ 1,518.94	(1.26%)
24-00-47470 Interest Income - Special Revenue DFS	0.00	1.21	25.00	38.86	(55.44%)
Total Undefined Sub-Type Revenues	0.00	1.21	1,525.00	1,557.80	(2.15%)
Total Revenues	0.00	1.21	1,525.00	1,557.80	(2.15%)
Total LEOSE Revenues	\$ 0.00	\$ 1.21	\$ 1,525.00	\$ 1,557.80	(2.15%)
Expenditures					
Police Expenditures					
Supplies Expenditures					
24-13-52206 Travel & Training	0.00	0.00	\$ 5,000.00	\$ 2,447.00	51.06%
Total Supplies Expenditures	0.00	0.00	5,000.00	2,447.00	51.06%
Total Police Expenditures	0.00	0.00	5,000.00	2,447.00	51.06%
Total LEOSE Expenditures	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 2,447.00	51.06%
LEOSE Excess of Revenues Over Expenditures	\$ 0.00	\$ 1.21	\$ (3,475.00)	\$ (889.20)	74.41%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Child Safety (25)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
25-00-46325 Municipal Court Child Safety Fees	0.00	443.68	\$ 8,000.00	\$ 12,052.45	(50.66%)
25-00-47470 Interest Income - Special Revenue DFS	0.00	9.44	400.00	299.30	25.18%
Total Undefined Sub-Type Revenues	0.00	453.12	8,400.00	12,351.75	(47.04%)
Total Revenues	0.00	453.12	8,400.00	12,351.75	(47.04%)
Total Child Safety Revenues	\$ 0.00	\$ 453.12	\$ 8,400.00	\$ 12,351.75	(47.04%)
Expenditures					
Municipal Court Expenditures					
Contractual Services Expenditures					
25-09-53390 Mun Ct Child Safety Program	0.00	0.00	\$ 8,000.00	\$ 5,258.23	34.27%
Total Contractual Services Expenditures	0.00	0.00	8,000.00	5,258.23	34.27%
Total Municipal Court Expenditures	0.00	0.00	8,000.00	5,258.23	34.27%
Total Child Safety Expenditures	\$ 0.00	\$ 0.00	\$ 8,000.00	\$ 5,258.23	34.27%
Child Safety Excess of Revenues Over Expenditures	\$ 0.00	\$ 453.12	\$ 400.00	\$ 7,093.52	(1673.38%)

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Juvenile Case Management (26)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
26-00-46340 Juvenile Case Mgt Fees	0.00	29.70 \$	0.00 \$	226.25	0.00%
26-00-46342 Local Truancy Prevention & Diversion Fun	0.00	1,487.08	0.00	3,780.45	0.00%
26-00-47470 Interest Income - Special Revenue DFS	0.00	55.51	1,000.00	1,758.45	(75.85%)
Total Undefined Sub-Type Revenues	0.00	1,572.29	1,000.00	5,765.15	(476.52%)
Total Revenues	0.00	1,572.29	1,000.00	5,765.15	(476.52%)
Total Juvenile Case Management Revenues	\$ 0.00	\$ 1,572.29	\$ 1,000.00	\$ 5,765.15	(476.52%)
Expenditures					
Municipal Court Expenditures					
Contractual Services Expenditures					
26-09-53396 Mun Ct JCM Program	0.00	0.00 \$	20,000.00 \$	25.00	99.88%
Total Contractual Services Expenditures	0.00	0.00	20,000.00	25.00	99.88%
Transfers Expenditures					
26-09-59001 Transfer to General Fund	0.00	0.00	10,000.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	10,000.00	0.00	100.00%
Total Municipal Court Expenditures	0.00	0.00	30,000.00	25.00	99.92%
Total Juvenile Case Management Expenditures	\$ 0.00	\$ 0.00	\$ 30,000.00	\$ 25.00	99.92%
Juvenile Case Management Excess of Revenues Over Expe	\$ 0.00	\$ 1,572.29	\$ (29,000.00)	\$ 5,740.15	119.79%

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Drug Seizure (27)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

27-00-46327 Seizure Revenue	0.00	0.00	\$ 0.00	\$ 1,856.00	0.00%
27-00-47470 Interest Income - Special Revenue DFS	0.00	2.04	250.00	76.89	69.24%
Total Undefined Sub-Type Revenues	0.00	2.04	250.00	1,932.89	(673.16%)

Total Revenues	0.00	2.04	250.00	1,932.89	(673.16%)
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Total Drug Seizure Revenues	\$ 0.00	\$ 2.04	\$ 250.00	\$ 1,932.89	(673.16%)
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Expenditures

Police Expenditures

Contractual Services Expenditures

27-13-53397 Pub Saf Seizure Program	0.00	5.00	\$ 9,000.00	\$ 6,646.45	26.15%
Total Contractual Services Expenditures	0.00	5.00	9,000.00	6,646.45	26.15%

Total Police Expenditures	0.00	5.00	9,000.00	6,646.45	26.15%
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Total Drug Seizure Expenditures	\$ 0.00	\$ 5.00	\$ 9,000.00	\$ 6,646.45	26.15%
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Drug Seizure Excess of Revenues Over Expenditures	\$ 0.00	\$ (2.96)	\$ (8,750.00)	\$ (4,713.56)	46.13%
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City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
 For Kids N Cops (28)
 For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
28-00-47470 Interest Income - Special Revenue DFS	0.00	3.74	\$ 100.00	\$ 118.94	(18.94%)
28-00-48200 Donations	0.00	0.00	5,000.00	4,959.93	0.80%
Total Undefined Sub-Type Revenues	0.00	3.74	5,100.00	5,078.87	0.41%
Total Revenues	0.00	3.74	5,100.00	5,078.87	0.41%
Total Kids N Cops Revenues	\$ 0.00	\$ 3.74	\$ 5,100.00	\$ 5,078.87	0.41%
Expenditures					
Police Expenditures					
Contractual Services Expenditures					
28-13-53398 Kids N Cops Program	0.00	0.00	\$ 10,000.00	\$ 3,522.91	64.77%
Total Contractual Services Expenditures	0.00	0.00	10,000.00	3,522.91	64.77%
Total Police Expenditures	0.00	0.00	10,000.00	3,522.91	64.77%
Total Kids N Cops Expenditures	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 3,522.91	64.77%
Kids N Cops Excess of Revenues Over Expenditures	\$ 0.00	\$ 3.74	\$ (4,900.00)	\$ 1,555.96	131.75%

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Willow Grove Park (31)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

31-00-45331 Fees - Willow Grove Park	0.00	14,168.16	\$ 100,000.00	\$ 95,992.51	4.01%
31-00-47470 Interest Income - Special Revenue DFS	0.00	16.52	1,200.00	523.77	56.35%
Total Undefined Sub-Type Revenues	0.00	14,184.68	101,200.00	96,516.28	4.63%

Total Revenues

	0.00	14,184.68	101,200.00	96,516.28	4.63%
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Total Willow Grove Park Revenues

\$ 0.00	\$ 14,184.68	\$ 101,200.00	\$ 96,516.28	4.63%
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Expenditures

Park and Facilities Expenditures

Personnel & Benefits Expenditures

31-16-51000 Salaries-Full Time	0.00	0.00	\$ 13,525.00	\$ 0.00	100.00%
31-16-51101 Overtime	0.00	0.00	500.00	0.00	100.00%
31-16-51105 FICA/Medicare Tax	0.00	0.00	196.00	0.00	100.00%
31-16-51106 Unemployment Tax	0.00	0.00	162.00	0.00	100.00%
31-16-51107 Worker's Compensation	0.00	0.00	569.00	0.00	100.00%
Total Personnel & Benefits Expenditures	0.00	0.00	14,952.00	0.00	100.00%

Contractual Services Expenditures

31-16-53304 Legal Services	0.00	0.00	2,000.00	0.00	100.00%
31-16-53324 Security	0.00	3,280.00	8,400.00	6,375.00	24.11%
Total Contractual Services Expenditures	0.00	3,280.00	10,400.00	6,375.00	38.70%

Maintenance Expenditures

31-16-54405 Park Maintenance	0.00	3,831.80	35,000.00	30,627.85	12.49%
Total Maintenance Expenditures	0.00	3,831.80	35,000.00	30,627.85	12.49%

Capital Outlay Expenditures

31-16-55531 Capital Outlay-Park Improvements	0.00	0.00	39,000.00	40,294.15	(3.32%)
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City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Willow Grove Park (31)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Capital Outlay Expenditures	0.00	0.00	39,000.00	40,294.15	(3.32%)
Transfers Expenditures					
31-16-59001 Transfer to General Fund	0.00	0.00	15,000.00	0.00	100.00%
Total Transfers Expenditures	0.00	0.00	15,000.00	0.00	100.00%
Total Park and Facilities Expenditures	0.00	7,111.80	114,352.00	77,297.00	32.40%
Total Willow Grove Park Expenditures	\$ 0.00	\$ 7,111.80	\$ 114,352.00	\$ 77,297.00	32.40%
Willow Grove Park Excess of Revenues Over Expenditures	\$ 0.00	\$ 7,072.88	\$ (13,152.00)	\$ 19,219.28	246.13%

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Animal Rescue (32)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

32-00-47470 Interest Income - Special Revenue DFS	0.00	2.14	\$ 100.00	\$ 67.89	32.11%
32-00-48235 Donations Animal Rescue	0.00	1,460.00	21,000.00	29,494.89	(40.45%)
Total Undefined Sub-Type Revenues	0.00	1,462.14	21,100.00	29,562.78	(40.11%)

Total Revenues	0.00	1,462.14	21,100.00	29,562.78	(40.11%)
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Total Animal Rescue Revenues	\$ 0.00	\$ 1,462.14	\$ 21,100.00	\$ 29,562.78	(40.11%)
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Expenditures

Animal Services Expenditures

Contractual Services Expenditures

32-15-53342 Animal Rescue Expenses	0.00	99.00	\$ 21,000.00	\$ 22,326.58	(6.32%)
Total Contractual Services Expenditures	0.00	99.00	21,000.00	22,326.58	(6.32%)

Total Animal Services Expenditures	0.00	99.00	21,000.00	22,326.58	(6.32%)
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Total Animal Rescue Expenditures	\$ 0.00	\$ 99.00	\$ 21,000.00	\$ 22,326.58	(6.32%)
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Animal Rescue Excess of Revenues Over Expenditures	\$ 0.00	\$ 1,363.14	\$ 100.00	\$ 7,236.20	(7136.20%)
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City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Library Donations (33)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
33-00-47470 Interest Income - Special Revenue DFS	0.00	1.53	\$ 125.00	\$ 75.77	39.38%
33-00-48230 Library Contributions	0.00	102.00	2,000.00	1,871.78	6.41%
Total Undefined Sub-Type Revenues	0.00	103.53	2,125.00	1,947.55	8.35%
Total Revenues	0.00	103.53	2,125.00	1,947.55	8.35%
Total Library Donations Revenues	\$ 0.00	\$ 103.53	\$ 2,125.00	\$ 1,947.55	8.35%
Expenditures					
Library Expenditures					
Contractual Services Expenditures					
33-14-53344 Library Donations Expenses	0.00	1,101.74	\$ 3,000.00	\$ 1,358.96	54.70%
Total Contractual Services Expenditures	0.00	1,101.74	3,000.00	1,358.96	54.70%
Total Library Expenditures	0.00	1,101.74	3,000.00	1,358.96	54.70%
Total Library Donations Expenditures	\$ 0.00	\$ 1,101.74	\$ 3,000.00	\$ 1,358.96	54.70%
Library Donations Excess of Revenues Over Expenditures	\$ 0.00	\$ (998.21)	\$ (875.00)	\$ 588.59	167.27%

City of Lake Dallas
Statement of Revenue and Expenditures

Original Budget
For Park Improvements (34)
For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
34-00-45329 Fees - Park Improvement	0.00	445.24	\$ 1,500.00	\$ 1,490.27	0.65%
34-00-47470 Interest Income - Special Revenue DFS	0.00	0.93	100.00	44.18	55.82%
Total Undefined Sub-Type Revenues	0.00	446.17	1,600.00	1,534.45	4.10%
Total Revenues	0.00	446.17	1,600.00	1,534.45	4.10%
Total Park Improvements Revenues	\$ 0.00	\$ 446.17	\$ 1,600.00	\$ 1,534.45	4.10%
Expenditures					
Park and Facilities Expenditures					
Maintenance Expenditures					
34-16-54405 Park Maintenance	0.00	0.00	\$ 1,500.00	0.00	100.00%
Total Maintenance Expenditures	0.00	0.00	1,500.00	0.00	100.00%
Total Park and Facilities Expenditures	0.00	0.00	1,500.00	0.00	100.00%
Total Park Improvements Expenditures	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	100.00%
Park Improvements Excess of Revenues Over Expenditures	\$ 0.00	\$ 446.17	\$ 100.00	\$ 1,534.45	(1434.45%)

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For Violence Against Women Grant (35)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

35-00-46326 Violence Against Women Grant	0.00	20,404.80	\$ 70,542.00	\$ 58,860.00	16.56%
35-00-49600 Transfer In	0.00	0.00	5,000.00	0.00	100.00%
Total Undefined Sub-Type Revenues	0.00	20,404.80	75,542.00	58,860.00	22.08%

Total Revenues	0.00	20,404.80	75,542.00	58,860.00	22.08%
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Total Violence Against Women Grant Revenues	\$ 0.00	\$ 20,404.80	\$ 75,542.00	\$ 58,860.00	22.08%
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Expenditures

Police Expenditures

Personnel & Benefits Expenditures

35-13-51000 Salaries-Full Time	0.00	6,559.20	\$ 56,319.00	\$ 48,100.80	14.59%
35-13-51101 Overtime	0.00	0.00	0.00	1,516.83	0.00%
35-13-51102 Certification Pay	0.00	34.62	300.00	253.88	15.37%
35-13-51104 Longevity	0.00	0.00	0.00	708.00	0.00%
35-13-51105 FICA/Medicare Tax	0.00	92.37	821.00	709.75	13.55%
35-13-51106 Unemployment Tax	0.00	0.00	162.00	161.99	0.01%
35-13-51107 Worker's Compensation	0.00	183.99	2,593.00	1,403.73	45.86%
35-13-51108 Group Health Insurance	0.00	1,019.91	12,283.00	9,835.79	19.92%
35-13-51109 Retirement/TMRS	0.00	837.42	8,493.00	6,388.91	24.77%
Total Personnel & Benefits Expenditures	0.00	8,727.51	80,971.00	69,079.68	14.69%

Supplies Expenditures

35-13-52201 Operating Supplies	0.00	0.00	1,800.00	0.00	100.00%
35-13-52206 Travel & Training	0.00	0.00	2,243.00	0.00	100.00%
Total Supplies Expenditures	0.00	0.00	4,043.00	0.00	100.00%

Total Police Expenditures	0.00	8,727.51	85,014.00	69,079.68	18.74%
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Total Violence Against Women Grant Expenditures	\$ 0.00	\$ 8,727.51	\$ 85,014.00	\$ 69,079.68	18.74%
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City of Lake Dallas

Statement of Revenue and Expenditures

Page

35

Original Budget

For Violence Against Women Grant (35)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Violence Against Women Grant Excess of Revenues Over E \$	0.00 \$	11,677.29 \$	(9,472.00) \$	(10,219.68)	(7.89%)

City of Lake Dallas

Statement of Revenue and Expenditures

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Original Budget

For General Capital Projects (60)

For the Fiscal Period 2020-10 Ending July 31, 2020

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
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Revenues

Revenues

Undefined Sub-Type Revenues

60-00-49601 Trf from Gen Fd	0.00	152.51	\$ 0.00	\$ 7,784.91	0.00%
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Total Undefined Sub-Type Revenues	0.00	152.51	0.00	7,784.91	0.00%
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Total Revenues	0.00	152.51	0.00	7,784.91	0.00%
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Total General Capital Projects Revenues	\$ 0.00	\$ 152.51	\$ 0.00	\$ 7,784.91	0.00%
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Expenditures

Streets and Drainage Expenditures

Capital Outlay Expenditures

60-17-55517 Capital Outlay Construction	0.00	0.00	\$ 0.00	\$ 709,137.14	0.00%
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Total Capital Outlay Expenditures	0.00	0.00	0.00	709,137.14	0.00%
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Total Streets and Drainage Expenditures	0.00	0.00	0.00	709,137.14	0.00%
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Total General Capital Projects Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 709,137.14	0.00%
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General Capital Projects Excess of Revenues Over Expendi	\$ 0.00	\$ 152.51	\$ 0.00	\$ (701,352.23)	0.00%
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City of Lake Dallas

Statement of Revenue and Expenditures

Original Budget

For the Fiscal Period 2020-10 Ending July 31, 2020

Page

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8/7/2020 11:30am

Account Number		Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$	0.00	\$ 325,256.05	\$ 6,667,414.88	\$ 6,161,746.94	7.58%
Total Expenditures	\$	0.00	\$ 1,063,409.90	\$ 6,916,235.65	\$ 5,775,443.05	16.49%
Total Excess of Revenues Over Expenditures	\$	0.00	\$ (738,153.85)	\$ (248,820.77)	\$ 386,303.89	255.25%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status																		
63842	C	7/9/2020	21	Atmos Energy	\$63.99	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>3037801378--17 - Energy Charges at City Hall June 2020</td><td>01-11-53301</td><td>\$10.48</td></tr><tr><td>4035195643--05 - Energy Charges at Old City Hall June 2020</td><td>01-11-53301</td><td>\$53.51</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	3037801378--17 - Energy Charges at City Hall June 2020	01-11-53301	\$10.48	4035195643--05 - Energy Charges at Old City Hall June 2020	01-11-53301	\$53.51											
Invoice Nbr - Description	GL Account	Amount																						
3037801378--17 - Energy Charges at City Hall June 2020	01-11-53301	\$10.48																						
4035195643--05 - Energy Charges at Old City Hall June 2020	01-11-53301	\$53.51																						
63843	C	7/9/2020	39	Centurylink	\$291.02	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>300006729--11 - Phone and Fax Line Bill for June 2020</td><td>01-11-53301</td><td>\$127.97</td></tr><tr><td>300006727--16 - Phone and Fax Line Bill for June 2020</td><td>01-11-53301</td><td>\$163.05</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	300006729--11 - Phone and Fax Line Bill for June 2020	01-11-53301	\$127.97	300006727--16 - Phone and Fax Line Bill for June 2020	01-11-53301	\$163.05											
Invoice Nbr - Description	GL Account	Amount																						
300006729--11 - Phone and Fax Line Bill for June 2020	01-11-53301	\$127.97																						
300006727--16 - Phone and Fax Line Bill for June 2020	01-11-53301	\$163.05																						
63844	C	7/9/2020	55	City of Corinth	\$81,492.58	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>fdld070122020 - July 2020 Fire Contract Payment</td><td>01-11-53314</td><td>\$81,492.58</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	fdld070122020 - July 2020 Fire Contract Payment	01-11-53314	\$81,492.58														
Invoice Nbr - Description	GL Account	Amount																						
fdld070122020 - July 2020 Fire Contract Payment	01-11-53314	\$81,492.58																						
63845	C	7/9/2020	64	Local Circuit	\$4,686.75	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>2077 - Monthly IT Services</td><td>01-15-54406</td><td>\$185.00</td></tr><tr><td>2061 - Monthly IT Services</td><td>01-14-54406</td><td>\$842.50</td></tr><tr><td>2070 - Monthly IT Services</td><td>01-17-54406</td><td>\$150.00</td></tr><tr><td>2088 - Monthly IT Services</td><td>01-13-54406</td><td>\$1,441.25</td></tr><tr><td>2060 - Monthly IT Services</td><td>01-11-54406</td><td>\$2,068.00</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	2077 - Monthly IT Services	01-15-54406	\$185.00	2061 - Monthly IT Services	01-14-54406	\$842.50	2070 - Monthly IT Services	01-17-54406	\$150.00	2088 - Monthly IT Services	01-13-54406	\$1,441.25	2060 - Monthly IT Services	01-11-54406	\$2,068.00		
Invoice Nbr - Description	GL Account	Amount																						
2077 - Monthly IT Services	01-15-54406	\$185.00																						
2061 - Monthly IT Services	01-14-54406	\$842.50																						
2070 - Monthly IT Services	01-17-54406	\$150.00																						
2088 - Monthly IT Services	01-13-54406	\$1,441.25																						
2060 - Monthly IT Services	01-11-54406	\$2,068.00																						
63846	C	7/9/2020	74	Denton Record-Chronicle	\$119.80	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>06202030 - Posting in DRC about Subdivision Revisions</td><td>01-08-52205</td><td>\$119.80</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	06202030 - Posting in DRC about Subdivision Revisions	01-08-52205	\$119.80														
Invoice Nbr - Description	GL Account	Amount																						
06202030 - Posting in DRC about Subdivision Revisions	01-08-52205	\$119.80																						
63847	C	7/9/2020	76	Discount Tire Company	\$266.00	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>1074363 - Tires for PW Truck</td><td>01-17-54402</td><td>\$266.00</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	1074363 - Tires for PW Truck	01-17-54402	\$266.00														
Invoice Nbr - Description	GL Account	Amount																						
1074363 - Tires for PW Truck	01-17-54402	\$266.00																						
63848	C	7/9/2020	83	Eddie Peacock, PLLC	\$660.00	O																		
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>epplc-1234 - Tax Rate Analysis and FY2019 Audit Adjustments</td><td>01-11-53309</td><td>\$660.00</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	epplc-1234 - Tax Rate Analysis and FY2019 Audit Adjustments	01-11-53309	\$660.00														
Invoice Nbr - Description	GL Account	Amount																						
epplc-1234 - Tax Rate Analysis and FY2019 Audit Adjustments	01-11-53309	\$660.00																						

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status																																								
63849	C	7/9/2020	84	McCreary, Veselka, Bragg & Allen	\$1,468.83	O																																								
<table><tr><td colspan="2">Invoice Nbr - Description</td><td>GL Account</td><td>Amount</td></tr><tr><td colspan="2">217460 - June 2020 Collection Fee</td><td>01-09-53318</td><td>\$1,468.83</td></tr></table>							Invoice Nbr - Description		GL Account	Amount	217460 - June 2020 Collection Fee		01-09-53318	\$1,468.83																																
Invoice Nbr - Description		GL Account	Amount																																											
217460 - June 2020 Collection Fee		01-09-53318	\$1,468.83																																											
63850	C	7/9/2020	91	First Check App Screening	\$24.00	O																																								
<table><tr><td colspan="2">Invoice Nbr - Description</td><td>GL Account</td><td>Amount</td></tr><tr><td colspan="2">18090 - Background Check on CJ McCauley</td><td>01-17-51111</td><td>\$24.00</td></tr></table>							Invoice Nbr - Description		GL Account	Amount	18090 - Background Check on CJ McCauley		01-17-51111	\$24.00																																
Invoice Nbr - Description		GL Account	Amount																																											
18090 - Background Check on CJ McCauley		01-17-51111	\$24.00																																											
63851	C	7/9/2020	94	New Benefits, Ltd	\$304.00	O																																								
<table><tr><td colspan="2">Invoice Nbr - Description</td><td>GL Account</td><td>Amount</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-11-51108</td><td>\$38.00</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-15-51108</td><td>\$19.00</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-17-51108</td><td>\$38.00</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>35-13-51108</td><td>\$9.50</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-09-51108</td><td>\$9.50</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-13-51108</td><td>\$152.00</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-14-51108</td><td>\$9.50</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-15-51108</td><td>\$9.50</td></tr><tr><td colspan="2">nb4400bs-828370 - June 2020 New Benefit Payment</td><td>01-08-51108</td><td>\$19.00</td></tr></table>							Invoice Nbr - Description		GL Account	Amount	nb4400bs-828370 - June 2020 New Benefit Payment		01-11-51108	\$38.00	nb4400bs-828370 - June 2020 New Benefit Payment		01-15-51108	\$19.00	nb4400bs-828370 - June 2020 New Benefit Payment		01-17-51108	\$38.00	nb4400bs-828370 - June 2020 New Benefit Payment		35-13-51108	\$9.50	nb4400bs-828370 - June 2020 New Benefit Payment		01-09-51108	\$9.50	nb4400bs-828370 - June 2020 New Benefit Payment		01-13-51108	\$152.00	nb4400bs-828370 - June 2020 New Benefit Payment		01-14-51108	\$9.50	nb4400bs-828370 - June 2020 New Benefit Payment		01-15-51108	\$9.50	nb4400bs-828370 - June 2020 New Benefit Payment		01-08-51108	\$19.00
Invoice Nbr - Description		GL Account	Amount																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-11-51108	\$38.00																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-15-51108	\$19.00																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-17-51108	\$38.00																																											
nb4400bs-828370 - June 2020 New Benefit Payment		35-13-51108	\$9.50																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-09-51108	\$9.50																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-13-51108	\$152.00																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-14-51108	\$9.50																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-15-51108	\$9.50																																											
nb4400bs-828370 - June 2020 New Benefit Payment		01-08-51108	\$19.00																																											
63852	C	7/9/2020	95	Galls, LLC	\$44.00	O																																								
<table><tr><td colspan="2">Invoice Nbr - Description</td><td>GL Account</td><td>Amount</td></tr><tr><td colspan="2">015686379 - Uniform for Chad</td><td>01-13-52204</td><td>\$44.00</td></tr></table>							Invoice Nbr - Description		GL Account	Amount	015686379 - Uniform for Chad		01-13-52204	\$44.00																																
Invoice Nbr - Description		GL Account	Amount																																											
015686379 - Uniform for Chad		01-13-52204	\$44.00																																											
63853	C	7/9/2020	97	Bureau Veritas North America	\$37,235.57	O																																								
<table><tr><td colspan="2">Invoice Nbr - Description</td><td>GL Account</td><td>Amount</td></tr><tr><td colspan="2">14594-11058--08 - Inspection Services for June 2020</td><td>01-08-53317</td><td>\$2,283.19</td></tr><tr><td colspan="2">14594-11058--08 - Inspection Services for June 2020</td><td>01-00-21140</td><td>\$27,572.77</td></tr><tr><td colspan="2">14594-11058--08 - Inspection Services for June 2020</td><td>01-00-45324</td><td>\$7,379.61</td></tr></table>							Invoice Nbr - Description		GL Account	Amount	14594-11058--08 - Inspection Services for June 2020		01-08-53317	\$2,283.19	14594-11058--08 - Inspection Services for June 2020		01-00-21140	\$27,572.77	14594-11058--08 - Inspection Services for June 2020		01-00-45324	\$7,379.61																								
Invoice Nbr - Description		GL Account	Amount																																											
14594-11058--08 - Inspection Services for June 2020		01-08-53317	\$2,283.19																																											
14594-11058--08 - Inspection Services for June 2020		01-00-21140	\$27,572.77																																											
14594-11058--08 - Inspection Services for June 2020		01-00-45324	\$7,379.61																																											

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status																		
63854	C	7/9/2020	111	Nichols, Jackson, Dillard	\$10,468.85	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>28654 - Legal Services June 2020</td><td>01-11-53304</td><td>\$601.25</td></tr><tr><td>28654 - Legal Services June 2020</td><td>01-11-53304</td><td>\$7,632.25</td></tr><tr><td>28654 - Legal Services June 2020</td><td>01-09-53320</td><td>\$2,235.35</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	28654 - Legal Services June 2020	01-11-53304	\$601.25	28654 - Legal Services June 2020	01-11-53304	\$7,632.25	28654 - Legal Services June 2020	01-09-53320	\$2,235.35						
Invoice Nbr - Description	GL Account	Amount																						
28654 - Legal Services June 2020	01-11-53304	\$601.25																						
28654 - Legal Services June 2020	01-11-53304	\$7,632.25																						
28654 - Legal Services June 2020	01-09-53320	\$2,235.35																						
63855	C	7/9/2020	137	Lake Cities Municipal Utility Authority	\$1,473.69	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>City of LD--17 - Water Bill June 2020</td><td>01-17-53301</td><td>\$75.15</td></tr><tr><td>City of LD--17 - Water Bill June 2020</td><td>01-15-53301</td><td>\$109.22</td></tr><tr><td>City of LD--17 - Water Bill June 2020</td><td>31-16-54405</td><td>\$569.00</td></tr><tr><td>City of LD--17 - Water Bill June 2020</td><td>01-11-53301</td><td>\$573.62</td></tr><tr><td>City of LD--17 - Water Bill June 2020</td><td>01-14-53301</td><td>\$146.70</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	City of LD--17 - Water Bill June 2020	01-17-53301	\$75.15	City of LD--17 - Water Bill June 2020	01-15-53301	\$109.22	City of LD--17 - Water Bill June 2020	31-16-54405	\$569.00	City of LD--17 - Water Bill June 2020	01-11-53301	\$573.62	City of LD--17 - Water Bill June 2020	01-14-53301	\$146.70
Invoice Nbr - Description	GL Account	Amount																						
City of LD--17 - Water Bill June 2020	01-17-53301	\$75.15																						
City of LD--17 - Water Bill June 2020	01-15-53301	\$109.22																						
City of LD--17 - Water Bill June 2020	31-16-54405	\$569.00																						
City of LD--17 - Water Bill June 2020	01-11-53301	\$573.62																						
City of LD--17 - Water Bill June 2020	01-14-53301	\$146.70																						
63856	C	7/9/2020	141	Leisure Interactive, LLC	\$737.58	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>26639 - Reservation Fees for June 2020</td><td>31-16-54405</td><td>\$662.58</td></tr><tr><td>26657 - Annual Service for Membership</td><td>31-16-54405</td><td>\$75.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	26639 - Reservation Fees for June 2020	31-16-54405	\$662.58	26657 - Annual Service for Membership	31-16-54405	\$75.00									
Invoice Nbr - Description	GL Account	Amount																						
26639 - Reservation Fees for June 2020	31-16-54405	\$662.58																						
26657 - Annual Service for Membership	31-16-54405	\$75.00																						
63857	C	7/9/2020	154	Precepts Janitorial Service	\$942.00	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>4998 - Cleaning Services for July 2020</td><td>01-11-53325</td><td>\$942.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	4998 - Cleaning Services for July 2020	01-11-53325	\$942.00												
Invoice Nbr - Description	GL Account	Amount																						
4998 - Cleaning Services for July 2020	01-11-53325	\$942.00																						
63858	C	7/9/2020	161	Tractor Supply Credit Plan	\$69.99	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>6035301104812662--05 - Part for Pound</td><td>01-16-54405</td><td>\$69.99</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	6035301104812662--05 - Part for Pound	01-16-54405	\$69.99												
Invoice Nbr - Description	GL Account	Amount																						
6035301104812662--05 - Part for Pound	01-16-54405	\$69.99																						
63859	C	7/9/2020	169	United Site Services	\$1,107.89	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>114-10554220 - Port a Potty Rental and Cleaning</td><td>31-16-54405</td><td>\$256.39</td></tr><tr><td>114-10383072 - Port a Potty Rental and Cleaning</td><td>31-16-54405</td><td>\$851.50</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	114-10554220 - Port a Potty Rental and Cleaning	31-16-54405	\$256.39	114-10383072 - Port a Potty Rental and Cleaning	31-16-54405	\$851.50									
Invoice Nbr - Description	GL Account	Amount																						
114-10554220 - Port a Potty Rental and Cleaning	31-16-54405	\$256.39																						
114-10383072 - Port a Potty Rental and Cleaning	31-16-54405	\$851.50																						
63860	C	7/9/2020	183	Verizon Wireless	\$1,086.24	O																		
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>9857288818 - June 2020 Phone Bill</td><td>01-11-52216</td><td>\$79.34</td></tr><tr><td>9857288818 - June 2020 Phone Bill</td><td>01-14-52216</td><td>\$41.35</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	9857288818 - June 2020 Phone Bill	01-11-52216	\$79.34	9857288818 - June 2020 Phone Bill	01-14-52216	\$41.35									
Invoice Nbr - Description	GL Account	Amount																						
9857288818 - June 2020 Phone Bill	01-11-52216	\$79.34																						
9857288818 - June 2020 Phone Bill	01-14-52216	\$41.35																						

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				9857288818 - June 2020 Phone Bill	01-17-52216	\$41.35
				9857288818 - June 2020 Phone Bill	01-13-52216	\$844.86
				9857288818 - June 2020 Phone Bill	01-08-52216	\$41.35
				9857288818 - June 2020 Phone Bill	01-15-52216	\$37.99
63861	C	7/9/2020	185	Sarah Farrell		\$595.85 O
		Invoice Nbr - Description		GL Account	Amount	
		0012434198322509--02 - Child Support Payment for 7/1/20 Payroll		01-00-21156	\$595.85	
63862	C	7/9/2020	187	Wex Bank		\$2,608.17 O
		Invoice Nbr - Description		GL Account	Amount	
		66157262 - Vechile Fuel June 2020		01-16-52208	\$249.78	
		66157262 - Vechile Fuel June 2020		01-15-52208	\$45.89	
		66157262 - Vechile Fuel June 2020		01-13-52208	\$1,813.52	
		66157262 - Vechile Fuel June 2020		01-17-52208	\$458.82	
		66157262 - Vechile Fuel June 2020		01-08-52208	\$40.16	
63863	C	7/9/2020	196	Stephanie Berry		\$1,200.00 O
		Invoice Nbr - Description		GL Account	Amount	
		July Pay - Judge Pay for July 2020		01-09-53319	\$1,200.00	
63864	C	7/9/2020	216	Texas First Group		\$1,693.16 O
		Invoice Nbr - Description		GL Account	Amount	
		Cplan 12 - David Gattis Payment 5/18-5/29 Payment		01-08-51000	\$1,693.16	
63865	C	7/9/2020	308	Arentco of Lewisville		\$93.50 O
		Invoice Nbr - Description		GL Account	Amount	
		137059 - Rental of an Auger		01-17-53307	\$93.50	
63866	C	7/9/2020	323	Brenda Hall		\$1,640.00 O
		Invoice Nbr - Description		GL Account	Amount	
		Security--01 - Security for WGP 4th of July Weekend		31-16-53324	\$1,640.00	
63867	C	7/9/2020	384	The Productivity Center, Inc.		\$330.00 O
		Invoice Nbr - Description		GL Account	Amount	

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name		Amount	Status
				ldpd00152520 - TCLEDDS Renewal	01-13-52213	\$330.00	
63868	C	7/9/2020	391	Sara Deville		\$1,110.00	O
				Invoice Nbr - Description	GL Account	Amount	
				Security--01 - Security for WGP 4th of July Weekend	31-16-53324	\$1,110.00	
63869	C	7/9/2020	396	Alan Sawyer		\$350.00	O
				Invoice Nbr - Description	GL Account	Amount	
				Security--01 - Security for WGP 4th of July Weekend	31-16-53324	\$350.00	
63870	C	7/9/2020	429	TML Multistate Intergovernmental Emp Benefits Pool		\$24,823.57	O
				Invoice Nbr - Description	GL Account	Amount	
				C86--08 - July 2020 Health Insurance	01-00-21159	\$2,077.82	
				C86--08 - July 2020 Health Insurance	01-11-51108	\$1,777.32	
				C86--08 - July 2020 Health Insurance	01-08-51108	\$2,483.46	
				C86--08 - July 2020 Health Insurance	01-09-51108	\$1,055.01	
				C86--08 - July 2020 Health Insurance	01-13-51108	\$10,842.03	
				C86--08 - July 2020 Health Insurance	01-14-51108	\$477.74	
				C86--08 - July 2020 Health Insurance	01-15-51108	\$1,751.93	
				C86--08 - July 2020 Health Insurance	35-13-51108	\$936.39	
				C86--08 - July 2020 Health Insurance	01-17-51108	\$3,421.87	
63871	C	7/9/2020	435	Joseph Connor Farrell		\$180.00	O
				Invoice Nbr - Description	GL Account	Amount	
				Security--01 - Security for WGP 4th of July Weekend	31-16-53324	\$180.00	
63872	C	7/9/2020	446	Vantagepoint Transfer Agents-307537		\$1,198.64	O
				Invoice Nbr - Description	GL Account	Amount	
				102760385 - June 2020 ICMA Contribtuion	01-00-21160	\$767.88	
				102760385 - June 2020 ICMA Contribtuion	01-11-51109	\$430.76	
63873	C	7/9/2020	470	Midwest Tape		\$628.02	O
				Invoice Nbr - Description	GL Account	Amount	
				99087115 - Hoopla, Digital Books, Movies, Music, & TV	01-14-52215	\$628.02	

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For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status																								
63874	C	7/9/2020	501	Lawn Butler	\$75.00	O																								
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>27182 - Abatement at 631 S Lake Dallas Drive</td><td>01-08-53507</td><td>\$75.00</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	27182 - Abatement at 631 S Lake Dallas Drive	01-08-53507	\$75.00																				
Invoice Nbr - Description	GL Account	Amount																												
27182 - Abatement at 631 S Lake Dallas Drive	01-08-53507	\$75.00																												
63875	C	7/9/2020	507	Staples Advantage	\$649.02	O																								
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>8058813161 - Office Supplies, Toilet Paper, Face Masks</td><td>01-08-52000</td><td>\$59.45</td></tr><tr><td>8058813161 - Office Supplies, Toilet Paper, Face Masks</td><td>01-11-52000</td><td>\$79.04</td></tr><tr><td>8058745726 - Office Supplies, Toilet Paper, Face Masks</td><td>01-11-52207</td><td>\$299.00</td></tr><tr><td>8058745726 - Office Supplies, Toilet Paper, Face Masks</td><td>01-11-52201</td><td>\$51.40</td></tr><tr><td>8058745726 - Office Supplies, Toilet Paper, Face Masks</td><td>01-11-52000</td><td>\$160.13</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	8058813161 - Office Supplies, Toilet Paper, Face Masks	01-08-52000	\$59.45	8058813161 - Office Supplies, Toilet Paper, Face Masks	01-11-52000	\$79.04	8058745726 - Office Supplies, Toilet Paper, Face Masks	01-11-52207	\$299.00	8058745726 - Office Supplies, Toilet Paper, Face Masks	01-11-52201	\$51.40	8058745726 - Office Supplies, Toilet Paper, Face Masks	01-11-52000	\$160.13								
Invoice Nbr - Description	GL Account	Amount																												
8058813161 - Office Supplies, Toilet Paper, Face Masks	01-08-52000	\$59.45																												
8058813161 - Office Supplies, Toilet Paper, Face Masks	01-11-52000	\$79.04																												
8058745726 - Office Supplies, Toilet Paper, Face Masks	01-11-52207	\$299.00																												
8058745726 - Office Supplies, Toilet Paper, Face Masks	01-11-52201	\$51.40																												
8058745726 - Office Supplies, Toilet Paper, Face Masks	01-11-52000	\$160.13																												
63876	C	7/9/2020	525	Ingram Library Services	\$49.79	O																								
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>20g5770--12 - Library Books for Children</td><td>01-14-52215</td><td>\$49.79</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	20g5770--12 - Library Books for Children	01-14-52215	\$49.79																				
Invoice Nbr - Description	GL Account	Amount																												
20g5770--12 - Library Books for Children	01-14-52215	\$49.79																												
63877	C	7/9/2020	544	ESI Networks	\$442.27	O																								
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>22932 - Wifi Services at WGP</td><td>31-16-54405</td><td>\$442.27</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	22932 - Wifi Services at WGP	31-16-54405	\$442.27																				
Invoice Nbr - Description	GL Account	Amount																												
22932 - Wifi Services at WGP	31-16-54405	\$442.27																												
63878	C	7/9/2020	546	Comptroller of Public Accounts	\$30,784.31	O																								
				<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21120</td><td>\$14,929.88</td></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21120</td><td>\$2,041.32</td></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21133</td><td>\$11,777.77</td></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21133</td><td>\$456.00</td></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21135</td><td>\$614.19</td></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21137</td><td>\$4.27</td></tr><tr><td>2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment</td><td>01-00-21139</td><td>\$105.41</td></tr></table>	Invoice Nbr - Description	GL Account	Amount	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21120	\$14,929.88	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21120	\$2,041.32	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21133	\$11,777.77	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21133	\$456.00	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21135	\$614.19	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21137	\$4.27	2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21139	\$105.41		
Invoice Nbr - Description	GL Account	Amount																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21120	\$14,929.88																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21120	\$2,041.32																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21133	\$11,777.77																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21133	\$456.00																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21135	\$614.19																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21137	\$4.27																												
2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21139	\$105.41																												

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21121 \$655.47	
				2nd Quarter Payment - Quarter Ending in 6/30/2020 Payment	01-00-21131 \$200.00	
63879	C	7/9/2020	555	Clean & Green Car Wash		\$22.00 O
				Invoice Nbr - Description	GL Account	Amount
				316 - PW Car Washes June 2020	01-17-54402	\$22.00
63880	C	7/9/2020	643	Austin Asphalt, Inc		\$391.00 O
				Invoice Nbr - Description	GL Account	Amount
				369597 - Pothole Repair Supplies	20-17-54409	\$391.00
63881	C	7/9/2020	659	Quadient Leasing USA, Inc.		\$544.98 O
				Invoice Nbr - Description	GL Account	Amount
				7900044035080757--02 - Postage for Machine	01-08-52202	\$148.86
				N8365003 - Rental of Postage Machine	01-11-52202	\$98.40
				7900044035080757--02 - Postage for Machine	01-09-52202	\$148.86
				7900044035080757--02 - Postage for Machine	01-11-52202	\$148.86
63882	C	7/9/2020	690	Morneau Shepell		\$144.00 O
				Invoice Nbr - Description	GL Account	Amount
				1209760 - Lifeworks Payment July 2020	01-08-51108	\$14.40
				1209760 - Lifeworks Payment July 2020	01-09-51108	\$4.80
				1209760 - Lifeworks Payment July 2020	01-11-51108	\$14.40
				1209760 - Lifeworks Payment July 2020	01-13-51108	\$71.60
				1209760 - Lifeworks Payment July 2020	01-14-51108	\$4.80
				1209760 - Lifeworks Payment July 2020	01-15-51108	\$9.60
				1209760 - Lifeworks Payment July 2020	01-16-51108	\$4.80
				1209760 - Lifeworks Payment July 2020	01-17-51108	\$14.80
				1209760 - Lifeworks Payment July 2020	35-13-51108	\$4.80
63883	C	7/9/2020	691	Margaret McCarty		\$37.28 O
				Invoice Nbr - Description	GL Account	Amount
				Reimbursement - Reimbursement for Neighborhood Watch Signs	01-13-52201	\$37.28

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For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
63884	C	7/9/2020	692	Christa Shambley	\$11.69	O
Invoice Nbr - Description				GL Account	Amount	
Reimbursement - Summer Reading Program				33-14-53344	\$11.69	
63885	C	7/11/2020	81	Card Service Center	\$5,409.46	O
Invoice Nbr - Description				GL Account	Amount	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52201	\$85.65	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52000	\$169.55	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52201	\$366.10	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				32-15-53342	\$99.00	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				22-09-53308	\$16.09	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-14-53323	\$72.02	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-14-52201	\$325.11	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				33-14-53344	\$1,090.05	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-14-52206	\$1.98	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-14-52201	\$122.85	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-14-53301	\$150.63	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-13-52202	\$13.55	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-08-52204	\$64.88	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-08-52203	\$42.21	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52000	\$257.17	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52207	\$108.25	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52201	\$150.98	
City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020				01-11-52206	(\$85.00)	

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For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	01-17-52211	\$491.55
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	31-16-54405	\$47.99
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	01-13-52206	\$249.00
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	01-13-52207	\$315.00
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	01-13-52205	\$319.00
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	01-13-52000	\$215.98
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	23-09-52015	\$143.99
				City of Lake Dallas--08 - Credit Card Bill 5/21/2020-6/19/2020	01-14-52215	\$575.88
63886	C	7/15/2020	185	Sarah Farrell		\$595.85 O
				Invoice Nbr - Description	GL Account	Amount
				0012434198322509--03 - Child Support Payment for 7/15/2020 Payrun	01-00-21156	\$595.85
63887	C	7/22/2020	695			\$24.98 O
				Invoice Nbr - Description	GL Account	Amount
				22003000031037 - Replacement item from Rolling Hills Library	01-14-52215	\$24.98
63888	C	7/22/2020	697	1n20 Home Service		\$932.75 O
				Invoice Nbr - Description	GL Account	Amount
				City of Lake Dallas - Deposit for Window Purchase at Library	01-14-55506	\$932.75
63889	C	7/22/2020	5	Adams Exterminating Company		\$270.00 O
				Invoice Nbr - Description	GL Account	Amount
				23930--03 - Quartley Spray for Bugs	01-11-54400	\$270.00
63890	C	7/22/2020	8	Aflac		\$803.80 O
				Invoice Nbr - Description	GL Account	Amount
				554543 - Supplemental Insurance August 2020	01-00-21167	\$803.80
63891	C	7/22/2020	18	Anderson's Auto Repair		\$164.94 O
				Invoice Nbr - Description	GL Account	Amount

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For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				70820 - Inspection and Belt Repair	01-13-54402	\$164.94
63892	C	7/22/2020	23	Bee's Keys		\$1,275.00 O
		Invoice Nbr - Description		GL Account	Amount	
		0020003528 - Electronic Lock at PD		01-13-55506	\$1,275.00	
63893	C	7/22/2020	46	Citizens 1st Bank		\$6,078.34 O
		Invoice Nbr - Description		GL Account	Amount	
		58981--14 - P&I for Vehciles for June and July 2020		01-00-21151	\$97.99	
		58981--14 - P&I for Vehciles for June and July 2020		01-13-56532	\$33.67	
		58981--14 - P&I for Vehciles for June and July 2020		01-13-56531	\$5,946.68	
63894	C	7/22/2020	555	Clean & Green Car Wash		\$129.00 O
		Invoice Nbr - Description		GL Account	Amount	
		315 - Car Washes for PD June 2020		01-13-54402	\$129.00	
63895	C	7/22/2020	491	Denton County Criminal District Attorney's Office		\$5.00 O
		Invoice Nbr - Description		GL Account	Amount	
		Case #20-1205-431 - Reamaining Payment for Case #20-1205-431		27-13-53397	\$5.00	
63896	C	7/22/2020	95	Galls, LLC		\$898.74 O
		Invoice Nbr - Description		GL Account	Amount	
		015424437 - Clothes for Greg Noseff		01-13-52204	\$898.74	
63897	C	7/22/2020	101	Half Associates, Inc		\$2,239.76 O
		Invoice Nbr - Description		GL Account	Amount	
		10039906 - Engineering cost of PW		01-17-53305	\$2,239.76	
63898	C	7/22/2020	525	Ingram Library Services		\$195.41 O
		Invoice Nbr - Description		GL Account	Amount	
		20G5770--13 - Books for Childrens, Teens, and Adults		01-14-52215	\$195.41	
63899	C	7/22/2020	696	Interlibrary Loan		\$10.00 O
		Invoice Nbr - Description		GL Account	Amount	
		7.8.20 - Replacement Book		01-14-52215	\$10.00	

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For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
			516103/51680 - Childrens Books	01-14-52215	\$210.40	
63906	C	7/22/2020	131	Omnibase Services of Texas, LP	\$267.47	O
		Invoice Nbr - Description		GL Account	Amount	
		220-105061 - Quartley Fees April-June 2020		01-00-21122	\$267.47	
63907	C	7/22/2020	155	Primacare Medical Centers	\$115.00	O
		Invoice Nbr - Description		GL Account	Amount	
		274965--10 - Drug Screen on Cj McCauley		01-17-51108	\$115.00	
63908	C	7/22/2020	168	Reliant	\$3.64	O
		Invoice Nbr - Description		GL Account	Amount	
		132004736129 - Energy Bill for June 2020		01-11-53301	\$3.64	
63909	C	7/22/2020	694	Republic Services #615	\$175.00	O
		Invoice Nbr - Description		GL Account	Amount	
		0615-000679710A - Pick up for Freezer at Animal Shelter		01-15-52201	\$175.00	
63910	C	7/22/2020	182	Sam's Club	\$270.63	O
		Invoice Nbr - Description		GL Account	Amount	
		6046002009035832--12 - Saintizer, Water, and Cleaning Supplies		01-11-52000	\$270.63	
63911	C	7/22/2020	640	South Star JCB	\$1,040.75	O
		Invoice Nbr - Description		GL Account	Amount	
		w00651 - Equipment Maintenance on JCB Backhoe		01-17-54403	\$1,040.75	
63912	C	7/22/2020	507	Staples Advantage	\$185.84	O
		Invoice Nbr - Description		GL Account	Amount	
		8058887659 - Paper Towels		01-11-52000	\$37.99	
		8058958279 - Paper		01-11-52000	\$147.85	
63913	C	7/22/2020	252	Symbol Arts	\$379.00	O
		Invoice Nbr - Description		GL Account	Amount	
		0354360-in - Advertising Supplies for PD		01-13-52205	\$379.00	

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
63914	C	7/22/2020	595	The Flying Locksmiths	\$212.50	O
				Invoice Nbr - Description	GL Account	Amount
				057-1227433 - Conducted a status of Camera Units onsite at WGP	31-16-54405	\$212.50
63915	C	7/22/2020	553	TML Intergovernmental Risk Pool	\$24,241.25	O
				Invoice Nbr - Description	GL Account	Amount
				3919--04 - Wokers Comp and Property and Liability Insurance 3rd Quarter	01-00-21170	\$10,269.50
				3919--04 - Wokers Comp and Property and Liability Insurance 3rd Quarter	01-11-53313	\$13,971.75
63916	C	7/22/2020	169	United Site Services	\$212.10	O
				Invoice Nbr - Description	GL Account	Amount
				114-10616634 - Port-a-Potty at WGP	31-16-54405	\$212.10
63917	C	7/22/2020	693	Vadim Municipal Software Inc	\$8,786.48	O
				Invoice Nbr - Description	GL Account	Amount
				284526 - Annual Software Payment for Asyst	01-11-54406	\$8,786.48
0001185494-in	E	7/31/2020	630	Discovery Benefits	\$77.50	O
				Invoice Nbr - Description	GL Account	Amount
				0001185494-in - FSA and HSA Management Payment	01-11-53333	\$77.50
0070926061220	E	7/31/2020	41	Charter Communications	\$116.52	O
				Invoice Nbr - Description	GL Account	Amount
				0070926061220 - Cable Bill City Hall	01-11-53301	\$116.52
0070926071220	E	7/31/2020	41	Charter Communications	\$116.52	O
				Invoice Nbr - Description	GL Account	Amount
				0070926071220 - Cable Bill City Hall	01-11-53301	\$116.52
0081154071020	E	7/31/2020	41	Charter Communications	\$106.98	O
				Invoice Nbr - Description	GL Account	Amount
				0081154071020 - Internet at PW yard	01-17-53301	\$106.98
0098463070520	E	7/31/2020	41	Charter Communications	\$750.00	O
				Invoice Nbr - Description	GL Account	Amount

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				0098463070520 - Fiber Services at City Hall	01-11-53301	\$335.00
				0098463070520 - Fiber Services at City Hall	01-13-53301	\$415.00
02047669436	E	7/31/2020	66	Deluxe Business Forms		\$369.45 O
		Invoice Nbr - Description		GL Account	Amount	
		02047669436 - Single Window Envelopes		01-11-52202	\$369.45	
2nd Quarter Unemployment	E	7/31/2020	494	Texas Workforce Commission		\$503.05 O
		Invoice Nbr - Description		GL Account	Amount	
		2nd Quarter Unemployment - 2nd Quarter Unemployment		01-00-21145	\$503.05	
5436167	E	7/30/2020	617	Dental Select		\$1,543.06 O
		Invoice Nbr - Description		GL Account	Amount	
		5436167 - Dental Insurance August 2020		01-11-51108	\$84.39	
		5436167 - Dental Insurance August 2020		01-09-51108	\$28.13	
		5436167 - Dental Insurance August 2020		01-14-51108	\$28.13	
		5436167 - Dental Insurance August 2020		01-08-51108	\$56.26	
		5436167 - Dental Insurance August 2020		01-13-51108	\$421.95	
		5436167 - Dental Insurance August 2020		01-15-51108	\$56.26	
		5436167 - Dental Insurance August 2020		01-17-51108	\$112.52	
		5436167 - Dental Insurance August 2020		35-13-51108	\$28.13	
		5436167 - Dental Insurance August 2020		01-00-21159	\$727.29	
7/1/2020 Contribution	E	7/1/2020	630	Discovery Benefits		\$593.20 O
		Invoice Nbr - Description		GL Account	Amount	
		7/1/2020 Contribution - 7/1/2020 Contribution		01-15-51108	\$38.46	
		7/1/2020 Contribution - 7/1/2020 Contribution		01-00-21164	\$266.15	
		7/1/2020 Contribution - 7/1/2020 Contribution		01-13-51108	\$167.42	
		7/1/2020 Contribution - 7/1/2020 Contribution		01-08-51108	\$69.46	
		7/1/2020 Contribution - 7/1/2020 Contribution		01-14-51108	\$51.71	
7/1/2020 payroll	E	7/1/2020	454	EFTPS		\$9,615.57 O
		Invoice Nbr - Description		GL Account	Amount	
		7/1/2020 Payroll - 7/1/2020 Payroll Taxes		01-00-21152	\$2,215.02	

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
		7/1/2020 Payroll - 7/1/2020 Payroll Taxes		01-00-21151	\$7,400.55	
7/15/2020 Contribution	E	7/15/2020	630	Discovery Benefits	\$593.20	O
		Invoice Nbr - Description		GL Account	Amount	
		7/15/2020 Contribution - 7/15/2020 Contribution		01-14-51108	\$51.71	
		7/15/2020 Contribution - 7/15/2020 Contribution		01-00-21164	\$266.15	
		7/15/2020 Contribution - 7/15/2020 Contribution		01-13-51108	\$167.42	
		7/15/2020 Contribution - 7/15/2020 Contribution		01-08-51108	\$69.46	
		7/15/2020 Contribution - 7/15/2020 Contribution		01-15-51108	\$38.46	
7/15/2020 Payroll Tax	E	7/15/2020	454	EFTPS	\$9,628.45	O
		Invoice Nbr - Description		GL Account	Amount	
		7/15/2020 Payroll Tax - 7/15/2020 Payroll Tax		01-00-21152	\$2,213.62	
		7/15/2020 Payroll Tax - 7/15/2020 Payroll Tax		01-00-21151	\$7,414.83	
7/30/20 payroll taxes	E	7/30/2020	454	EFTPS	\$9,542.93	O
		Invoice Nbr - Description		GL Account	Amount	
		7/30/20 payroll taxes - 7/30/20 payroll taxes		01-00-21152	\$2,195.28	
		7/30/20 payroll taxes - 7/30/20 payroll taxes		01-00-21151	\$7,347.65	
7/30/2020 Contribution	E	7/30/2020	630	Discovery Benefits	\$593.20	O
		Invoice Nbr - Description		GL Account	Amount	
		7/30/2020 Contribution - 7/30/2020 Contribution		01-00-21164	\$266.15	
		7/30/2020 Contribution - 7/30/2020 Contribution		01-13-51108	\$167.42	
		7/30/2020 Contribution - 7/30/2020 Contribution		01-15-51108	\$38.46	
		7/30/2020 Contribution - 7/30/2020 Contribution		01-08-51108	\$69.46	
		7/30/2020 Contribution - 7/30/2020 Contribution		01-14-51108	\$51.71	
dbnpay000204371	E	7/31/2020	248	Dearborn National Life Insurance Company	\$1,684.47	O
		Invoice Nbr - Description		GL Account	Amount	
		dbnpay000204371--01 - STD, LTD, Life Insurance		01-00-21167	\$249.69	
		dbnpay000204371--01 - STD, LTD, Life Insurance		01-00-21153	\$116.65	
		dbnpay000204371--01 - STD, LTD, Life Insurance		35-13-51108	\$41.09	
		dbnpay000204371--01 - STD, LTD, Life Insurance		01-17-51108	\$131.01	
		dbnpay000204371--01 - STD, LTD, Life Insurance		01-16-51108	\$23.42	

Accounts Payable Check Register Report - IB-General Fund-1002007

For The Date Range From 7/1/2020 To 7/31/2020

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				dbnpay000204371--01 - STD, LTD, Life Insurance	01-15-51108	\$64.92
				dbnpay000204371--01 - STD, LTD, Life Insurance	01-14-51108	\$43.06
				dbnpay000204371--01 - STD, LTD, Life Insurance	01-13-51108	\$695.39
				dbnpay000204371--01 - STD, LTD, Life Insurance	01-11-51108	\$225.42
				dbnpay000204371--01 - STD, LTD, Life Insurance	01-08-51108	\$54.05
				dbnpay000204371--01 - STD, LTD, Life Insurance	01-09-51108	\$39.77
July 2020 TMRS Payment	E	7/31/2020	160	TMRS	\$33,672.31	O
				Invoice Nbr - Description	GL Account	Amount
				July 2020 TMRS Payment - July 2020 TMRS Payment	01-00-21155	\$33,672.31
63277	H	7/23/2020	512	Denton County Clerk	\$440.00	O
				Invoice Nbr - Description	GL Account	Amount
				Denton County Clerk - Plat Filings	01-08-53507	\$440.00
					Cleared	\$0.00
					Outstanding	\$340,043.37
					Void	\$0.00

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

The Lake Dallas City Council met in a regular called meeting on July 23, 2020 via video conference, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Mayor Barnhart called the meeting to order at 7:01 p.m.

1. Roll Call

Michael Barnhart	Mayor
Brian Bailey	Councilmember 2
Megan Ray	Councilmember 1
Cheryl McClain	Councilmember 3
Charlie Price	Councilmember 4
Andi Nolan	Councilmember 5

Absent:

Staff Present: City Manager John Cabrales, City Secretary Codi Delcambre, City Attorney Kevin Laughlin, Public Works Superintendent Layne Cline, Police Chief Dan Carolla, Finance Director Michele Sanchez, Director of Library Services Natalie McAdams, Development Services Director Angie Manglaris and Development Services Coordinator Lancine Bentley.

2. Invocation and Pledges of Allegiance

Mayor Barnhart led the invocation and the pledges.

3. Announcements & Special Recognitions.

A. City Manager's Report

City Manager John Cabrales updated the Council regarding COVID-19 for the City, County and State.

1. Presentation to the Rental Registration Program Committee

City Manager John Cabrales thank the meeting of the Rental Registration Program Committee for their dedication and hard work.

4. Citizen Agenda & Public Comments

Mayor Barnhart opened the Visitors/Citizens Agenda.

Lisa BoBo of 731 Thompson, Lake Dallas, Texas.

She stated that she was concerned about duplex that was permit at 734 Thompson Street. She stated that she was concern about how the duplex was approved. Ms. BoBo stated that she did not receive notice about the change. She stated that parking was already a problem. She stated that she would was asking for better communication about this project. Ms. BoBo said that she would like for the speed limits to be lower.

Scott Wilde of 539 Oaklake, Lake Dallas, Texas

He stated that he saw a message posted on facebook encouraging citizens to contact City Council. He stated that he would like to thank City Staff for all of their hard work and dedication to the City. He stated that the staff has done a great job continuing business as usual in the midst of COVID. Mr. Wilde stated that all departments should be treated equally because it takes the entire staff to keep the City running.

Alyssa Runyan (read by staff)

I was very disheartened to hear about the city wanting to decrease the already low library budget. This library does so much for my children beyond checking out books. They provide indoor and outdoor activities for youth and teens, gives free lunches, has fun summer activities and crafts, and so much more. The librarians know my children individually, and my children love to see them at events and activities. The library works tirelessly for our community, and I hope you can give them more thought, and let them keep funding that they deserve. Thank you.

Michelle Moore, 2914 Yukon Dr., Corinth, Texas (read by staff)

I would like to express my gratitude for the services provided by the Lake Dallas Library staff under the leadership of Ms. Natalie McAdams. There have been so many additions to the library programs, such as the STEM activities, new learning computers for students, and of course books. Ms. McAdams has utilized resources to provide top notch learning experiences for patrons and students that rival surrounding programs. This has all been done while maintaining the warmth and familial atmosphere that the library is known for.

I must say that our family has benefited greatly from the children's programming offered, such as Story Time, after school activities, and special events. We were also pleased to see that the remodeling included dedicated teen and children's areas. As one with a background in education, I know how essential public libraries are to the community, especially our student learners. The Summer Reading program offered online as well as the story time and craft videos have been a huge part of summer enrichment in our home. The Lake Dallas Library has been an essential part of our family's choice in academic support.

With the recent changes required in how students and patrons utilize library resources, I was pleased to learn of the inclusion of homeschool resources for those families that need them. This is just another way that your library staff is staying current and leading the way in maintaining a program that is second to none. The inclusion of Zoom classes, whether live or recorded would be a welcome addition to existing program offerings. Funding to support the staff in maintaining this level of excellence is essential because they are essential. It is this kind of commitment from the community as a whole that makes us great.

Amanda Grant, 1526 McCormick St., Denton, Texas (read by staff)

As the mother of a preschooler, and as an advocate for lifelong learning, I regularly use the services offered by the Lake Dallas Public Library. My family enjoys borrowing books, attending events, and watching their online programs.

We have accessed their services more over the last 6 months than ever before. Faced with limited entertainment and educational opportunities, Lake Dallas Public Library has given us a multitude of budget and family friendly options. The librarians have taken the time to get to know my family so that they can best serve us. My child looks forward to reading the books they thoughtfully select for him. I feel empowered as a mother to continue providing education from our home using their resources.

Their outreach efforts (ex. providing meals to children) make me proud to be part of the community. Their services span beyond the doors of their building and our community directly benefits from their kindness and creativity.

I look forward to continuing to utilize their services, especially during the upcoming school year. For the safety of our family, my child will not be attending school in-person. We will heavily rely on library resources. I imagine that will be the same for most families in the coming months.

I know that they will not be able to continue providing what the community not only wants, but absolutely needs, without your support. Providing them with the financial resources necessary for growth is an exemplary investment in our community.

Susan Shambley, 321 Plantation Oak Ave, Lake Dallas, Texas. (read by staff)

I just wanted to take a minute and let the council know how important the library is to our family. We are a full-time homeschooling family and value the library resources available to our community. The staff goes above and beyond to help us any way they can to obtain the resources we need to continue to homeschool with ease. This Summer has been the hardest Summer for many families due to COVID. The Library has come to the rescue with OUTDOOR programming allowing for us to have something fun to do and something to look forward to each week. They have adapted to the current situation and found a way to still provide amazing services to families in our community. They also offer an amazing food program for children providing free lunch each Tuesday through Friday and we have taken advantage of this wonderful program many days. The staff at this library has been nothing short of exceptional to help us navigate this "new normal." They continued with the Summer reading program allowing us curbside service. While many of the other area libraries were shut down completely we continued to be provided with help and support. I am asking the council to please consider increasing the business hours and advertising for this jewel that we have tucked away. I feel they need to have more advertising as many families are still unaware of the amazing resources this library offers. I constantly tell other families in my neighborhood how great the library is and their response is "wow I didn't even know about that program or service" Please consider more funding for the valuable resources the Library offers to all of us in Lake Dallas!

Margie Walker, 3205 Athens Drive, Corinth, Texas. (read by staff)

I wanted to write in support of the Lake Dallas Library. We have lived in Corinth for 4 years and ever since we moved here, we have been able to use the Library and their services. We love going to Storytime and all four of my kids have gone there since my oldest was 4. I love everything that they do for the community. They have some amazing programs for all ages. They do all of this with very little budget. I am amazed. The Library is full of books that my kids are able to check out and enjoy. I love their Summer reading Program that helps our kids to continue to read through the summer. They have STEPPED up to the challenge during the Pandemic and continue to serve and work EVEN harder for the community right now during these difficult times. Also, In the last couple of years, I have seen so much change for the better at the Library. They are constantly looking for ways to improve. They are constantly looking for ways to serve the community. They are always looking for ways to help with the education of everyone in the LAKE CITIES area, NOT just Lake DALLAS! They serve the community, whether they are Library Card Holders or not. I feel like taking away from their budget would be a CRIME! I feel like the Library should be getting MORE of a budget. The goals that the

Library has for 2020 are amazing and will greatly help everyone in the area. I strongly URGE you to reconsider taking budget away from the Library!!

Mikayla Ollie, lives in Kings Manor. (read by staff).

I have lived in Lake Dallas for 3 years now. In the last year I have started utilising the Lake Dallas Library. It is an amazing little place and I wish it were bigger. They have been the only library in the area still providing services to families and children during this pandemic. The new baby bounce program they started in October helped teach my daughter sign language. Their summer Mad Scientist program helped my 9 year old niece become interested in Science while also giving her a chance to practice her writing and comprehension skills, two things that children regress with during the summer months. I have borrowed countless books from them, and my daughter really looks forward to story time because of it. I really look forward to their homeschooling program beginning in the fall. I really love their programs, the staff, and all they do.

I have a few requests. I wish there was my visibility of the library within the community. My husband lived here for most of his life and had no idea what services the library provides. I wish there was a community garden/community compost since the lake cities area doesn't provide a pick up of yard waste like Denton does. And lastly, I wish the library was open more. Having an extra day or a few extra hours would help maybe help the staff build more programs and provide more services.

Adrienne Norvell, 2402 Creekwood, Corinth, Texas. (read by staff)

Thank you so much for your faithful support of the Lake Cities/Lake Dallas Library. My family have been regular patrons for over 20 years. We have also experienced the Denton library system and the Lewisville library. By comparison, we consistently prefer the Lake Dallas Library. The staff is always cheerful, helpful and inquisitive about how to better serve their community. We are pleased with their creativity about how to continue to serve the area during the pandemic. We love seeing great online links, science time, craft time and seeing them meet community needs with daily meal service!

Though the library is small, we often find what we need there, and staff are always helpful to track an item for us through inter library loan. For example - when my daughter was writing her senior thesis and required to find primary sources about her topic from the 1700s, staff helped her locate an ILL book that was a 150 year old compilation of source material from the earlier time period. It was just what we needed and we were amazed that such treasures might be obtained by our hometown library!

In addition, our local Lake Dallas library is consistently compassionate toward the "least of these". They patiently help anyone from children to senior citizens to homeless to those with intellectual disabilities. My oldest daughter has volunteered at LD Library and at Denton library. She is more appreciated at LD and is given much more rewarding tasks. It's a place where she can truly use her gifts and serve others. For that, I'm eternally grateful.

Finally, and most importantly, in this turbulent time, the library is one of the last components of government that is consistently viewed as positive. Even schools today are a place of division yet the library unifies. It's a great face for government! They are consistently reaching and benefitting the lowest and sometimes forgotten segments of our society. We pray that you'll continue to fund and support this great outreach for the betterment of our community.

Amanda Norvell, 2402 Creekwood, Corinth, Texas. (read by staff)

I think the Lake Dallas Library does some very good community service. I'm so glad the library gave me a summer job through Texas Workforce Commission's SEAL (Summer Earn and Learn) Program. I'm glad the Library is always adding new books and movies to their collection. I can't wait until the library is able to open up again! I think the wi-fi hot spots are such a blessing while so many things are moved online, it'll be great for the library to get even more for the coming year. Librarians were available for tutoring students as needed during the spring closures, and I know that helped ease concerns from many students. Since it looks like things may continue online for a while, I think expanding the mobile resources will be very useful. I am so glad for Lake Dallas Library!

Scott Wright, 796 Poplar Ct., Lake Dallas, Texas. (read by staff)

I wanted to take a few moments to share a few things in regards to our Lake Dallas / Lake Cities Library as well as Natalie the library director.

We have five children and have been in Lake Dallas since 2006. We've been actively visiting the library since then as well as attending the craft / story time since then as our children, now 18yrs old down to 18mo's, have grown into and out of the program. We've been there through multiple directors and I have to say that Natalie has been by far the best and most proactive. She is constantly looking for ways to serve the community and help all residents to grow. The farmer's market, story time, baby bounce, summer events, food program, and various fun activities help our people to grow and be better citizens. Between setting up new programs and improving existing ones, she has improved our lives.

The library has such a strong and important role in our lives. We have homeschooled our children for the last 4years and really rely upon the library for activities and social interaction opportunities. Most importantly, the library has served as a central aid in developing our children's love of reading.

I encourage you, our elected officials to prioritize the influence that our local library has and continue to assist Natalie and her staff to reach out and lift up our city / cities.

5. Consider and Act on the Consent Agenda

A. Receive Monthly Budget & Financial Report June 2020.

B. Approval of Minutes of the July 13, 2020 Regular Meeting of the City Council.

C. Consider approval of a Resolution adopting a General Fund Reserve Fund Policy.

Motion: to approve a consent agenda item 5A, 5B and 5C was made by Councilmember Ray and second by Councilmember McClain.

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

Noes: None

Motion Passed 5-0.

6. Consider and Act on a Resolution awarding a contract to Masten Air Conditioning & Heating, Inc. for the replacement of two air conditioning units and duct work at the Animal Shelter.

Motion: to approve a Resolution authorizing an Interlocal Cooperation Agreement with the City of Corinth for fire and emergency medical services was made by Councilmember Nolan and second by Councilmember McClain.

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

Noes: None

Motion Failed 5-0.

7. Consider and Act on a Resolution adopting a new City of Lake Dallas Employee Compensation Plan.

Council discussed the Compensation Study and had concerns about certain grade placement for certain positions. Council also had questions concerning the starting pay for certain positions. Council directed staff to follow up with Paypoint.

Motion: to table any action on a Resolution adopting a new City of Lake Dallas Employee Compensation Plan was made by Councilmember Nolan and second by Councilmember McClain.

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

Noes: None

Motion Failed 5-0.

8. Receive a report and hold a discussion regarding the Fiscal Year (FY) 2019-20 Expenditures and Year End Projections and the Proposed Expenditures for FY 2020-21.

Council received a presentation from Finance Director Michele Sanchez regarding the Fiscal Year (FY) 2019-20 Expenditures and Year End Projections and the Proposed Expenditures for FY 2020-21. No action was taken.

9. Mayor & Council Member Announcements

Charlie Price-

- Review Social Media Policy to including family members of Council and Board and Commission Members.
- Update on 734 Thompson

Cheryl McClain

- Update on the turn lane at 35 and Swisher.
- Update on the abandon signs along the I-35 service road.

- Accessory Building discussion.

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

No closed session.

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

No closed session.

12. Adjournment

Mayor Barnhart adjourned the meeting at 10:01 p.m.

Approved:

Michael Barnhart, Mayor

Attest:

Codi Delcambre, City Secretary



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Angie Manglaris, Director of Development Services

August 13, 2020

**PROFESSIONAL SERVICES AGREEMENT FOR BUILDING PERMIT PLAN REVIEW AND
INSPECTIONS**

DESCRIPTION:

Consider and act on a Resolution authorizing the negotiation and execution of a Professional Services Agreement with Bureau Veritas North America, INC. for the performance of Construction Code Services, Plan Review, and Inspections.

BACKGROUND INFORMATION:

The City is considering a new agreement with Bureau Veritas North America, INC. (BV) to provide code construction services, building plan review and inspections and related professional services for the City of Lake Dallas. BV has provided construction code Services, plan review, and inspections for the City of Lake Dallas since March 2005.

In 2019, BV adopted a new fee schedule in order to comply with H.B 852, which prohibits a municipality from charging building permit inspection fees based on the valuation of a dwelling or the cost of construction/improvements of a dwelling. BV has asked the City to amend Attachment B (Fee Schedule) of the Master Contract for Plan Review and Inspection Services to reflect these changes. The amended fee schedule alters the method residential inspections are billed from based on construction valuation of a project to based on square footage. The amended fee schedule also increases trade permit inspection costs from \$76.00 to \$100.00 per trade inspection.

Since the current agreement with BV dates to 2005, the City Attorney has recommended the City adopt a new Professional Services Agreement with Bureau Veritas North America, INC. rather than amending the 2005 Agreement. The new Professional Services Agreement includes an updated scope of services the City receives and the updated Fee Schedule.

BV provides the City with the following professional services:

Construction Code Services

Bureau Veritas North America, INC is charged with the enforcement of the provisions of the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code.

Plan Review

Non-Structural Plan Review services shall be conducted as required by the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the City. Applicants will be notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of the City. The City has final interpretive authority over all plans and specifications.

Inspections

Inspection services shall be conducted as required by the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Any violations of the Jurisdiction's codes or concealment of any work prior to approval by Bureau Veritas North American, INC. will be reported to the Building Official. The Building Official of the City is the final interpretive authority and the Certificate of Occupancy will be issued at the discretion of the City.

The proposed Professional Service Agreement is effective immediately. Either party may terminate the Services under this Agreement other than by reason of default, at any time, by sending written notice thereof thirty (30) days in advance of the termination date.

FINANCIAL CONSIDERATION:

There is no financial impact to the taxpayers of the City of Lake Dallas. Section 22-424 (e) of the Code of Ordinances states all building permit fees shall be set forth in the City's Master Fee Schedule. The City of Lake Dallas Master Fee Schedule charges a Building Permit Plan Review Fee and a Building Permit Fee which are used to pay Bureau Veritas North American, INC. for their services.

RECOMMENDED MOTION:

I make a motion to **approve/deny** a Resolution authorizing the City Manager to negotiate and enter into a Professional Services Agreement with Bureau Veritas North America, INC. for the performance of Construction Code Services, Plan Review, and Inspections.

Attachments:

1. Draft Resolution
2. Professional Services Agreement

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 08132020-_____**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT WITH BUREAU VERITAS NORTH AMERICA, INC. ADOPTING FEES FOR BUILDING PERMIT PLAN REVIEW AND INSPECTION SERVICES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on or about August 3, 2005, the City of Lake Dallas (“City”) entered into an agreement with Bureau Veritas North America, Inc. (formerly known as Graham Marcus, Inc.)(“BV”) to perform plan review and inspection services for the City relating to buildings and other improvements constructed within the City of Lake Dallas (the “Agreement”); and

WHEREAS, the Agreement was amended on or about June 12, 2019, to provide for changes in the fees charged by BV for inspection of residential construction to address changes in state law; and

WHEREAS, City Administration, with the concurrence of BV, has negotiated a new agreement with BV to provide plan review and inspection services; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in the public interest to enter into such agreement.

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

SECTION 1. The City Manager is authorized to negotiate and sign on behalf of the City an agreement with BV for building plan review and inspection services in the form substantially as presented to the City Council at this meeting.

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

1 PASSED AND APPROVED this the 13th day of August 2020.

ATTEST:

APPROVED:

Codi Delcambre, TRMC, City Secretary

Michael Barnhart, Mayor

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/6/2020:117156)

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into effective 2020, by and between Bureau Veritas North America, Inc., (herein called "BVNA"), a Delaware corporation, and the City of Lake Dallas, (herein called "Client"), a Texas home rule municipality. BVNA and Client are referred to hereafter collectively as "the Parties" or individually as "Party."

RECITALS

WHEREAS, Client desires that BVNA provide independent professional services for Client under the terms of this Agreement;

WHEREAS, BVNA represents that it is a professional independent consulting firm and is willing and able to perform such services upon terms and conditions hereinafter set forth;

WHEREAS, all services will be conducted in accordance with these terms and conditions and the agreed upon Scope of Services and Fee Schedule the forms of which are attached as Attachments "A" and "B" respectively.

NOW, THEREFORE, in consideration of the foregoing and of the benefits to each of the Parties accruing, the Parties agree as follows:

AGREEMENT

1. **Scope of Services.** During the term of this Agreement, Client may call upon BVNA to perform specific work from the scope to be defined per project in accordance with the agreed upon fees. Individual projects may be delineated via a specific proposal in accordance with the terms and conditions set forth in this Agreement. BVNA agrees to furnish services in compliance with this Agreement and the following documents which are incorporated by reference and made a part hereof. No subsequent amendment to this Agreement shall be binding on either Party unless reduced to writing and signed by an authorized Representative of both Parties. Any pre-printed forms including, but not limited to: purchase orders, shipping instructions, or sales acknowledgment forms of either Party containing terms or conditions at variance with or in addition to those set forth herein shall not in any event be deemed to modify or vary the terms of this Agreement.

2. **Term.** This Agreement shall remain in effect from the Effective Date of the Agreement unless terminated by written notice to the other Party at least thirty (30) days prior to termination.

3. **Compensation.** Client shall pay, and BVNA shall accept in full consideration for the performance of the Services, the sum of the reimbursable costs submitted per proposal in accordance with the agreed upon fee schedule per project.

4. **Terms of Payment.** BVNA shall invoice Client and Client shall pay to BVNA for its consulting services as follows:

- (a) Fees and all other charges will be billed to Client monthly.
- (b) If the invoice is not paid on or before the thirtieth (30th) day after the date such invoice is received by Client, Client shall be liable to BVNA for a late charge accruing from the 31st day after Client receives the invoice to the date of payment at the lower of eighteen (18) percent per annum or the maximum rate allowed by law to be paid by Texas municipalities for late payments.
- (c) If Client fails to pay any invoice fully within thirty (30) days after the date such payment is due, BVNA may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to suspend or terminate performance of services immediately following written notice from BVNA to Client. Notwithstanding any such suspension or termination of services, Client shall pay BVNA for all services rendered by BVNA up to the date of suspension or termination of services plus all interest, termination costs and reasonable expenses incurred by BVNA. Client shall reimburse BVNA for all reasonable costs and expenses of collection, including reasonable attorney's fees.

- (d) BVNA may adjust the fees set forth in Attachment B hereto to be effective on the anniversary of the Effective Date. BVNA shall provide written notice to Client of any proposed fee adjustment not later than ninety (90) days prior to the effective date of such adjustment. Failure of BVNA to timely provide the notice of the proposed fee adjustment to Client shall result in the forfeiture of BVNA's right to adjust fees until the next subsequent anniversary of the Effective Date.

5. **Responsibilities of Client.** Client shall, at such times as may be reasonably required by BVNA for the successful and continuous prosecution of the services set forth in Attachment A (referred to as "Services"), do the following:

- (a) Where the performance of the Services require BVNA's presence on Client's premises, provide adequate space on or in the immediate vicinity of where the Services are to be performed ("Site") to accommodate BVNA's needs;
- (b) Provide and maintain suitable access to the Site for BVNA's personnel, equipment and materials;
- (c) Supply permits and licenses required to be taken out in Client's name which are necessary to the completion of the Services;
- (d) Appoint an individual hereafter referred to as "Client's Project Manager" who shall be authorized to act on behalf of Client and with whom BVNA may consult at reasonable times.

6. **Ownership of Documents.** All plans, studies, documents and other writings prepared by BVNA, its officers, Employees, agents and subcontractors in the course of implementing this Agreement shall be the property of Client. Notwithstanding the foregoing to the contrary, Client acknowledges that all intellectual property rights related to the performance of the Agreement, including but not limited to the names, service marks, trademarks, inventions, logos and copyrights of BVNA and its affiliates, (collectively, the "**Rights**") are and shall remain the sole property of BVNA or its affiliates and shall not be used by Client, except solely to the extent that Client obtains the prior written approval of BVNA and then only in the manner prescribed by BVNA. If BVNA terminates the Agreement in accordance with the provisions of Article 17 below, any such license granted by BVNA to Client shall automatically terminate.

7. **Use of Data or Services.** BVNA shall not be responsible for any loss, liability, damage, expense or cost arising from any use of BVNA's analyses, reports, certifications, advice or reliance upon BVNA's services, which is contrary to, or inconsistent with, or beyond the provisions and purposes set forth therein or included in these Terms and Conditions. Client understands and agrees that BVNA's analyses, reports, certifications and services shall be and remain the property of BVNA and shall be used solely by Client, and only Client is allowed to rely on such work product. Client recognizes that data, documents, or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, any electronic documents provided to Client are for informational purposes only and are not intended as an end-product. BVNA makes no warranties, either expressed or implied, regarding the fitness or suitability of the electronic documents. Accordingly, Client agrees to waive any and all claims against BVNA and BVNA's Consultants relating in any way to the unauthorized use, reuse or alteration of the electronic documents.

8. **Relationship of Parties.** BVNA is an independent contractor, and nothing contained herein shall be construed as constituting any other relationship with Client, nor shall it be construed as creating any relationship whatsoever between Client and BVNA's employees. BVNA shall not be entitled, under this Agreement or otherwise, to any of the benefits under any employee benefit plan which Client or its affiliates or subsidiaries presently has in effect or may put into effect; nor will BVNA be considered an employee for purposes of any tax or contribution levied by any federal, state or local government. BVNA has sole authority and responsibility to hire, fire and otherwise control its employees, and neither BVNA nor any of its employees are employees of Client. BVNA agrees to comply with laws, rules, regulations and ordinances applicable to it as an employer.

9. **Standard of Care.** BVNA REPRESENTS THAT THE SERVICES, FINDINGS, RECOMMENDATIONS AND/OR ADVICE PROVIDED TO CLIENT WILL BE PREPARED, PERFORMED, AND RENDERED IN ACCORDANCE WITH PROCEDURES, PROTOCOLS AND PRACTICES ORDINARILY EXERCISED BY PROFESSIONALS IN BVNA'S PROFESSION FOR USE IN SIMILAR ASSIGNMENTS, AND PREPARED UNDER SIMILAR CONDITIONS AT THE SAME TIME AND LOCALITY. CLIENT ACKNOWLEDGES AND AGREES THAT BVNA HAS MADE NO OTHER IMPLIED OR EXPRESSED REPRESENTATION, WARRANTY OR CONDITION WITH RESPECT TO THE SERVICES, FINDINGS,

RECOMMENDATIONS OR ADVICE TO BE PROVIDED BY BVNA PURSUANT TO THIS AGREEMENT.

10. Indemnity. CLIENT SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF BVNA PURSUANT TO THIS AGREEMENT. BVNA HEREBY WAIVES ALL CLAIMS AGAINST CLIENT, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS THE “CLIENT PARTIES”) FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CLIENT PARTIES. BVNA AGREES TO INDEMNIFY AND SAVE HARMLESS THE CLIENT PARTIES FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS’ FEES AND COSTS OF INVESTIGATION) AND ACTIONS BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE BVNA’S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY ACT OR OMISSION ON THE PART OF BVNA, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO SOLE NEGLIGENCE OF ONE OR MORE OF THE CLIENT PARTIES). IF ANY ACTION OR PROCEEDING SHALL BE BROUGHT BY OR AGAINST ONE OR MORE OF THE CLIENT PARTIES IN CONNECTION WITH ANY SUCH LIABILITY OR CLAIM, BVNA, ON NOTICE FROM CLIENT, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT BVNA’S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO CLIENT. BVNA’S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY BVNA UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

BVNA SHALL INDEMNIFY CLIENT FOR ANY FINES AND LEGAL FEES INCURRED BECAUSE EMPLOYEES, AGENTS, OR WORKERS SUPPLIED BY BVNA ARE NOT AUTHORIZED TO WORK IN THE UNITED STATES..

11. Consequential and Punitive Damages. Neither BVNA nor Client shall be liable under any circumstances for loss of profits, loss of product, consequential damages of any kind, indirect damages of any kind or special damages of any kind to the other Party, or to any third party. No punitive or exemplary damages of any kind shall be recoverable against either Party under any circumstances.

12. Insurance. BVNA, at BVNA’s own cost and expense, shall procure and maintain, for the term of this Agreement, the following insurance Policies with insurers possessing a Best’s rating of no less than A:VII:

- (a) **Workers’ Compensation Coverage:** BVNA shall maintain Workers’ Compensation and Employer’s Liability Insurance for its employees in accordance with the laws of the state where the services are being performed. Any notice of cancellation or non-renewal of all Workers’ Compensation policies will be sent to Client in accordance with the policy provisions.
- (b) **General Liability Coverage:** BVNA shall maintain Commercial General Liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- (c) **Automobile Liability Coverage:** BVNA shall maintain Automobile Liability insurance covering bodily injury and property damage for activities of BVNA employee arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- (d) **Professional Liability Coverage:** BVNA shall maintain Professional Errors and Omissions Liability for protection against claims alleging negligent acts, errors or omissions which may arise from BVNA’s services under this Agreement. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis.

BVNA shall cause endorsements to be issued that (i) name Client as additional insured and other parties that Client

deems appropriate to be additionally insured under BVNA's Commercial General Liability policy and Automobile Liability policy, if requested to do so by Client, (ii) waive subrogation against Client, and (iii) require notification of Client with respect to any termination of a policy or reduction in coverage limits below the amounts set forth above not later than thirty (30) days prior to the date of such termination or reduction; provided, however, notices of cancellation relating to non-payment shall be given not later than the earliest date allowed by law. Client, on its own behalf and on the behalf of any others that are named as additionally insured at Client's request, agrees that providing such insurance or the additional insured endorsement shall in no way be construed as an assumption by BVNA of any liability for the negligence or willful misconduct or any wrongful behavior on the part of Client or others that are named additionally insured.

13. **Cause of Action.** If Client makes a claim against BVNA, for any alleged error, omission, or other act arising out of the performance of its professional services and to the extent the Client fails to prove such claim, then the Client shall pay all costs including attorney's fees incurred by BVNA in defending the claim. Any cause of action brought against BVNA shall be brought within one (1) year of the work or services performed under this Agreement.

14. **Compliance with Laws.** BVNA shall use the standard of care in its profession to comply with all applicable Federal, State and local laws, codes, ordinance and regulations in effect as of the date services provided.

15. **Resolution of Disputes.** All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, except those disputes which arise out of or are related to collection matters or fees alone under this Agreement, (collectively "Disputes") shall be submitted to non-binding mediation before and as a condition precedent to the initiation of legal proceedings. In no event shall any Disputes be subject to binding arbitration. Upon written request by either Party for mediation of any dispute, Client and BVNA shall select a neutral mediator by agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other Party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by Client and BVNA within ten (10) calendar days, a mediator shall be chosen as specified in the Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the Parties may agree.

16. **Choice of Forum.** This Agreement shall be governed by and construed in accordance with the laws of the state of Texas. Venue for any suit between the Parties arising from or related to this Agreement shall be in a state court of competent jurisdiction located in Denton County, Texas, the personal jurisdiction to which the Parties agree to submit.

17. a. **Termination for Convenience.** Either Party may terminate the Services under this Agreement other than by reason of default, at any time, by sending written notice to the other Party not later than thirty (30) days in advance of the termination date. Upon such termination, Client shall pay BVNA for the Services performed to and including the date of termination.

b. **Termination for Cause.** BVNA may suspend or terminate the Services under this Agreement for cause upon thirty (30) days written notice to Client in the event Client fails to substantially perform Client's obligations under this Agreement. . Client may suspend or terminate the Services under this Agreement for cause upon thirty (30) days written notice to BVNA in the event BVNA fails to substantially perform BVNA's obligations under this Agreement. Such failure shall include, but is not limited to, BVNA's failure to perform the Services under this Agreement in accordance with the standard of care set forth in this Agreement. Upon receipt of written notice, the receiving Party shall have thirty (30) days to cure the failure. In the event either Party terminates this Agreement for cause and it is later determined or agreed that the non-terminating Party had not failed to substantially perform its obligations under the Agreement, the termination shall be treated as a termination for convenience.

c. **Termination by Client.** If the Client terminates this Agreement without cause, the Client shall have two options concerning work and assignments that are in-progress. Client shall select from: (1) Allowing BVNA the opportunity to complete all work and assignments in-progress that may be completed by another provider after the effective date of BVNA's termination; or (2) Providing BVNA with a complete and unconditional release from any and all liability and indemnification requirements regarding all work and assignments that remain in-progress upon BVNA's termination effective date. In the event that Client is silent on termination or does not make an affirmative selection, option (2) providing BVNA with a complete and unconditional release from any and all liability and indemnification requirements will be the default and active selection.

d. **Termination by BVNA.** If BVNA terminates without cause, BVNA will provide client with a thirty (30) day transition period from the notice of termination to allow Client sufficient time to secure a new Service Provider. During this transition period, BVNA and Client's responsibilities under this Agreement will remain in full force and effect. At the end of the thirty (30) day transition period, BVNA will cease all activities. In the event Client requests BVNA continue to provide any Services beyond the expiration of the transition period, including any extensions, then BVNA and Client may negotiate in good faith terms of any such extension, including the pricing of Services.

18. **Force Majeure.** A delay in, or failure of, performance of either Party hereto shall not constitute a default hereunder or give rise to any claim for damage if and to the extent such delay or failure is caused by (an) occurrence(s) beyond the reasonable control of the Party affected, including, but not limited to, act(s) of God, or the public enemy, expropriation or confiscation of facilities or compliance with any order or request of governmental authority or person(s) purporting to act therefore affecting to a degree not presently existing the supply, availability, or use of engineering personnel or equipment, act(s) of war, public disorder(s), insurrection(s), rebellion(s), or sabotage, flood(s), riot(s), strike(s), pandemic(s) or any cause(s), whether or not of the class or kind of those specifically named above, not within the reasonable control of the Party affected, and which, by the exercise of reasonable diligence, said Party is unable to prevent. A Party who is prevented from performing for any reason shall immediately notify the other Party in writing of the cause of such non-performance and the anticipated extent of the delay.

19. **Audit.** Client shall have the right during the course of the Work and until one (1) year after acceptance of the Services to audit BVNA's books and records relating to the costs to be reimbursed pursuant to Article 3. BVNA shall, during the progress of the Services, provide Client with evidence of payment for and records of receipt of materials, supplies and equipment as they become available and are presented for payment, together with such other data as Client may reasonably request.

20. **Remedies.** The obligations and remedies provided herein are exclusive and in lieu of any other rights or remedies available at law or in equity.

21. **Waiver.** No failure on the part of either Party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that Party may have hereunder.

22. **Written Notification.** Any notice, demand, request, consent, approval or communication that either Party desires or is required to give to the other Party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other Party at the address set forth herein below. Either Party may change its address by notifying the other Party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to Client:

City of Lake Dallas, Texas
Attn: City Manager
212 Main Street
Lake Dallas, Texas 75065

With cc to:

Kevin B. Laughlin
Nichols, Jackson, Dillard, Hager & Smith, LLP
500 N. Akard, Suite 1800
Dallas, Texas 75201

If to BVNA:

Bureau Veritas North America, Inc.
Attn: Contract Processing
1000 Jupiter Road, Suite 800
Plano, TX 75074

With cc to:

Bureau Veritas North America, Inc.
Attention: Legal Department
1601 Sawgrass Corporate Parkway, Suite 400
Fort Lauderdale, FL 33323

23. Confidential Information. Neither Party shall disclose information identified as confidential to anyone except those individuals who need such information to perform the Services; nor should either Party use such confidential information, except in connection with the Work, the performance of the Services or as authorized by the other Party in writing. Regardless of the term of this Agreement, each Party shall be bound by this obligation until such time as the confidential information shall become part of the public domain. Confidential information shall not include information which is either: (i) known to the public; (ii) was known to the receiving Party prior to its disclosure; or (iii) received in good faith from a third Party. If either Party is required to produce information by valid subpoena or Court order, Parties agree to first provide prompt notice to other Party in order to allow the Party to seek a protective order or other appropriate remedy. This shall not prevent either Party from disclosing information to the extent reasonably necessary to substantiate a claim or defense in any adjudicatory proceeding.

24. Public Information Act. BVNA understands and acknowledges that information received by Client from BVNA may constitute and documents or other information created or received by BVNA pursuant the performance of the Services pursuant to this Agreement may constitute “public information” as that phrase is defined in the Texas Public Information Act (Texas Government Code §§552.001 et. seq., or “the Act”) and may be subject to disclosure subject to a written request delivered to Client pursuant to the Act. Upon request by Client, and within the time requested, BVNA shall forward to Client copies of documents and other information in the possession BVNA that are responsive to a request for public information under the Act. If Client receives a request for public information pursuant to the Act which includes within its scope BVNA information which is considered by BVNA to be confidential, Client agrees to notify BVNA of such request in accordance with applicable provisions of the Act. BVNA shall, at BVNA’s cost, be solely responsible for asserting arguments to the Office of the Attorney General of the State of Texas pursuant to §552.305(b) of the Act regarding the reason(s) BVNA’s information is exempt from disclosure to the public under the provisions of the Act and for filing any and all subsequent appeals relating to an opinion of the Texas Attorney General that requires disclosure of BVNA’s information. Other than notifying BVNA of the request for BVNA’s confidential information as provided in §552.305(d) of the Act, Client may, but shall be under no obligation to submit arguments to the Texas Attorney General relating to reasons BVNA’s confidential information is exempt from required release to the public.

25. Miscellaneous. This Agreement constitutes the entire agreement between the Parties and shall supersede other agreements and representations made prior to the date hereof. No amendments to this Agreement or changes in the Scope of the Services shall be valid unless made in writing and signed by the Parties. . The captions in this Agreement are for purposes of convenience only, form no part of this Agreement, and in no event shall they be deemed to limit or modify the text of this Agreement. The invalidity or unenforceability of any portion(s) or provision(s) of this Agreement shall in no way affect the validity or enforceability of any other portion(s) or provision(s) hereof. Any invalid or unenforceable provision(s) shall be severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain a particular portion(s) or provision(s) held to be invalid or unenforceable.

26. Expert Witness. BVNA’s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay BVNA’s legal expenses, administrative costs and fees pursuant to BVNA’s then current fee schedule for BVNA to respond to any subpoena.

27. Prevailing Wage. This Agreement and any proposals hereunder specifically exclude compliance with any project labor agreement or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of the proposal, this Agreement and any proposals hereunder specifically exclude compliance with any State or Federal prevailing wage law or associated requirements, including the Davis Bacon Act. Due to the professional nature of its services, BVNA is generally exempt from the Davis Bacon Act and other prevailing wage schemes. It is agreed that no applicable prevailing wage classification or wage rate has been provided to BVNA, and that all wages and cost estimates contained herein are based solely upon standard, no-prevailing wage rates. Should it later be determined by the Client or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. These exclusions shall survive the completion of the project and shall be merged into any subsequently executed documents between the

Parties, regardless of the terms of such agreement. Client will reimburse, defend, indemnify and hold harmless BVNA from any liability resulting from a subsequent determination that prevailing wage regulations cover the Projects, including all costs, fines and reasonable attorney's fees.

28. **Interpretation of Agreement.** This Agreement shall be interpreted as though prepared by all Parties and shall not be construed unfavorably against either Party.

29. **Waiver of Jury Trial.** Each Party waives its right to a jury trial in any court action arising between the Parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

30. **Third Party Beneficiary.** It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to Client and BVNA. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the Parties that any such person or entity, other than Client or BVNA, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

31. **Assignment.** Neither Party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other Party, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by BVNA or an assignment to an Affiliate of BVNA if such successor or Affiliate assumes all obligations under this Agreement. Any attempted assignment, which requires consent hereunder, shall be void and shall constitute a material breach of this Agreement if such consent is not obtained.

32. **Prohibition of Boycott Israel.** BVNA verifies that it does not Boycott Israel and agrees that during the term of this Agreement will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended. This section does not apply if BVNA is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) BVNA has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement.

33. **Exhibits.** All attachments and exhibits attached to this Agreement are incorporated herein and shall constitute additional terms to this Agreement as if fully set forth herein.

Signatures on Following Page

SIGNED AND AGREED this ____ day of _____, 2020,

CITY OF LAKE DALLAS, TEXAS

By: _____
John Cabrales, Jr., City Manager

ATTEST:

Codi Delcambre, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney

SIGNED AND AGREED this ____ day of _____, 2020,

Bureau Veritas North America, Inc.,

By: _____

Name: _____

Title: _____

ATTACHMENT A SCOPE OF SERVICES

CONSTRUCTION CODE SERVICES

BVNA and the representatives of BVNA are charged with the enforcement of the provisions of the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, acting in good faith and without malice in the discharge of the duties required by these codes or other pertinent law or ordinance shall not thereby be rendered personally liable for damages that may accrue to persons or property as a result of an act or by reason of an act or omission in the discharge of such duties.

Plan Review

Non-Structural Plan Review services shall be conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the Jurisdiction. Applicants will be notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of the Jurisdiction. The Jurisdiction has final interpretive authority over all plans and specifications. Permits are issued by the Jurisdiction.

Inspections

Inspection services shall be conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the Jurisdiction's codes or concealment of any work prior to approval by BVNA will be reported to the Building Official of the Jurisdiction. The Building Official of the Jurisdiction is the final interpretive authority and the Certificate of Occupancy will be issued at the discretion of the Jurisdiction.

ATTACHMENT B
FEE SCHEDULE

Construction Code Services

Commercial and Multi-Family construction plan review

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Residential construction plan review and inspection
Commercial and Multi-Family construction inspection

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁹²
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

Construction or Improvement of a Residential Dwelling

New Residential Construction	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.
Alterations / Additions / Improvements for Residential Construction	
Trade Permits	Fee
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade

* All fees above billed upon issuance of the permit by the jurisdiction

Back-up inspections

* Backup inspections will be performed during times of inspector absence due to illness, vacation or training at the listed rates. All other project activity will utilize the tables above.

Single Family Residential	\$76.92 per address/building
Commercial and non-Single Family Residential	\$125.00 per address/building/unit



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Layne Cline, Public Works Superintendent

August 13, 2020

Purchase of HVAC Replacements at City Hall and Library

DESCRIPTION:

Consider and Act on a Resolution awarding a contract to Masten Air Conditioning and Heating, Inc. for the replacement of HVAC units at City Hall and at the Library.

BACKGROUND INFORMATION:

Staff has been assessing the need for replacement of air conditioning units at all City facilities. Staff was able to comprise a detailed list of all units at City facilities and have identified units that are at the end of their lifecycle and need to be replaced or budget for replacement in upcoming fiscal years. In the approved FY 2019-20 budget, \$9,000 was authorized for an air conditioning replacement at City Hall and another \$9,000 for replacement at the Library. The Library building has a total of three ground-level air conditioning units and one of which that has reached the end of its lifecycle, with another replacement proposed in the FY20-21 budget. The City Hall building has a total of eleven roof-level air conditioning units, several are close to end of their lifecycles with one unit scheduled for replacement this fiscal year and another replacement proposed in the FY20-21 budget.

Staff obtained three quotes for the replacement of a HVAC unit at City Hall.

Daniel's Air bid:	\$9,229.00
Heat Transfer Solutions:	\$8,588.53
Masten bid:	\$8,725.00

Staff obtained three quotes for the replacement of a HVAC unit at Library.

Daniel's Air bid:	\$8,811.00
Heat Transfer Solutions:	\$7,270.54
Masten bid:	\$8,480.00

Although Heat Transfer Solutions came in as the low bid on both AC units, staff recommends awarding a contract to Masten Air Conditioning and Heating, Inc. in the amount of \$17,205, which City staff has determined it the lowest responsible bid that comes within the budgeted \$18,000

for both replacements. Heat Transfer Solutions is a company out of Fort Worth, and staff is not familiar with this company because we are trying to get information from cities that have contracted with them for HVAC work. Masten Air Conditioning and Heating, Inc. is a Lake Dallas based company that has installed several HVAC units at City facilities. They do quality work, respond quickly for any repair work, and assist the Public Works Department with problem solving HVAC issues.

FINANCIAL CONSIDERATION:

Staff recommends contracting with Masten Air Conditioning and Heating, Inc. for the City Hall HVAC replacement at a cost of \$8,725.00, and the Library HVAC replacement at a cost of \$8,480.00, for a total of \$17,205. In the FY20-21 budget Facility Capital Improvement Plan, \$18,000 total was authorized for the replacement of these two HVAC units.

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution awarding a contract to Masten Air Conditioning and Heating, Inc. for the replacement of the HVAC units at City Hall and the Library.

ATTACHMENT(S):

1. Resolution
2. Daniel's Air Estimates
3. HTS Estimates
4. Masten Estimates

CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 08132020-_____

**A RESOLUTION OF THE CITY COUNCIL OF LAKE DALLAS, TEXAS,
AUTHORIZING A CONTRACT WITH MASTEN AIR CONDITIONING &
HEATING, INC. FOR PURCHASE AND INSTALLATION OF AIR CONDITIONING
UNITS AT CITY HALL AND LIBRARY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, City Administration, in assessing the condition of the heating and air condition units for the City's various building, has determined at least one air conditioning unit at City Hall and the Library has reached the end of their useful life and are recommended for replacement; and

WHEREAS, having received bids for the purchase and installation of the one HVAC unit at each of City Hall and the Library, the City Manager recommends contracting with Masten Air Conditioning & Heating Inc. in the amount of \$17,205.00; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in public interest to concur in the foregoing recommendation.

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

SECTION 1. The City Manager is hereby authorized to negotiate and sign a contract on behalf of the City with Masten Air Conditioning & Heating Inc in the amount of \$17,205.00 for replacement of one (1) air conditioning unit at City Hall and one (1) air conditioning unit at the Library.

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

PASSED AND APPROVED this the 13th day of August 2020.

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/4/2020:117129)



Date: July 31, 2020

Proposal: City of Lake Dallas – City Hall – 5 Ton Package Unit

PROPOSAL SUBMITTED TO

City of Lake Dallas
P.O. Box 368
Lake Dallas, TX 75065

WORK LOCATION

City Hall
212 Main St.
Lake Dallas, TX 75065

We hereby propose to furnish the materials and perform the labor necessary to complete the scope of work below:

Replace one 5 ton Trane package unit with an economizer and hail guards.
The drain lines will also need to be supported with treated lumber.
Trane YHC060A3EHAH00 Serial: 2019101570L d/o/m 2002

Quote: \$9,229.00

Any alteration or deviation from above specifications involving extra cost will be executed ONLY upon written order and will become an extra charge over and above the estimate. The estimate is good for 30 days from the above date.

Respectfully Submitted

Stephen Richardson

Acceptance of Proposal

The above prices and specifications are satisfactory and are hereby accepted. Daniels Air is authorized to do the work specified.

Signature _____

Date _____

*Please return this copy signed upon acceptance of this proposal, so that work may be scheduled.





Date: July 31, 2020

Proposal: City of Lake Dallas – Public Library – 5 Ton Package Unit

PROPOSAL SUBMITTED TO

City of Lake Dallas
P.O. Box 368
Lake Dallas, TX 75065

WORK LOCATION

Lake Dallas Public Library
302 S. Shady Shores Rd.
Lake Dallas, TX 75065

We hereby propose to furnish the materials and perform the labor necessary to complete the scope of work below:

Replace one 5 ton Trane package unit with an economizer and hail guards.
The drain lines will also need to be supported with treated lumber.

Quote: \$8,811.00

Any alteration or deviation from above specifications involving extra cost will be executed ONLY upon written order and will become an extra charge over and above the estimate. The estimate is good for 30 days from the above date.

Respectfully Submitted

Stephen Richardson

Acceptance of Proposal

The above prices and specifications are satisfactory and are hereby accepted. Daniels Air is authorized to do the work specified.

Signature _____

Date _____

*Please return this copy signed upon acceptance of this proposal, so that work may be scheduled.



Date:

May 4, 2020

Service Solution Proposal



Job Description: City Hall HVAC Replacement Replace RTU 19

**Prepared For: Layne Cline
Title: Facilities Manager
Business Name: City of Lake Dallas
Street Address: 212 Main Street
City, State, Zip: Lake Dallas, TX 75065**

**Prepared By: Theresa Hassell
Title: HVAC Service Solutions
Street Address: 1625 Wallace Dr Suite 120
City, State, Zip Carrollton TX 75006
email: theresa.hassell@hts.com
O: 469-263-1000 M: 469-805-8727**



HTS Texas

3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

Date: May 4, 2020

UNIT ID/Model# YHC060ASEHAD000

SERIAL # 2091015701

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuits
3. Disconnect existing electrical and plumbing
4. Remove existing Trane 5 Ton package unit - M# YHC080ASEHAD000
5. Replace with new Goodman 5 Ton package unit - M# DBG0603DL00001S
6. Install new hail guard
7. Install new fresh air damper
8. Connect all electrical and plumbing
9. Remove LO/TO
10. Power unit on and verify unit operations before departure

OUR PROPOSAL EXCLUDES THE FOLLOWING:

1. Anything not mentioned in the above scope of work
2. After hours or weekend work, Delays, Access Issues
3. Should additional repairs be found a separate quote will be submitted for the repairs needed.
4. Existing Ductwork or Diffusers.
5. Expedited Shipping
6. Electrical disconnect, City Permit, Sales tax with exemption certificate

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ 8,588.33 Total

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date

In order to ensure invoices are sent to the proper contact, please fill in the following and return with the signed proposal.

Billing Information

Invoices to be sent to the attention of: (Please Print)

Title:

Company Name:

Address:

City, State, Zip:

Attention:

Phone:

Fax:

Email:

Any special requirements your need to accept invoice:

Preferred method of invoice delivery:

☐ Email to address above

☐ Regular Postal Mail

STANDARD TERMS AND CONDITIONS

(1) THIS PROPOSAL IS EXPRESSLY CONDITIONED UPON THE TERMS AND CONDITIONS CONTAINED OR REFERRED TO HEREIN, INCLUDING THOSE SET FORTH ON THE REVERSE SIDE AND THOSE CONTAINED IN ANY ATTACHMENTS HERETO.

(2) Customer (Debtor) agrees to pay Heat Transfer Solutions, Inc. (Secured Party) all the sums due under this proposal in accordance with the terms specified. Debtor hereby grants a security interest to Secured Party in all equipment, goods and material described on the reverse side of this proposal as security for the indebtedness created hereunder and any other indebtedness due Secured Party by Debtor. On default of any payment by Debtor to Secured Party, and at Secured Party's option the entire balance shall become immediately due and payable and Secured Party shall have the right to foreclose and resell the said equipment, goods and material in accordance with the Provisions of the Texas Business and Commerce Code (Uniform Commercial Code) at public or private sale.

(2A) TERMS AND PROVISIONS OF CHARGE ACCOUNT AGREEMENT

PAYMENT: The Applicant shall pay to the Creditor the amount of all sales drafts and all other charges in respect of which the credit has been used together with interest thereon all or any portion of the foregoing herein called "indebtedness") within the time period on the creditor's invoice at the time of the sale.

INTEREST: The Applicant shall pay interest to the Creditor on the indebtedness at the annual percentage rate of 12% plus any and all collection fees required if turned over to a collection agency on accounts outstanding 30 days or more.

APPLICATION OF PAYMENT: Payments to reduce indebtedness shall be applied by the Creditor in the following order: interest charges; service fees; previously billed purchases; current purchases.

(3) Heat Transfer Solutions, Inc. liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or material hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the price allowable to such labor, equipment, goods or material, or part thereof involved in the claim. Heat Transfer Solutions, Inc. shall not, under any circumstances, be liable for any labor charges without the prior written consent of Heat Transfer Solutions, Inc... Heat Transfer Solutions, Inc. shall not, in any event, be liable, whether as a result of breach of contract, warranty, tort (including negligence), or other grounds, for special, consequential, incidental or penal damages, including, but not limited to, loss of profits, revenues, loss of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Heat Transfer Solutions, Inc. furnishes Customer with advice or other assistance which concerns any labor, equipment, goods, or material furnished hereunder, or any system or equipment in which of such equipment, goods or material may be installed, and which is not pursuant to this contract, the furnishing of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence) or other grounds.

(4) If Heat Transfer Solutions, Inc. encounters asbestos or polychlorinated biphenyl (PCB) on the site, Heat Transfer Solutions, Inc. shall immediately stop work and report the condition to the owner or owner's representative in writing. Heat Transfer Solutions, Inc. shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PCB) has been removed or rendered harmless. Heat Transfer Solutions, Inc. shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

(5) Any installation dates given in advance are estimated. Installation will be made subject to prior orders with Heat Transfer Solutions, Inc.. Heat Transfer Solutions, Inc. shall not be liable for failure to perform or delay in performance hereunder resulting from fire, labor difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitation by the foregoing, any cause beyond Heat Transfer Solutions, Inc. reasonable control.

(6) On arrival of any equipment, goods or material at the shipping address specified on the reverse side hereof, Customer shall assume all risk of loss or damage to such equipment, goods or material.

(7) In the event Customer requires Heat Transfer Solutions, Inc. to delay shipment or completion of the work under this proposal, payment pursuant to this proposal shall not be withheld or delayed on such account. Heat Transfer Solutions, Inc. shall have the right to deliver any portion of the equipment, goods or material to be furnished hereunder and to bill Customer therefore, and Customer agrees to pay for the same in accordance with terms of the payment hereof upon notification that such shipment is ready for delivery, notwithstanding the fact that Customer may be unable to receive or provide suitable storage space for any such partial delivery. In such event, such portion of the equipment, goods or material ready for shipment may be stored by Heat Transfer Solutions, Inc. at Customer's risk and expense.

(8) The amount of any past, present or future occupation, sales, use, service, excise or other similar tax which Heat Transfer Solutions, Inc. shall be liable for, either on its own behalf or on behalf of Customer, or otherwise, with respect to any equipment, goods, material or service covered by this proposal, shall be in addition to the prices set forth herein and shall be paid by Customer.

(9) Any equipment, goods, material, or work in addition to that required hereunder or in plans and specifications that may be made a part hereof, will be paid for by Customer as extras.

(10) If the equipment, goods or material furnished hereunder requires the use of water or steam, recirculated or otherwise, Heat Transfer Solutions, Inc. shall not be liable for the effect of its physical or chemical properties upon said equipment, goods or material.

(11) When installation of the equipment, goods or material herein is required specifically as a part of this order, such installation work shall be performed only during usual working hours unless otherwise stated herein.

(12) All skilled or common labor which may be furnished by the Customer shall be considered and treated as Customer's own employees, and Customer agrees to fully protect and indemnify Heat Transfer Solutions, Inc. against all claims for accidents or injuries to such employees in the course of the work, or to any person or persons through the negligence of such employees.

(13) No sales or other representatives of Heat Transfer Solutions, Inc. has any authority to alter, vary, or waive any of the terms and conditions stated on either side of this proposal.

(14) HTS warrants that its service will be provided in a good and workmanlike manner. HTS warrants that for equipment furnished and/or installed but not manufactured by HTS, HTS will extend to Customer the same warranty terms and conditions which HTS received from the manufacturer of said equipment. For equipment installed by HTS, if, within a year of installation, Customer provides written notice to HTS of defect within thirty (30) days after the defect's appearance or date the defect should have reasonably been discovered, HTS shall, at its option, repair or replace the defective equipment. All transportation charges incurred in connection with the warranty for equipment shall be borne by Customer. These warranties do not extend to any equipment which has been repaired by anyone other than HTS, abused, altered or misused, or which has not been properly and reasonably maintained. To obtain assistance under this limited warranty, please contact Heat Transfer Solutions, 3350 Yale Street, Houston, TX 77018; (832) 328-1010. HTS warrants all labor for a term of 90 days from the date of the work that was performed. HTS DISCLAIMS ALL OTHER WARRANTIES ON ANY EQUIPMENT FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Date:

May 4, 2020

Service Solution Proposal



Job Description: Library HVAC Replacement

Replace Trane 5-ton HVAC CU/AHU-6 System

Quote #:

Prepared For: Layne Cline

Title: Facilities Manager

Business Name: City of Lake Dallas

Street Address: 212 Main Street

City, State, Zip: Lake Dallas, TX 75065

Prepared By: Theresa Hassell

Title: HVAC Service Solutions

Street Address: 1625 Wallace Dr Suite 120

City, State, Zip Carrollton TX 75006

email: theresa.hassell@hts.com

O: 469-263-1000 M: 469-805-8727



HTS Texas

3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

Date: May 4, 2020

UNIT ID/Model# 2TWB060A1000AA

SERIAL # 524103D3F

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuits
3. Disconnect existing electrical and plumbing
4. Remove existing Trane 5 Ton Condenser on roof, Remove existing air handler in space.
5. Replace with new Goodman 5 Ton package unit - M# DBG0603DL00001S
6. Reconnect linesets and Flush for new refrigerant, pull vacuum, check final charge per mfg recommendations
7. Connect all electrical and plumbing
8. Clean up site
9. Remove LO/TO
10. Power unit on and verify unit operations before departure
11. Remove all equipment from site and dispose of per local codes.

OUR PROPOSAL EXCLUDES THE FOLLOWING:

1. Anything not mentioned in the above scope of work
2. After hours or weekend work, Delays, Access Issues
3. Removal and Replacement of Ceiling Tiles
4. Existing Ductwork or Diffusers. Drain Pan or Condensate Piping
5. Electrical disconnect
6. Sales Tax with exemption certificate. City Permit not included

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ 7,270.54 Total

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date

In order to ensure invoices are sent to the proper contact, please fill in the following and return with the signed proposal.

Billing Information

Invoices to be sent to the attention of: (Please Print)

Title:

Company Name:

Address:

City, State, Zip:

Attention:

Phone:

Fax:

Email:

Any special requirements your need to accept invoice:

Preferred method of invoice delivery:

☐ Email to address above

☐ Regular Postal Mail

STANDARD TERMS AND CONDITIONS

(1) THIS PROPOSAL IS EXPRESSLY CONDITIONED UPON THE TERMS AND CONDITIONS CONTAINED OR REFERRED TO HEREIN, INCLUDING THOSE SET FORTH ON THE REVERSE SIDE AND THOSE CONTAINED IN ANY ATTACHMENTS HERETO.

(2) Customer (Debtor) agrees to pay Heat Transfer Solutions, Inc. (Secured Party) all the sums due under this proposal in accordance with the terms specified. Debtor hereby grants a security interest to Secured Party in all equipment, goods and material described on the reverse side of this proposal as security for the indebtedness created hereunder and any other indebtedness due Secured Party by Debtor. On default of any payment by Debtor to Secured Party, and at Secured Party's option the entire balance shall become immediately due and payable and Secured Party shall have the right to foreclose and resell the said equipment, goods and material in accordance with the Provisions of the Texas Business and Commerce Code (Uniform Commercial Code) at public or private sale.

(2A) TERMS AND PROVISIONS OF CHARGE ACCOUNT AGREEMENT

PAYMENT: The Applicant shall pay to the Creditor the amount of all sales drafts and all other charges in respect of which the credit has been used together with interest thereon all or any portion of the foregoing herein called "indebtedness") within the time period on the creditor's invoice at the time of the sale.

INTEREST: The Applicant shall pay interest to the Creditor on the indebtedness at the annual percentage rate of 12% plus any and all collection fees required if turned over to a collection agency on accounts outstanding 30 days or more.

APPLICATION OF PAYMENT: Payments to reduce indebtedness shall be applied by the Creditor in the following order: interest charges; service fees; previously billed purchases; current purchases.

(3) Heat Transfer Solutions, Inc. liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or material hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the price allowable to such labor, equipment, goods or material, or part thereof involved in the claim. Heat Transfer Solutions, Inc. shall not, under any circumstances, be liable for any labor charges without the prior written consent of Heat Transfer Solutions, Inc... Heat Transfer Solutions, Inc. shall not, in any event, be liable, whether as a result of breach of contract, warranty, tort (including negligence), or other grounds, for special, consequential, incidental or penal damages, including, but not limited to, loss of profits, revenues, loss of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Heat Transfer Solutions, Inc. furnishes Customer with advice or other assistance which concerns any labor, equipment, goods, or material furnished hereunder, or any system or equipment in which of such equipment, goods or material may be installed, and which is not pursuant to this contract, the furnishing of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence) or other grounds.

(4) If Heat Transfer Solutions, Inc. encounters asbestos or polychlorinated biphenyl (PCB) on the site, Heat Transfer Solutions, Inc. shall immediately stop work and report the condition to the owner or owner's representative in writing. Heat Transfer Solutions, Inc. shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PCB) has been removed or rendered harmless. Heat Transfer Solutions, Inc. shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

(5) Any installation dates given in advance are estimated. Installation will be made subject to prior orders with Heat Transfer Solutions, Inc.. Heat Transfer Solutions, Inc. shall not be liable for failure to perform or delay in performance hereunder resulting from fire, labor difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitation by the foregoing, any cause beyond Heat Transfer Solutions, Inc. reasonable control.

(6) On arrival of any equipment, goods or material at the shipping address specified on the reverse side hereof, Customer shall assume all risk of loss or damage to such equipment, goods or material.

(7) In the event Customer requires Heat Transfer Solutions, Inc. to delay shipment or completion of the work under this proposal, payment pursuant to this proposal shall not be withheld or delayed on such account. Heat Transfer Solutions, Inc. shall have the right to deliver any portion of the equipment, goods or material to be furnished hereunder and to bill Customer therefore, and Customer agrees to pay for the same in accordance with terms of the payment hereof upon notification that such shipment is ready for delivery, notwithstanding the fact that Customer may be unable to receive or provide suitable storage space for any such partial delivery. In such event, such portion of the equipment, goods or material ready for shipment may be stored by Heat Transfer Solutions, Inc. at Customer's risk and expense.

(8) The amount of any past, present or future occupation, sales, use, service, excise or other similar tax which Heat Transfer Solutions, Inc. shall be liable for, either on its own behalf or on behalf of Customer, or otherwise, with respect to any equipment, goods, material or service covered by this proposal, shall be in addition to the prices set forth herein and shall be paid by Customer.

(9) Any equipment, goods, material, or work in addition to that required hereunder or in plans and specifications that may be made a part hereof, will be paid for by Customer as extras.

(10) If the equipment, goods or material furnished hereunder requires the use of water or steam, recirculated or otherwise, Heat Transfer Solutions, Inc. shall not be liable for the effect of its physical or chemical properties upon said equipment, goods or material.

(11) When installation of the equipment, goods or material herein is required specifically as a part of this order, such installation work shall be performed only during usual working hours unless otherwise stated herein.

(12) All skilled or common labor which may be furnished by the Customer shall be considered and treated as Customer's own employees, and Customer agrees to fully protect and indemnify Heat Transfer Solutions, Inc. against all claims for accidents or injuries to such employees in the course of the work, or to any person or persons through the negligence of such employees.

(13) No sales or other representatives of Heat Transfer Solutions, Inc. has any authority to alter, vary, or waive any of the terms and conditions stated on either side of this proposal.

(14) HTS warrants that its service will be provided in a good and workmanlike manner. HTS warrants that for equipment furnished and/or installed but not manufactured by HTS, HTS will extend to Customer the same warranty terms and conditions which HTS received from the manufacturer of said equipment. For equipment installed by HTS, if, within a year of installation, Customer provides written notice to HTS of defect within thirty (30) days after the defect's appearance or date the defect should have reasonably been discovered, HTS shall, at its option, repair or replace the defective equipment. All transportation charges incurred in connection with the warranty for equipment shall be borne by Customer. These warranties do not extend to any equipment which has been repaired by anyone other than HTS, abused, altered or misused, or which has not been properly and reasonably maintained. To obtain assistance under this limited warranty, please contact Heat Transfer Solutions, 3350 Yale Street, Houston, TX 77018; (832) 328-1010. HTS warrants all labor for a term of 90 days from the date of the work that was performed. HTS DISCLAIMS ALL OTHER WARRANTIES ON ANY EQUIPMENT FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



380 Main Street
Lake Dallas, TX 75065
Phone: 940.321.5392
www.mastenair.com

Proposal

Date: 7/27/2020
Proposal #: 3299

Bill To:

City of Lake Dallas
212 Main Street
Lake Dallas, Texas 75065

Description	Amount
Scope of work: City Hall	8,725.00
Remove and replace (1) 5 Ton RTU with New Trane 14 Seer, hail guard. Complete system start up.	
*Will require a crane for the roof top unit.	
Trane	
Sales Tax	0.00

Please do not hesitate to call with any questions.
Thank you!

Customer Approval: _____

Total	\$8,725.00
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SALES | SERVICE | INSTALLATION
RESIDENTIAL | COMMERCIAL

Proposal

Proposal #: 3298

Lake Cities Library
302 S. Shady Shores Road
Lake Dallas, Texas 75065

[illegible]

Customer Approval:



**City Council
AGENDA MEMO**

Prepared By: Michele Sanchez

August 13, 2020

Technology Purchase with CARES Act Funding

DESCRIPTION:

Consider and Act on a resolution approving a technology purchase with the Coronavirus Aid, Relief, and Economic Security Act (the "CARES" Act) Funds.

BACKGROUND INFORMATION:

On June 11, 2020, the City Council approved Resolution No. 2020605 authorizing an interlocal agreement with Denton County to receive federal funding under the Coronavirus Aid, Relief, and Economic Security Act (the "CARES" Act) to address and respond to the impact and effects of the COVID-19 Emergency. The funding from Denton County has been received and the City of Lake Dallas will be utilizing a portion of the approved funds to make a computer purchase for the following items:

1. 4 iPad's
2. 10 Lower Grade Computers
3. 4 Medium Grade Computers
4. 2 High Grade Computers

FINANCIAL CONSIDERATION:

The CARE Funds will cover the purchase of the technology needs and will not exceed \$25,000. There is not impact to the General Fund for this purchase.

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution approving a technology purchase with CARES Funds.

ATTACHMENT(S):

1. Resolution

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 08132020-_____**

**A RESOLUTION OF THE CITY COUNCIL OF LAKE DALLAS, TEXAS,
AUTHORIZING PURCHASE OF COMPUTERS WITH CARES ACT
FUNDS PURSUANT TO THE INTERLOCAL COOPERATION
AGREEMENT WITH DENTON COUNTY; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, Denton County (the “County”) received federal funding under the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) to address and respond to the impact and effects of the COVID-19 emergency within Denton County; and

WHEREAS, the Denton County Commissioners Court, under Chapter 381 of the Local Government Code, has established a COVID-19 municipality funding program (the “Municipality Program”), allowing the County to grant money to Denton County cities from the funds received from the U.S. Department of the Treasury (the “Treasury”) under the Coronavirus Relief Fund (“CRF”), as provided for in the CARES Act; and

WHEREAS, the County has determined that the use CRF funds to assist municipalities within Denton County with their expenditures incurred due to the effects of COVID-19 and to potentially fund local grant programs are legitimate and lawful uses of the CRF funds. and

WHEREAS, the County and the City of Lake Dallas have entered into an interlocal cooperation agreement (“the Interlocal Agreement”) pursuant to which the County has provided to the City a grant from the County’s CRF funds (the “Grant”); and

WHEREAS, City Administration recommends using a portion of the Grants funds to purchase computers and other technology equipment to be used to allow City staff to better provide services to the public in a manner consistent with applicable state and federal guidelines adopted in relation to the COVID-19 disaster declarations; and

WHEREAS, the City Council of the City of Lake Dallas, Texas, finds it to be in the public interest to authorize such expenditures from the Grant funds.

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

SECTION 1. The City Manager is hereby authorized to purchase for an amount not to exceed \$25,000.00 and in accordance with applicable state laws, city policies, and the Interlocal Agreement, the following:

- A. Four (4) iPad’s
- B Ten (10) Lower Grade Computers
- C. Four (4) Medium Grade Computers
- D. Two (2) High Grade Computers.

SECTION 2. The funds from the Grant shall be used to pay for the purchases authorized pursuant to Section 1.

SECTION 3. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 13th day of August 2020.

City of Lake Dallas, Texas

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/6/2020:117163)



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Layne Cline, Public Works Superintendent

August 13, 2020

Security Camera Installation

DESCRIPTION:

Consider and Act on a Resolution authorizing a contract with Flying Locksmiths for the installation of security cameras at Community Park and City Park.

BACKGROUND INFORMATION:

In the approved FY2019-20 budget the City Council approved the Parks Capital Improvement Project plan, including the installation of security cameras at Community Park (budgeted at \$3,000) and City Park (budgeted at \$5,000). The goal is to use technology in a way that would provide for safety and security for the public and city facilities. The cameras technology allows staff to connect to them at any time through an app placed on mobile phones. Staff is able to monitor our parks, and give law enforcement the ability to see what is going on at any given moment, and the cameras recording feature also staff to identify individuals who might be engaging in criminal activity in the parks.

Staff obtained three quotes for the camera installation City Park.

Fortress Security:	\$3274.00
Flying Locksmith's:	\$4,805.16
Fortress Lock, Safe and Security:	\$5,402.00

Staff obtained three quotes for the camera installation at Community Park.

Fortress Security:	\$1090.00
Flying Locksmith's:	\$744.76
Fortress Lock, Safe and Security:	\$3,316.76

Although Fortress Security came in as the low bid at \$4,364, staff is recommending awarding the contract to Flying Locksmiths in the amount of \$5,549.92. Staff has determined the Flying Locksmith's is the lowest responsible bid that comes within the total budgeted of \$8,000.

Fortress Security is a company out of Arlington, and staff is not familiar with this company but we are trying to get information from cities that have contracted with them for camera

installations. Flying Locksmiths is a Farmers Branch based company that has already installed several cameras for the City in Willow Grove Park and at the Library. They have been responsive to staff requests to add software onto employees work phones and desktops to allow staff to connect with the cameras remotely. Also, these new cameras can be added to the app so no new software will be need. They do quality work and respond quickly for any needed repairs.

Staff recommends approval of the resolution awarding this contract to Flying Locksmiths.

FINANCIAL CONSIDERATION:

The Flying Locksmiths proposal of \$4,805.16 at City Park and \$744.76 at Community Park for a total amount of \$5,549.92. There is \$8,000 budgeted in the Parks Budget for this project.

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution authorizing a contract with Flying Locksmiths for the installation of security cameras at Community Park and City Park.

ATTACHMENT(S):

1. Resolution
2. Fortress Security Estimate
3. Flying Locksmith's Estimate
4. Fortress Lock, Safe and Security Estimate

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION 08132020 - _____**

**A RESOLUTION OF THE CITY COUNCIL OF LAKE DALLAS, TEXAS,
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND
EXECUTE AN AGREEMENT FOR THE PURCHASE AND
INSTALLATION OF SECURITY CAMERAS AT COMMUNITY PARK
AND CITY PARK WITH BARR41 ENTERPRISES, LLC D/B/A THE
FLYING LOCKSMITHS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council desires to install security cameras at Community Park and City Park; and

WHEREAS, the City Administration has obtained quotes from various vendors and recommends contracting with Barr41 Enterprises, LLC d/b/a The Flying Locksmiths for the purchase and installation of new security cameras and related equipment in the amount of \$5549.92; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in public interest to concur in the foregoing recommendation;

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

SECTION 1. The City Manager is hereby authorized to negotiate and execute and agreement with Barr41 Enterprises, LLC d/b/a The Flying Locksmiths for the purchase and installation of new security cameras and related equipment at Community Park and City Park in the amount of \$5549.92.

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

PASSED AND APPROVED this the 13th day of August 2020.

City of Lake Dallas, Texas

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/9/2020:117217)

Name

Model [Select Model](#)

Resolution 4k UHD Distance 23 ft

PPF 68.2 Width 56.3 ft

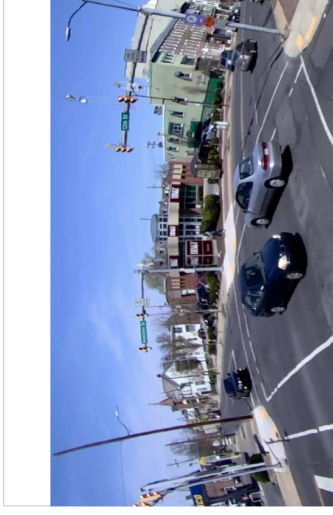
Unit Imperial HFoV 102° fixed

Simulated View

FoV: 102°



Scenes



Simulated Person

Day - Ideal



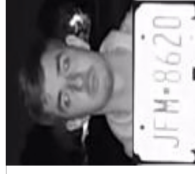
68.2 ppf



23 ft

Away

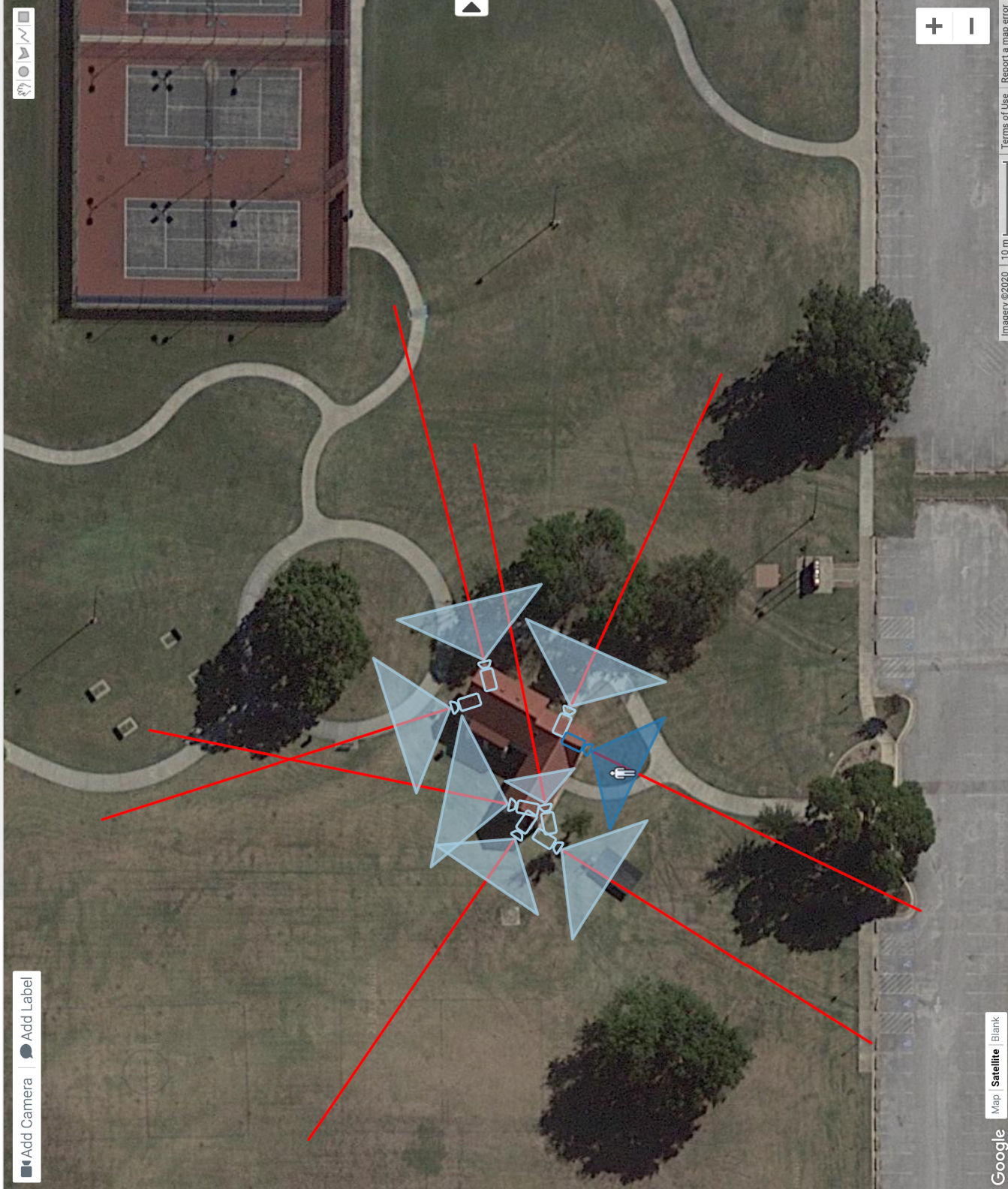
Warning results may vary depending on light and camera

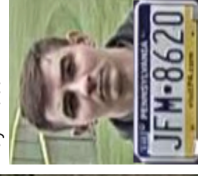
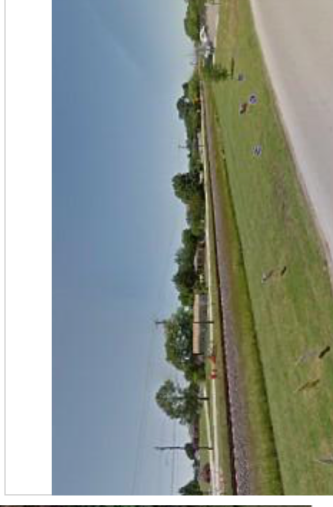


Blind Spot

Advanced: Lens, IR

Location, Description, Notes





Estimate



THE FLYING LOCKSMITHS

The Flying Locksmiths of North Dallas
14330 Midway Rd #216
Farmers Branch, TX 75244

BILL TO

Lake Dallas
212 Main St.
Lake Dallas, TX 75065

JOB SITE

Willow Grove Park
00 E. Hundley Park
Lake Dallas, TX 75065

ESTIMATE #	DATE	TERMS	WORK ORDER	P.O. NO.	REP
#45421	07/04/2020	-			

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.0	8ch H.265 4K DVR, max 5MP recording, max 2 HDDs, compatible to HDTV/HDCVI/AHD/CVBS signal input	\$329.00	\$329.00
1.0	4 TB Hard Drive	\$226.00	\$226.00
1.0	Long range TVI camera	\$219.00	\$219.00
7.0	2MP WDR HD-TVI dome camera EXIR 132ft, 2.8mm fixed lens	\$198.00	\$1,386.00
1.0	Wire CAT5 and 18x2	\$350.00	\$350.00
1.0	JVCP CCTV Monitor	\$289.95	\$289.95
1.0	Misc Parts BNC/ ends	\$150.00	\$150.00
1.0	9 Channel power box; Input: AC110-240VV; Output: DC12V, 10A; Power: 120W	\$129.00	\$129.00
16.0	Labor to install 8 cameras pull iwre and set up head end	\$85.00	\$1,360.00
	Sub Total		\$4,438.95
	Sales Tax	8.25%	\$366.21
		Payments/Credits -	
		Balance Due -	
Total \$4,805.16			

TERMS AND CONDITIONS

Thank You for the opportunity, it is greatly appreciated.

Attached is the estimate that you have requested. Please advise us on how you would like to move forward.

Quote effective for 30 days

50% due prior to work

Craftsmanship warrantied for 30 days

Estimate



THE FLYING LOCKSMITHS

The Flying Locksmiths of North Dallas
14330 Midway Rd #120
Farmers Branch, TX 75244

BILL TO

Lake Dallas
212 Main St.
Lake Dallas, TX 75065

JOB SITE

Lake Dallas Library
302 S. Shady Shores Rd.
Lake Dallas, TX 75065

ESTIMATE #	DATE	TERMS	WORK ORDER	P.O. NO.	REP
#45511	07/07/2020	-			

QUANTITY	DESCRIPTION	RATE	AMOUNT
1.0	Long range TVI camera	\$219.00	\$219.00
1.0	2MP WDR HD-TVI dome camera EXIR 132ft, 2.8mm fixed lens	\$129.00	\$129.00
4.0	Labor to install 2 additional cameras	\$85.00	\$340.00
	Sub Total		\$688.00
	Sales Tax	8.25%	\$56.76
		Payments/Credits	-
		Balance Due	-
Total \$744.76			

TERMS AND CONDITIONS

Thank You for the opportunity, it is greatly appreciated.

Attached is the estimate that you have requested. Please advise us on how you would like to move forward.

Quote effective for 30 days

50% due prior to work

Craftsmanship warrantied for 30 days



Fortress Lock, Safe, & Security, LLC
14213 Running Deer Trl
Austin, TX 78734
(512)-800-3030

City Park & Library Camera System

For:

Daniel Rusnak

City of Lake Dallas
drusnak@lakedallas.com
817-403-5477

Prepared By:

Jon Lorquet

jon.lorquet@fortresslockandsecurity.com

512-710-1984 (Austin)
972-832-7864 (Dallas)

Submitted on:

August 4th, 2020



Fortress Lock, Safe, & Security, LLC
14213 Running Deer Trl
Austin, TX 78734
(512)-800-3030

Summary

This proposal details the installation of an 8-Channel LTS 4K camera system comprised of an 8-Channel network video recorder and eight LTS 4K bullet cameras at the city park. Also included is an 8-Channel LTS 4K camera system comprised of an 8-Channel network video recorder, 5 LTS 4K bullet cameras, and 1 LTS 4K vandal dome installed at the library.

Scope of Work

Provided by Fortress:

- Supply and install two LTS 8-Channel 4K Network Video Recorder
- Supply and install thirteen LTS 4K 8MP Outdoor Matrix Bullet
- Supply and install one LTS 4K 8MP Outdoor Network Dome Camera
- Supply and install conduit up to 72 feet
- Supply all wire, cable ties, baluns, & connectors necessary for project
- Labor to configure hardware and train end user

Provided By Others:

- Location to mount the Network Video Recorder
- 120VAC at NVR Location

Schedule of Equipment

Qty	Description
2	LTS 8-Channel 4K NVR With 4TB HDD
2	WD 4TB Surveillance HDD
13	LTS 4K 8MP Outdoor Matrix Bullet
1	LTS 4K 8MP Outdoor Network Dome Camera
4	Cat5E White 1000'
72	Misc Conduit



Fortress Lock, Safe, & Security, LLC
14213 Running Deer Trl
Austin, TX 78734
(512)-800-3030

Project Costs

Sum of all costs for supply and installation of all systems detailed in this proposal comes to \$8,718.76. This cost does not include sales tax. Total cost including Texas State Sales tax if applicable is \$9,438.05.

The city park portion of the camera system is \$5,402.00 of the total cost while the library portion is \$3,316.76.

Price is valid for 30 days from the date on this proposal.



Fortress Lock, Safe, & Security, LLC
14213 Running Deer Trl
Austin, TX 78734
(512)-800-3030

Platinum Professional Level 8 Channel NVR 1U

LTN8708K-P8

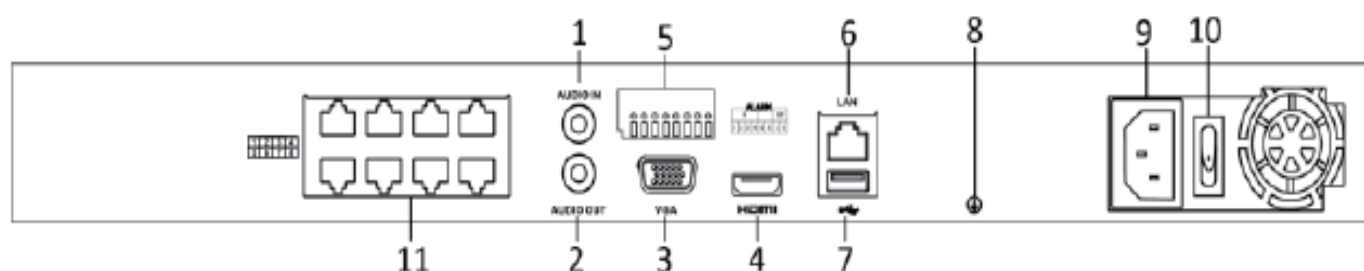


Key Features:

- H.265/H.264 Zip+/H.264/MPEG4 video formats
- Support live view, storage, and playback of the connected camera with up to the resolution of 8 Megapixels
- Recording at up to 8MP resolution
- Up to 2 SATA interfaces connectable for recording and backup
- HDMI and VGA output at up to 4K(3840 x 2160) resolution

Rear Panel:

- | | |
|---|---|
| 1. Audio In | 7. USB 3.0 Interface |
| 2. Audio Out | 8. GND |
| 3. VGA Interface | 9. 100 to 240 VAC power supply |
| 4. HDMI Interface | 10. Power Switch |
| 5. Controller port,
Alarm In/Alarm Out | 11. Network Interfaces with
PoE Function |
| 6. LAN Network Interface | |



Platinum Professional Level 16 Channel NVR 1U

LTN8708K-P8

Video/Audio Input	
IP video Input	8-ch
Two-way audio input	1-ch, RCA (2.0 Vp-p, 1kΩ)
Network	
Incoming bandwidth	80Mbps
Outgoing bandwidth	160Mbps
Remote connection	128
Video/Audio Output	
Recording resolution	8MP/ 6MP/5MP/3MP/1080P/UXGA/720P/VGA/4CIF/DCIF/2CIF/CIF/QCIF
HDMI output	4K (3840 × 2160)/30Hz, 2K (2560 × 1440)/60Hz, 1920 × 1080p/60Hz, 1600 × 1200/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz
VGA output	1920 × 1080p/60Hz, 1280 × 1024/60Hz, 1280 × 720/60Hz, 1024 × 768/60Hz
Audio output	1-ch, RCA (Linear, 1kΩ)
Decoding	
Decoding format	H.265/H.264 Zip+/H.264/MPEG4
Recording resolution	8MP/6MP/5MP/3MP/1080P/UXGA/720P/VGA/4CIF/DCIF/2CIF/CIF/QCIF
Synchronous playback	8-ch
Capability	2- ch @ 4K, or 8- ch @ 1080p
Hard Disk	
SATA	2 SATA interfaces for 2 HDDs
Capacity	Up to 6TB for each disk
External Interface	
Network Interface	1 RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface
Network Protocols	TCP/IP, DHCP, PT CLOUD, DNS, DDNS, NTP, SADP, SMTP, NFS, iSCSI, UPnP™, HTTPS
USB Interface	1 × USB 2.0 and 1 × USB 3.0
Alarm in/out	4/1
PoE	
Interface	8RJ-45 10/100 Mbps self-adaptive Ethernet interfaces
Max. Power	≤ 120W
Supported standard	IEEE 802.3 af/at
GENERAL	
Power Supply	100~240V AC
Consumption	≤15W
Working Temperature	14° F - 131° F (-10° C ~ +55° C)
Working Humidity	10% - 90%
Casing	380mm chassis
Dimensions (WxDxH)	380 × 315 × 52mm (15.0 × 12.4 × 2.0 inch)
Weight	≤ 3 kg (6.6 lb)

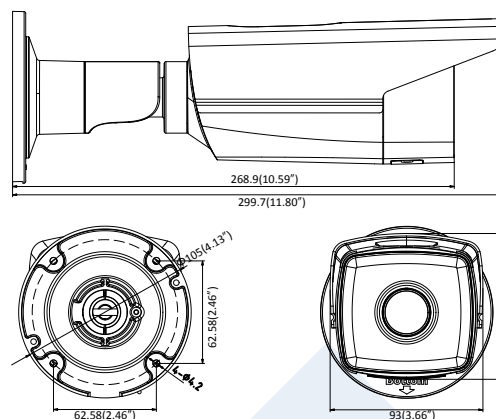
Platinum 8.3MP 4K Network Matrix IR Bullet Camera CMIP9382W-28M



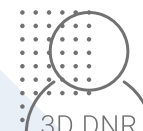
Key Features:

- 8.3MP High Definition
- True 120dB Wide Dynamic Range
- 3D DNR,BLC,Intelligent H.264 Zip+, H.265,H.265+
- High performance Matrix IR LED
- IP67
- DC 12V/ PoE

Dimensions:



WDR
120dB



Platinum 8.3MP 4K Network Matrix IR Bullet Camera

CMIP9382W-28M

CAMERA	
Image Sensor	1/2.5 " Progressive Scan CMOS
Min. Illumination	0.01Lux @ (F1.2, AGC ON), 0 Lux with IR
Shutter Speed	1/3 s to 1/100,000 s
Lens	2.8mm, Angle of view:102°
Lens Mount	M12
Day & Night	IR cut filter with auto switch
DNR	3D DNR
Wide Dynamic Range	120dB
Angle Adjustment	Pan:0° ~ 360°, Tilt: 0° ~ 100°, Rotation: 0° ~ 360°
Compression Standard	
Video Compression	Main stream: H.265/H.264 Sub stream: H.265/H.264/MJPEG Third stream: H.265/H.264
H.264 Type	Main Profile/High Profile
H.264 Zip+	Support
H.265 Type	Main Profile
H.265+	Support
Video Bit Rate	32 Kbps ~ 16 Mbps
Image	
Max. Resolution	3840 × 2160
Main Stream	50Hz: 20 fps (3840 × 2160), 25 fps (2560 × 1920, 2560 × 1440, 1920 × 1080, 1280 × 720) 60Hz: 20 fps (3840 × 2160), 30 fps (2560 × 1920, 2560 × 1440, 1920 × 1080, 1280 × 720)
Sub Stream	50Hz: 25fps (640 × 360, 352 × 288) 60Hz: 30fps (640 × 360, 352 × 240)
Third Stream	50Hz: 25fps (1280 × 720) 60Hz: 30fps (1280 × 720)
Image Enhancement	BLC/3D DNR
ROI	Support 1 fixed region for each stream, and face dynamic tracking
Image Settings	Support rotate mode. Brightness, contrast, saturation, and sharpness are adjustable via web browser and client software
Target Cropping	Support
Day/Night Switch	Auto/Scheduled
Network	
Network Storage	Support microSD/SDHC/SDXC card (128G), local storage and NAS (NFS,SMB/CIFS), ANR
Alarm Trigger	Motion Detection, Tampering Alarm, Network Disconnected, IP Address Conflict, Illegal Login, HDD full, HDD error
Protocols	TCP/IP, UDP, ICMP, HTTP, HTTPS, FTP, DHCP, DNS, DDNS, RTP, RTSP, RTCP, PPPoE, NTP, UPnP, SMTP, SNMP, IGMP, 802.1X, QoS, IPv6
Standard	ONVIF (PROFILE S, PROFILE G), PSIA, CGI, ISAPI
General Function	One-key Reset, Anti-Flicker, Heartbeat, Mirror, Password Protection, Privacy Mask, Watermark, IP Address Filter

Platinum 8.3MP 4K Network Matrix IR Bullet Camera

CMIP9382W-28M

Interface	
Communication Interface	1 RJ45 10M/100M self-adaptive Ethernet port
On-board Storage	Built-in microSD/SDHC/SDXC slot, up to 128 GB
Smart Feature	
Line Crossing Detection	Cross a pre-defined virtual line
Intrusion Detection	Enter and loiter in a pre-defined virtual region, up to 4 pre-defined virtual regions supported
Object Removal Detection	Objects removed from the pre-defined region, such as the exhibits on display.
Unattended Baggage Detection	Objects left over in the pre-defined region such as the baggage, purse, dangerous materials
Recognition	Face detection
General	
Operating Conditions	-22 ° F ~ +140 ° F (-30 ° C ~ +60 ° C) Humidity 95% or less (non-condensing)
Power Supply	DC 12V ± 25%, PoE(802.3af)
IR Range	Up to 165ft(50m)
Protection Level	IP67
Dimensions	Φ4.13" × 11.80" (Φ105 × 299.7 mm)
Weight	2.7 lb. (1200 g)

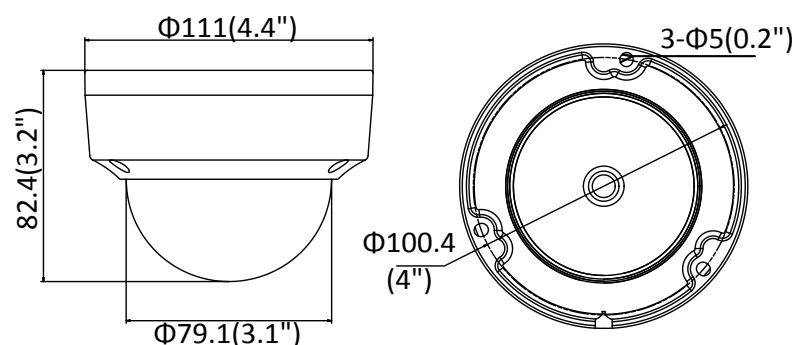
Platinum 8.3MP Network Matrix IR Dome Camera CMIP7382NW-28M



Key Features:

- 8.3MP High Definition
- True 120dB Wide Dynamic Range
- 3D DNR, BLC, Intelligent H.265+, H.265, H.264 Zip+, H.264
- Built-in micro SD/SDHC/SDXC card slot, up to 128 GB
- High performance Matrix IR LED
- IP67, IK10
- DC 12V/ PoE

Dimensions:



WDR
120dB



Platinum 8.3MP Network Matrix IR Dome Camera

CMIP7382NW-28M

CAMERA	
Image Sensor	1/2.5" Progressive Scan CMOS
Min. Illumination	Color: 0.028 Lux @ (F2.0, AGC ON), 0 Lux with IR
Shutter Speed	1/3 s to 1/100,000 s
Lens	2.8 mm, horizontal FOV: 102° , vertical FOV: 53° , diagonal FOV: 124°
Lens Mount	M12
Day & Night	IR cut filter
DNR	3D DNR
Wide Dynamic Range	120dB
Angle Adjustment	Pan: 0° to 355° , tilt: 0° to 75° , rotate: 0° to 355°
Compression Standard	
Video Compression	Main stream: H.265/H.264 Sub stream: H.265/H.264/MJPEG Third stream: H.265/H.264
H.264 Type	Main Profile/High Profile
H.264 Zip+	Main stream support
H.265 Type	Main Profile
H.265+	Main stream support
Video Bit Rate	32 Kbps ~ 16 Mbps
Image	
Max. Resolution	3840 × 2160
Main Stream	50Hz: 12.5 fps (3840 × 2160), 20fps (3072 × 1728), 25 fps (2560 × 1440, 1920 × 1080, 1280 × 720) 60Hz: 15 fps (3840 × 2160), 20fps (3072 × 1728), 30 fps (2560 × 1440, 1920 × 1080, 1280 × 720)
Sub Stream	50Hz: 25fps (640 × 480, 640 × 360, 320 × 240) 60Hz: 30fps (640 × 480, 640 × 360, 320 × 240)
Third Stream	50Hz: 25fps (1280 × 720, 640 × 360, 352 × 288) 60Hz: 30fps (1280 × 720, 640 × 360, 352 × 240)
Image Enhancement	BLC/3D DNR
Behavior Analysis	Line crossing detection, intrusion detection
Face Detecti	Yes
ROI	1 fixed region for main stream and sub-stream
Image Settings	Rotate mode, saturation, brightness, contrast, sharpness adjustable by client software or web browser
Target Cropping	No
Day/Night Switch	Day/Night/Auto/Scheduled
Network	
Network Storage	Support microSD/SDHC/SDXC card (128G), local storage and NAS (NFS,SMB/CIFS), ANR
Alarm Trigger	Motion Detection, Tampering Alarm, Network Disconnected, IP Address Conflict, Illegal Login, HDD full, HDD error
Protocols	TCP/IP,ICMP,HTTP,HTTPS,FTP,DHCP,DNS,DDNS,RTP,RTSP,RTCP,PPPoE,NTP,UPnP™,SMTP,SNMP, IGMP,802.1X,QoS,IPv6, Bonjour
Standard	ONVIF(PROFILE S,PROFILE G),ISAPI
General Function	One-key reset, anti-flicker, three streams, heartbeat, mirror, password protection, privacy mask, watermark, IP address filter

Platinum 8.3MP Network Matrix IR Dome Camera

CMIP7382NW-28M

Simultaneous Live View	Up to 6 channels
User/Host	Up to 32 users, 3 levels: Administrator, Operator and User
Interface	
Video Output	No
Communication Interface	1 RJ45 10M/100M self-adaptive Ethernet port
On-board Storage	Built-in microSD/SDHC/SDXC slot, up to 128 GB
SVC	H.264 and H.265 encoding
Reset Button	Yes
Audio	
Environment Noise Filtering	Yes
Audio Sampling Rate	8 kHz/16 kHz/32 kHz/44.1 kHz/48 kHz
General	
Operating Conditions	-22 ° F ~ +140 ° F (-30 ° C ~ +60 ° C) Humidity 95% or less (non-condensing)
Power Supply	12 VDC $\pm$ 25%, Φ 5.5 mm coaxial power plug PoE (802.3af, class 3)
Power Consumption and Current	12 VDC, 0.6A, max. 7.5W PoE (802.3af, 36V to 57V), 0.3A to 0.2A, max. 9W
IR Range	Up to 100ft(30m)
Protection Level	IP67, IK10
Dimensions	4.4" $\times$ 3.2" (Φ 111 $\times$ 82.4 mm)
Weight	1.1 lb. (500 g)



A Proposal For:

CITY OF LAKE DALLAS

07/24/2020



FORTRESS SECURITY

Texas Commercial and Residential Security Systems
www.fortresssecurity.com

1.866.378.9258

24 hours

License - TX B10837 / ACR-1750967 / OK-1987

A Proposal For:

CITY OF LAKE DALLAS

302 S Shady Shores Rd
Dallas, TX 75065
817-403-5477

Surveyed On: 07/16/2020

Surveyed By: Ryan Autery, *Commercial & Residential Sales*

Reviewed On: 07/24/2020

Plans Reviewed/Approved By: Jerrod Smith, *Territory Manager*

Submitted On: 07/24/2020

Submitted By: Ryan Autery, *Commercial & Residential Sales*

Prepared By:

Dustin Jones, *Sales Engineer*
DJones@FortressSecurity.com
1-866-378-9258

Fortress Security

24 Hours 1-866-378-9258

Ryan Autery

Email: RAutery@FortressSecurity.com



IMPORTANT NOTES

Proposal is valid for 30 days from date on proposal.

Change orders that are required to complete the project satisfactorily or that are made by customer or AHJ prior to or during project may incur additional labor and material charges.

The labor charges will be billed at a minimum rate of \$95/hour/technician. If an aerial lift is required, charges will be passed along to customer. Required drawings and permits are not included in price.

Proposal assumes all existing wiring and any hardware used is good and usable. Internet with a static IP address from your ISP is required for remote access to camera system and access control system.

For outright purchased systems 50% payment due at commencement of the project. Some projects will require progress payments and unless otherwise stated the remaining 50% balance will be due on date of completion. For leased systems 100% of the installation payment is due before commencement of the project.



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WHY CHOOSE FORTRESS SECURITY?



REAL PEOPLE, HERE TO HELP 24
HRS/DAY 365 DAYS/YR



THREE 24-HOUR U.L. LISTED
MONITORING STATIONS



OUR TECHNICIANS ARE REGISTERED
WITH THE TEXAS DEPARTMENT OF
PUBLIC SAFETY AND STATE FIRE
MARSHAL'S OFFICE



ALL FORTRESS TECHNICIANS ARE
EMPLOYED BY FORTRESS



FAMILY-OWNED, FAMILY-OPERATED
SINCE OUR INCEPTION IN 2001



OUR CUSTOMERS GIVE US
9.2 OUT OF 10 STARS ([trustpilot.com](https://www.trustpilot.com))

We know you have a choice, and we work every day to provide our
customers unparalleled security for Texans, by Texans.



FORTRESSSECURITY.COM





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Texas Commercial and Residential Security Systems
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1.866.378.9258

24 hours

License - TX B10837 / ACR-1750967 / OK-1987

Dear Daniel Rusnak:

Thank you for taking time to speak with us to discuss your security needs. Based on our correspondence with you, Fortress Security submits the following solutions for security systems customized to fit your specifications and concerns. Fortress Security is confident that our solutions will meet both your strict specifications and our highest standards for quality, while allowing opportunity for future expansion, if necessary.

Fortress Security provides our clients with award winning products and personal service to meet all your protection needs. As a Fortress Security client, you will have access to immediate assistance 24 hours a day, 365 days a year by our professionally trained operators at our three 24-hour U.L. Listed monitoring stations as well as direct points of personal contact who can address your needs quickly and provide you with the correct resolution. All work is performed by employees of Fortress Security who are professionally trained technicians and registered with the Texas Department of Public Safety and State Fire Marshal's Office. Employing our own technicians allows us to accommodate our customer's requests with same day or next day service.

This document may include additional protection that was not discussed during our initial meeting to address specific areas of concern. For over 15 years, Fortress Security has designed custom systems for residential, commercial and critical infrastructure applications and will only propose the best solutions for your security needs. If you like, you may be able to adjust the level of protection initially and expand at a later date. I would be happy to discuss these options with you.

Thank you for giving Fortress Security the opportunity to protect your home or business. If you need additional information, please call or email me at any time. I look forward to our successful relationship moving forward!

Sincerely,

Jerrold Smith
817-226-7233
www.fortresssecurity.com



FORTRESSECURITY.COM





FORTRESS SECURITY

Texas Commercial and Residential Security Systems
www.fortresssecurity.com

1.866.378.9258

24 hours

License - TX B10837 / ACR-1750967 / OK-1987

City of Lake Dallas
Attn: Daniel Rusnak
101 E Hundley Dr

Original Proposal

Date 07/24/2020

Qty	Install New Surveillance at Concession/Restrooms	Each	Total
1	LTS 8 Channel POE 4TB HDD NVR	\$699.00	\$699.00
6	LTS 4MP 2.8mm 30m EXIR IP Turret Cameras	\$210.00	\$1260.00
1	22" High Definition Widescreen Monitor	\$115.00	\$115.00
1	CAT5e Cable, Connectors, Miscellaneous Parts for Install	\$200.00	\$200.00
8	Estimated Labor Hours Needed for Install, Billed Hourly, Per Tech	\$125.00	\$1000.00
<i>Inc 30 Days Fortress Labor Warranty</i>			

Proposal Total \$3274.00

Footnotes:

- If aerial lift is needed, cost will be billed to customer upon completion of job, in addition to proposal price

Accepted By

Date



FORTRESSSECURITY.COM





FORTRESS SECURITY

Texas Commercial and Residential Security Systems
www.fortresssecurity.com

1.866.378.9258

24 hours

License - TX B10837 / ACR-1750967 / OK-1987

City of Lake Dallas
Attn: Daniel Rusnak
302 S Shady Shores

Original Proposal

Date 07/24/2020

Qty	Move/Replace 2 Cameras at Library	Each	Total
2	LTS 5MP 2.7-12mm Varifocal 80m EXIR TVI Bullet Cameras	\$250.00	\$500.00
1	Coax Cable, Connectors, Miscellaneous Parts for Install	\$90.00	\$90.00
4	Estimated Labor Hours Needed for Install, Billed Hourly, Per Tech	\$125.00	\$500.00
<i>Inc 30 Days Fortress Labor Warranty</i>			

Proposal Total \$1090.00

Footnotes:

- Proposal assumes customer's existing recorder is capable of supporting quoted cameras
- Proposal accounts for moving 2 existing camera locations a short distance, and replacing the cameras with the above quoted cameras
- If aerial lift is needed, cost will be billed to customer upon completion of job, in addition to proposal price

Accepted By _____

Date _____



FORTRESSSECURITY.COM





**CITY COUNCIL
AGENDA MEMO**

Prepared By: Angie Manglaris, Director of Development Services

August 13, 2020

Consider and act on a Resolution granting a waiver to Section 907.1.5 of the 2018 International Fire Code Local Amendments relating to the installation of a fire alarm notification system including full audio/visual notification services relating an additional occupant to be situated at Lot 5, Block A, Atchison Addition, commonly known as 510 E. Hundley Drive.

DESCRIPTION:

Consider and act on a Resolution granting a waiver to Section 907.1.5 of the 2018 International Fire Code Local Amendments relating to the installation of a fire alarm notification system including full audio/visual notification services relating an additional occupant to be situated at Lot 5, Block A, Atchison Addition, commonly known as 510 E. Hundley Drive.

BACKGROUND INFORMATION:

The subject property is situated at 510 E. Hundley Drive and is Zoned C – 1 Retail District. The property has been developed with an approximately 3, 744 sq. ft., single-story office building and is currently occupied by Blueline Technologies.

In February 2020, Peace, Grace, and Mercy Word of Faith Center applied for a Certificate of Occupancy to be allowed to operate as an additional tenant at 510 E. Hundley. The Church will have a separate space for assembly and will have access to facilities situated (restrooms, water fountains) within Blueline Technologies' space. Upon Certificate of Occupancy inspections performed by the Lake Cities Fire Department, it was brought to Staff's attention the addition of a new tenant to the building was triggering the requirement for a manual and automatic fire alarm system equipped with full audio/visual notification services per the adopted Local Amendments to the 2018 International Fire Code (IFC).

Section 907.1.5 of the 2018 IFC Amendments reads as follows: *Buildings 5, 999 sq. ft. and lower shall be installed with an approved manual and automatic fire alarm system (In Compliance with 907.5.2.3.1) if the building has multiple tenant spaces or suites. The system shall be monitored by an approved supervision station. Approved systems shall include full audio/visual notification services and manual pull stations at rear emergency exits.*

Due to the cost of the full fire alarm system, the owner of the building, Mr. Wes Crenshaw, has applied for a waiver to the fire alarm requirements. Because the local amendments to the 2018 IFC are stricter than the 2018 IFC, the City Council may consider a waiver to the fire alarm

requirements. City Staff and the Lake Cities Fire Department are amenable to the waiver provided the applicant construct a one (1) hour fire wall between the different occupants.

FINANCIAL CONSIDERATION:

There is no financial impact to the City of Lake Dallas taxpayers.

RECOMMENDED MOTION:

I move to **APPROVE/DENY** the waiver to Section 907.1.5 of the 2018 International Fire Code Local Amendments relating to the installation of a fire alarm notification system including full audio/visual notification services relating an additional occupant to be situated at Lot 5, Block A, Atchison Addition, commonly known as 510 E. Hundley Drive, provided the applicant construct a one (1) hour fire wall between the different occupants.

ATTACHMENTS:

1. Draft Fire Waiver Resolution
2. Lake Cities Fire Department Analysis

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 08132020-____**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, GRANTING A WAIVER TO SECTION 907.1.5 OF THE 2018 INTERNATIONAL FIRE CODE RELATING TO INSTALLATION OF A FIRE ALARM NOTIFICATION SYSTEM INCLUDING FULL AUDIO/VISUAL NOTIFICATION SERVICES RELATING BUILDING LOCATED ON LOT 5, BLOCK A, ATCHISON ADDITION, COMMONLY KNOWN AS 510 E. HUNDLEY DRIVE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the owner of the property generally located at 510 E. Hundley Drive (more particularly described in Exhibit “A” attached hereto and incorporated herein by reference) (“the Property”) has requested a limited waiver to requirement to install a fire alarm notification system including full audio/visual notification services on the Property in association with the mixed use of the Property for a B-Business and an A3-Assembly occupant; and

WHEREAS, having reviewed said request, City Administration and the City Fire Marshal recommend approval of the requested waiver subject to compliance with certain conditions; and

WHEREAS, the City Council of the City of Lake Dallas, Texas, having received and considered the recommendation of the foregoing recommendation, has concluded that the requested waiver should be approved subject to the conditions set forth in said recommendation.

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

SECTION 1. Pursuant to Lake Dallas Municipal Code §46-46, a waiver of Section 907.1.5 of the 2018 International Fire Code as adopted by Lake Dallas Municipal Code §46-41 and amended by Lake Dallas Municipal Code §46-43 (collectively, “the Fire Code”) with respect to installation of a fire alarm notification system including full audio/visual notification services on the Property is hereby granted subject to the following conditions:

- A. A fire wall with a minimum one-hour rating that extends from the floor to the decking and the length of the two spaces for full separation between the two use spaces;
- B. All gaps, penetrations, and holes in the fire walls, including wall penetrations of mechanical equipment, duct work, and electrical must be sealed with UL Listed fire rated materials;
- C. A UL Listed fire rated door and framing with the same rating as the fire wall that is constructed may be, but shall not be required to be, installed to separate the spaces. Installation of such fire rated door is subject to the following:

- (1) The door must remain closed at all times except when being used for passage by building occupants between the spaces in the building;
 - (2) The door must not be propped open at any time; and
 - (3) The door is not required to be equipped with panic hardware but must be either (a) be equipped with Commercial Door Handles and Locks or (b) free swinging and equipped with no handles or locks of any type; and
- D. Prior to commencement of construction, construction plans showing the design of the fire wall and any proposed door shall be submitted to Bureau Veritas for review of the design of the improvements. Construction of such improvements shall be permitted and inspected in accordance with applicable City construction codes.

SECTION 2. The variance granted by this Resolution shall apply only if the mixed uses occupancies of the building located on the Property are classified as B-Business and an A3-Assembly under the then current edition of the City of Lake Dallas Fire Code.

SECTION 3. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 13th day of August 2020.

APPROVED:

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/6/2020:117090)

Resolution No. 08132020-_____
Exhibit “A” – Boundary Description of Property

Lot 5, Block A, Tom Atchison Subdivision, an addition to the City of Lake Dallas, Denton County, Texas, according to the plat thereof recorded in Volume 414, Page 381, Plat Records, Denton County, Texas



LAKE CITIES FIRE DEPARTMENT



Proudly serving Hickory Creek, Shady Shores, Lake Dallas and Corinth

David Rodriguez
Assistant Fire Marshal

There has been several questions and concerns with the property at 510 E Hundley, Lake Dallas. The building was set up as a single tenant or single commercial occupant use. The concern is that the building has been suited to multi-tenant or multi-commercial occupant use.

The building was originally classified as a B- Business occupant, with the second commercial occupant/ tenant the building now has a different classification, the building is now considered as a mix use building. Blue Line Technologies classified as a B- Business and Peace, Love and Grace Church is classified as an A3- Assembly occupant. With the new classification of mixed use and multi-occupant/ tenant, the building must now meet the requirements of the 2018 International Fire Code (IFC) with Adopted Local Amendments and the 2018 International Building Code (IBC).

By Lake Dallas and Lake Cities Fire Department adopted code standards, the 2018 IFC with Adopted Local Amendment and the 2018 IBC. The building now requires for there to be a Fire Alarm System under **IFC Amendment 907.1.5 Required Installation** on buildings that are multi-commercial occupant use and that are 5,999sqft and under, it shall meet the **National Fire Protection Association (NFPA) requirement of NFPA 72 National Fire Alarm and Signaling Code** and a 2 hour fire wall required by **IBC Chapter 5 General Building Heights and Areas, Section 508 Mixed Use and Occupancy, Table 508.4 Required Separation of Occupancies** between the two commercial tenants/ occupants.

The building owner has been given several options/ variances to help with the cost but still providing safety for the occupants and patrons occupying the buildings.

Option 1

No Fire Alarm required but a minimum of a 1-hour fire wall rating that extend from the floor to the decking and the length of the two spaces for full separation. Required by the 2018 IBC Chapter 5, Section 508 Table 508.4.

They must provide a cut sheet on how it will be accomplished (construction plans). Any gaps, penetrations or holes in the fire walls will need to be sealed with UL Listed fire rated materials. Take into consideration of mechanical, duct work and electrical that will go through the fire wall.

A UL Listed fire rated door and framing will be required at a minimum of 45 minutes and will be used to separate between the spaces, or you may eliminate all doors between the spaces with the required 1-hour fire wall. The fire rated doors must remain closed at all times and may be used as pass throughs.

The door must be kept from being propped open. The fire rated doors will not require panic hardware but will require Commercial Door Handles and Locks or can be free swinging.

The design of the fire walls will need to be submitted to **Bureau Veritas** which is Lake Dallas building review board for verification and approval and any other information that they may need or require. It shall be inspected by a **Bureau Veritas** representative for proper construction and installation.

Option 2

No fire rated wall required but a Fire Alarm System that meets the **2019 NFPA 72 National Fire Alarm and Signaling requirements**. The fire alarm shall require 24-hour monitoring by a fire alarm company at all times, provided proper coverage of smokes / heat detectors and any other monitoring device(s) that may be required for both suits. There shall be proper audio and visual notification for both suites and the fire alarm system must be maintained at all times. Fire alarm plans, cut sheet of equipment, and a current copy of Texas State Licenses for fire alarm installation of the company that will be doing the fire alarm installation. Plans shall be submitted to the Lake Cities Fire Department for review and approval. The fire alarm install shall be inspected and tested for final approval by a Lake Cities Fire Department.

Option 3

If the building remains as a single tenant/ occupant or the multi-commercial tenant/ occupant both have the same classification (B- Business and B- Business or A- Assembly and A- Assembly) for the second tenant/ occupant no fire alarm or fire wall shall be required. Building cannot be classified as mixed use.

David Rodriguez

Assistant Fire Marshal

Lake Cities Fire Department



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Angie Manglaris, Director of Development Services

August 13, 2020

Conduct a Public Hearing and Consider an Ordinance Amending Lake Dallas Municipal Code of Ordinance Chapter 122 “Zoning” Article XIII. R-1-4000 Manufactured Home Residential District Section 122-574 “Responsibilities of Manufactured Home Occupants” and Article XIV. R-1-4000C Commercial Manufactured Home Residential District Section 122-611 “Responsibilities of Manufactured Home Park Owners-Operators”.

DESCRIPTION:

Conduct a public hearing and consider an Ordinance amending Lake Dallas Municipal Code Chapter 122 “Zoning” Article XIII. R-1-4000 Manufactured Home Residential District and Article XIV. R-1-4000C Commercial Manufactured Home Residential District adding regulations governing the permitting and installation of new manufactured homes.

BACKGROUND INFORMATION:

City Staff has prepared amendments to Chapter 122 “Zoning” Articles XIII. R-1-4000 Manufactured Home Residential District and Article XIV. R-1-4000C Commercial Manufactured Home Residential district in order to codify the move-in procedures for manufactured homes being moved into City Limits. Staff has added language to Sections 122-574 and 122-611 of the City of Lake Dallas Code of Ordinances detailing the regulations of permitting and installation of new manufactured homes. The text has been amended to read as set out in the proposed ordinance attached to this memo.

The intent of the proposed amendments is to ensure manufactured homes being moved into the City are not substandard, meet HUD criteria and are situated appropriately on their respective lots. Once the manufactured home has been installed with all skirting and vent requirements, the occupant shall be responsible for contacting the Building Inspections to confirm compliance with all City ordinance requirements.

FINANCIAL CONSIDERATION:

There is no financial impact to the taxpayers of Lake Dallas.

RECOMMENDED MOTIONS:

I move to **Approve/Deny** to ordinance as presented. .

ATTACHMENT(S):

1. Redlined copies of Article XIII. R-14000 and XIII. R-1-4000C
2. Draft Ordinance

Sec. 122-574. - Responsibilities of manufactured home occupants.

- (a) Every occupant of a ~~space in a manufactured home located within~~ a manufactured home park ~~located within the territorial limits of the city~~ shall maintain ~~the manufactured home space, its facilities and equipment,~~ in good repair and in a clean and sanitary condition. ~~the manufactured home and manufactured home space and their related facilities and equipment;~~
- (b) The occupant ~~of a manufactured home located within a manufactured home park~~ shall be responsible for proper placement of the manufactured home in its manufactured home space and proper installation of all utility connections in accordance with applicable City ordinances and regulations. ~~Prior to moving a manufactured home into the instructions of City's corporate limits,~~ the park management and occupant shall submit the codes following to the City for review:
- (1) A completed Manufactured Home Move-in Permit Application;
 - (2) A Site Plan labeling the manufactured home's proposed situation on the lot and ordinances-its distance to adjacent structures. The situation of the manufactured home shall conform to the provisions of the city- this article;
 - (3) Verification the manufactured home complies with HUD-code certification criteria for manufactured homes; and
 - (4) Verification a Texas Department of Motor Vehicle's Moving Permit has been obtained;
- (c) Fire-resistant skirting with the necessary vents, screens and/or openings ~~shall~~must be ~~required installed~~ on all manufactured homes in manufactured home parks ~~and, which installation shall be installed within~~ occur not later than 30 days after ~~emplacement of the manufactured home.~~ placement of the manufactured home. The occupant of the manufactured home shall be responsible for contacting building inspections to confirm compliance with all requirements of this article; and
- (d) Skirting, porches, awnings and other additions, when installed, shall be maintained in good repair.

Sec. 122-611. - Responsibilities of manufactured home park owners-operators.

- (a) Every owner-operator of a space in a commercial manufactured home park ~~located within the territorial limits of the city~~ shall maintain ~~f,~~ or ensure that the occupant of said manufactured home space ~~shall maintain~~maintains, the manufactured home space, its facilities and equipment, in good repair and in a clean and sanitary condition.

- (b) The owner-operator of a space in a commercial manufactured home park shall be responsible for proper placement of the manufactured home in its manufactured home space and proper installation of all utility connections in accordance with applicable City ordinances and regulations. Prior to moving a manufactured home into the instructions of City, the park management and owner-operator or occupant of said manufactured home space shall submit the codes following to the City for review:
- (1) A completed Manufactured Home Move-in Permit
 - (2) A Site Plan labeling the manufactured home's proposed situation on the lot, labeling, and ordinances the distance to adjacent structures. The situation of the city-proposed manufactured home shall conform to the provisions of this article.
 - (3) Verification the manufactured home complies with HUD-code certification criteria for manufactured homes; and
 - (4) Verification a Texas Department of Motor Vehicle's Moving Permit has been obtained.
- (c) Fire-resistant skirting with the necessary vents, screens and/or openings ~~shall~~ must be required installed on all manufactured homes in manufactured home parks and, which installation shall be installed within occur not later than 30 days after emplacement of the manufactured home. placement of the manufactured home. The occupant of the manufactured home shall be responsible for contacting building inspections to confirm compliance with all requirements of this article.
- (d) Skirting, porches, awnings and other additions, when installed, shall be maintained in good repair.

ORDINANCE NO. 2020-____

AN ORDINANCE OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE LAKE DALLAS MUNICIPAL CODE BY AMENDING CHAPTER 122, "ZONING" ARTICLE XIII "R-1-4000 MANUFACTURED HOME RESIDENTIAL DISTRICT" SECTION 122-574 "RESPONSIBILITIES OF MANUFACTURED HOME OCCUPANTS" AND ARTICLE XIII "R-1-4000C COMMERCIAL MANUFACTURED HOME RESIDENTIAL DISTRICT" SECTION 122-611 "RESPONSIBILITIES OF MANUFACTURED HOME PARK OWNERS-OPERATORS" ADDING REGULATIONS GOVERNING THE PERMITTING AND INSTALLATION OF NEW MANUFACTURED HOMES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000.00) DOLLARS FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Planning and Zoning Commission of the City of Lake Dallas and the governing body of the City of Lake Dallas, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notice by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the governing body of the City of Lake Dallas is of the opinion that said zoning ordinance and map should be amended as provided herein; Now, therefore,

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

SECTION 1. The Lake Dallas Municipal Code, Chapter 122, "Zoning," is amended as follows:

- A.** Article XIII "R-1-4000 Manufactured Home Residential District" Section 122-574 "Responsibilities of Manufactured Home Occupants" is amended to read as follows:

Sec. 122-574. - Responsibilities of manufactured home occupants.

- (a) Every occupant of a manufactured home located within a manufactured home park shall maintain in good repair and in a clean and sanitary condition the manufactured home and manufactured home space and their related facilities and equipment;
- (b) The occupant of a manufactured home located within a manufactured home park shall be responsible for proper placement of the manufactured home in its manufactured home space and proper installation of all utility connections in accordance with applicable City ordinances and regulations. Prior to moving a manufactured home into the City's corporate limits, the occupant shall submit the following to the City for review:

- (1) A completed Manufactured Home Move-in Permit Application;
 - (2) A Site Plan labeling the manufactured home's proposed situation on the lot and its distance to adjacent structures. The situation of the manufactured home shall conform to the provisions of this article;
 - (3) Verification the manufactured home complies with HUD-code certification criteria for manufactured homes; and
 - (4) Verification a Texas Department of Motor Vehicle's Moving Permit has been obtained;
- (c) Fire-resistant skirting with the necessary vents, screens and/or openings must be installed on all manufactured homes in manufactured home parks, which installation shall occur not later than 30 days after placement of the manufactured home. The occupant of the manufactured home shall be responsible for contacting building inspections to confirm compliance with all requirements of this article; and
 - (d) Skirting, porches, awnings and other additions, when installed, shall be maintained in good repair.

B. Article XIII "R-1-4000C Commercial Manufactured Home Residential District" Section 122-611 "Responsibilities of Manufactured Home Park Owners-Operators" is amended to read as follows:

Sec. 122-611. - Responsibilities of manufactured home park owners-operators.

- (a) Every owner-operator of a space in a commercial manufactured home park shall maintain, or ensure that the occupant of said manufactured home space maintains, the manufactured home space, its facilities and equipment, in good repair and in a clean and sanitary condition.
- (b) The owner-operator of a space in a commercial manufactured home park shall be responsible for proper placement of the manufactured home in its manufactured home space and proper installation of all utility connections in accordance with applicable City ordinances and regulations. Prior to moving a manufactured home into the City, the owner-operator or occupant of said manufactured home space shall submit the following to the City for review:
 - (1) A completed Manufactured Home Move-in Permit
 - (2) A Site Plan labeling the manufactured home's proposed situation on the lot, labeling, and the distance to adjacent structures. The

situation of the proposed manufactured home shall conform to the provisions of this article.

- (3) Verification the manufactured home complies with HUD-code certification criteria for manufactured homes; and
 - (4) Verification a Texas Department of Motor Vehicle's Moving Permit has been obtained.
- (c) Fire-resistant skirting with the necessary vents, screens and/or openings must be installed on all manufactured homes in manufactured home parks, which installation shall occur not later than 30 days after placement of the manufactured home. The occupant of the manufactured home shall be responsible for contacting building inspections to confirm compliance with all requirements of this article.
- (d) Skirting, porches, awnings and other additions, when installed, shall be maintained in good repair.

SECTION 2. An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the ordinances of the City of Lake Dallas, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 3. Should any article, paragraph, subdivision, clause or provision of this ordinance, or the Lake Dallas Municipal Code as hereby amended be adjudged or held invalid or unconstitutional for any reason, such judgment or holding shall not affect the validity of this ordinance as a whole or any part or provision hereof other than the part so declared to be invalid or unconstitutional.

SECTION 4. Any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the City of Lake Dallas, Texas, shall be subject to a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense. Each and every day said violation is continued shall constitute a separate offense.

SECTION 5. This Ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and Charter in such cases provide.

PASSED AND APPROVED this the 13th day of August 2020.

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/6/2020:117168)



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Layne Cline, Public Works Superintendent

August 13, 2020

Carport Installation

DESCRIPTION:

Consider and Act on a Resolution authorizing a contract with Victory Awning, Inc. through the City's cooperative purchasing agreement with Texas Local Government Purchasing Cooperative (BuyBoard) to install carport shade structures in the Police Department parking lots.

BACKGROUND INFORMATION:

On August 8, 2019, the City Council issued Certificate of Obligation, Series 2019, for several capital projects, including \$40,000 for installation of covered parking structure for police vehicles. Staff obtained a quote from Victory Awning, Inc. through the City's cooperative purchasing agreement with BuyBoard. The quote came in at \$39,700 and does not include lights, electric, engineering, permits or actual permit costs.

The contract with Victory Awning, Inc. will require a fifty per cent (50%) deposit (\$19,850) before they submit the engineered design plans for the awnings. Staff has contacted the City's contract engineer, HALFF Associates, Inc., who has provided an estimate of \$1,000 to review the plans and ensure the anchoring of the awnings to the ground complies with engineering design standards for high wind events. There may be other costs associated with the installation not covered by the contract with Victory Awning. Therefore, staff is requesting a not to exceed total of \$45,000 for this project.

The Fort Worth Independent School District and the City of Princeton's Library were contacted to verify the quality of work by Victory Awning. Both provided favorable recommendations. Per the references, they have never failed to complete any work, they are great partners, and they provide quality products.

Staff recommends approval of the resolution awarding this contract to Victory Awning.

FINANCIAL CONSIDERATION:

The Victory Awning proposal is for the total amount of \$39,700. HALFF Associates' review of the anchoring of the awnings will cost approximately \$1,000 but could go up if additional work is needed. The contractor will need to register with the city and apply for all appropriate permits. With this being a City project, staff recommends waiving all City permit fees. Staff is recommending a Not to Exceed amount of \$45,000 for this project. In the Certificate of Obligation, Series 2019, \$40,000 in debt was issued for this project. The remaining \$5,300 will come from the General Capital Fund that has \$32,798.56 in it for use on capital projects.

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution authorizing a contract with Victory Awning for the installation of carport shade structures in the Police Department parking lots.

ATTACHMENT(S):

1. Resolution
2. PD Shade Structure Presentation
3. Victory Awning Estimate

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION 08132020-_____**

**A RESOLUTION OF THE CITY COUNCIL OF LAKE DALLAS, TEXAS,
AUTHORIZING A CONTRACT WITH VICTORY AWNING, INC. FOR
THE INSTALLATION OF PARKING LOT AWNINGS THROUGH THE
CITY’S COOPERATIVE PURCHASING AGREEMENT WITH THE
TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE
(BUYBOARD); AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, having reviewed various options available to the City for design and installation of parking lot awning in the Police Department parking lots (the “Project”), the City Manager recommends negotiating and entering into a contract with Victory Awning, Inc. in the amount of \$39,700.00 pursuant to the City’s cooperative purchasing agreement with the Texas Local Cooperative Purchasing (“BuyBoard”); and

WHEREAS, additional professional services will be required in order to perform the Project; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in public interest to concur in the foregoing recommendations and authorize such additional professional services.

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

SECTION 1. The City Manager is hereby authorized to negotiate and sign an agreement for performance of the Project with Victory Awning, Inc. through the City’s cooperative purchasing agreement with the BuyBoard in the amount of \$39,700.00.

SECTION 2. The City Manager is further authorized to procure such additional professional services and incur such additional costs as necessary to successfully complete the Project, not to exceed \$5300.00.

SECTION 3. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 13th day of August 2020.

City of Lake Dallas, Texas

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/4/2020:117132)

Contact: **Layne Cline**
Email: lcline@lakedallas.com

VICTORY AWNING

6801 Old Randol Mill Road
Fort Worth, Texas 76120

E19117C

BUYBOARD

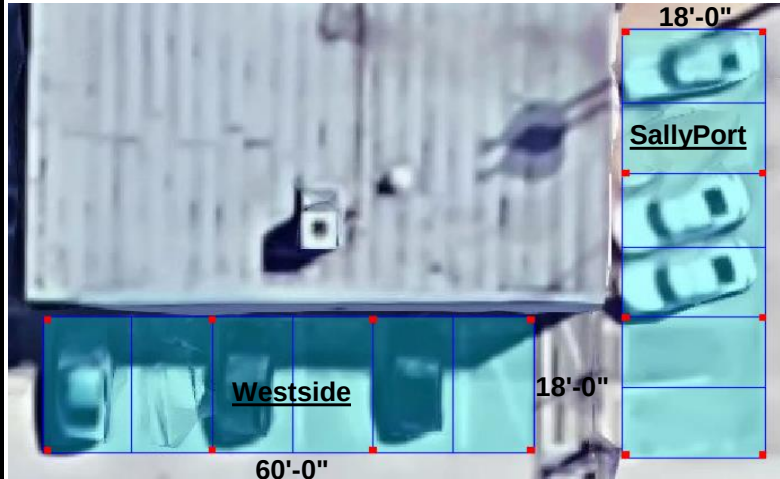
#556-18

Phone (817) 759-1600

Fax (817) 838-0777

Proposal Submitted To Lake Dallas Police Department		Phone 940-497-2228 ext 205	Date 3/17/2020
Street Address 212 Main St.		Job Name Lake Dallas Police Department	
City, State, Zip Code Lake Dallas, TX 75065		Job Location 212 Main St. Lake Dallas, TX 75065	
Estimated Completion Date 6-8 Weeks	Secondary Phone (Mobile, Fax, Pager) N/A	Work Phone	Mapsco# GPS

Style	Standard Carport
Quantity	2
Width	(1) 54'-0", (1) 60'-0"
Drop	1/4" per foot min.
Projection	18'-0"
☐	☒ Complete
Permit	☐ YES ☒ NO
Cover	HR-288
Color	TBD
Frame	10" Purlin
Color	TBD
Clearance	8'-0"
Engineering	☒ YES ☐ NO
Height	Style
Frame Options	☒ COAT ☐ PAINT ☐ NO
Frame Color	TBD
Posts	☒ YES ☐ NO
Post Options	☒ COAT ☐ PAINT ☐ NO
Post Color	TBD



54'-0"

HR-288 Roof Panels
3" Trim
3" x 3" post (powder coated)
10" purlins (powder coated)
bury post 3'-0" below grade
12" round hole filled with concrete

Insulated Carports

Sales price to manufacture and instal (1) 54' wide x 18' projection carport to cover 6 parking spaces and (1) 60'-0" wide x 18' projection carport to cover 6 parking spaces.

Customer to run permit.

Carports: \$30,200.00
Powder Coat: \$2,000.00
Install: \$6,700.00
Engineering: \$800.00
Tax: Exempt
Total: \$39,700.00

Price Does Not Include Lights, Electric, Engineering, Permits or Actual Permit Fee/Costs. Based on Standard Colors. Blocking By Others.

Victory Awning will provide Standard COI, if additional endorsements (i.e. CG 2010 or CG 2037) are required, these are \$250.00 EACH and will be added to the contract value.

We PROPOSE hereby to furnish material and labor, complete in accordance with above specifications or accepted industry standards, for the sum:

PAYMENT DUE UPON COMPLETION

50% DEPOSIT REQUIRED

This order reflects special order materials.

Deposits are NON refundable.

Authorized Signature: **Ko Ketkeorasmy (817) 528-9950**

(Unless specified sales tax is NOT included in price)

Note: This proposal is valid for 15 days, or may be withdrawn by Victory Awning prior to acceptance.

Acceptance of Proposal-The above prices, specifications, conditions and terms are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Victory Awning holds security interests in all materials on this project until entire balance is paid in full.

Date of Acceptance: _____

Signature _____

SALES PRICE: \$ **39,700.00**

DEPOSIT: \$ **19,850.00**

BALANCE DUE: \$ _____

POLICE DEPT. SHADE STRUCTURE

Presented by:
Layne Cline
Public Works Superintendent

1

Project Details

- (2) Standard Style Carports- (1) 60x18, (1) 54x18
- 8' vehicle clearance
- Covering 12 parking stalls- (6) southside, (6) westside
- Estimated Completion: 6-8 weeks

- Price Does Not Include Lights, Electric, Permits or Actual Permit Fee/Costs. Based on Standard Colors***

2

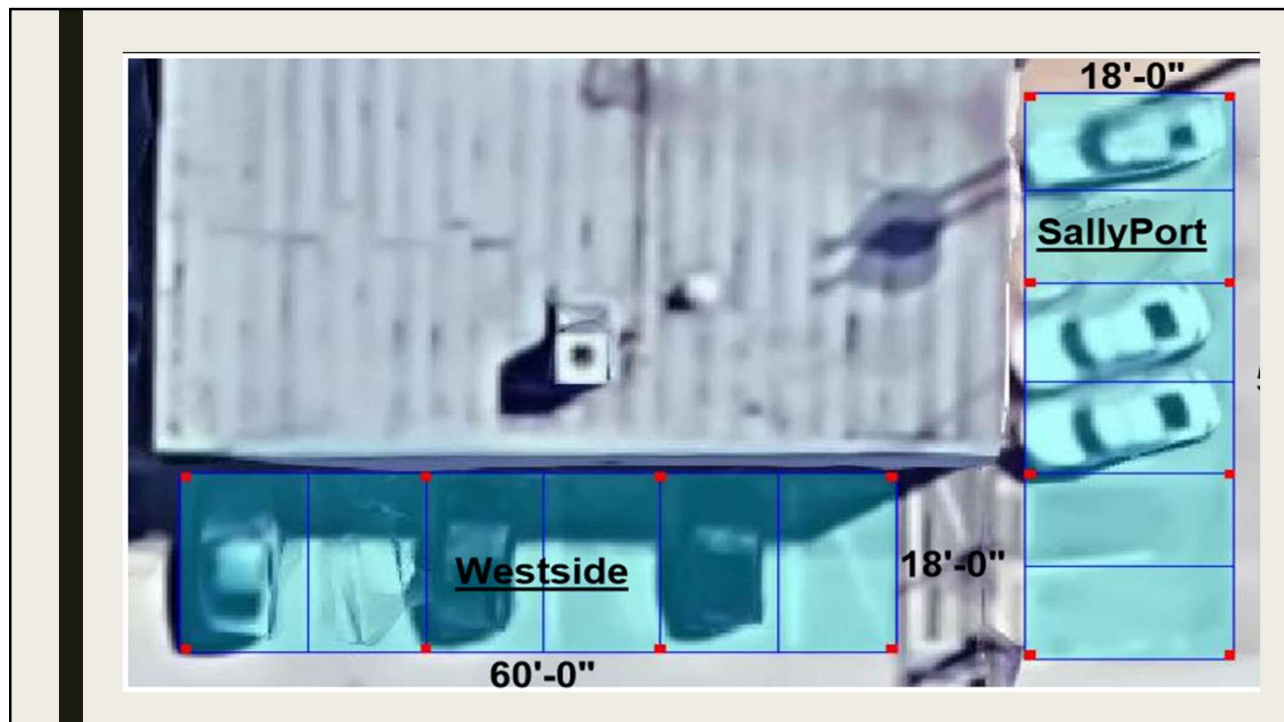


3

Proposed Location



4

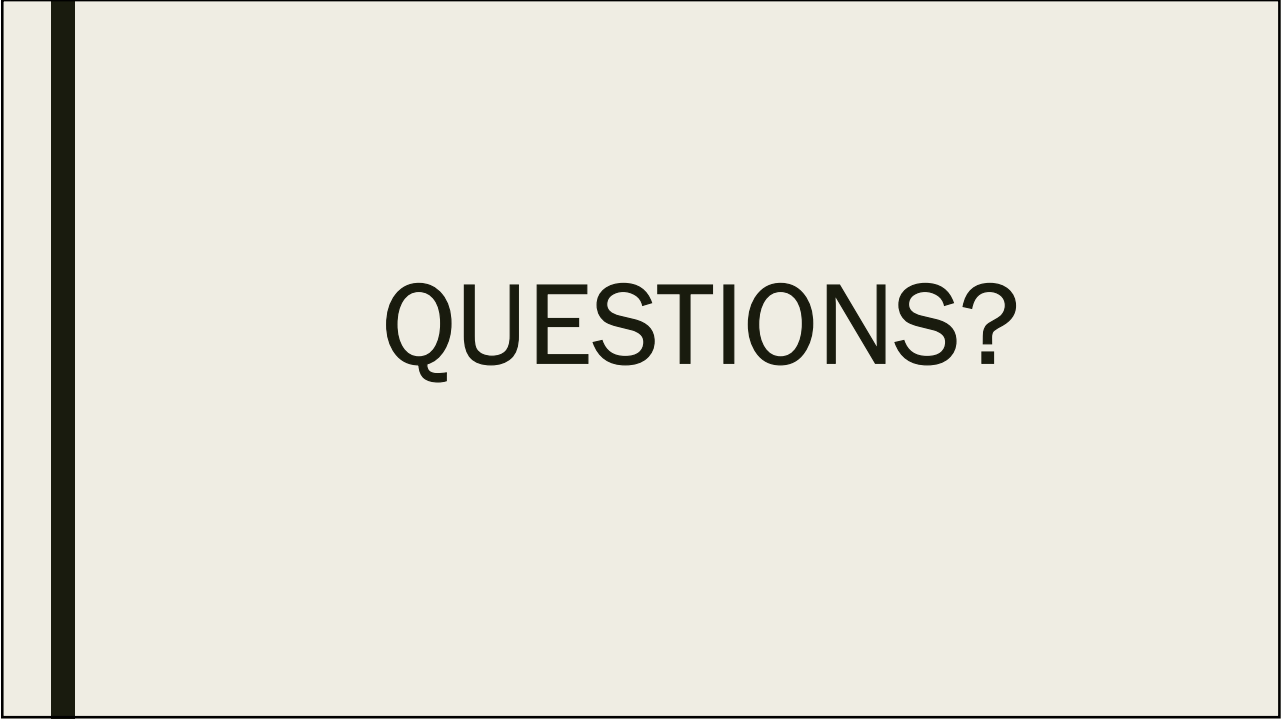


5

RECOMMENDATION

- Staff is recommending to contract with Victory Awning for the manufacture and installation of carport- shade structures in the amount not to exceed \$42,000.00. A 50% deposit is required to begin the project for engineering development.

6



QUESTIONS?



CITY COUNCIL AGENDA MEMO

Prepared By: John Cabrales Jr, City Manager

August 13, 2020

SPAN, Inc. of Denton County

DESCRIPTION:

Consider and Act on a resolution of the City Council of the City of Lake Dallas, Texas authorizing the City Manager to negotiate and sign an Interlocal Cooperation Agreement with SPAN, Inc. to provide demand response transit services.

BACKGROUND INFORMATION:

On September 26, 2019, the City entered into an Interlocal Agreement (ILA) with SPAN, Inc. (SPAN) to allow SPAN to provide to eligible City residents, at no cost to the City, demand response transit services that include providing up to 150 one-way rides per month collectively to residents of Lake Dallas, Corinth, Hickory Creek and Shady Shores who are (a) sixty-five (65) years of age or older and/or (b) determined to have an eligible disability in accordance with SPAN policies and state and federal regulations. If fewer than one hundred and fifty (150) trips are used in any given month the unused one-way trips from that month will accrue and be available for use during subsequent months of this Agreement. Residents in the Lake Cities have used this service less than the allotted one hundred and fifty (150) trips per month.

On October 24, 2019, the ILA was amended to allow riders to be taken anywhere in SPAN's demand response transit service area in Denton County, for employment, education, nutrition, education, and workshops (adult day care). This expansion of locations is limited to a maximum four one-way trips per week, per individual, outside of medical purposes. SPAN passengers must pay \$3.00 per one-way trip.

The ILA expires on September 30, 2020 and SPAN has submitted a request to renew the agreement for another year. The wording for the ILA has not changed and include the amended language from October 24, 2019.

Staff recommends the approval of the resolution.

FINANCIAL CONSIDERATION:

There is no cost to the City because SPAN, Inc will be using 5310 grant funds to pay for this service.

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution amending the Interlocal Cooperation Agreement with SPAN, Inc. to expand the allowable destinations within SPAN's demand response transit service area in Denton County.

ATTACHMENT(S):

1. Interlocal Cooperation Agreement
2. Resolution

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 08132020-_____**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND SIGN AN INTERLOCAL COOPERATION AGREEMENT WITH SPAN, INC. TO PROVIDE DEMAND RESPONSE TRANSIT SERVICES FOR FY 2020-2021; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, SPAN, Inc. is a designated rural transportation provider operating in Denton County that provides door-to-door demand response transportation services (“Transit Services”) to certain eligible residents in Denton County who live outside of areas serviced by the Denton County Transportation Authority; and

WHEREAS, SPAN, Inc. has offered to provide the Transit Services to residents of the City of Lake Dallas under an interlocal cooperation agreement with the City; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in the public interest to enter into an agreement with SPAN, Inc. to provide the Transit Services;

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

SECTION 1. The City Manager is authorized to negotiate and sign on behalf of the City an interlocal cooperation agreement with SPAN, Inc. to allow SPAN, Inc. to provide to eligible City residents, at no cost to the City, demand response transit services that include providing up to 150 one-way rides per month collectively to residents of Lake Dallas, Corinth, Hickory Creek and Shady Shores who are (a) sixty-five (65) years of age or older and/or (b) determined to have an eligible disability in accordance with SPAN, Inc.’s policies and state and federal regulations.

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

PASSED AND APPROVED this the 13th day of August 2020.

ATTEST:

APPROVED:

Codi Delcambre, TRMC, City Secretary

Michael Barnhart, Mayor

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:7/23/2020:116939)

STATE OF TEXAS §
 §
COUNTY OF DENTON §

INTERLOCAL AGREEMENT FOR SERVICES

THIS INTERLOCAL AGREEMENT FOR SERVICES ("Agreement") is entered into as of the effective date by and between the City of Lake Dallas (hereinafter referred to as "CITY"), a Texas home rule municipality, acting by and through its duly authorized Interim City Manager and SPAN, Inc., (hereinafter referred to as "SPAN"), a Texas non-profit corporation operating in Denton County, Texas as an organization described in Section 501(c)(3) of the Internal Revenue Code, acting by and through its duly authorized Executive Director. CITY and SPAN are collectively referred to hereafter as "Parties" or separately as "Party."

RECITALS

WHEREAS, SPAN enables people to live as fully and independently as possible by providing nutrition, transportation and social services to older persons, persons with disabilities, veterans, and the general public; and

WHEREAS, the success or failure of SPAN's purposes and objectives has a direct impact on the health and welfare of City's residents; and

WHEREAS, City is charged with the responsibility of promoting and preserving the health, safety, peace, good government, and welfare of its residents; and

WHEREAS, SPAN transportation services were developed to provide safe and efficient transportation to seniors, persons with special needs, veterans and as otherwise defined by agreements into which SPAN may enter from time to time; and

WHEREAS, CITY and SPAN desire to enter into this Agreement whereby SPAN will provide demand response transit service for CITY residents that are seniors (age 65 and older), and people with documented disabilities (hereafter referred to collectively as "Riders"); and

WHEREAS, Riders may be taken anywhere in SPAN's demand response transit service area in Denton County at a cost to the Riders of \$3.00 for seniors (age 65 and older) and people with documented disabilities for the purposes of medical treatments, doctor's and dentist's appointments, trips to get prescriptions filled; and the following trips are limited to four one-way trips per week: shopping for necessities, travel to and from the Lake Dallas Public Library, Employment, Education, Nutrition, Recreation, and Workshop trips; and

WHEREAS, Riders may call in at least one (1) day in advance, but no more than two (2) weeks in advance, to set up appointments for pick-up and drop off by calling SPAN'S Transportation Office at 940-382-1900 weekdays between the hours of 8:00 a.m. and 2:00 p.m.; and

WHEREAS, Demand response transit service is available between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday excluding major holidays and subject to capacity constraints.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE PROMISES AND COVENANTS SET FORTH IN THIS AGREEMENT THE PARTIES AGREE AS FOLLOWS:

1. Recitals. The foregoing Recitals are found to be true and correct, are fully incorporated into the body of this Agreement and made a part hereof by reference just as though they are set out in their entirety.

2. Scope of Transportation Services. SPAN shall provide door-to-door demand response transit services to CITY citizens residing in Denton County who are Riders in accordance with this Agreement and SPAN's "The Lake Cities Transportation Policy and Procedures," a true and correct copy of which is attached hereto as Exhibit "A" and incorporated herein by reference as though it were set out in its entirety ("Policy"). In the event of conflict between this Agreement and the Policy, this Agreement shall control. In performing services under this Agreement, the relationship between CITY and SPAN is that of an independent contractor. No term or provision of this Agreement or act of SPAN in the performance of this Agreement shall be construed as making SPAN the agent, servant, or employee of CITY.

3. SPAN Transportation Operations

a. SPAN shall provide Transit Service on Service Days to Riders in accordance with this Agreement and the Policy. In the event of an irreconcilable conflict between this Agreement and the Policy, this Agreement shall control. SPAN shall provide all equipment, facilities, qualified employees, training, and insurance necessary to establish the Transit Service for Riders. SPAN shall further establish, operate, and maintain an accounting system for the Transit Service that will allow for a tracking of services provided to Riders and a review of the financial status of the Transit Service. SPAN shall also track and break down the information regarding the number of one-way trips it provides to Riders.

b. CITY shall have the right to review the activities and financial records kept incident to the Transit Service provided to Riders by SPAN. In addition, SPAN shall provide monthly ridership information to the City Manager or his/her designee specifically identifying the number of Rider trips including rider origination, destination, and purpose.

c. SPAN will be responsible for verifying and documenting the eligibility of Riders. SPAN reserves the right to determine on an individual basis whether SPAN has the capability to safely transport a passenger. In the event SPAN determines safety will be compromised, SPAN may decline transportation for the person and must document the reason why service was declined.

d. Span will inform Riders that their trips to the doctor or dentist's office, hospital, drug store or other location may qualify as a Medicaid eligible trip. SPAN will direct potential

Medicaid eligible Riders to call Texas Health and Human Services toll free at 1-877-633-8747 (TTY: 1-800-735-2989) or 1-877-MED-TRIP on Monday through Friday between 8:00 a.m. and 5:00 p.m. at least two days before their appointment or trip to schedule free transportation through Medicaid.

4. Definitions. As used in this Agreement, the following words and phrases shall have the following meanings unless the context clearly indicates as different use:

City Manager means the person serving as CITY's City Manager or the CITY employee designated by the City Manager to serve as CITY's liaison with SPAN under this Agreement.

Demand Response Transit Service or *Transit Service* means the Demand Response Service (as defined in the Policy) provided to Riders as described in the Policy.

Demand Response Transit Service Area or *Service Area* shall have the meaning set forth in the Policy.

Rider means a person residing within CITY's incorporated limits who is (a) sixty-five (65) years of age or older and/or (b) has a documented disability that complies with SPAN's eligibility policies as set forth in the Policy and applicable state and federal laws and regulations.

Service Days means every weekday (Monday through Friday) during the Term, excluding those weekdays on which New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, and Christmas Day occur.

5. Payment SPAN shall provide up to one hundred fifty (150) one-way trips per month collectively to the Riders under this Agreement and under similar agreements between SPAN and the Town of Shady Shores, Town of Hickory Creek, and City of Corinth, respectively, the cost of which will be paid by SPAN using Section 5310 grant funds. If fewer than one hundred fifty (150) trips are used in any given month, the unused one-way trips from that month will accrue and be available for use during subsequent months during the term of this Agreement. The Parties acknowledge and agree that CITY shall not be responsible for any payments related to the provision of Transit Services pursuant to this Agreement and that CITY's sole consideration for this Agreement is to authorize SPAN to make the Transit Services available to Riders.

6. Indemnification. SPAN assumes all liability and responsibility for and agrees to fully indemnify, hold harmless and defend CITY, and its officials, officers, agents, servants and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorney's fees, for injury to or death of a person or damage to property, arising out of or in connection with, directly or indirectly, intentional or negligent acts or omissions occurring during the performance, attempted performance or nonperformance of the Transit Service described hereunder or in any way resulting from or arising out of the management, supervision, and operation of the Transit Service and activities of SPAN, its

officers, employees, agents, and contractors (collectively “SPAN” for purposes of this Section 6). In the event of joint and concurring responsibility of SPAN and CITY, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with Texas Law, without waiving any defense of either party under Texas Law including sovereign immunity. The provisions of this Section 6 are solely for the benefit of the Parties and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

7. Insurance. SPAN shall obtain insurance of the types and in the amounts set forth below from an insurance carrier or underwriter licensed to do business in the State of Texas and acceptable to CITY. SPAN shall furnish CITY with certificates of insurance or copies of the policies, evidencing the required insurance on or before the beginning date of this Agreement. SPAN agrees to submit new certificates or policies to CITY on before the expiration date of the previous certificates or policies. The insurance shall be the following types in amounts not less than indicated:

a. Comprehensive General (Public) Liability Insurance or its equivalent including minimum coverage limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

b. Automobile Liability Insurance including minimum coverage limits of \$1,000,000 per combined single limit for bodily injury and property damage.

On all insurance required, SPAN shall require insurance providers to name CITY, and its officials, officers and employees, as additional insureds, waive subrogation against CITY, and provide thirty (30) days written notice to CITY of any material change to or cancellation of the insurance.

8. Assignment and Delegation. Neither Party shall assign or delegate the rights or obligations under this Agreement without the prior written consent of the other Party.

9. Severability. In the event any provision of this Agreement shall be determined by any court of competent jurisdiction to be invalid or unenforceable, the Agreement shall, to the extent reasonably possible, remain in full force and effect as to the balance of its provisions and shall be construed as if such invalid provision were not a part hereof.

10. Mediation. In the event of any dispute regarding this Agreement or the terms contained herein, the Parties hereto agree that they shall submit such dispute to non-binding mediation prior to filing suit.

11. Term of Agreement

a. Notwithstanding the date this Agreement is signed by the Parties, the term of this Agreement shall be deemed to have commenced on October 1, 2020 and end September 30, 2021 subject to earlier termination as provided herein.

b. This Agreement may be terminated with or without cause by either Party by giving thirty (30) days written notice to the other Party of their intent to terminate the Agreement. In the

event CITY terminates without cause, SPAN shall be entitled to receive just and equitable compensation for any satisfactory work completed in accordance with this Agreement and prior to the termination; provided, however, the total compensation shall not exceed the maximum amount of City Supplement Fee to be paid pursuant to Section 5, above.

12. Applicable Law; Venue. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Texas, and venue for any claim or cause of action shall lie exclusively in Denton County, Texas or the Federal courts having jurisdiction over claims arising in Denton County, Texas.

13. Notice. All notices, authorizations and requests in connection with this Agreement shall be deemed provided on the day they are (i) deposited in the mail, postage prepaid, certified or registered, return receipt requested; (ii) delivered by courier; or (iii) sent by facsimile as indicated by a fax confirmation sheet; and sent to the address or facsimile number of each party's agent as follows:

If to City:

City of Lake Dallas
Attn: City Manager
212 Main Street
Lake Dallas, Texas 75065

With copy to:

Kevin B. Laughlin
Nichols, Jackson, Dillard, Hager & Smith, LLP
500 N Akard, Suite 1800
Dallas, Texas 75201

If to SPAN:

SPAN, Inc.
Attn: Executive Director
1800 Malone Street
Denton, Texas 76201

With copy to:

14. Entire Agreement. This Agreement contains all representations, understandings, contracts and agreements between the Parties regarding the subject matter of this Agreement. This Agreement supersedes all oral or written previous and contemporaneous agreements, writings, understandings, representations, or contracts between the Parties regarding the subject matter of this Agreement. This Agreement in no way modifies or supersedes any document executed by the Parties prior to this Agreement which does not regard the subject matter of this Agreement.

15. Parties Bound. This Agreement shall be binding upon, and inure to the benefit of, the Parties to this Agreement and their respective successors and assigns.

16. Relationship. It is understood and agreed that the relationship between the Parties described in this Agreement is contractual in nature between independent Parties and does not constitute, and shall not be construed, as creating a partnership or joint venture relationship between or among the Parties. By entering into this Agreement, the Parties do not create any obligations, express or implied, other than those set forth herein, and this Agreement shall not create any rights in any individual or entity that is not a signatory hereto.

17. **Amendment.** The Parties may revise, amend or modify this Agreement only by written agreement signed by both Parties.

18. **Special and Consequential Damages.** In no event, whether as a result of breach of contract, warranty, tort (including negligence or infringement), strict liability or otherwise, shall either Party be liable to the other Party for any special, consequential, incidental, indirect or exemplary damages including, but not limited to, loss of profits or revenues, cost of capital, cost of substitute goods, facilities, services or downtime costs.

19. **Counterparts.** This Agreement may be signed in counterparts, and each executed copy shall be deemed a counterpart original, with full force and effect and enforceable against the Parties executing same.

20. **Authority:** Each Party represents and warrants to the other that it has the full power and authority to enter into and fulfill the obligations of this Agreement. The respective signatories to this Agreement, by affixing their signatures hereto, warrant and represent that they have the authority to bind their respective Party as duly authorized representatives thereof.

21. **Current Revenues.** The Parties acknowledge and agree that their respective obligations shall be paid from funds constituting current revenues.

22. **Prohibition of Boycott Israel.** SPAN verifies that it does not Boycott Israel and agrees that during the term of this Agreement will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.

(Signatures on Following Page)

SIGNED AND AGREED this _____ day of _____, 2020

SPAN, INC:

By: _____
Michelle McMahon, Executive Director

SIGNED AND AGREED this _____ day of _____, 2020.

City of Lake Dallas

By: _____
John Cabrales, Jr., City Manager

ATTEST:

Codi Delcambre, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney

EXHIBIT “A”

THE LAKE CITIES TRANSPORTATION POLICY AND PROCEDURES

SPAN Transit is the contracted service provider for the Lake Cities. The service is reserved for **individuals 65 years or older and/or with a professionally verified disability, for the purposes of medical treatments, doctor’s and dentist’s appointments, trips to get prescriptions filled. The following trips are limited to four one-way trips per week: shopping for necessities, travel to and from the Lake Dallas Public Library, Employment, Education, Nutrition, Recreation, and Workshop trips.** It is the policy of SPAN that no person shall on the grounds of race, color, national origin, sex, age, disability, or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity administered by SPAN.

Information in these policies and procedures includes the following:

- I. Description of SPAN Transit Services
- II. Application Process
- III. Disability Certification
- IV. How to Schedule a Trip
- V. SPAN Transit Fares
- VI. Aides, Companions and Animals
- VII. Wait Time, No Shows and Trip Cancellations
- VIII. Mobility Devices
- IX. Seatbelts and Restraints
- X. Passenger Behavior
- XI. Termination of Services
- XII. Grievance and Appeal Procedures
- XIII. Title VI Complaints
- XIV. Definitions
- XV. Frequently Asked Questions

For additional information, please call 940-382-1900.

I. Description of SPAN Transit Services in The Lake Cities

Service is provided to **seniors (aged 65 and older) and people with disabilities residing in the Lake Cities** to locations in the Lake Cities and throughout Denton County.

SPAN transportation service is provided by lift equipped vehicles. Operators are available to provide some assistance **upon request**. Operators are not trained to provide medical assistance.

Assistance includes:

- The operator will assist passenger from the door of a residence or pick-up location to the vehicle if needed.
- The operator will attempt to notify passengers of arrival.
- The operator will assist passengers in boarding and exiting the vehicle.
- The operator will deliver the passenger to the door of his/her destination.

Assistance DOES NOT include:

- Assistance getting in or out of a wheelchair.
- Assistance in getting ready for the trip.
- Administering medication or oxygen.
- Assisting passengers in wheelchairs up or down stairs.
- Assisting passengers on ramps deemed unsafe.
- Assisting in carrying personal belongings or purchases.

SPAN IS NOT AN EMERGENCY MEDICAL TRANSPORTATION SERVICE.

PLEASE NOTE THAT SPAN INC. POLICY DOES NOT ALLOW AN OPERATOR TO LOSE VISUAL CONTACT WITH THE AGENCY VEHICLE AT ANY TIME, FOR ANY REASON.

Service Hours

Trips can be scheduled for pick-up as early as 6:00 a.m. and drop off as late as 6:00 p.m., Monday through Friday. Currently, there is no weekend service. Service is provided throughout the year, except for the following observed holidays:

- | | |
|--------------------------|--------------------------|
| • New Year's Day | • Labor Day |
| • Martin Luther King Day | • Thanksgiving Day |
| • Memorial Day | • Day after Thanksgiving |
| • Independence Day | • Christmas Eve |
| | • Christmas Day |

II. APPLICATION

In order to use SPAN Transit, passengers must complete and submit an application. Applications can be obtained by calling the SPAN Dispatch Office at (940) 382-1900. Upon receipt of completed applications, please allow a maximum of 21 days to process applications. SPAN will begin processing properly completed applications immediately upon receipt. Only completed,

signed applications will be considered for review. Once the application is fully completed, the signed original should be dropped off, mailed or faxed to:

SPAN
1800 Malone
Denton, TX 76201 940-383-8433 (fax)

Upon completion of review, Applicants will receive written notice via U.S. mail and may begin scheduling trips.

Reapplication Process

Passengers will need to reapply every three years from the date they are initially approved. Reapplication ensures that SPAN's files are accurate and contain up-to-date information. SPAN will notify passengers when they are due for reapplication.

III. DISABILITY CERTIFICATION

People with disabilities that meet regulatory criteria are entitled to reduced fares. In addition to the regular application, applicants must submit a properly completed Certification Form. Both documents must be received and reviewed to begin the application process to qualify for reduced-fare trips due to disability.

A licensed physician or certified human services professional familiar with the applicant's condition must sign the Certification Form verifying the disability and the applicant's functional limitations if applying for reduced-fare based upon disability. It is recommended that the Certification Form and Application be submitted at the same time in order to prevent delay of the application review. Examples of licensed or certified human service professionals include: Medical Doctor, Psychiatrist, Psychologist, Social Worker, Rehabilitation Professional, Physical/Occupational Therapist, Physician's Assistant, Nurse Practitioner, Registered Nurse.

Once all documentation is received, SPAN personnel will evaluate it and request, if necessary, any additional relevant information about the applicant's functional limitations related to transportation. The applicant will be notified in writing of eligibility upon determination.

Notice of Eligibility Determination

An applicant that is determined to be eligible for reduced-fare service due to disability will be mailed (to the address printed on the application) documentation of eligibility. The document will include the name of the eligible individual, the phone number of the SPAN dispatch office, an expiration date for eligibility, and any conditions or limitation on the individual's eligibility including the use of a personal care attendant. If the determination is that the person is not eligible, the written notification will state the specific reason(s) for the finding. All applicants have the right to appeal the initial determination of eligibility (see *Grievance and Appeal Procedures*). SPAN employees and SPAN Board of Directors will strive to maintain an accommodation process that is cooperative rather than adversarial in nature, attempt to fulfill disability eligibility requests when possible and will document any and all attempts at reasonable accommodations.

Recertification Process

Passengers with disabilities will need to recertify their eligibility every three years from the date they are initially approved. Re-certification is done to ensure that circumstances have not changed which would invalidate a passenger's eligibility. Recertification also ensures that SPAN's files are accurate and contain up-to-date information. SPAN reserves the right to re-certify eligibility at any time. SPAN will notify passengers when they are due for recertification.

IV. HOW TO SCHEDULE A TRIP

Trip Requests

1. Requests for service can be made from 8:00 AM until 2:00 PM, Monday through Friday by calling (940)-382-1900.
2. At the time of scheduling your reservation you will need to provide SPAN with your name, addresses of the pick-up/drop off points and the pick-up/drop off times. Please note that all schedule requests can be made as early as 14 days prior or as late as 1 day prior to the day of service.
3. Same day call-ins, including unscheduled requests or will-calls for return trips, will not be accepted. Bus drivers are not able to make unscheduled stops while in-route.

Scheduling

1. SPAN Transit is a shared ride, public transportation service. As such, we will attempt to schedule your pick-up time as close to your requested time as possible. Once our schedule is completed the day before your trip, **you must call us between 5:00 p.m. and 5:30 p.m. the day before your trip to obtain your scheduled pick-up time.** If the scheduled time is not acceptable to you, you may cancel your trip. (The trip must be cancelled by the day before in order to avoid a "late cancellation" or "no show" penalty. See *Failure to Meet the Bus*)
2. Because of traffic and other issues beyond our control, please note the vehicle may arrive **up to 15 minutes before or after** your scheduled pick-up time ("30-minute ready time window"). Once the bus has arrived, the driver **will not wait more than 5 minutes** for the scheduled passenger to board the bus.
3. Whenever possible, SPAN Transit will attempt to notify all passengers that the vehicle will be early or late (beyond the 30-minute window). This will allow the passenger time to make arrangements if the vehicle is unavoidably detained. If SPAN Transit does not have a telephone on record or if the number has been changed, we will not be able to notify the passenger of the change in pick-up time. It is the responsibility of the passenger to provide accurate and up-to-date contact information to SPAN. Please make sure that we have a current telephone number and address on file.
4. Only trips with scheduled pick-up times will be entered on the daily schedules.
5. Subscription service is available to a limited number of passengers that travel to the same place at the same time every week. If a passenger is afforded a subscription slot, the passenger will automatically be placed on the schedule for those trips. The passenger

will not be required to schedule each trip separately; however subscription passengers are still required to call the day before (between 5 p.m. and 5:30 p.m.) to get their scheduled pick-up time for the following day, and must cancel subscription trips to avoid penalties.

V. SPAN TRANSIT FARES

Fare for SPAN Transit is established by the Lake Cities and approved by the SPAN Board of Directors. The current fare for the Lake Cities is as follows:

- The Lake Cities \$3.00 per one way trip

Without exception, SPAN passengers must pay the bus driver promptly for that leg of the trip, via their ParaPass (Span's electronic Fare Pass) PRIOR to the vehicle's departure. Passengers shall ensure that their Para Pass has sufficient funds at all times. Bus drivers will not make change. Drivers may not take payment for a subsequent leg of your trip if that bus will not be providing the trip. A one way trip ("trip leg") is each boarding of the passenger onto the bus.

Para Passes

You may request funds to be applied to your Para Pass account by phoning the Span office at 940-382-2224 with a valid credit card, by mail via check or money order or in person at the following location between the hours of 9:00AM and 5:00PM:

Span Administrative Office
1800 Malone
Denton, TX 76201

Requests for a new Para Pass submitted by mail should include the address to which the Para Pass should be mailed along with the requested amount applied to your account in the form of a check or money order payable to Span Denton County. Please do not mail cash.

VI. AIDES, COMPANIONS AND ANIMALS

Aides

An aide is a social services attendant or personal care assistant required to travel with a passenger. Aides ride for free; the aide must be picked up and dropped off at the same address as the passenger. Aides will need to be placed onto the schedule and the need for an aide must be indicated on the certification form in order for the aide to ride for free.

SPAN may require a passenger to supply their own aide. SPAN does not provide aides. Generally the following conditions warrant an aide:

- Incapable of self-mobility
- Unable to communicate
- Unable to handle common activities
- Unable to control his/her own actions
- Unable to remain seated and belted
- Unable to independently transfer from wheelchair
- Children under 15 years of age
- Others as reasonably determined by SPAN's Transportation Manager

Companions

A companion is anyone *other than an aide* who travels with a disability-certified passenger. Companions may accompany such passengers on a trip. A companion will be charged a fare comparable to the passenger. A companion must be picked up and dropped off at the same address as the passenger. An aide does not count as the one companion. Additional companions may accompany a passenger if space on the vehicle permits. Companions must be scheduled at the same time you call in to schedule your trip.

Animals

Guide dogs and other service animals are permitted on SPAN vehicles and allowed to accompany passengers if this need is indicated in the passenger's SPAN file. Other small animals are also allowed, but must be contained in an approved pet travel kennel and must be restrained in the kennel throughout the trip. When scheduling a trip, passengers must indicate that an animal will be accompanying the passenger.

VII. WAIT TIME, NO SHOWS AND TRIP CANCELLATION

Bus drivers will utilize the following guidelines concerning a person's failure to meet the SPAN vehicle.

Wait Time

SPAN bus drivers will not wait longer than five (5) minutes from the arrival time for passengers to board the vehicle. If the vehicle arrives within the 30-minute ready window (15 minutes before to 15 minutes after the scheduled pick-up time), the passenger must board the vehicle within five minutes of arrival time. Passengers or their associates may not ask the bus driver to delay this five-minute interval under any circumstances; this is to assure the timely pick-up and transportation of all SPAN passengers.

No Show

Failure to meet the vehicle within five minutes from the time of arrival will constitute a no-show. Also if a passenger fails to cancel their trip within 3 hours before the pick-up time it will also be considered a no-show. A passenger is allowed 2 no-shows per calendar month without penalty.

Late Cancellation

If a passenger cancels their trip on the day of service but does so **more than 3** hours before the pick-up time it will be considered a late cancellation. A passenger is allowed 4 late cancellations per calendar month without penalty.

Penalties

- Three (3) no-shows in a 30 day period will result in the suspension of services for 1 month. If the problem continues service can be suspended indefinitely.
- Five (5) Late Cancellations in a 30 day period will result in the suspension of services for 1 month. If the problem continues service can be suspended indefinitely.
- In addition, SPAN may impose reasonable penalties for any passenger that develops a pattern or practice of missing scheduled trips.
- Subscription riders that face penalties may lose their subscription slot.

VIII. MOBILITY DEVICES

SPAN vehicles, in compliance with the ADA and the Federal Code of Regulations, are designed to carry passengers utilizing wheelchairs. A wheelchair is defined as a mobility aid belonging to any class of three or more-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered. SPAN vehicles are not designed to accommodate wheelchairs weighing 600 pounds or more when occupied by the passenger. Mobility devices that do not meet these criteria are unable to be carried on SPAN vehicles.

SPAN reserves the right to deny service if carrying the passenger would be inconsistent with legitimate safety requirements.

IX. SEATBELTS AND RESTRAINTS

SPAN provides seatbelts for all passengers. Agency policy requires that all passengers utilize them at all times for their own safety as well as the safety of other passengers. All carry-on items must be safely restrained during transport. All wheeled mobility devices must be properly secured at all times the SPAN vehicle is in operation.

X. PASSENGER BEHAVIOR

To assure the safety and comfort of all passengers and the driver, the following activities are prohibited on all vehicles and persons who engage in these activities may be refused service:

- Smoking
- Eating or drinking
- Playing personal radios unless headphones are used at a volume unable to be heard by surrounding passengers
- Consuming alcoholic beverages
- Using illegal drugs
- Using obscene or abusive language

- Violent, disruptive or threatening behavior
- Shoving, pushing, or behaving in a disorderly manner
- Causing actual or potential damage to the vehicle

SPAN reserves the right to deny service (including removing the passenger from the bus) if the situation is determined to be unsafe for the passenger, other passengers, the driver or the public.

XI. TERMINATION OF SERVICES

If a passenger does not follow guidelines and procedures involving the use of SPAN Transit, services will be terminated as follows:

- If feasible a verbal warning will be given.
- If compliance is not achieved after the verbal warning, the passenger will receive a written warning in detail concerning the area of non-compliance and possible sanctions.
- If compliance is not achieved after the written warning, the passenger will be notified in writing that his/her use of all or a portion of SPAN services is terminated, with a statement of reasons for termination.

SPAN reserves the right to immediately terminate services without prior warning if a passenger poses a safety risk to himself/herself or any other person.

XII. GRIEVANCE AND APPEAL PROCEDURES

1. Any individual has the option to appeal a suspension, termination or rate eligibility determination. Appeals must be presented in writing within 60 days. SPAN's Executive Director will first hear appeals. If the Executive Director upholds the determination, the individual may request that the matter be reviewed by a panel of SPAN board members designated by the SPAN Board Chair.
2. Once an individual requests an appeal, the SPAN board member panel will review all material submitted. SPAN service will not be suspended while the SPAN board panel is considering an appeal unless suspension or termination resulted from behavior that was determined to pose a risk to the passenger or others.
3. SPAN will notify the individual, in writing, of the Executive Director's or the board panel's ruling on all appeals. This notification will outline the ruling and the reasons for it.
4. Once the individual has been informed of the board's ruling, the determination will either be dismissed or imposed on the next day of service.
5. SPAN requires that all appeals must be made within 60 days of notification of sanctions or eligibility determination.
6. All decisions made by the SPAN board panel are considered final.

SPAN Employees and SPAN Board of Directors will strive to maintain an accommodation process that is cooperative rather than adversarial in nature, attempt to fulfill eligibility requests when possible and will document any and all attempts at reasonable accommodations.

XIII. TITLE VI COMPLAINTS

A Title VI Complaint may be filed by any individual or individuals who allege they have been subjected to discrimination or adverse impact under any SPAN program or activity based on race, religion, color, national origin, sex, age or disability.

SPAN complaint forms and informational flyers are available from SPAN's Title VI Officer (Executive Director) at SPAN's office (940-382-2224) or from Span's website at www.span-transit.org.

XIV. DEFINITIONS

Aide – An aide is a social services attendant or personal care assistant who accompanies a passenger to assist the passenger in utilizing SPAN's transportation service.

Companion – A companion is anyone *other than an aide* who travels with a disability-certified passenger.

Demand Response Service – Non-fixed-route shared transportation service utilizing vans or buses with passengers boarding and alighting at pre-arranged times and locations within the system's service area.

Disability -- The Americans with Disabilities Act utilizes a three-pronged definition of disability. An individual with a disability is any person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities,
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

An individual must satisfy at least one of the three prongs of the above definition in order to be considered an individual with a disability.

Mobility Device – A mechanism such as a wheelchair, a walker or a scooter, designed to aid passengers with mobility impairments. They can be either manually operated or powered.

Late Cancellation – If a passenger cancels their trip on the day of service but does so **more than 3** hours before the pick-up time it will be considered a late cancellation.

No Show – A no-show occurs when a passenger fails to cancel their trip at least 3 hours before the scheduled pick-up time or board the SPAN vehicle within 5 minutes after it arrives within the 30-minute ready-time window.

Ready Time Window – A 30 minute window from 15 minutes before to 15 minutes after the scheduled pick-up time, during which a passenger should be ready for pick-up.

Service Animals – Animals that are individually trained to perform tasks for people with disabilities, such as guiding people who are blind or who have low vision, alerting people who are deaf, pulling wheelchairs, alerting a person who is having a seizure or performing other special tasks. Service animals are working animals, not pets.

Service Area – SPAN transports residents of The Lake Cities to any location in Denton County.

Subscription Service – An ongoing standing order is entered in SPAN's schedule for a passenger travelling to the same place at the same time each week.

Wheelchair – A mobility aid belonging to any class of 3 or 4-wheeled devices, usable indoors, designed for and used by passengers with mobility impairments. They may be either operated manually or powered.

XV. FREQUENTLY ASKED QUESTIONS

Question: What if I run late at my appointment?

Answer: It is suggested that riders over-estimate rather than under-estimate the travel and appointment times.

Question: Do I have to call each day to schedule a trip if the times and days that I travel are the same week to week?

Answer: No, subscription service is available when travel is at the same time and day each week. However, the passenger must call the evening before each trip to get the pick-up time, and when necessary, the passenger must remember to cancel a subscription ride to avoid a no-show being recorded. Three (3) cancellations within a 1-month period shall invalidate the subscription.

Question: Will I be taken directly to and from my destination?

Answer: Not necessarily. SPAN is public transportation and usually passengers share rides. Other passengers may be picked up and/or dropped off during your trip.

Question: What is the service area?

Answer: The SPAN Transit transports residents of The Lake Cities to destinations in The Lake Cities and throughout in Denton County.

The SPAN Transit service area is subject to change.

Question: How many grocery bags are allowed on the bus? (Cases of drinks and large bags of pet food are not allowed)

Answer: SPAN allows each passenger to carry a maximum of 2 standard size paper grocery bags (or equivalent volume thereof in plastic bags) while riding the bus. Passengers must be able to carry groceries on and off the bus in one trip.



CITY COUNCIL AGENDA MEMO

Prepared By: Layne Cline, Public Works Superintendent

August 13, 2020

Site Survey Authorization

DESCRIPTION:

Consider and Act on a Resolution authorizing a Task Order with Halff Associates, Inc. to perform topographical surveys of the Boat Ramp at Willow Grove Park and the Public Works Complex.

BACKGROUND INFORMATION:

Staff has requested HALFF Associates conduct topographical surveys of two city-owned facilities in support of design of future projects.

Staff has held several discussions with the Parks & Recreation Board about making necessary changes and repairs to the boat ramp and dock walkway at Willow Grove Park. The boat ramp, dock, and walkway were built using federal funds from the U.S. Department of Interior/Fish and Wildlife Service, Texas Parks and Wildlife Department, and the Lake Dallas Community Development Corporation.

Unfortunately, as designed, the dock walkway becomes submerged when lake levels rise above flood pool level. This prevents boaters from safely using the walkway leading to the boat dock. The current design may also not comply with American with Disabilities Act (ADA) standards. Staff is working with the Parks Board and HALFF towards providing a solution for replacing the dock walkway. Obtaining a site topographical survey is one of the stages.

Also, the revitalization and construction of the new Public Works Complex is an on-going project that Council approved as part of the issuance of Certificate of Obligation, Series 2019, on August 8, 2019. The project was funded for \$365,000. A site topographical survey of the Public Works Complex is needed.

The surveys are necessary to understand the projects' horizontal and vertical control coordinates and benchmarks, obtain complete and accurate topographic information, and tie existing features and improvements that will affect design and construction in the immediate and surrounding areas.

FINANCIAL CONSIDERATION:

HALFF's proposed fee is \$6,000 for the two projects. The costs for the dock walkway will be taken from the Willow Grove Park Special Revenue Fund. The Public Works Complex cost will be paid from the capital project account that has been set up for the project.

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution authorizing a task order with Halff Associates, Inc. for the topographical survey of the Boat Ramp at Willow Grove Park and the Public Works Complex site.

ATTACHMENT(S):

1. Resolution
2. Halff's Task Order for Topographical Surveys

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION 08132020- _____**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A WORK ORDER WITH HALFF ASSOCIATES, INC., FOR TOPOGRAPHICAL SURVEYS OF WILLOW GROVE PARK BOAT RAMP AND PUBLIC WORKS COMPLEX; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City Administration is recommending that topographical surveys of the Willow Grove Park Boat Ramp area and Public Works Complex (“the Project”) be performed in anticipation of constructing planned improvements at both locations; and

WHEREAS, the City Manager recommends that the City’s contracted engineering firm, Halff Associates, Inc., (“Halff”) be engaged to perform the professional services necessary to perform the Project; and

WHEREAS, the City Council of the City of Lake Dallas finds it to be in public interest to concur in the foregoing recommendation.

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

SECTION 1. The City Manager is hereby authorized to sign on behalf of the City a task order with Halff Associates, Inc. substantially in the form set forth in Exhibit “A” attached hereto and incorporated herein by reference in the amount not to exceed \$6,000.00 for professional services to be performed in the Project.

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

PASSED AND APPROVED this the 13th day of August 2020.

City of Lake Dallas, Texas

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/4/2020:117130)

Resolution No. 08132020-_____

Exhibit “A”

**City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.**

**Topographic Surveys for Design
FY 2020 Task Order Authorization No. 3
July 20, 2020**

Scope of Work:	Halff Associates will conduct topographical surveys of two city-owned facilities in support of design of future projects. 1. Topographic Survey for Willow Grove Park Boat Ramp – A topographical survey will be conducted for an area of about 0.8 acre within Willow Grove Park. This area encompasses the city-operated boat ramp in the northeast corner of the park. a. Obtain complete and accurate topographic information of the area necessary to design modifications to the existing boat ramp. The surveys will encompass the entire area of the boat ramp and approximately 300 feet of the adjacent park road. b. Tie existing features and improvements that will affect design and construction. These features will include telephone poles, power poles, and all other utilities located on or above ground surface, fences, retaining walls, water meters, manholes, vaults, structures, and other features that lie within the survey limits. c. Establish project horizontal and vertical survey control based on project-specific coordinates and benchmarks. The project survey control will be checked against existing survey control that is adjacent to the project area where available. d. Construct digital terrain model (DTM). <u>Scope Exclusions:</u> 1. Bathymetric survey of the bottom of the lake if lake level prohibits survey. 2. Boundary survey to determine property lines. 2. Topographic Survey for Public Works Yard – A topographical survey will be conducted for an area of about 1.4 acres encompassing the Lake Dallas Public Works Yard at 351 Betchan Drive and approximately 450 feet of Betchan Drive right-of-way.
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Resolution No. 08132020-_____

Exhibit “A”

**City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.**

	a. Obtain complete and accurate topographic information of the area necessary to design a site plan for improvements to the Public Works Yard. The surveys will encompass the entire property at 351 Betchan Drive and the adjacent roadway enough to develop a site plan. b. Tie existing features and improvements that will affect design and construction. These features will include telephone poles, power poles, and all other utilities located on or above ground surface, fences, retaining walls, water meters, manholes, vaults, structures, and other features that lie within the survey limits. c. Establish project horizontal and vertical survey control based on project-specific coordinates and benchmarks. The project survey control will be checked against existing survey control that is adjacent to the project area where available. d. Construct digital terrain model (DTM). <u>Scope Exclusions:</u> 1. Boundary survey to determine property lines.
Deliverables:	1. Topographic Survey for Willow Grove Park Boat Ramp 2. Topographic Survey for Public Works Yard
Items Furnished by City:	1. Access to city-owned properties, rights-of-way, and adjacent properties as necessary to conduct survey.
Schedule:	Complete within fifteen (15) working days of the date of this agreement.

Resolution No. 08132020-____
Exhibit “A”

City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.

Fees:	<table><tr><td colspan="2"><u>Fee Summary</u></td></tr><tr><td>1. Willow Grove Park survey</td><td>\$2,500.00</td></tr><tr><td>2. Public Works Yard survey</td><td>\$3,500.00</td></tr><tr><td>Total Fee:</td><td>\$6,000.00</td></tr><tr><td colspan="2">This is a <u>Lump Sum Fee</u> and will be billed monthly by percent complete. Direct costs (copies, mileage, etc.) are included in this fee and are charged at actual invoice cost times a multiplier of 1.1 (1.0 for mileage).</td></tr></table>	<u>Fee Summary</u>		1. Willow Grove Park survey	\$2,500.00	2. Public Works Yard survey	\$3,500.00	Total Fee:	\$6,000.00	This is a <u>Lump Sum Fee</u> and will be billed monthly by percent complete. Direct costs (copies, mileage, etc.) are included in this fee and are charged at actual invoice cost times a multiplier of 1.1 (1.0 for mileage).	
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Halff Associates is performing the services above under the terms and conditions described in the **Agreement for Professional Engineering Services**, dated June 25, 2015, between Halff Associates and the City of Lake Dallas. Halff Associates will bill the above described services under AVO 37635.003.

Resolution No. 08132020-____
Exhibit "A"

City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.

Submitted:

Approved:

HALFF ASSOCIATES, INC.

CITY OF LAKE DALLAS, TEXAS

By:



By:

Signature

Signature

David A. Burkett

Printed Name

Printed Name

Transportation Team Leader

Title

Title

7/20/2020

Date

Date

City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.

Topographic Surveys for Design
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July 20, 2020

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City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.

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City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.

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**City of Lake Dallas
Task Order Authorization Agreement
For
Professional Engineering Services with Halff Associates, Inc.**

Submitted:

Approved:

HALFF ASSOCIATES, INC.

CITY OF LAKE DALLAS, TEXAS

By:



By:

Signature

Signature

David A. Burkett

Printed Name

Printed Name

Transportation Team Leader

Title

Title

7/20/2020

Date

Date



**CITY COUNCIL
AGENDA MEMO**

Prepared By: John Cabrales Jr, City Manager

August 13, 2020

DESCRIPTION:

Consider on first reading a resolution authorizing a of the Lake Dallas Community Development Corporation requiring an expenditure exceeding \$10,000 pursuant to Texas Local Government Code Section 505.158.

BACKGROUND INFORMATION:

The Lake Dallas Community Development Corporation (CDC) is a Type B Economic Development Corporation established by the City of Lake Dallas pursuant to the Development Corporation Act, Texas Local Government Code, Chapters 501-507, as amended (the "Act"). Specifically, the Corporation possesses the powers granted by Chapter 505, Texas Local Government Code. The CDC has determined that a program of purchasing small tracts of real property within the City at strategic locations for the purpose of consolidating those tracts into a larger parcel for redevelopment will promote new and expanded business enterprises within the City and constitutes a "project" in accordance with Section 505.158 of the Act.

City Administration has identified the properties located at 312 Main Street as properties that can be consolidated and redeveloped as described above, the purchase of which will be an eligible project expense as authorized by the Act. The CDC has been presented the opportunity to purchase the two properties at a reasonable price. The project will be paid from sales tax revenues that the CDC Board has on hand.

The "Act" requires that the CDC Board hold a public hearing on the expenditure of funds for the project. The CDC Board held the public hearing at their regularly scheduled meeting on August 10, 2020 meeting. The Board proceeded to approve a resolution authorizing an agreement to purchase the property located at 312 Main Street (Parcels #64031 and #218885) (the "Property").

Section 505.158 of the Act requires the City Council approve by resolution, following two separate readings, projects performed by a Type B Economic Development Corporation pursuant to Section 505.158 that requires an expenditure exceeding \$10,000. The CDC's purchase of the Property will require an expenditure exceeding \$10,000. The resolution presented this evening

for consideration will be just the first reading. The second consideration of the prop scheduled for the August 27, 2020, council meeting. The purchase agreement is contingent upon the contract being approved on or before August 31, 2020 by the City Council.

FINANCIAL CONSIDERATION:

A proposal for the purchase of the identified properties that require the expenditure of approximately \$225,000. The estimated purchase, closing and project management costs for the property is show on the table below. The CDC has cash on hand to make this transaction.

Lake Dallas CDC Estimated Costs

Property	Sales Price	Approximate Due Diligence and Closing Costs	Total
312 Main Street, Lake Dallas, TX 75065, Lots 1-4, Block 14, O T Garza, approximately 12,000 +/- sq ft land & about a 1,900 sq ft building (but this is a land value transaction) and 60' Private Access Between Blocks 14 & 15, O T Garza, approximately 6,600 +/- sq ft land.	\$225,000	≈\$10,000	\$235,000

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution authorizing the Board of Directors of the Lake Dallas Community Development Corporation to proceed and take such action as deemed by the Board reasonable and necessary to conduct a project requiring an expenditure exceeding \$10,000 involving purchasing the property located at 312 Main Street, Lake Dallas, Texas, in an amount exceeding \$10,000.

ATTACHMENT(S):

1. Resolution

**CITY OF LAKE DALLAS TEXAS
RESOLUTION NO. 08132020-__**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, AUTHORIZING A PROJECT OF THE LAKE DALLAS COMMUNITY DEVELOPMENT CORPORATION REQUIRING AN EXPENDITURE EXCEEDING \$10,000 PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 505.158; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lake Dallas Community Development Corporation (“the Corporation”) is a Type B Economic Development Corporation established by the City of Lake Dallas (“City”) pursuant to the Development Corporation Act, Texas Local Government Code, Chapters 501-507, as amended (the “Act”), specifically with the Corporation to possess the powers granted by Chapter 505, Texas Local Government Code; and

WHEREAS, City’s population is less than 20,000; and

WHEREAS, the Corporation’s Board of Directors (“the Board”) has determined that a program of purchasing small tracts of real property within the City at strategic locations for the purpose of consolidating those tracts into a larger parcel for redevelopment will promote new and expanded business enterprises within the City and constitutes a “project” in accordance with Section 505.158 of the Act (the “Project”); and

WHEREAS, the Board has identified the property located at 312 Main Street as property that can be consolidated and redeveloped as described above, the purchase of which will be an eligible project expense as authorized by the Act; and

WHEREAS, the Board finds it to be in the best interest of the Corporation and the City and in furtherance of its purpose as Type B Economic Development Corporation to take the action necessary to purchase the above-identified property which will require an expenditure exceeding \$10,000; and

WHEREAS, Texas Local Government Code §505.158 requires the City Council to approve by resolution, following two separate readings, projects performed pursuant to said Section 505.158 that require an expenditure exceeding \$10,000; and

WHEREAS, the City Council of the City of Lake Dallas, Texas, finds it to be in the public interest to approve the proposed project;

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

SECTION 1. The Corporation is hereby authorized to proceed and take such action as it deems reasonable and necessary to conduct the Project including, but not limited to, purchasing the property located at 312 Main Street, Lake Dallas, Texas, in an amount exceeding \$10,000.

SECTION 2. This Resolution shall be effective immediately upon its passage and it is accordingly so resolved.

PASSED AND APPROVED on FIRST READING this the 13th day of August 2020.

PASSED AND APPROVED on SECOND READING this the 27th day of August 2020.

APPROVED:

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:8/6/2020:117179)



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Layne Cline, Public Works Superintendent

August 13, 2020

Discussion for 303 Alamo Avenue Property

DESCRIPTION:

Receive a report and hold a discussion regarding the best use and purpose for the 303 Alamo Avenue property.

BACKGROUND INFORMATION:

The property located at 303 Alamo Avenue was purchased by the City of Lake Dallas on February 19, 1974 and used as the City Hall until moving into the current City Hall. The building is approximately 11,040 sq. ft., is in the Downtown Overlay District, zoned C-1 Retail Commercial, and is listed in the Future Land Use Map as Downtown Mixed-Use. The property is not platted as the single story, slab on grade structure spans over three lots: Lot 1, Lot 2, and Lot 3; Block 11 within the OT Garza Subdivision.

The building was previous occupied by the Boys and Girls Club of North Central Texas, under a lease agreement with the City, until they vacated the building at the end of January of 2020. When the Boy and Girls club vacate the building, they donated all items left on the premises to the City of Lake Dallas. City Staff has gone through the building and grounds to assess any damage and obtained quotes for repairs needed to make the building habitable again. The building will need replace the flooring throughout the building, minor wall repairs, electrical repairs, painting of all interior walls, replacement of at least one AC unit and repairs made to the exterior fence. The quotes from some of these repairs are attached for your review.

Staff has some financial information on the cost to make repairs to make this building habitable again. The Police Department has requested to convert this building for their use. Some community members have contacted the City about converting this into a Civic Center or Senior Center. The CDC Board is interested in purchasing the building for economic development purposes.

Staff is requesting direction from the City Council on how to proceed with this property.

FINANCIAL CONSIDERATION:

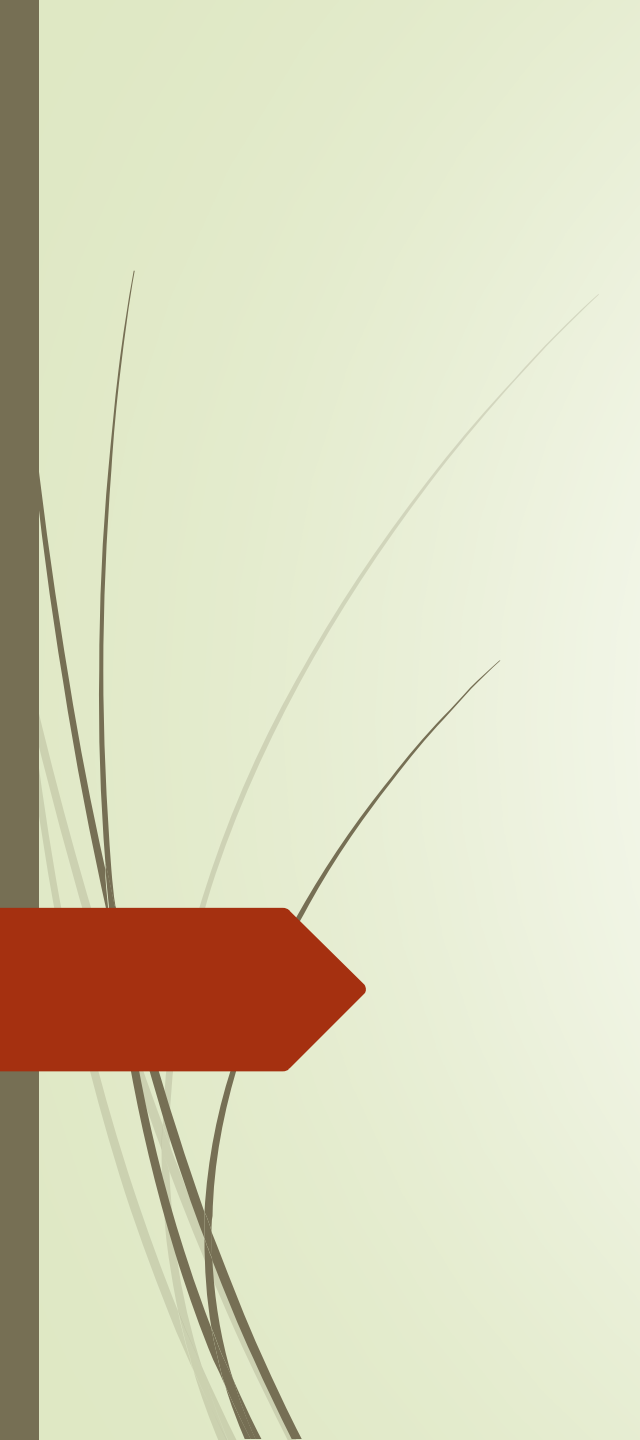
Quotes obtained by staff for needed repairs and replacements needed to make this building habitable again is just under \$50,000 thus far but could increase as other issue might be identified. Also, the ongoing utilities bills are estimated at approximately \$2,500 annually and year to date with the building being vacant we have spent approximately \$1,763.45.

RECOMMENDED MOTIONS:

None, Discussion Only.

ATTACHMENT(S):

1. Resolution
2. 303 Alamo Presentation
3. RPM Estimate
4. EMI Estimate
5. HTS Estimate- Heat Pump
6. HTS Estimate- AC 2010
7. HTS Estimate- AC 2000

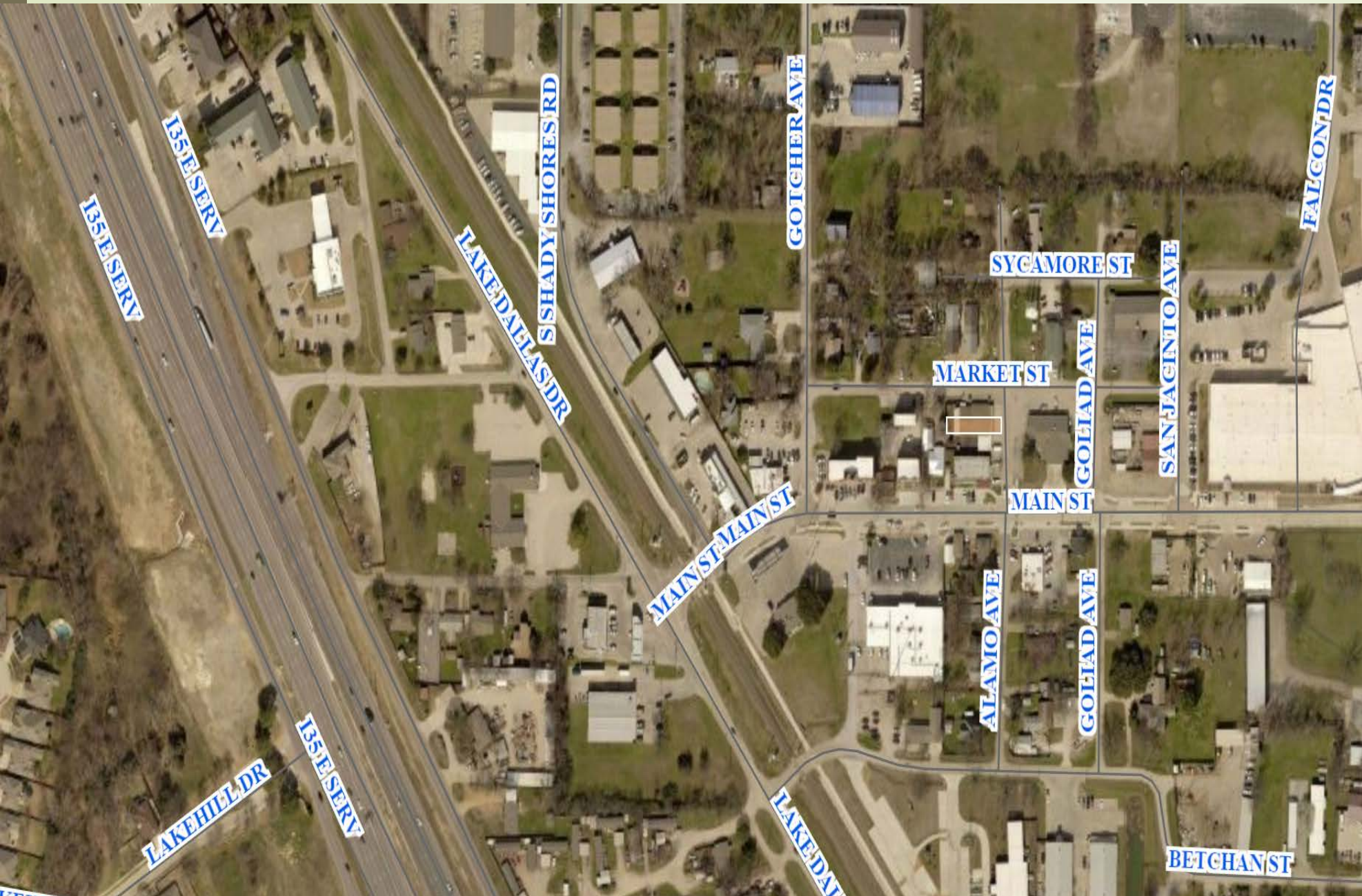


303 Alamo Avenue

Presented By:

Layne Cline

Public Works Superintendent



Vicinity Map

- Legal Description-
O T GARZA BLK 11
LOT 1,2 and 3
- Downtown
Overlay District,
zoned C-1 Retail
Commercial, and
is listed in the
Future Land Use
Map as Downtown
Mixed-Use



- .05 acre lot
- 11,040 sq. ft. building
- New roof installed in 2019
- 2 aged packaged AC units and one heat pump.



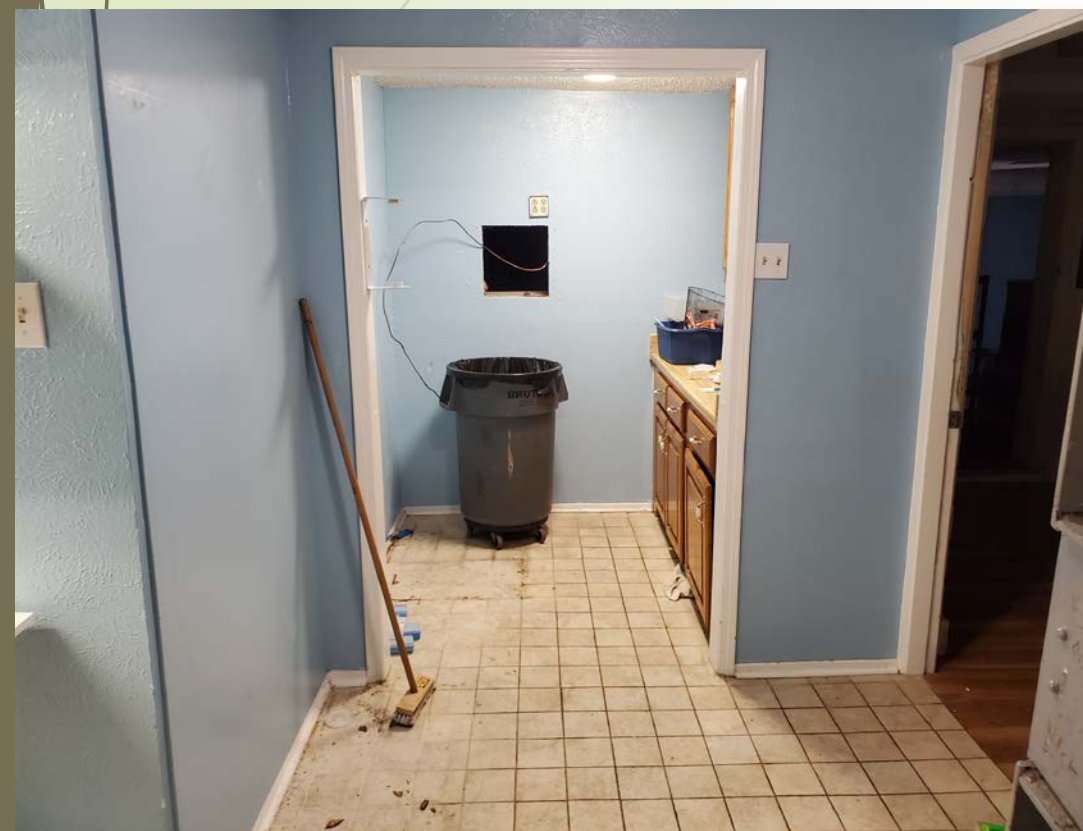




Front Entry- Suite A



Rear Entry- Suite A



Front Entry- Suite B



Rear Entry- Suite B



Other Repairs



203 Main Street, Suite 100
Lake Dallas, TX 75065
Office: 469-238-9381
www.rpmconstruction.org

Half at start, remainder on completion

Make all checks payable to
EMI



Date: May 4, 2020
UNIT ID/Model# RRRL-B048JK08X
SERIAL # 491130U0M
E311007E23

HTS Texas
3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuits
3. Disconnect existing electrical and plumbing
4. Remove existing Rheem 4 Ton package unit - M# RRRL-B048JK08X
5. Replace with new Goodman 4 Ton package unit - M# GPG1448080M41 Gas/Electric
6. Install new hail guard
7. Install new fresh air damper
8. Connect all electrical and plumbing
9. Remove LO/TO
10. Power unit on and verify unit operations before departure

OUR PROPOSAL EXCLUDES THE FOLLOWING:

1. Anything not mentioned in the above scope of work
2. After hours or weekend work, Delays, Access Issues
3. Should additional repairs be found a separate quote will be submitted for the repairs needed.
4. Existing Ductwork or Diffusers.
5. Electrical disconnect, City Permit, Sales Tax
6. Removal of Fence for access

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ 9,292.99 Total

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date



Date: May 4, 2020
UNIT ID/Model# RRRL-A6JK10E
SERIAL # 4A3094E00A
AE34001333

HTS Texas
3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuits
3. Disconnect existing electrical and plumbing
4. Remove existing Rheem 5 Ton package unit - M# RRRL-B048JK08X
5. Replace with new Goodman 5 Ton package unit - M# GPG1461100M41 Gas/Electric
6. Install new hail guard
7. Install new fresh air damper
8. Connect all electrical and plumbing
9. Remove LO/TO
10. Power unit on and verify unit operations before departure

OUR PROPOSAL EXCLUDES THE FOLLOWING:

1. Anything not mentioned in the above scope of work
2. After hours or weekend work, Delays, Access Issues
3. Should additional repairs be found a separate quote will be submitted for the repairs needed.
4. Existing Ductwork or Diffusers.
5. Electrical disconnect, City Permit, Sales Tax
6. Removal of Fence for access

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ 9,525.34 Total

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date

QUESTIONS?





Specialty Roofing and Remodeling

203 Main Street, Suite 100
Lake Dallas, TX 75065
Office: 469-238-9381
www.rpmconstruction.org

Fast, Reliable, Professional

Client: Lake Dallas

Address: 303 Alamo ave

1. Demo 2900 sqft of old flooring, (tile, vinyl, carpet)
2. Replace with luxury Vinyl tongue and groove with pad and transition strips (entire building)
3. Remove and replace all switches and plugs with new plugs, switches and face plates.
4. Paint all ceilings, trim, base and walls (drywall repairs included).
5. Remove and replace any broken/cracked pickets and power wash and Stain full fence

Total price: \$22,850.00

Half at start, remainder on completion

(A company started because of the lack of customer service in this industry)

Where does your money go when you choose RPM?

Click below

<https://youtu.be/uTSL5XsXAbg>



EMI General Contracting LLC

PO BOX 294801
Lewisville, TX 75029
972-672-9464

QUOTE

DATE	2/5/2020
INVOICE #	
CUSTOMER ID	ALAMO
DUE DATE	2/5/2020

BILL TO

LANE
303 ALAMO
LAKE DALLAS, TX

DESCRIPTION	TAXED	AMOUNT
3514 SQFT FLOORING DEMO AND INSTALL		\$17,750.00
PAINTING ENTIRE INSIDE BUILDING AND PATCHING SOME WALLS		\$17,575.00
FIXING OUTSIDE FENCE REPAIR ONLY		\$800.00
STAINING FENCE		\$1,950.00
FIXING ELECTRICAL OUTLETS PRICE FOR EACH		\$75.00

Subtotal	\$38,150.00
Taxable	-
Tax rate	8.250%
Tax due	-
PAID	\$0.00
TOTAL	\$38,150.00

Make all checks payable to
EMI

,

If you have any questions about this invoice, please contact
Robert 972-672-9464
Thank You For Your Business!

Date:

May 4, 2020

Service Solution Proposal



Job Description: Boys and Girls Club HVAC Replacement
Lennox Heat Pump VRF System Unit #10

Prepared For: Layne Cline
Title: Facilities Manager
Business Name: City of Lake Dallas
Street Address: 212 Main Street
City, State, Zip: Lake Dallas, TX 75065

Prepared By: Theresa Hassell
Title: HVAC Service Solutions
Street Address: 1625 Wallace Dr Suite 120
City, State, Zip Carrollton TX 75006
email: theresa.hassell@hts.com
O: 469-263-1000 M: 469-805-8727



HTS Texas

3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

Date: May 4, 2020

UNIT ID/Model# MB02454S/MWMA024S4-2p
SERIAL # 3091090210

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuit
3. Disconnect existing electrical and plumbing
4. Remove existing Lennox Outdoor Heatpump and Indoor Highwall unit.
5. Replace with new Daikin 2 Ton 18 seer Heat Pump and Highwall Condenser
6. Reconnect linesets, pull vacuum, check final charge per mfg recommendations
7. Connect all electrical and plumbing, condensate lines. Check refrigerant per mfg recommendations
8. Clean up site
9. Remove LO/TO
10. Power unit on and verify unit operations before departure
11. Remove all equipment from site and dispose of per local codes.

OUR PROPOSAL EXCLUDES THE FOLLOWING:

1. Anything not mentioned in the above scope of work
2. After hours or weekend work, Delays, Access Issues
3. Electrical disconnect
4. Sales Tax with exemption certificate. Permit not included

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ 6,872.65 Total

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date

In order to ensure invoices are sent to the proper contact, please fill in the following and return with the signed proposal.

Billing Information

Invoices to be sent to the attention of: (Please Print)

Title:

Company Name:

Address:

City, State, Zip:

Attention:

Phone:

Fax:

Email:

Any special requirements your need to accept invoice:

Preferred method of invoice delivery:

☐ Email to address above

☐ Regular Postal Mail

STANDARD TERMS AND CONDITIONS

(1) THIS PROPOSAL IS EXPRESSLY CONDITIONED UPON THE TERMS AND CONDITIONS CONTAINED OR REFERRED TO HEREIN, INCLUDING THOSE SET FORTH ON THE REVERSE SIDE AND THOSE CONTAINED IN ANY ATTACHMENTS HERETO.

(2) Customer (Debtor) agrees to pay Heat Transfer Solutions, Inc. (Secured Party) all the sums due under this proposal in accordance with the terms specified. Debtor hereby grants a security interest to Secured Party in all equipment, goods and material described on the reverse side of this proposal as security for the indebtedness created hereunder and any other indebtedness due Secured Party by Debtor. On default of any payment by Debtor to Secured Party, and at Secured Party's option the entire balance shall become immediately due and payable and Secured Party shall have the right to foreclose and resell the said equipment, goods and material in accordance with the Provisions of the Texas Business and Commerce Code (Uniform Commercial Code) at public or private sale.

(2A) TERMS AND PROVISIONS OF CHARGE ACCOUNT AGREEMENT

PAYMENT: The Applicant shall pay to the Creditor the amount of all sales drafts and all other charges in respect of which the credit has been used together with interest thereon all or any portion of the foregoing herein called "indebtedness") within the time period on the creditor's invoice at the time of the sale.

INTEREST: The Applicant shall pay interest to the Creditor on the indebtedness at the annual percentage rate of 12% plus any and all collection fees required if turned over to a collection agency on accounts outstanding 30 days or more.

APPLICATION OF PAYMENT: Payments to reduce indebtedness shall be applied by the Creditor in the following order: interest charges; service fees; previously billed purchases; current purchases.

(3) Heat Transfer Solutions, Inc. liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or material hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the price allowable to such labor, equipment, goods or material, or part thereof involved in the claim. Heat Transfer Solutions, Inc. shall not, under any circumstances, be liable for any labor charges without the prior written consent of Heat Transfer Solutions, Inc... Heat Transfer Solutions, Inc. shall not, in any event, be liable, whether as a result of breach of contract, warranty, tort (including negligence), or other grounds, for special, consequential, incidental or penal damages, including, but not limited to, loss of profits, revenues, loss of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Heat Transfer Solutions, Inc. furnishes Customer with advice or other assistance which concerns any labor, equipment, goods, or material furnished hereunder, or any system or equipment in which of such equipment, goods or material may be installed, and which is not pursuant to this contract, the furnishing of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence) or other grounds.

(4) If Heat Transfer Solutions, Inc. encounters asbestos or polychlorinated biphenyl (PCB) on the site, Heat Transfer Solutions, Inc. shall immediately stop work and report the condition to the owner or owner's representative in writing. Heat Transfer Solutions, Inc. shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PCB) has been removed or rendered harmless. Heat Transfer Solutions, Inc. shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

(5) Any installation dates given in advance are estimated. Installation will be made subject to prior orders with Heat Transfer Solutions, Inc.. Heat Transfer Solutions, Inc. shall not be liable for failure to perform or delay in performance hereunder resulting from fire, labor difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitation by the foregoing, any cause beyond Heat Transfer Solutions, Inc. reasonable control.

(6) On arrival of any equipment, goods or material at the shipping address specified on the reverse side hereof, Customer shall assume all risk of loss or damage to such equipment, goods or material.

(7) In the event Customer requires Heat Transfer Solutions, Inc. to delay shipment or completion of the work under this proposal, payment pursuant to this proposal shall not be withheld or delayed on such account. Heat Transfer Solutions, Inc. shall have the right to deliver any portion of the equipment, goods or material to be furnished hereunder and to bill Customer therefore, and Customer agrees to pay for the same in accordance with terms of the payment hereof upon notification that such shipment is ready for delivery, notwithstanding the fact that Customer may be unable to receive or provide suitable storage space for any such partial delivery. In such event, such portion of the equipment, goods or material ready for shipment may be stored by Heat Transfer Solutions, Inc. at Customer's risk and expense.

(8) The amount of any past, present or future occupation, sales, use, service, excise or other similar tax which Heat Transfer Solutions, Inc. shall be liable for, either on its own behalf or on behalf of Customer, or otherwise, with respect to any equipment, goods, material or service covered by this proposal, shall be in addition to the prices set forth herein and shall be paid by Customer.

(9) Any equipment, goods, material, or work in addition to that required hereunder or in plans and specifications that may be made a part hereof, will be paid for by Customer as extras.

(10) If the equipment, goods or material furnished hereunder requires the use of water or steam, recirculated or otherwise, Heat Transfer Solutions, Inc. shall not be liable for the effect of its physical or chemical properties upon said equipment, goods or material.

(11) When installation of the equipment, goods or material herein is required specifically as a part of this order, such installation work shall be performed only during usual working hours unless otherwise stated herein.

(12) All skilled or common labor which may be furnished by the Customer shall be considered and treated as Customer's own employees, and Customer agrees to fully protect and indemnify Heat Transfer Solutions, Inc. against all claims for accidents or injuries to such employees in the course of the work, or to any person or persons through the negligence of such employees.

(13) No sales or other representatives of Heat Transfer Solutions, Inc. has any authority to alter, vary, or waive any of the terms and conditions stated on either side of this proposal.

(14) HTS warrants that its service will be provided in a good and workmanlike manner. HTS warrants that for equipment furnished and/or installed but not manufactured by HTS, HTS will extend to Customer the same warranty terms and conditions which HTS received from the manufacturer of said equipment. For equipment installed by HTS, if, within a year of installation, Customer provides written notice to HTS of defect within thirty (30) days after the defect's appearance or date the defect should have reasonably been discovered, HTS shall, at its option, repair or replace the defective equipment. All transportation charges incurred in connection with the warranty for equipment shall be borne by Customer. These warranties do not extend to any equipment which has been repaired by anyone other than HTS, abused, altered or misused, or which has not been properly and reasonably maintained. To obtain assistance under this limited warranty, please contact Heat Transfer Solutions, 3350 Yale Street, Houston, TX 77018; (832) 328-1010. HTS warrants all labor for a term of 90 days from the date of the work that was performed. HTS DISCLAIMS ALL OTHER WARRANTIES ON ANY EQUIPMENT FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Date:

May 4, 2020

Service Solution Proposal



Job Description: Boys and Girls Club Building HVAC Replacement
Replace Rheem 4 ton Rooftop Unit RTU-8

Prepared For: Layne Cline
Title: Facilities Manager
Business Name: City of Lake Dallas
Street Address: 212 Main Street
City, State, Zip: Lake Dallas, TX 75065

Prepared By: Theresa Hassell
Title: HVAC Service Solutions
Street Address: 1625 Wallace Dr Suite 120
City, State, Zip Carrollton TX 75006
email: theresa.hassell@hts.com
O: 469-263-1000 M: 469-805-8727



HTS Texas

3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

Date: May 4, 2020

UNIT ID/Model# RRRL-B048JK08X
SERIAL # 207730000A
E211007E33

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuits
3. Disconnect existing electrical and plumbing
4. Remove existing Rheem 4 Ton package unit - M# RRRL-B048JK08X
5. Replace with new Goodman 4 Ton package unit - M# GPG1448080M41 Gas/Electric
6. Install new hail guard
7. Install new fresh air damper
8. Connect all electrical and plumbing
9. Remove LO/TO
10. Power unit on and verify unit operations before departure

OUR PROPOSAL EXCLUDES THE FOLLOWING:

1. Anything not mentioned in the above scope of work
2. After hours or weekend work, Delays, Access Issues
3. Should additional repairs be found a separate quote will be submitted for the repairs needed.
4. Existing Ductwork or Diffusers.
5. Electrical disconnect, City Permit, Sales Tax
6. Removal of Fence for access

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ 9,292.99 Total

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date

In order to ensure invoices are sent to the proper contact, please fill in the following and return with the signed proposal.

Billing Information

Invoices to be sent to the attention of: (Please Print)

Title:_____

Company Name:_____

Address:_____

City, State, Zip:_____

Attention:_____

Phone:_____

Fax:_____

Email:_____

Any special requirements your need to accept invoice:_____

Preferred method of invoice delivery:

☐ Email to address above

☐ Regular Postal Mail

STANDARD TERMS AND CONDITIONS

(1) THIS PROPOSAL IS EXPRESSLY CONDITIONED UPON THE TERMS AND CONDITIONS CONTAINED OR REFERRED TO HEREIN, INCLUDING THOSE SET FORTH ON THE REVERSE SIDE AND THOSE CONTAINED IN ANY ATTACHMENTS HERETO.

(2) Customer (Debtor) agrees to pay Heat Transfer Solutions, Inc. (Secured Party) all the sums due under this proposal in accordance with the terms specified. Debtor hereby grants a security interest to Secured Party in all equipment, goods and material described on the reverse side of this proposal as security for the indebtedness created hereunder and any other indebtedness due Secured Party by Debtor. On default of any payment by Debtor to Secured Party, and at Secured Party's option the entire balance shall become immediately due and payable and Secured Party shall have the right to foreclose and resell the said equipment, goods and material in accordance with the Provisions of the Texas Business and Commerce Code (Uniform Commercial Code) at public or private sale.

(2A) TERMS AND PROVISIONS OF CHARGE ACCOUNT AGREEMENT

PAYMENT: The Applicant shall pay to the Creditor the amount of all sales drafts and all other charges in respect of which the credit has been used together with interest thereon all or any portion of the foregoing herein called "indebtedness") within the time period on the creditor's invoice at the time of the sale.

INTEREST: The Applicant shall pay interest to the Creditor on the indebtedness at the annual percentage rate of 12% plus any and all collection fees required if turned over to a collection agency on accounts outstanding 30 days or more.

APPLICATION OF PAYMENT: Payments to reduce indebtedness shall be applied by the Creditor in the following order: interest charges; service fees; previously billed purchases; current purchases.

(3) Heat Transfer Solutions, Inc. liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or material hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the price allowable to such labor, equipment, goods or material, or part thereof involved in the claim. Heat Transfer Solutions, Inc. shall not, under any circumstances, be liable for any labor charges without the prior written consent of Heat Transfer Solutions, Inc... Heat Transfer Solutions, Inc. shall not, in any event, be liable, whether as a result of breach of contract, warranty, tort (including negligence), or other grounds, for special, consequential, incidental or penal damages, including, but not limited to, loss of profits, revenues, loss of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Heat Transfer Solutions, Inc. furnishes Customer with advice or other assistance which concerns any labor, equipment, goods, or material furnished hereunder, or any system or equipment in which of such equipment, goods or material may be installed, and which is not pursuant to this contract, the furnishing of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence) or other grounds.

(4) If Heat Transfer Solutions, Inc. encounters asbestos or polychlorinated biphenyl (PCB) on the site, Heat Transfer Solutions, Inc. shall immediately stop work and report the condition to the owner or owner's representative in writing. Heat Transfer Solutions, Inc. shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PCB) has been removed or rendered harmless. Heat Transfer Solutions, Inc. shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

(5) Any installation dates given in advance are estimated. Installation will be made subject to prior orders with Heat Transfer Solutions, Inc.. Heat Transfer Solutions, Inc. shall not be liable for failure to perform or delay in performance hereunder resulting from fire, labor difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitation by the foregoing, any cause beyond Heat Transfer Solutions, Inc. reasonable control.

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(8) The amount of any past, present or future occupation, sales, use, service, excise or other similar tax which Heat Transfer Solutions, Inc. shall be liable for, either on its own behalf or on behalf of Customer, or otherwise, with respect to any equipment, goods, material or service covered by this proposal, shall be in addition to the prices set forth herein and shall be paid by Customer.

(9) Any equipment, goods, material, or work in addition to that required hereunder or in plans and specifications that may be made a part hereof, will be paid for by Customer as extras.

(10) If the equipment, goods or material furnished hereunder requires the use of water or steam, recirculated or otherwise, Heat Transfer Solutions, Inc. shall not be liable for the effect of its physical or chemical properties upon said equipment, goods or material.

(11) When installation of the equipment, goods or material herein is required specifically as a part of this order, such installation work shall be performed only during usual working hours unless otherwise stated herein.

(12) All skilled or common labor which may be furnished by the Customer shall be considered and treated as Customer's own employees, and Customer agrees to fully protect and indemnify Heat Transfer Solutions, Inc. against all claims for accidents or injuries to such employees in the course of the work, or to any person or persons through the negligence of such employees.

(13) No sales or other representatives of Heat Transfer Solutions, Inc. has any authority to alter, vary, or waive any of the terms and conditions stated on either side of this proposal.

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Date:

May 4, 2020

Service Solution Proposal



Job Description: Boys and Girls Club Building HVAC Replacement
Replace Rheem 5 ton Rooftop Unit RTU-9

Prepared For: Layne Cline
Title: Facilities Manager
Business Name: City of Lake Dallas
Street Address: 212 Main Street
City, State, Zip: Lake Dallas, TX 75065

Prepared By: Theresa Hassell
Title: HVAC Service Solutions
Street Address: 1625 Wallace Dr Suite 120
City, State, Zip Carrollton TX 75006
email: theresa.hassell@hts.com
O: 469-263-1000 M: 469-805-8727



HTS Texas

3350 Yale Street
Houston, Texas 77018
Phone: 832-328-1010

Date: May 4, 2020

UNIT ID/Model# RRRL-A6JK10E
SERIAL # 2A3042ADA
A524001333

We are pleased to offer our proposal to complete the following scope of work:

1. Power unit off then LO/TO
2. Recover refrigerant from circuits
3. Disconnect existing electrical and plumbing
4. Remove existing Rheem 5 Ton package unit - M# RRRL-B048JK08X
5. Replace with new Goodman 5 Ton package unit - M# GPG1461100M41 Gas/Electric
6. Install new hail guard
7. Install new fresh air damper
8. Connect all electrical and plumbing
9. Remove LO/TO
10. Power unit on and verify unit operations before departure

OUR PROPOSAL EXCLUDES THE FOLLOWING:

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2. After hours or weekend work, Delays, Access Issues
3. Should additional repairs be found a separate quote will be submitted for the repairs needed.
4. Existing Ductwork or Diffusers.
5. Electrical disconnect, City Permit, Sales Tax
6. Removal of Fence for access

OUR PRICE FOR THIS SCOPE OF WORK IS..... \$ **9,525.34 Total**

This price does not include sales tax.

Signature constitutes acceptance of this proposal and Heat Transfer Solutions, Inc. is hereby authorized to perform the work as specified and at the above prices and conditions. Any alteration or deviations from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above estimate.

Customer Approval
Signature
Printed Name
Date

HTS Representative
Signature
Printed Name
Date

In order to ensure invoices are sent to the proper contact, please fill in the following and return with the signed proposal.

Billing Information

Invoices to be sent to the attention of: (Please Print)

Title:

Company Name:

Address:

City, State, Zip:

Attention:

Phone:

Fax:

Email:

Any special requirements your need to accept invoice:

Preferred method of invoice delivery:

☐ Email to address above ☐ Regular Postal Mail

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PAYMENT: The Applicant shall pay to the Creditor the amount of all sales drafts and all other charges in respect of which the credit has been used together with interest thereon all or any portion of the foregoing herein called "indebtedness") within the time period on the creditor's invoice at the time of the sale.

INTEREST: The Applicant shall pay interest to the Creditor on the indebtedness at the annual percentage rate of 12% plus any and all collection fees required if turned over to a collection agency on accounts outstanding 30 days or more.

APPLICATION OF PAYMENT: Payments to reduce indebtedness shall be applied by the Creditor in the following order: interest charges; service fees; previously billed purchases; current purchases.

(3) Heat Transfer Solutions, Inc. liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or material hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the price allowable to such labor, equipment, goods or material, or part thereof involved in the claim. Heat Transfer Solutions, Inc. shall not, under any circumstances, be liable for any labor charges without the prior written consent of Heat Transfer Solutions, Inc... Heat Transfer Solutions, Inc. shall not, in any event, be liable, whether as a result of breach of contract, warranty, tort (including negligence), or other grounds, for special, consequential, incidental or penal damages, including, but not limited to, loss of profits, revenues, loss of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Heat Transfer Solutions, Inc. furnishes Customer with advice or other assistance which concerns any labor, equipment, goods, or material furnished hereunder, or any system or equipment in which of such equipment, goods or material may be installed, and which is not pursuant to this contract, the furnishing of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence) or other grounds.

(4) If Heat Transfer Solutions, Inc. encounters asbestos or polychlorinated biphenyl (PCB) on the site, Heat Transfer Solutions, Inc. shall immediately stop work and report the condition to the owner or owner's representative in writing. Heat Transfer Solutions, Inc. shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PCB) has been removed or rendered harmless. Heat Transfer Solutions, Inc. shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

(5) Any installation dates given in advance are estimated. Installation will be made subject to prior orders with Heat Transfer Solutions, Inc.. Heat Transfer Solutions, Inc. shall not be liable for failure to perform or delay in performance hereunder resulting from fire, labor difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitation by the foregoing, any cause beyond Heat Transfer Solutions, Inc. reasonable control.

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(8) The amount of any past, present or future occupation, sales, use, service, excise or other similar tax which Heat Transfer Solutions, Inc. shall be liable for, either on its own behalf or on behalf of Customer, or otherwise, with respect to any equipment, goods, material or service covered by this proposal, shall be in addition to the prices set forth herein and shall be paid by Customer.

(9) Any equipment, goods, material, or work in addition to that required hereunder or in plans and specifications that may be made a part hereof, will be paid for by Customer as extras.

(10) If the equipment, goods or material furnished hereunder requires the use of water or steam, recirculated or otherwise, Heat Transfer Solutions, Inc. shall not be liable for the effect of its physical or chemical properties upon said equipment, goods or material.

(11) When installation of the equipment, goods or material herein is required specifically as a part of this order, such installation work shall be performed only during usual working hours unless otherwise stated herein.

(12) All skilled or common labor which may be furnished by the Customer shall be considered and treated as Customer's own employees, and Customer agrees to fully protect and indemnify Heat Transfer Solutions, Inc. against all claims for accidents or injuries to such employees in the course of the work, or to any person or persons through the negligence of such employees.

(13) No sales or other representatives of Heat Transfer Solutions, Inc. has any authority to alter, vary, or waive any of the terms and conditions stated on either side of this proposal.

(14) HTS warrants that its service will be provided in a good and workmanlike manner. HTS warrants that for equipment furnished and/or installed but not manufactured by HTS, HTS will extend to Customer the same warranty terms and conditions which HTS received from the manufacturer of said equipment. For equipment installed by HTS, if, within a year of installation, Customer provides written notice to HTS of defect within thirty (30) days after the defect's appearance or date the defect should have reasonably been discovered, HTS shall, at its option, repair or replace the defective equipment. All transportation charges incurred in connection with the warranty for equipment shall be borne by Customer. These warranties do not extend to any equipment which has been repaired by anyone other than HTS, abused, altered or misused, or which has not been properly and reasonably maintained. To obtain assistance under this limited warranty, please contact Heat Transfer Solutions, 3350 Yale Street, Houston, TX 77018; (832) 328-1010. HTS warrants all labor for a term of 90 days from the date of the work that was performed. HTS DISCLAIMS ALL OTHER WARRANTIES ON ANY EQUIPMENT FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



CITY COUNCIL AGENDA MEMO

Prepared By: Michele Sanchez, Finance Director

August 13, 2020

Adoption of a new Employee Compensation Plan

DESCRIPTION:

Consider and Act on a Resolution adopting a new City of Lake Dallas Employee Compensation Plan based on the study conducted by Paypoint HR.

BACKGROUND INFORMATION:

On February 13, 2020 Lake Dallas City Council Approved Resolution 20132020-06 awarding a professional services agreement with Paypoint HR for the compensation study. The Scope of work for the Project is below:

1. Review background materials as needed, such as organizational charts, budgets, personnel rules and regulations, job descriptions, current pay plans and other related information.
2. Provide progress reports - not less than bi-weekly - outlining the following scope of work completed to date; scope of work completed during the period; and summary statement of project progress.
3. Work with the City staff to select the appropriate benchmark positions for the compensation survey.
4. Conduct a comprehensive analysis of the City's current compensation program, make recommendation for improvements, and suggest plans to address issues including, but not limited to, equity, recruitment, and retention.
5. Meet with City staff to assess concerns and finalize the methodology to be used.
6. Present work plan to the City Council.
7. Hold employee kick-off meetings and assist City staff with communication tools to keep employees informed throughout the process.
8. Conduct a customized market salary and benefit package survey for all classification groups.
9. Perform survey data analysis and recommend pay structures.
10. Develop or assist with the development of job descriptions to ensure that content and titles are accurate and that the descriptions are consistent with FLSA, ADA and EEO considerations. Priority will be given to those identified by City staff.

11. Meet with City Management and key staff to determine implementation strategies (including multi-year implementation strategies if needed) to present to the City Council.
12. Present the completed study and implementation recommendations to City Council.
13. Prepare implementation cost scenarios with the assistance of City staff

Once the Scope of work was set, Paypoint HR began their study, below are the major milestones of the project:

1. Kickoff Meeting was held on February 26th
2. Employee briefing sessions were held over a two-day period on April 2nd and 3rd with groups of employees from all departments to discuss the project, their roles, and to review the job analysis questionnaire
3. A Custom Website was created for the City to have employees complete a Position Vantage Point (PVP) job analysis questionnaire. A paper version of the PVP was made available as well
4. The data from the completed paper version of employee PVP's was uploaded to the central database. For positions that did not have an incumbent to complete the PVP, the Project Team assigned a supervisor to complete it.
5. A second custom website was created with a copy of all 38 completed PVP's for managers to review. Managers were able to give their own responses to the same questions for the position.
6. All positions were reviewed by managers on a separate PVP website.
7. Paypoint HR conducted a job evaluation for an internal review of job family classifications based on the employee and manager responses to the PVP's.
8. An analysis of the existing pay scale was completed.
9. External Market Comparators were vetted using economic and demographic data to determine which comparators were most like Lake Dallas to ensure validity.
10. Internal positions were reviewed, and benchmark positions were selected for inclusion in the external survey.
11. The external market survey was sent out to a total of 24 comparator organizations and responses from 19 participants were collected. Typical surveys of this type yield a 5-10% response rate. The City's study response rate is considered excellent at 79%
12. From both the internal and external market analysis, recommendations for a new pay scale was developed and individual job titles were assigned to the new pay grades.
13. Paypoint HR conducted 9 focus groups with approximately 35 employees from all departments. The Consultants met with employees by their peer categories over a two-day period on May 14th and 15th. The purpose of the focus groups was to gain a better understanding of the existing compensation plan and areas of possible improvement.
14. A draft report was generated for the Project Team along with updates to job descriptions. Job descriptions were updated and standardized using PVP responses from employees and managers.

At the June 25, 2020 city council meeting, Paypoint HR presented their findings and recommendations. Council had several questions regarding the recommended

compensation plans and equity adjustments. Staff has worked with Paypoint HR to make some revisions to the compensation plans and equity adjustments.

At the July 9, 2020 city council meeting, Paypoint HR presented some additional options for an employee compensation plan and associated salary adjustments needed for each employee to reach the 50 percentile (%) of the market. Paypoint also presented a tenure adjustment for some employees that have been in a certain position for a certain amount of time. Council directed staff to proceed with the recommended employee compensation plan for all employees on Table 18 of the Paypoint HR report. Table 20 of the report list the internal equity position for all employees. On Tables 22 and 23 of the report is the recommended salary adjustments. Staff was directed to get all employees on that table to at least the half-way point to the New Rate in FY 2020-21, and to add the additional tenure salary adjustment on Table 25 for those employees that qualify.

Staff recommends approval of the resolution.

FINANCIAL CONSIDERATION:

The Compensation plan adopted contains a Market Rate that represents the mid-point on an employee band and also represents the 50 percentile (%) of the market for that employee. According to city council consensus, for FY 2020-21 a two percent (2%) Cost of Living Adjustment (COLA) that will be included for all employees. After the 2% COLA is applied, for those employees that are not yet at one-half of the way to market rate, then they will get an equity adjustment to get them there. There is also a seniority or tenure rate for those employees that have been in a certain position for some time. For those employees this will place them above the market rate and their hourly rate will be adjusted to get them to one-half of the way to that tenure rate. The total financial impact for FY 2020-21 for salary and benefits adjustment is \$152,782.09 and the Finance Director has already worked these amounts into the department personnel budgets.

RECOMMENDED MOTIONS:

I move to approve/deny a resolution adopting a new City of Lake Dallas Employee Compensation Plan based on the study conducted by Paypoint HR.

ATTACHMENT(S):

1. Paypoint HR Report
2. Resolution

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 8132020- _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE
DALLAS, TEXAS, ADOPTING A CITY EMPLOYEE JOB
CLASSIFICATION TABLE AND EMPLOYEE COMPENSATION PLAN;
PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City Council has determined that in order to recruit and retain quality employees for the City, the City must place itself in a position to offer competitive pay and benefits; and

WHEREAS, at the direction of the City Council, City Administration engaged Paypoint HR, LLC to conduct an employee classification and compensation study for all city employee positions; and

WHEREAS, having received and considered the report prepared by Paypoint HR, LLC, dated July 10, 2020, the City Council of the City of Lake Dallas finds it to be in public interest to adopt a new employee job classification table and employee compensation plan.

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

SECTION 1. The various employment positions within the City of Lake Dallas shall be classified within the respective pay grades set forth in the Employee Job Classification Table attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 2. The Police Officer Salary Schedule set forth in Exhibit “B,” attached hereto and incorporated herein by reference, is hereby adopted for use in determining the compensation to be paid to uniformed peace officers employed by the Police Department. Employee movement between Milestones within the Police Officer Salary Schedule shall be subject to budgetary determinations made by the City Council in consultation with the City Manager and satisfactory employee performance.

SECTION 3. The General Employee Salary Schedule set forth in Exhibit “C,” attached hereto and incorporated herein by reference, is hereby adopted for use in the determining the compensation to be paid to employees of the City who are not classified within the General Employee Salary Schedule. Employee movement between Pay Levels within the General Employee Salary Schedule shall be subject to budgetary determinations made by the City Council in consultation with the City Manager and satisfactory employee performance.

SECTION 4. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 23rd day of July 2020.

APPROVED:

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:7/20/2020:116876)

RESOLUTION NO. 07232020-_____**Exhibit “A” – Employee Job Classification Schedule**

<u>Grade</u>	<u>Title</u>
LD01	Kennel Technician
LD02	
LD03	
LD04	Library Assistant
LD05	
LD06	Administrative Assistant Court Clerk Municipal Court Clerk
LD07	Animal Control Officer Equipment Operator I Permit Technician
LD08	
LD09	Accounting Clerk Code Enforcement Officer Equipment Operator II
LD10	Librarian
LD11	Record Clerk
LD12 OFC	Community Development Coordinator Crew Leader Police Officer Police Officer Detective
LD13	-
LD14	Animal Shelter Manager Court Administrator Deputy City Secretary
LD15 SGT	Director of Library Services Police Sergeant
16	Public Works Manager
LD17 LT	City Secretary Police Lieutenant Public Works Superintendent
LD18	-
LD19	-
LD20	-
LD21	Development Services Director Finance Director Police Chief
LD22	-
LD23	-
LD24	-
LD25	City Manager

RESOLUTION NO. 07232020-____

Exhibit “B” – Police Officer Salary Schedule

Milestone Level	Officer (OFC)	Sergeant (SGT)	Lieutenant (LT)
1	\$23.33	\$26.21	\$31.81
2	\$25.07	\$28.84	\$34.99
3	\$26.81	\$31.46	\$38.17
4	\$28.55	\$34.08	\$41.35
5	\$30.28	\$36.70	\$44.53
6	\$32.02	\$39.32	\$47.71
7	\$33.76	\$41.94	\$50.89

RESOLUTION NO. 07232020-_____**Exhibit “C” – General Employee Salary Schedule**

Grade	Level 1 (Min)	Level 2	Level 3	Level 4 (Mid)	Level 5	Level 6	Level 7 (Max)
LD01	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00
LD02	\$10.75	\$11.83	\$12.90	\$13.98	\$15.05	\$16.13	\$17.20
LD03	\$11.56	\$12.71	\$13.87	\$15.02	\$16.18	\$17.33	\$18.49
LD04	\$12.42	\$13.67	\$14.91	\$16.15	\$17.39	\$18.63	\$19.88
LD05	\$13.35	\$14.69	\$16.03	\$17.36	\$18.70	\$20.03	\$21.37
LD06	\$14.36	\$15.79	\$17.23	\$18.66	\$20.10	\$21.53	\$22.97
LD07	\$15.43	\$16.98	\$18.52	\$20.06	\$21.61	\$23.15	\$24.69
LD08	\$16.59	\$18.25	\$19.91	\$21.57	\$23.23	\$24.89	\$26.54
LD09	\$17.83	\$19.62	\$21.40	\$23.19	\$24.97	\$26.75	\$28.54
LD10	\$19.17	\$21.09	\$23.01	\$24.92	\$26.84	\$28.76	\$30.68
LD11	\$20.61	\$22.67	\$24.73	\$26.79	\$28.85	\$30.92	\$32.98
LD12	\$22.16	\$24.37	\$26.59	\$28.80	\$31.02	\$33.23	\$35.45
LD13	\$23.82	\$26.20	\$28.58	\$30.96	\$33.34	\$35.73	\$38.11
LD14	\$25.60	\$28.16	\$30.72	\$33.29	\$35.85	\$38.41	\$40.97
LD15	\$27.52	\$30.28	\$33.03	\$35.78	\$38.53	\$41.29	\$44.04
LD16	\$29.59	\$32.55	\$35.51	\$38.47	\$41.42	\$44.38	\$47.34
LD17	\$31.81	\$34.99	\$38.17	\$41.35	\$44.53	\$47.71	\$50.89
LD18	\$34.19	\$37.61	\$41.03	\$44.45	\$47.87	\$51.29	\$54.71
LD19	\$36.76	\$40.43	\$44.11	\$47.79	\$51.46	\$55.14	\$58.81
LD20	\$39.51	\$43.47	\$47.42	\$51.37	\$55.32	\$59.27	\$63.22
LD21	\$42.48	\$46.73	\$50.97	\$55.22	\$59.47	\$63.72	\$67.97
LD22	\$45.66	\$50.23	\$54.80	\$59.36	\$63.93	\$68.50	\$73.06
LD23	\$49.09	\$54.00	\$58.91	\$63.82	\$68.72	\$73.63	\$78.54
LD24	\$52.77	\$58.05	\$63.33	\$68.60	\$73.88	\$79.16	\$84.43
LD25	\$56.73	\$62.40	\$68.07	\$73.75	\$79.42	\$85.09	\$90.77

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 7232020- _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE
DALLAS, TEXAS, ADOPTING A CITY EMPLOYEE JOB
CLASSIFICATION TABLE AND EMPLOYEE COMPENSATION PLAN;
PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City Council has determined that in order to recruit and retain quality employees for the City, the City must place itself in a position to offer competitive pay and benefits; and

WHEREAS, at the direction of the City Council, City Administration engaged Paypoint HR, LLC to conduct an employee classification and compensation study for all city employee positions; and

WHEREAS, having received and considered the report prepared by Paypoint HR, LLC, dated July 10, 2020, the City Council of the City of Lake Dallas finds it to be in public interest to adopt a new employee job classification table and employee compensation plan.

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

SECTION 1. The various employment positions within the City of Lake Dallas shall be classified within the respective pay grades set forth in the Employee Job Classification Table attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 2. The Police Officer Salary Schedule set forth in Exhibit “B,” attached hereto and incorporated herein by reference, is hereby adopted for use in determining the compensation to be paid to uniformed peace officers employed by the Police Department. Employee movement between Milestones within the Police Officer Salary Schedule shall be subject to budgetary determinations made by the City Council in consultation with the City Manager and satisfactory employee performance.

SECTION 3. The General Employee Salary Schedule set forth in Exhibit “C,” attached hereto and incorporated herein by reference, is hereby adopted for use in the determining the compensation to be paid to employees of the City who are not classified within the General Employee Salary Schedule. Employee movement between Pay Levels within the General Employee Salary Schedule shall be subject to budgetary determinations made by the City Council in consultation with the City Manager and satisfactory employee performance.

SECTION 4. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED this the 23rd day of July 2020.

APPROVED:

Michael Barnhart, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary

APPROVED AS TO FORM:

Kevin B. Laughlin, City Attorney
(kbl:7/20/2020:116876)

RESOLUTION NO. 07232020-_____**Exhibit “A” – Employee Job Classification Schedule**

<u>Grade</u>	<u>Title</u>
LD01	Kennel Technician
LD02	
LD03	
LD04	Library Assistant
LD05	
LD06	Administrative Assistant Court Clerk Municipal Court Clerk
LD07	Animal Control Officer Equipment Operator I Permit Technician
LD08	
LD09	Accounting Clerk Code Enforcement Officer Equipment Operator II
LD10	Librarian
LD11	Record Clerk
LD12 OFC	Community Development Coordinator Crew Leader Police Officer Police Officer Detective
LD13	-
LD14	Animal Shelter Manager Court Administrator Deputy City Secretary
LD15 SGT	Director of Library Services Police Sergeant
16	Public Works Manager
LD17 LT	City Secretary Police Lieutenant Public Works Superintendent
LD18	-
LD19	-
LD20	-
LD21	Development Services Director Finance Director Police Chief
LD22	-
LD23	-
LD24	-
LD25	City Manager

RESOLUTION NO. 07232020-_____

Exhibit “B” – Police Officer Salary Schedule

Milestone Level	Officer (OFC)	Sergeant (SGT)	Lieutenant (LT)
1	\$23.33	\$26.21	\$31.81
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3	\$26.81	\$31.46	\$38.17
4	\$28.55	\$34.08	\$41.35
5	\$30.28	\$36.70	\$44.53
6	\$32.02	\$39.32	\$47.71
7	\$33.76	\$41.94	\$50.89

RESOLUTION NO. 07232020-_____**Exhibit “C” – General Employee Salary Schedule**

Grade	Level 1 (Min)	Level 2	Level 3	Level 4 (Mid)	Level 5	Level 6	Level 7 (Max)
LD01	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00
LD02	\$10.75	\$11.83	\$12.90	\$13.98	\$15.05	\$16.13	\$17.20
LD03	\$11.56	\$12.71	\$13.87	\$15.02	\$16.18	\$17.33	\$18.49
LD04	\$12.42	\$13.67	\$14.91	\$16.15	\$17.39	\$18.63	\$19.88
LD05	\$13.35	\$14.69	\$16.03	\$17.36	\$18.70	\$20.03	\$21.37
LD06	\$14.36	\$15.79	\$17.23	\$18.66	\$20.10	\$21.53	\$22.97
LD07	\$15.43	\$16.98	\$18.52	\$20.06	\$21.61	\$23.15	\$24.69
LD08	\$16.59	\$18.25	\$19.91	\$21.57	\$23.23	\$24.89	\$26.54
LD09	\$17.83	\$19.62	\$21.40	\$23.19	\$24.97	\$26.75	\$28.54
LD10	\$19.17	\$21.09	\$23.01	\$24.92	\$26.84	\$28.76	\$30.68
LD11	\$20.61	\$22.67	\$24.73	\$26.79	\$28.85	\$30.92	\$32.98
LD12	\$22.16	\$24.37	\$26.59	\$28.80	\$31.02	\$33.23	\$35.45
LD13	\$23.82	\$26.20	\$28.58	\$30.96	\$33.34	\$35.73	\$38.11
LD14	\$25.60	\$28.16	\$30.72	\$33.29	\$35.85	\$38.41	\$40.97
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LD17	\$31.81	\$34.99	\$38.17	\$41.35	\$44.53	\$47.71	\$50.89
LD18	\$34.19	\$37.61	\$41.03	\$44.45	\$47.87	\$51.29	\$54.71
LD19	\$36.76	\$40.43	\$44.11	\$47.79	\$51.46	\$55.14	\$58.81
LD20	\$39.51	\$43.47	\$47.42	\$51.37	\$55.32	\$59.27	\$63.22
LD21	\$42.48	\$46.73	\$50.97	\$55.22	\$59.47	\$63.72	\$67.97
LD22	\$45.66	\$50.23	\$54.80	\$59.36	\$63.93	\$68.50	\$73.06
LD23	\$49.09	\$54.00	\$58.91	\$63.82	\$68.72	\$73.63	\$78.54
LD24	\$52.77	\$58.05	\$63.33	\$68.60	\$73.88	\$79.16	\$84.43
LD25	\$56.73	\$62.40	\$68.07	\$73.75	\$79.42	\$85.09	\$90.77



Employee Compensation Study Lake Dallas, Texas

Paypoint HR, LLC
695 Santa Maria Lane
Davidsonville, MD 21035
(443) 336 - 4272

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Executive Summary

Paypoint HR is pleased to present this comprehensive Compensation and Classification Study to the City of Lake Dallas, Texas. The study began with an initial kick-off meeting with the City Manager and Finance Director on February 26, 2020. The Final Report was completed for presentation to the City Council in July 2020.

The point of the Executive Summary is to give an overview of the most important issues and opportunities identified by the consulting team during the study. The reader is highly encouraged to read the document in its entirety in order to gain an understanding of the recommendations within the report. The study takes into consideration both short and long-term concerns. The intent of the study was to provide the leadership team and City Council with a process for ascertaining equitable value of positions on a competitive salary scale. The study compared existing pay to compensation scales of organizations identified to be valid comparators the City of Lake Dallas. This report provides a review and update of the classification and compensation plan for the City's employees. Paypoint HR has identified opportunities, but it is up to the City Council to determine which are most appropriate and the timing of implementation.

In considering the options for implementation, it is critical to understand the costs and benefits related to each option. By utilizing market data and analysis it is possible to make informed decisions with regard to possible changes. However, in addition to the quantitative economic cost and benefit, it is important to consider the social/cultural impact of implementation and management. Lake Dallas will need to consider all components in making final decisions.

The study was divided into two parts: a classification phase and a compensation phase. The classification phase included identification, review, and analysis of specific work being performed in various positions. That data was then used to simplify positions and match them to the external market in an "apples to apples" comparison. The compensation phase consisted of an initial baseline analysis and an external market survey of local public organizations to determine what the local labor market pays for specific jobs.

The study included approximately 38 employees within roughly 30 distinct positions. The study recommendations indicate what actions should be taken, to avoid loss of qualified staff and address difficulties in recruiting new employees for the City. In addition, it was expected that the study would recommend adjustments to the City's salary placement procedures, policies, and salary structure, to allow appropriate ongoing compensation administration.

Comprehensive surveys like this establish a credible pay structure that is fair for the work completed and strategically positions Lake Dallas competitively in the labor market. The desired result is the improved ability to attract and retain quality staff that perform at high levels to meet the growing demands of the community.

Major Milestones for the Project

Initial kick-off meetings with the City Manager and Finance Director on February 26th.

Employee Briefing Sessions were held over a two-day period on April 2nd and 3rd with groups of employees from all departments to discuss the project, their roles, and to review the job analysis questionnaire.

A custom website was created for the City to have employees complete a Position Vantage Point (PVP) job analysis questionnaire. A paper version of the PVP was made available as well.

The data from the completed paper version of employee PVP's was uploaded to the central database. For positions that did not have an incumbent to complete the PVP, the Project Team assigned a supervisor to complete it.

A second custom website was created with a copy of all 38 completed PVP's for managers to review. Managers were able to give their own responses to the same questions for the position.

All positions were reviewed by managers on a separate PVP website.

Paypoint HR conducted a job evaluation for an internal review of job family classifications based on the employee and manager responses to the PVP's.

An analysis of the existing pay scale was completed.

External Market Comparators were vetted using economic and demographic data to determine which comparators were most like Lake Dallas to ensure validity.

Internal positions were reviewed, and benchmark positions were selected for inclusion in the external survey.

The external market survey was sent out to a total of 24 comparator organizations and responses from 19 participants were collected. Typical surveys of this type yield a 5-10% response rate. The City's study response rate is considered excellent at 79%. Respondents included the following organizations:

Respondents (19/24)

Argyle
Corinth
Heath
Kaufman
Northlake
Prosper
Sanger

Azle
Decatur
Hickory Creek
Kennedale
Oak Point
Richland Hills

Celina
Denton
Highland Village
Lake Elm
Princeton
Roanoke

From both the internal and external market analysis, recommendations for a new pay scale was developed and individual job titles were assigned to the new pay grades.

Paypoint HR conducted 9 focus groups with approximately 35 employees from all departments. The Consultants met with employees by their peer categories over a two-day period on May 14th and 15th. The purpose of the focus groups was to gain a better understanding of the existing compensation plan and areas of possible improvement.

A draft report was generated for the Project Team along with updates to job descriptions. Job descriptions were updated and standardized using PVP responses from employees and managers.

Recommendations

The fiscal impact of the recommendations listed below are approximate costs for salary adjustments only assuming a 2080-hour work schedule for full-time employees, 1040-hour for part-time employees. The fiscal impact does not factor in associated costs for employee related benefits.

1. Raise the salary of 6 positions that are below grade minimums of the recommended salary scale, first, at a cost of \$13,763.
 - 1 Animal Shelter Manager (\$3,277),
 - 1 Court Administrator (\$217),
 - 1 Crew Leader (\$2,723),
 - 1 Equipment Operator I (\$1,026),
 - 1 Equipment Operator II (\$1,360), and
 - 1 Public Works Superintendent (\$5,160).
2. Raise the salary of 9 positions that are *substantially* below market, second, at a cost of \$103,879.
 - 1 City Manager (\$41,195),
 - 1 Finance Director (\$20,403),
 - 2 Kennel Technicians (\$3,245 total),
 - 4 Library Assistants (\$19,869 total), and
 - 1 Police Chief (\$19,168).
3. Place 23 positions on the appropriate milestone level based on market, third, at a cost of \$51,072.
 - 1 Animal Control Officer (\$1,923),
 - 1 City Secretary (\$1,999),
 - 1 Code Enforcement Officer (\$516),
 - 1 Community Development Coordinator (\$302),
 - 1 Director of Library Services (\$3,548),
 - 1 Equipment Operator II (\$3,100),
 - 1 Permit Technician (\$650),
 - 2 Police Lieutenants (\$4,088 total),
 - 10 Police Officers (\$21,583 total),
 - 2 Police Officer Detectives (\$4,776 total),
 - 1 Police Sergeant (\$4,711), and
 - 1 Record Clerk (\$3,877).

4. Additionally adjust 7 positions to properly account for tenure in position, fourth, at a cost of \$39,675.
 - 1 Crew Leader (\$4,608),
 - 1 Equipment Operator II (\$3,710),
 - 3 Police Officers (\$15,189 total),
 - 1 Police Officer Detective (\$7,594), and
 - 1 Record Clerk (\$8,574).
5. Adjust the salaries of positions that are near market with normal base-salary and tenure adjustments.
6. Discontinue making base-salary adjustments to the salaries of positions that are above or *substantially* above market until compensation is near market.

Scope of Work

1. Review background materials as needed, such as organizational charts, budgets, personnel rules and regulations, job descriptions, current pay plans and other related information.
2. Provide progress reports - not less than bi-weekly - outlining the following scope of work completed to date; scope of work completed during the period; and summary statement of project progress.
3. Work with the City staff to select the appropriate benchmark positions for the compensation survey.
4. Conduct a comprehensive analysis of the City's current compensation program, make recommendation for improvements, and suggest plans to address issues including, but not limited to, equity, recruitment and retention.
5. Meet with City staff to assess concerns and finalize the methodology to be used.
6. Present work plan to the City Council.
7. Hold employee kick-off meetings and assist City staff with communication tools to keep employees informed throughout the process.
8. Conduct a customized market salary and benefit package survey for all classification groups.
9. Perform survey data analysis and recommend pay structures.
10. Develop or assist with the development of job descriptions to ensure that content and titles are accurate and that the descriptions are consistent with FLSA, ADA and EEO considerations. Priority will be given to those identified by City staff.
11. Meet with City Management and key staff to determine implementation strategies (including multi-year implementation strategies if needed) to present to the City Council.
12. Present the completed study and implementation recommendations to City Council.
13. Prepare implementation cost scenarios with the assistance of City staff

Benefit Summary

Paypoint HR feels it is appropriate to consider benefits when addressing strategic planning of compensations as there is a dynamic relationship between employers and employees. When depicting the strategic elements of pay, external influences and an evolving business environment affect attraction, retention, and engagement.

A total reward review of compensation incorporates all components organizations utilize to cultivate quality employees. An effective total rewards strategy produces a workforce that has the right people in the right jobs who are motivated and engaged to meet goals and feel loyal to the organization and its success.

The elements that contribute to Total Rewards are:

- Compensation,
- Benefits,
- Work-life effectiveness,
- Recognition,
- Performance management, and
- Talent development.

The information provided in this portion of the report is not intended to be an exhaustive benefit survey comparing the benefit summaries, premiums, co-pays, and deductibles. The benefit survey was designed to get a snapshot of the participant's employee benefit offerings. Where possible, Paypoint HR uses the information gathered from the external survey to analyze findings.

Benefit offerings are often considered in aggregate data. Caution should be exercised in the following:

- When interpreting the information, as elements within each organization are not equal. For example, there may be more part-time or seasonal workers employed at an organization who are not eligible for benefits. Using part-time or seasonal wages in the calculation could skew the findings.
- When adjusting pay, certain costs such as medical premiums, workers' compensation premiums and pension contributions will automatically increase as pay increases. Responsible employers will consider the additional costs related to these changes.

Questions included in the External Benefit Survey

1. What do benefits cost the organization in relation to the total compensation?
2. Do you offer major medical, dental & vision benefits? What are the employer/employee contributions to premiums?
3. What are the co-pays, deductibles, and out of pocket maximums for the health insurance?
4. Do you offer a TMRS Retirement Plan? What is your matching ratio? Are you a 20 or 25 year City? If not, what retirement plan do you offer.
5. What other employer sponsored benefits do you offer? Do you offer life insurance, AD&D, Short-term/Long-term Disability etc.?
6. What voluntary benefits are available to employees? For example, critical illness, accident, and hospitalization?
7. Do you pay out when an employee leaves your employment?
8. What leave benefits do you offer?
9. Do you offer employees any auto allowances? Are there certain positions that it applies to? Is it use of vehicle or actual monthly payment?
10. What clothing or uniform allowances do you offer? Do you offer winter outerwear, safety shoes, protective eyewear, jeans, plain clothes for police, for example?

The City of Lake Dallas's Current Employee Benefit Offering

The City's Human Resources department distributes an annual *New Enrollment Guide* to employees each year. The Guide is available in print and outlines what benefits are available, who is eligible, how to enroll, and how to make changes.

Content of the Guide includes a summary of the benefits the City makes available to employees as well as vendor contacts for employees to receive additional information and customer service for their individual benefits. Additionally, the City has a Personnel Policies and Procedures Manual that covers policies for day to day operational items like Holidays, Vacation Leave, Sick Leave, Longevity Service Recognition, and Certification Pay.

List of Employee Benefits Sponsored by the City of Lake Dallas for Eligible Employees

Health Insurance - The City offers 5 plans options.

Dental Insurance - The dental plan offers pediatric annual orthodontia of \$1,000 orthodontia and a \$1,500 annual maximum for dental.

Vision Insurance - The vision plan has a \$10 copay for annual routine visits and discounts for eyeglasses and supplies.

Disability Income Benefits - The City pays for short and long-term disability coverage.

Life Insurance – The City pays for 1x the base earnings up to \$100,000 in group life and accidental death and dismemberment (AD&D) insurance for full-time employees. Employees may choose to purchase additional coverage.

Flexible Spending Account (FSA) – Employees may choose to sign up to have qualified expenses for medical or dependent care deducted pre-tax.

Freshbenies – The City offers this program for employee access to health advocacy, telehealth, behavioral health, prescription, dental, and vision savings and more.

Health Savings Account (HSA) -Employer contributions for those who elect one of the employee-only rate HSA plans is \$750.88 to \$1,344.46 per year depending on which of the 2 eligible HSA plan is selected.

Employee Assistance Program (EAP) – The City makes this plan available to eligible employees to help address personal challenges.

Supplemental Insurances – Employees may elect to purchase insurance for cancer, hospital or other events.

Employee Sick Leave Bank – Employees may donate leave for fellow employees who are unable to work for long periods of time.

Holiday Leave – Eligible employees qualify for 12 paid Holidays per year.

Personal Days – Eligible employees earn up to 2 Personal Days per year.

Vacation Leave – Depending on years of service, employees earn between 10 to 20 days of paid Vacation each year. Employees can accrue up to a maximum of 2 times their annual Vacation one year to the next, if there is an excess amount it is converted to Sick Leave.

Sick Leave – Eligible employees earn up to 9 days of Sick leave each year with no maximum but payout at end of employment is limited to 60 days.

Workers' Compensation – The City offers insurance in the event an employee is injured on the job.

Texas Municipal Retirement System (TMRS) – Eligible employees contribute 7% of their gross income, which is not taxable until withdrawn. The City contributes the required amount.

Social Security

Medicare

Benefit Survey Responses

The chart below provides counts and percentage breakdowns of the market peers and Lake Dallas's full-time and part-time employees. The market comparator organizations were made up of, on average, 88% full-time employees and 12% part-time employees. For Lake Dallas, this percentage was 84% full-time, and 16% part-time. The number of full-time and part-time employees can influence the benefits offered by an organization. Logically, the more full-time, benefit eligible employees an organization has, it's more likely that the amount paid towards benefit offerings will be higher.

Table 1 - Percentage of Full-Time and Part-Time Employees

Personnel Count	Market Average		Lake Dallas	
Full-Time Employees	115	88%	32	84%
Part-Time Employees	16	12%	6	16%
Total	131	100%	38	100%

The percentage of benefits in relation to total compensation is a common broad indicator that organizations use to assess how generous the discretionary benefits are at individual organizations. Total compensation refers to the compensation package (salary and benefits) an employee receives from its organization. Therefore, benefits as a percentage of total compensation is calculated by dividing benefits expressed as a dollar amount by the amount of total compensation (salary plus benefits).

This study asked respondents to state what they calculated towards benefits. Generally, benefits they cited included health, dental, and vision premiums; HSA contributions, life insurance; workers' compensation; pension; tuition, and FICA, though organizations may calculate this number differently.

Lake Dallas's cost of benefits as a percent of total compensation was roughly 29.5%. The external market comparator average was 32%. The national average for the cost of benefits as a percent of total compensation is between 30 and 35% for non-union employee groups and 40 and 45% for union employee groups. The study did not ask respondents to disclose the union presence or prevalence within their organization. Also, it is common for benefit contributions to vary depending on the compensation practices of the organization and the relative cost of benefits.

Major Medical, Dental and Vision

100% of respondents stated they offer medical, dental, and vision benefits to their employees. Analysis from the benefit survey findings yielded the following results on the amount employers contributed towards medical, dental, and vision premiums.

Medical Premiums

Individual Level

- The average percent paid by the responding employers for individual level medical premiums was 97%.
- Lake Dallas pays 100% of employee level premiums.

Family Level

- The average percent paid by the respondents for family level medical premiums was 47%
- Lake Dallas pays 59% of family level medical premiums.

Dental

Individual Level

- The average percent paid by the responding employers for individual level dental premiums was 75%.
- Lake Dallas pays 100% of employee level premiums.

Family Level

- The average percent paid by the responding employers for individual level dental premiums was 23%.
- Lake Dallas pays 0% of family level premiums.

Vision

Individual Level

- The average percent paid by the responding employers for individual level vision premiums was 47%.
- Lake Dallas pays 0% of employee level premiums.

Family Level

- The average percent paid by the responding employers for individual level vision premiums was 12%.
- Lake Dallas pays 0% of family level premiums.

The following chart showing the market responses for employer contributions to premiums.

Market Averages of Employer Contributions to Premiums by Insurance Type and Level						
	Medical		Dental		Vision	
Level	Single	Family	Single	Family	Single	Family
90% to 100%	93%	-	68.75%	-	-	-
80% to 89%	-	6.67%	6.25%	6.25%	-	-
70% to 79%	6.67%	13.33%	-	6.25%	-	-
60% to 69%	-	33.33%	-	12.5%	-	-
50% to 59%	-	13.33%	-	-	-	-
40% to 49%	-	-	-	6.25%	-	-
30% to 39%	-	-	-	6.25%	-	-
20% to 29%	-	6.67%	6.25%	-	-	-
10% to 19%	-	-	-	-	-	-
0% to 9%	-	-	18.75%	62.50%	100%	100%
Total	100%	100%	100%	100%	100%	100%

Out-of-Pocket (OOP) Maximums

The range for OOP costs for individual level coverage In-Network was \$2,000 to \$7,150 and for family \$5,400 to \$12,000. Out-of-Network OOP maximums for individual level ranged from \$5,400 to \$11,300 and for family \$10,800 to \$22,600. The OOP maximums for Lake Dallas's base plan fall within the ranges found in the external market at \$4,000 for individual and \$8,000 for family.

Retirement

Of the respondents, 94% of them reported offering the Texas Municipal Retirement System (TMRS) for retirement. All respondents reported participating in the TMRS, contributing at a 2:1 employer to employee ratio (with employees paying 7%) and offering a 20-year service retirement eligibility.

Employer Sponsored Benefits

The chart below lists the other employee sponsored benefits reported by respondents.

Benefit Type	% of Market Respondents That Offer Benefit
Life Insurance	88%
AD&D	65%
STD/LTD	82%
Other Benefits	30%

The City's benefits are comparable to what was reported by respondents.

Voluntary Benefits

The Voluntary Benefits reported as being offered by respondents include the following:

Benefit Type	% of Market Respondents That Offer Benefits
Critical Illness Insurance	53%
Accident Insurance	61%
Hospitalization Insurance	61%
Other Voluntary Benefits	100%

Lake Dallas offers comparable voluntary benefits to employees through AFLAC.

Leave Payout

Respondents reported Leave Payouts for the following Leave Types:

Leave Type	% of Market Respondents That Payout by Leave Type
Sick	58%
Vacation	100%
Compensatory Time Off	42%

Lake Dallas allows employees to accrue up to a maximum of 2 times their annual Vacation one year to the next, if there is an excess amount it is converted to Sick Leave. Sick Leave payout at end of employment is limited to 60 days.

Leave Benefits

The average number of Holidays reported was approximately 11.5 days.

Annual Vacation Leave accruals reported ranged from 10 to 25 days.

The Annual Sick Leave Days earned ranged from 4 to 20 days.

None of the respondents reported offering Paid Time Off (PTO), which is a combination of leave types.

Roughly 33% of respondents reported offering Personal Days Off.

Lake Dallas offers comparable leave benefits.

Auto Allowance

Of the respondents, 94 % of them reported offering auto allowance either in the form of a take home vehicle or an auto allowance. Of those responding, 44% reported offering a take home vehicle to certain eligible employees, 6% offered reimbursement, and 50% reported paying an allowance.

Lake Dallas offers an auto allowance for the position of City Manager only.

Focus Groups

The purpose of the focus groups was to have employees share valuable firsthand knowledge and opinions of the existing City of Lake Dallas pay structure. Each focus group generally lasted an hour and consisted of a Q & A session where Paypoint HR asked questions from a pre-set list of 5 questions. While the main point of the employee feedback is centered on classification and compensation, these topics naturally open discussion to a number of other factors. This is a normal communication pattern and the report addresses the topics as they presented themselves in the discussion. The City may want to further consider exploring issues raised during the study focus groups.

On May 14 and 15, 2020 Paypoint HR held nine virtual focus group sessions with employees.

All employees were invited to attend the focus group sessions and actual attendance was approximately 35 employees in total. Participation was strongly encouraged but voluntary. Employees who attended were given an acknowledgment form to sign that explained the ground rules for focus groups.

A copy of the list of questions is shown below:

1. What general trends/forces impact your and Lake Dallas's success?
 - a. Economic
 - b. Regulatory
 - c. Cultural
 - d. Technology
 - e. Organizational structure
 - f. Demographics
 - g. Political
 - h. Natural environment
2. Who are the City's competitors for labor? Who are industry leaders and what contributes to their success? Who are key sources of employees for Lake Dallas? Any recommendations?
3. Has the City had difficulty retaining, developing, motivating, and recruiting competent performers for any particular positions?
4. Do you understand your compensation plan?
 - a. Is it motivating/fair?
 - b. Is it in-line with City's goals?
 - c. Does it use the right metrics?
 - d. Does it allow for advancement in your career ladder?
 - e. Is it competitive?
 - f. What does it recognize? Education, tenure, performance?
5. What recommendations for improvements do you have?

Employee Focus Group Responses:

A brief description of the comments made by focus group participants are summarized in the response section below. It is important to note that the views shared in this summary are not necessarily supported by Paypoint HR, nor are they fact-checked for accuracy. While the information included in this portion of the study is qualitative in nature, it is important to include any “perceived impressions” of employees so that the City has information and can choose to communicate and clarify as they see fit. The information that may identify the commenter has been removed. The feedback obtained provides a much stronger foundation for the study than simply reading the information from handbooks, job descriptions, and employment agreements. The comments and suggestions received during these meetings were compared by session and by topic to look for patterns, red flags, best practices, and areas of opportunity. They are one component to the study.

While the Focus Group questions are established to uncover areas of improvement it is also an opportunity to uncover strengths within the organization that the City should strive to maintain. The City of Lake Dallas had several areas where it stood out.

The City of Lake Dallas is a suburb Northwest of Dallas almost equidistant between Dallas and the City of Fort Worth. Tucked off highway 35 and situated along Lewisville Lake, the City is home to several parks and Lakeview Airport. Further, the Lake Dallas Independent School District is well respected and sought after by those with school aged children. These amenities draw locals and visitors alike to the City. While the City has enjoyed being a well-kept secret, employees felt that once commuters notice the City’s many positive attributes, Lake Dallas will quickly become less of an exit off of the highway and more of a destination. For this and other reasons, the employees of Lake Dallas don’t take their City for granted and are grateful to work for the community.

The Lake area has seen a boon for development as urbanites from the Dallas-Fort Worth Metroplex seek to shed the bustle of the city. This demographic seeks the experiences afforded by the Lake, parks and culture of the Lake area. This growth has spurred many changes in the Lake Dallas community and staff agreed most of these changes have been for the good. Employees are encouraged by efforts and partnerships that put the City in a position for smart growth.

Recently, the City of Lake Dallas has renewed its commitment to train and educate its employees to serve the community as respected professionals, something the staff has been grateful for and excited to take advantage of. It was expressed that the City hopes to augment these efforts by having employees join job-specific associations and participate in mentorship programs. Employees knowingly were up for the challenge of improving the City’s image and assist in shouldering the responsibility to represent the City in a positive light.

Just as they said they aren’t short on training and development; staff are also expressed feeling they were adequately equipped to do their jobs. In an economic climate where many in municipal and state governments simply must make do, employees felt Lake Dallas has

prioritized giving their people the tools for the job and is committed to repairing and replacing equipment when needed.

Overall, Lake Dallas staff described the City as a friendly, supportive place to work. As a relatively newer workforce with a positive Council and City Manager dynamic, they looked forward building an environment where employees felt encouraged to approach their supervisors about issues that matter to them just as easily as they can enjoy a potluck holiday lunch together. They felt through effective communication and open cooperation they can make the City a wonderful place to live and work.

General Trends

a. Economic

- Employees reported the COVID-19 pandemic had negatively impacted the local economy, but that it was too early to determine to what extent. They said the Ad valorem taxes were on target, though they expected to see a dip next year. Employees also said they expected sales tax, fines, and fees to be down as a result of the pandemic.
- Some participants noted that the City's \$5.2 million budget was largely funded by development in the area. They observed that development was beginning to slow down as developers were running out of land to build on in Lake Dallas. Participants thought rezoning existing areas for redevelopment would help revitalize the City.
- Staff added that new development occurring in Lake Dallas was a direct result of its proximity to large, up-and-coming, or well-established cities and the interstate.
- Employees said Lake Dallas leadership had been responsible stewards of taxpayer funds and had been conservative with spending. They described the City as being in a better position than other similar organizations due to the positive reserve fund balance. They felt this should help them avoid furlough and pay cuts in the wake of the COVID-19 pandemic.
- A few participants mentioned all large purchases had to be pre-approved by the City Manager. They said this policy was implemented to better anticipate and prioritize large purchases with respect to the budget.
- Staff shared that street maintenance was a huge part of the City's expenses, and the Road Maintenance Fund was a portion of the sales tax. They said amounts collected range from \$12,000 to \$20,000 per month and are at risk of fluctuating whenever sales slump, like during the pandemic.

- Employees mentioned visitors to Lake Dallas were an economic benefit to the City, because they spent money that transfers revenue from non-residents to local businesses and the City itself.
- Participants observed that prioritization in staffing, especially for new or lower-level managers was becoming more important. They said equity adjustments may be delayed by a year.
- A few staff expressed concern for the Animal Shelter and Library because, despite receiving public funds, these organizations have had to supplement with fundraising to maintain basic service levels.
- Participants believed there was an opportunity to work with the Community Development Corporation (CDC) on driving advertising but mentioned that neither the public nor local business owners have attended CDC meetings. In the past, it was said they had used a grant from Denton County to reach out to local businesses about opportunities.

b. Regulatory

- Staff mentioned they must do a great deal of reporting, auditing, data collection, site visits and more to remain compliant on the state and federal side. They said a lack of compliance on any level can result in asset forfeiture and/or fines. For example, the water utility has had to comply with the federal MS4 reporting schedule to ensure clean drinking water.
- Employees reported that a recent state mandate prevents them from increasing revenues by more than 3 percent year over year. They said they feared this would inhibit important capital projects and were hopeful the rate would be increased to 8 percent.
- Participants believed the state was possibly taking away the City's power to raise funds to meet demand for much needed services. For example, the Library had to meet certain state requirements just to receive funding.
- Staff noted that the City had a vast collection of ordinances that could be updated to clearer language to make them more relevant and add efficiency to the enforcement process.
 - For example, they referenced that the sign ordinances had been recently updated, but that these ordinances would need to be maintained over time.
 - They also mentioned that there was additional need to expand permitting use for zoning districts.
 - Some staff mentioned the regulations related to dealing with dangerous dogs were difficult to enforce and outdated.

- Employees said they hoped the new Director of Development Services would be able to work with Codes on updating ordinances.
- Several employees thought Code Enforcement and the Police Department have done a great job of working together enforcing the current laws and ordinances.
- Participants said each year new legislation had required new reporting and different databases for crimes and offense types. They said there were up to 90 questions on standard forms for basic offenses, and that the amount of administrative work can prevent them from doing their jobs well. They said the number of filing reports was too high for just one records manager to handle. They suggested additional administrative support would be of help in this area.

c. Cultural

- Most employees thought there was a cohesive, team-oriented attitude in Lake Dallas. They said staff wasn't afraid to go to their superiors with concerns when needed, and that they have healthy relationships with their coworkers - especially within their departments. Employees were proud to share how they have celebrated holidays and personal events together and supported each other during hard times.
- Participants reported that when departments need to work together, like Police and Public Works, they do so very well. They said even though they work for different departments and report to different locations, staff understood the importance of working together to get the job done, whatever that job may be.
- Staff believed the City had prioritized hiring the best possible people for each position and all department heads had either a bachelor's or master's degree. They said most employees saw the value in establishing an educated workforce.
- A few employees noted the City's increased budget for travel and training, in addition to joining relevant state organizations, so they can learn best practices and use resources from other communities. They stated they were pleased with this development.
- Participants shared that departments with physical locations outside City Hall have felt disconnected from the dynamics of City government and the larger group of City employees. They said these departments, like the Police, Library and Animal Control, were felt to have strong bonds within their departments, but that they would like to get to know others outside their departments and to build relationships with other City employees. They felt this translated into better service and response times by being able to communicate more openly and efficiently.

- Staff noted ongoing tensions between City Hall and the Police Department because of budgeting and costs discussions. Staff said the Police Department believed they were underpaid considering police reports increased by 30 percent since last year. They mentioned that everyone on both sides of the issue wished the matter were resolved.
- A few employees said there were one or two staffers working for the City who had not seemed interested in fostering a team atmosphere and had conducted themselves in a way that suggested they preferred the City remained divided. They emphasized that nearly every employee does the best they can with what they have, but that all employees needed to take the same approach towards willing compromise if conflicts are to be resolved and the citizens served well.
- Participants recognized, that despite some setbacks, the City's culture was improving in many departments. They said there had been some negativity, both in the public and within staff ranks, about the motivations of City Hall and the Police Department. Overall, participants believed the situation had been steadily improving for the last several years.

d. Technology and Tools

- Staff noted the significant strides the City had made throughout the past two years to update technology. They said computers had been updated and upgraded, compatible docking stations had been purchased and helpful software had been integrated into many departments.
- Employees mentioned that because most staff were already equipped with laptops, and the City had a mechanism in place to quickly purchase equipment for staff who still needed it, the pandemic-related stay-at-home orders had little negative impact on operations.
- Some participants pointed out that most equipment was now under a five-year replacement plan, except for streets and drainage. They said the City was working on incorporating streets and drainage into a preventative maintenance schedule, but other projects have taken precedence.
- Several staffers were pleased about the Pay Simple system for library fines, building permit fees, and more. They said this payment system had worked well and was very convenient.
- Some employees observed that although most departments had what they need, getting all the equipment each department needed had been an uphill battle with City Hall due to budget constraints.

- Participants universally acknowledged that there had been significant strides made in technology, and that they were more efficient with the right equipment. However, some staff mentioned the need for the following:
 - Tracking software and better hardware for Public Works
 - Audio/visual system for City Hall
 - The software system “Encode” for the Accounting Department
 - Additional laptops and computer microphones for the Library
 - Management software for the Building Department
 - Crime tracking software for the mobile computers, additional safety equipment and a new radio system for the Police Department
- Staff said the Police Department had made significant equipment improvements including radios, devices in vehicles such as laptops, programs for reality-based and virtual reality training, and more. Staff believed the Police fleet was a constant area of concern. They said this was because when a car was down, the schedule was disrupted, and officers had to figure out how they were going to work.
- Employees mentioned the Police Department’s successful use of grants to add an investigator position and buy ballistic vests. They observed that these funds came with a lot of strings attached and required a great deal of legwork to get off the ground.
- Some participants reported that the Animal Shelter was pleased to be converting to Shelter Pro after having been operating using hard copies. They also mentioned the Shelter was the farthest behind in terms of technology and tools. Participants said they had the oldest vehicle and facility, poor internet, a bad radio system and weren’t connected to the City’s server which had prevented them from backing up their data and communicating well with internal and external clients.
- Staff thought the Courts could use a software upgrade. They explained their current software was 10 years old and that there was an updated, less expensive version available. Staff said they were waiting for approval from the City Council to purchase the program later this year.

e. Organizational Structure

- Some employees believed authority was divided evenly, and that there wasn’t a single person or role with too much power. They said employees weren’t afraid to address issues with their next in command. They added that communication across departments and chain-of-command was usually straightforward, and that requests were generally addressed, although sometimes not resolved in a timely fashion.

- A few participants observed that there were several Directors with no subordinates which was perceived as top-heavy to some. They mentioned there were fewer situations like this than in the past.
- Staff said staffing levels varied based on which department head was most persistent in asking for additional positions, although the overall employee count had changed little in the last three years.
- A few employees mentioned that the Police Department suffered from losing two front-office employees in 2017. They said current support positions were stretched too thin as they had to maintain records, take care of open records requests, maintain the sex offender registry, give assistance to the Chief, and provide compliance support.
- Some participants thought the Police Department could benefit from more pre-shift communication to ensure nothing from the previous shift fell through the cracks. They also believed they'd benefit from an additional Sergeant, although none of the current officers were ready for such a promotion.
- Staff from the Animal Shelter has appreciated the opportunity to come to the table with the City Manager. They said doing so allows them to catch up, feel more connected to the City government and address any operational issues.
- A few employees believed Public Works would benefit from adding an administrative position to help with records management and data entry.
- A few participants wondered why consultants and outside firms were called in to analyze and address issues instead of investing in the tools to do such things internally.

f. Demographics

- Staff said the town was originally a rural fishing post with small parcels of land that had grown into the City of Lake Dallas throughout the years. They mentioned that the area had recently seen some growth due to its proximity to Dallas and Fort Worth.
- Employees noted Lake Dallas was originally predominantly Caucasian, but that as the town had grown, so too had the Latino and African American populations. They said in addition to Spanish-speaking residents, there were several residents who speak Russian. They commended the Library for doing their best to translate and serve these populations as needed.

- Participants reported that residents were on the older side, but with more and more families coming into the area the demographics were trending younger.
- Staff observed that some of the population was low-income, and that there were several trailer parks in Lake Dallas. They said the median income for the City of Lake Dallas wasn't below the national average, and that the poverty level was below the state average.
- Some employees mentioned the gentrification efforts underway in the City. They said many of the poor and minority populations were being pushed out to Lewisville and Corinth. Employees noted there were currently three or four middle class, suburban housing developments in the area.
- Participants mentioned how much development had changed the City of Lake Dallas. They said a 300-unit apartment was proposed to house young urban professionals commuting from surrounding cities. Participants thought many of the older population were against this, because they don't like change and want Lake Dallas to stay small, yet economically prosperous.
- Staff thought the City of Lake Dallas was a generally safe community. They said most of the crimes in the area were burglaries or other property-related crimes.
- Several employees believed the new toll bridge had significantly increased traffic into town and caused more traffic violations, accidents, and civil disputes for the Police to deal with. They also said there were more transient people coming into town which had increased calls and arrests for drug and alcohol-related offenses. Employees believed they were dealing less with locals and more with non-locals.
- Several participants discussed the high quality of the schools in the area. They said the schools were a big draw for families.

g. Political

- Staff recalled that four years ago, Lake Dallas suffered a political implosion which resulted in many terminations, resignations, and early retirements of leadership as well as rank-and-file employees. They said the City had worked hard since 2016 to pick up the pieces and rebuild trust.
- Employees mentioned that due to that significant turnover in 2016 and 2017, most of the current department heads had tenures of three years or less.
- Participants agreed the Mayor was approachable and brought a unique perspective, while council members were inquisitive and have respected the staff to make sound decisions. However, they thought City Council could do a better

job of understanding the inner workings of City management, perhaps by participating in orientation or training sessions.

h. Natural Environment

- Employees said the City of Lake Dallas was a lakeside community, although it no longer promoted itself this way. They thought the lake was still a big draw for visitors and residents who have used the lake for recreation.
- Participants reported that Willow Grove Park was on the lake with a long-term lease from the Army Corps. of Engineers. They said this park was well used and had great amenities including fishing, trails, camping, and more. A few participants observed that there had been recent issues with littering at the park that had drawn attention on social media. They believed staff had worked hard to keep all the parks clean, but that they were limited by a lack of resources.
- It was hoped that the City could work out an arrangement with the Army Corps of Engineers to provide additional services at Willow Grove Park. For example, employees felt offering lakeside food services would add to the ambience at the Park.
- Staff mentioned the presence of the highway through the City. They said the highway was extremely convenient but had caused terrible traffic conditions.
- Employees said the climate was very hot and muggy at times. They noted a few issues with extreme weather, and that during rain, the flooding and mud had been a challenge. They said that when flooding occurs, it had taken up to 20 minutes to navigate around the high-water area. Employees mentioned several road maintenance projects on the docket that could help this issue.
- Participants mentioned the City was just a 30-minute drive to Dallas and a 40-minute drive to Fort Worth. They thought the proximity to the Metroplex had advantages and disadvantages, depending on perspective.

Lake Dallas County's Competitors for Labor

- Staff said entities competing with the City of Lake Dallas for labor included the following:
 - Businesses in the Metroplex
 - Corinth
 - Denton City
 - Denton County
 - Frisco
 - Flower Mound
 - Hickory Creek
 - Highland Village
 - Kaufman
 - Lewisville
 - Little Elm
 - Shady Shores
 - University of North Texas
 - University of Texas
 - Water Districts
- Employees believed these organizations were successful, because they could pay more and offered better benefits than a small city. They also said most competing organizations had professional teams and solid finances, so employees didn't need to compromise on support and equipment.
- Some participants noted the additional training and certification opportunities as well as the upward mobility offered by large, successful organizations.
- Staff suggested using online resources like Indeed and LinkedIn to post job opportunities and attract new applicants. They said most applicants currently come by word of mouth, in addition to a few cold calls.

Difficult to Retain, Develop, Motivate, and Recruit Positions

- Employees believed low pay was one of the biggest barriers to recruitment, especially in the Police Department. They said local governments located just 20 minutes away had paid up to \$20,000 more per year for certain positions. They believed employees had stayed in Lake Dallas because they love their coworkers and their work.
- A few participants pointed out that the City had lacked job descriptions for many positions which had required more flexibility from employees. They said the work at Lake Dallas was more diverse because there was less specialization in each position due to being a small town and each person wearing many hats.

- Some staff thought finding skilled labor was even more difficult because permit technicians and other similar positions paid so much more in other municipalities within driving distance. They said some employees have used Lake Dallas as a steppingstone to gain experience.
- Employees reported that most staff had been with Lake Dallas for three or fewer years, because most career-track employees leave to make more money elsewhere. They said the loss of tenured employees was significant because when another was hired, they started the training and education process all over again.
- Participants expressed that hiring people and training them properly was a significant investment of time and money. They said the process usually takes several months and once the position was filled, they're in training for four to five months.
- Staff mentioned there had been many changes in the last few years in most director positions. For example, there had been four Animal Services Managers in the last six years.
- Employees said that Public Works had been trying to hire a specific position for more than 18 months. They believed there was a labor shortage preventing them from finding the right candidate. They added that the part-time Library position had been a challenge to fill because few students were studying library sciences.
- Participants observed that the Police Department also struggled to attract and retain competent candidates. They believed a labor shortage could be to blame, but there were also many applicants turned off by the low pay. They said qualified, experienced officers usually pull their applications once they find out the starting pay.
- Staff mentioned how little gratitude they receive from the public for a job well done. For example, Public Works said the job of street maintenance was thankless because people frequently complain about the state of the roads, no matter how recently repaired. They felt residents weren't appreciative of the work they do.
- Employees were glad a compensation study was being done but wondered if the effort was a waste of time for such a small city.

Compensation Plan

- Most participants admitted to not understanding the City's goals, and they felt staff were less motivated by pay and more by camaraderie and serving the public. They thought Lake Dallas should keep pace with the compensation of other local cities to remain competitive.
- Staff expressed that the pay plan was not aligned with goals. They said there were too many steps to get to the top, and that the system was outdated. Staff said it can take up to 20 years to get to the top tier with only a range of \$7,000 from bottom to top.
- Some employees believed the step plan, despite having some issues, had improved overall in the last several years. Still, staff said it's used more like a guide, rather than strictly followed. As a result, employees expressed frustration at not having predictability in compensation which prevents them from anticipating their pay for years in the future.
- Participants noted that equity adjustments had taken place from time to time to get employees to the most recent starting pay levels. They said some of the pay issues were the result of employees being given the wrong starting pay and put in the wrong tier from the start. All staff were appreciative of the most recent 4 percent raise.
- Several staff mentioned the need for the Police Department to have their own pay plan, because their hours were so different from civilian employees. They said they work 84 hours in a pay period but were on an 80-hour step pay plan. Staff added that Police don't receive additional pay for education or training, and that no other local Police Departments' pay was structured this way.
- A few employees observed that there was little advancement opportunity in the Library or Parks Department. They thought more opportunities would be motivating.
- Many participants expressed appreciation for the City's vested interest in training and educating its employees.
- Staff mentioned that when financial rewards can't be given, verbal acknowledgment or an award commemorating great performance would be received well. Many staff liked the Police Department's annual awards and thought a similar program would be motivating for non-sworn employees.

Employee Ideas

- Employees thought City Council should support the chain of command and the charter for communications. They said most staff know they don't take direction from the Council but ensuring everyone understands the chain of command would be helpful.
- Several participants noted the need to improve communication between leadership, so information flows accurately and without animosity from the top down. They said the decision-making process at the top should be consistent and transparent. They also wanted relationships between leadership, department heads and rank-and-file employees to be clearly defined.
- Employees suggested that the Mayor's office should have a process in place to ensure the Mayor always had the most up-to-date, accurate information to present to the public. They said that when the Mayor accidentally reports incorrect information, it should be the City Manager that provides the correction.
- Staff emphasized the need to ensure promotions, work distribution, rewards, and more aren't given out of favoritism but as result of honest, hard work. They wanted to make sure there was internal equity.
- Employees suggested that the pay plan should be revamped to have a clear cut, predictable pay schedule. Police staff suggested a separate pay plan for sworn staff.
- Staff noted that many employees have taken on extra jobs to cover living expenses. They suggested looking at other local governments' pay plans to better understand competitive pay. They also thought reducing the steps within bands and making sure the right positions were in the right bands would help.
- Participants mentioned that health benefits could be improved.
- Staff suggested that department heads should commit to conducting annual performance reviews so employees were able to understand what they've done well and how they can improve. They said they would appreciate performance-based raises, even as little as half a percent, because of a good review. Staff said this would help them feel that the City appreciated their hard work.
- Employees welcomed the emphasis on training but would like to take it to the next level by investing in both management and leadership training for department heads and others in leadership and management positions. Staff would like to see more funds for training in the areas of change management, anti-bullying, communication skills, basic software, and public sector best practices.

- A few participants spoke highly of the value of cross-training, job development and career progression. They thought this would be an effective, cost-conscious way to get additional training off the ground. Participants also said employees were often asked to take on more outside their work area, and that cross-training would address the knowledge gaps.
- Some staff mentioned an up-and-coming training cooperative between the City Managers of Corinth, Hickory Creek, Shady Shores and Lake Dallas. They said this group was considering bringing in trainers to share expenses and communally educate employees starting in 2021.
- Employees thought increasing the financial incentive for field employees to work toward certifications would be a good motivator. They believed a tiered incentive maxing out at \$100 a month would be effective.
- A few participants said additional pay for other specializations, like being bilingual or working on shifts would be motivating. They also thought revamping overtime and holiday pay would be fair.
- Staff wanted the City to find ways to motivate employees when revenues were low and to be able to do so in a transparent way. They want to feel appreciated and valued, no matter what the economic conditions.
- Employees suggested creating new revenue sources like a Crime Control District in the City to raise funds for the Police Department. They mentioned another option would be a drainage fee for Public Works or Parks. Employees acknowledged how another tax or fee could cause some citizen backlash but thought that the resulting revenue would position staff to serve the public more effectively.
- Participants mentioned a few gaps where additional staff was needed, like an administrative person for Public Works, another Library staffer and more front office help for the Police Department. They said in some cases, positions could be created to be shared by departments, or currently underutilized employees could have an updated job description to account for some of the gaps in service.
- Staff thought the Police Department needed a larger, more up-to-date office space. They said the pink desks, cracked floors, and plastic plants were embarrassing, and that there wasn't enough room for every officer to have their own workspace.
- A few employees believed the Animal Shelter should be reconfigured to move the dog run away from the lobby or invest in sound mitigation. They said that the noise had become such a problem that people have had to go outside to have a conversation.

- Some participants noted the library would benefit from a more durable building that was more resistant to storm damage.
- Several staffers mentioned the need for larger parking lots for the employees, particularly those in the Library and Police Station.
- Employees felt the new employee orientation process could be improved. They said they should develop a new employee handbook and take the time to introduce new employees to all staff.
- A few participants said the City should consider creating alternative work schedules, like working 7:30am to 5:30pm on Monday through Thursday, then taking a half-day on Friday.
- Some staff thought more sidewalks for foot traffic would be beneficial. They said they would like to walk to work, when possible.
- Employees thought that the City should recruit new businesses to develop new land and grow the local economy.

Comparators

Purpose

To determine economically comparable organizations for inclusion in the external market study by comparing economic metrics of City of Lake Dallas to those of similar communities.

Methodology

The goal was to understand how each of the twenty-four (24) identified communities compared with the City of Lake Dallas. The six (6) metrics that were chosen for evaluation were population, unemployment rate, labor force participation rate, median household income, cost of living adjustment, and median housing price. Each metric was assumed to be equally important and were examined individually and in combination.

A statistic was produced for each metric by first taking the absolute value of the difference between the metric for a similar community and the same metric for the City of Lake Dallas, for example, the difference between the population of City of Lake Dallas and the City of Corinth. The difference was then divided by the standard deviation to understand how the difference varied for each similar community in relation to the sample population of the twenty-four (24) communities as a whole.

If any of the metrics had a value in excess of three standard deviations, then the community was considered to not be a good comparator for the City of Lake Dallas – highlighted in **red** below. Comparators highlighted in **green** were perceived by the client as a valid comparator.

From a statistical perspective, Chebyshev's Inequality Theorem indicates that 88.8% of all data values would be within three (3) standard deviations of the mean for a generic distribution. If a normal distribution exists, then values less than three (3) standard deviations account for 99.73% of the population. The choice of comparison is therefore statistically sound and appropriate.

A summary table of these calculations is presented in the following tables. (Sample calculations are also presented.)

Table 2 – Potential Comparators – Texas Cities

Argyle	Aubrey	Azle	Celina
Corinth	Decatur	Denton	Glenn Heights
Heath	Hickory Creek	Highland Village	Kaufman
Kennedale	Krum	Little Elm	Melissa
Northlake	Oak Point	Princeton	Prosper
Richland Hills	Roanoke	Royse City	Sanger

For reference:

Population

Lake Dallas – 7,832

Texas – 27,885,200

United States – 321,368,864

Median Housing Price (MHP)

Lake Dallas - \$146,600

Texas - \$161,700

United States - \$204,900

Median Household Income (MHI)

Lake Dallas - \$67,908

Texas - \$59,570

United States - \$60,293

Cost of Living Adjustment (COLA)

Lake Dallas – 96.6

Texas – 93.1

United States – 100

Unemployment Rate (U Rate)

Lake Dallas – 5%

Texas – 4%

United States – 4%

Labor Force Participation Rate (LFP Rate)

Lake Dallas – 72%

Texas – 65%

United States – 63%

Table 3 - Economic Data of the Lake Dallas and Potential Comparators

Community	Population	MHP	MHI	COLA	U Rate	LFP Rate
Lake Dallas	7,832	\$146,600	\$67,908	96.6	5%	72%
Argyle	3,988	\$436,700	\$146,667	127.1	2%	69%
Aubrey	3,313	\$158,000	\$68,125	98.4	4%	74%
Azle	12,149	\$139,400	\$65,295	90.1	4%	63%
Celina	9,354	\$298,900	\$112,176	115.4	1%	75%
Corinth	21,158	\$238,800	\$96,670	107.0	4%	72%
Decatur	6,608	\$136,800	\$55,849	92.1	4%	69%
Denton	133,661	\$50,730	\$56,489	101.5	4%	68%
Glenn Heights	12,581	\$155,500	\$65,051	96.3	5%	70%
Heath	8,410	\$450,200	\$155,488	134.9	4%	61%
Hickory Creek	4,442	\$255,600	\$107,731	110.5	6%	69%
Highland Village	16,342	\$351,000	\$143,854	122.6	3%	71%
Kaufman	7,107	\$87,800	\$42,610	88.3	2%	58%
Kennedale	7,998	\$192,200	\$75,000	100.5	3%	66%
Krum	4,973	\$168,200	\$80,833	98.8	1%	77%
Little Elm	42,889	\$233,700	\$95,337	108.8	4%	77%
Melissa	8,492	\$279,000	\$113,532	114.5	1%	70%
Northlake	2,524	\$371,000	\$81,289	108.3	3%	80%
Oak Point	3,878	\$250,600	\$86,162	109.1	1%	67%
Princeton	9,765	\$178,900	\$63,635	101.8	3%	71%
Prosper	19,103	\$436,600	\$140,815	131.8	2%	70%
Richland Hills	8,052	\$124,300	\$61,431	88.7	1%	63%
Roanoke	7,899	\$311,700	\$88,958	109.0	3%	74%
Royse City	11,746	\$171,900	\$78,200	104.0	4%	74%
Sanger	8,023	\$136,200	\$62,606	96.7	3%	72%

Table 4 – Statistics of Potential Comparators

Community	Population	MHP	MHI	COLA	U Rate	LFP Rate
Argyle	0.15	2.59	2.50	2.38	2.12	0.58
Aubrey	0.17	0.10	0.01	0.14	0.71	0.39
Azle	0.17	0.06	0.08	0.51	0.71	1.74
Celina	0.06	1.36	1.40	1.47	2.83	0.58
Corinth	0.51	0.82	0.91	0.81	0.71	0.00
Decatur	0.05	0.09	0.38	0.35	0.71	0.58
Denton	4.84	0.86	0.36	0.38	0.71	0.77
Glenn Heights	0.18	0.08	0.09	0.02	0.00	0.39
Heath	0.02	2.71	2.78	2.99	0.71	2.13
Hickory Creek	0.13	0.97	1.26	1.08	0.71	0.58
Highland Village	0.33	1.82	2.41	2.03	1.42	0.19
Kaufman	0.03	0.52	0.80	0.65	2.12	2.71
Kennedale	0.01	0.41	0.22	0.30	1.42	1.16
Krum	0.11	0.19	0.41	0.17	2.83	0.97
Little Elm	1.35	0.78	0.87	0.95	0.71	0.97
Melissa	0.03	1.18	1.45	1.40	2.83	0.39
Northlake	0.20	2.00	0.42	0.91	1.42	1.55
Oak Point	0.15	0.93	0.58	0.98	2.83	0.97
Princeton	0.07	0.29	0.14	0.41	1.42	0.19
Prosper	0.43	2.59	2.31	2.75	2.12	0.39
Richland Hills	0.01	0.20	0.21	0.62	2.83	1.74
Roanoke	0.00	1.47	0.67	0.97	1.42	0.39
Royse City	0.15	0.23	0.33	0.58	0.71	0.39
Sanger	0.01	0.09	0.17	0.01	1.42	0.00

Sample Calculation

Sample Calculation for City of Cornith

Population Statistic

Maximum Population = 133,661 (Denton)

Minimum Population = 2,524 (Northlake)

City of Lake Dallas Population = 7,832

City of Corinth Population = 21,158

Sample Average = 15,291

Sample Standard Deviation (s) = 25,990

$$Statistic = \frac{|City\ of\ Lake\ Dallas - City\ of\ Corinth|}{s}$$

$$Statistic = \frac{|7,832 - 21,158|}{25,990}$$

$$Statistic = 0.51$$

Benchmark Positions

Benchmark positions are normally chosen to reflect a broad spectrum of class levels. The positions that are selected normally include classes that are most likely to be found in other similar agencies and will therefore provide a sufficient and valid sample for analysis.

Benchmark positions are selected to encompass the entire range of positions from the beginning of the pay ranges to the end and equally interspersed among the pay scale.

In Table 5, the benchmark positions used in the external survey are presented and marked in **green**. From this list of benchmark positions, all job titles employed by the City of Lake Dallas were examined.

Table 5 - Benchmark Positions

Job Title	Job Title
Accounting Clerk	Equipment Operator II
Administrative Assistant	Finance Director
Animal Control Officer	Kennel Technician
Animal Shelter Manager	Librarian
City Manager	Library Technicians
City Secretary	Municipal Court Clerk
Code Enforcement Officer	Permit Technician
Community Development Coordinator	Police Chief
Court Administrator	Police Lieutenant
Court Clerk	Police Officer
Crew Leader	Police Officer Detective
Deputy City Secretary	Police Sergeant
Development Services Director	Public Works Manager
Director of Library Services	Public Works Superintendent
Equipment Operator I	Record Clerk

Baseline Analysis

Current Salary Schedule

The salary schedule for all employees is presented in Table 6. Salary ranges identified with “+” denote police officers who work 2184 hours yearly. All other employees are on a 2080-hour work schedule. Midpoints for each salary grade have also been calculated for comparison with external market data.

Spread measures the percentage difference between the maximum and minimum salary for a position. It is also an indication of the lateral progression available to an employee within their job title. A narrow spread often leads to wage compression as the maximum salary is quickly achieved. A narrow spread can also lead to low morale and high turnover as economic advancement is limited. The salary schedule from Table 6 has a consistent spread of 98%. It is important that the spread is consistent amongst all employees so that all positions have a relatively equal advancement opportunity.

Table 6 – Current Salary Schedule

Current Grade	Min	Mid	Max
A	\$14.65	\$21.83	\$29.00
B	\$16.84	\$25.10	\$33.35
C	\$19.37	\$28.86	\$38.35
D	\$22.28	\$33.19	\$44.10
E	\$24.50	\$36.51	\$48.52
F	\$26.95	\$40.16	\$53.37
G	\$29.65	\$44.18	\$58.70
H	\$32.61	\$48.59	\$64.57
E+	\$23.33	\$34.77	\$46.21
F+	\$25.67	\$38.25	\$50.83

Ladders define the percentage salary difference between consecutive groups of job titles. Ladders can be used to differentiate employees with different knowledge, skills, and abilities and motivate career advancement. The ladders, that is, the percent difference between consecutive minimums, consecutive midpoints, and consecutive maximums, ranges from 10% to 15%. It is recommended that the ladders be consistent between grades.

Table 7 – Current Spread and Ladders

Current Grade	Spread	Min Ladder	Mid Ladder	Max Ladder
A	98.0%	-	-	-
B	98.0%	14.9%	15.0%	15.0%
C	98.0%	15.0%	15.0%	15.0%
D	97.9%	15.0%	15.0%	15.0%
E	98.0%	10.0%	10.0%	10.0%
F	98.0%	10.0%	10.0%	10.0%
G	98.0%	10.0%	10.0%	10.0%
H	98.0%	10.0%	10.0%	10.0%
E+	98.0%	-	-	-
F+	98.0%	10.0%	10.0%	10.0%

Overall Salary Distribution

The salary distribution for all employees is shown in Figure 1. The label “Percentage of Employees” on the ordinate y-axis reflects the total number of employees.

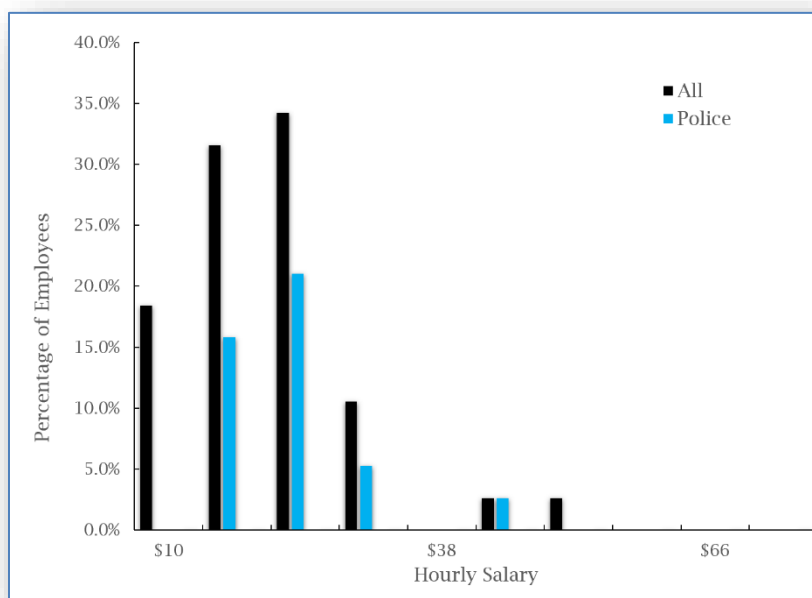


Figure 1 – Salary Distribution

A clear bimodal pattern does not exist which would demonstrate a two-tier compensation structure. It is preferable if there is a clear broad-banded bimodal distribution, that is, two bell curves, demonstrating both separation between supervisory and non-supervisory compensation and career progression within these two groups.

The concentration of employees in the upper end of the salary range in comparison to the lower end is not excessive, meaning that the organization is not top-heavy with respect to compensation.

Distribution Observations

Table 8 examines salaries of all employees with respect to the maximum and minimum of each grade. In Table 9, the distribution of salaries above or below the midpoint of each grade is presented

Table 8 – Employees Near Min/Max

Current Grade	Staff #	# near Min	% near Min	# near Max	% near Max
A	1	1	100%	0	0.0%
B	4	2	50.0%	0	0.0%
C	3	1	33.3%	0	0.0%
D	2	0	0.0%	0	0.0%
E	1	0	0.0%	0	0.0%
F	3	0	0.0%	0	0.0%
G	3	0	0.0%	0	0.0%
H	1	0	0.0%	0	0.0%
E+	12	5	41.7%	0	0.0%
F+	1	0	0.0%	0	0.0%
Sum	31	9	29.0%	0	0.0%

Table 9 – Employees Near Midpoint

Current Grade	Staff #	Below Mid	Below Mid %	Above Mid	Above Mid %
A	1	1	100%	0	0.0%
B	4	4	100%	0	0.0%
C	3	3	100%	0	0.0%
D	2	2	100%	0	0.0%
E	1	1	100%	0	0.0%
F	3	3	100%	0	0.0%
G	3	3	100%	0	0.0%
H	1	0	0.0%	1	100%
E+	12	12	100%	0	0.0%
F+	1	1	100%	0	0.0%
Sum	31	30	96.8%	1	3.2%

Observations

- Overall, there is a high concentration (29.0%) of salaries near the minimum.
- In Grade E+ (police officers), a high concentration of employees is near the minimum of the grade. A high concentration of employees at the extremes can lead to or be the cause of systemic employment issues including low morale, retention, etc.
- In Grades A through G and E+, a high concentration of employees is below the midpoint of each respective grade suggesting skewed distribution of salaries. A high concentration of employees below the midpoint can lead to or be the cause of systemic employment issues.
- Overall, there is a high concentration of employees below the midpoint of the grade (96.8%) suggesting, that is, there is an unbalanced distribution of salaries.
- No employees are currently being compensated above the maximum or below the minimum of the current respective grades

Compensable Factor Score from Position Vantage Point

To assist in determining the internal hierarchy of positions in the City, the employees and managers participated in the Position Vantage Point Job Survey. Questions asked in the PVP are divided into four areas: Background, Authority, Skill, and Environment. In these four areas, the following compensable factors were examined:

Education	Complexity
Certifications	Independence
Work Duties	Impact
Work Experience	Physical
Financial Authority	Working Conditions
Supervision	Interaction

Job descriptions were consulted to update both the minimum education level and minimum experience level required for each position. The responses were then evaluated, producing the Compensable Factor Score (CFS) as shown below. For positions, where there was insufficient data from the employee/manager survey, job descriptions were consulted to fill out the survey.

Upon the conclusion of this study, the City will be able to use this customized CFS Scoring system to analyze both new job titles and existing job titles where job duties have changed using the same metrics used to analyze the job titles in the table below. This will allow for all new and updated job titles to be examined fairly while also preserving internal equity at the City.

Table 10 – Compensable Factor Score

Current Grade	Job Title	CFS Score
N/A	City Manager	491.6
F	Development Services Director	312.8
F	Finance Director	312.6
H	Police Chief	312.3
F	Public Works Superintendent	103.7
G	City Secretary	101.5
G	Police Lieutenant	95.6
E	Public Works Manager	74.3

Current Grade	Job Title	CFS Score
F	Director of Library Services	70.5
F	Police Sergeant	60.7
D	Animal Shelter Manager	51.4
E	Police Officer Detective	38.5
C	Crew Leader	36.7
E	Police Officer	35.9
C	Record Clerk	30.0
D	Librarian	29.8
B	Equipment Operator II	25.8
C	Code Enforcement Officer	25.3
C	Accounting Clerk	25.0
B	Permit Technician	19.8
A	Equipment Operator I	19.7
B	Animal Control Officer	19.4
C	Municipal Court Clerk	17.6
C	Court Clerk	17.5
A	Administrative Assistant	17.2
N/A	Library Technician	14.3
N/A	Kennel Technician	4.4

External Market Comparison

A summary of the findings of the external market analysis is presented in Table 11 through Table 15. In Table 16 the external market findings for all job titles is presented, sorted alphabetically. The minimum, midpoint, and maximum hourly salary for each job title is presented first. The various market quantiles are then presented. Lastly the Compa-Ratio, the ratio of the grade's midpoint divided by the 50th percentile from the external market, which measures the extent of the deviation of the current salary range in comparison to the market median, is presented. Compensation of individual employees is considered separately.

Table 11 – Full-Time Positions Substantially Below Market (% Diff < -10%)

City Manager	Kennel Technician
Deputy City Secretary	Library Assistant
Development Services Director	Police Chief
Finance Director	

Table 12 – Full-Time Positions Below Market (-10% < % Diff < -5%)

None	
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Table 13 – Full-Time Positions Near Market (-5% < % Diff < +5%)

Animal Shelter Manager	Police Lieutenant
Crew Leader	Public Works Manager
Equipment Operator II	Public Works Superintendent

Table 14 – Full-Time Positions Above Market (+5% < % Diff < +10%)

City Secretary	Equipment Operator I
Court Administrator	

Table 15 – Full-Time Positions Substantially Above Market (% Diff > +10%)

Accounting Clerk	Librarian
Administrative Assistant	Municipal Court Clerk
Animal Control Officer	Permit Technician
Code Enforcement Officer	Police Officer
Community Development Coordinator	Police Officer Detective
Court Clerk	Police Sergeant
Director of Library Services	Record Clerk

Table 16 – External Market Comparison

	Accounting Clerk	Admin. Assistant	Animal Control Officer	Animal Shelter Manager	City Manager
Current Scale					
Grade	C	A	B	D	
Minimum	\$19.37	\$14.65	\$16.84	\$22.28	
Midpoint	\$28.86	\$21.83	\$25.10	\$33.19	\$53.94
Maximum	\$38.35	\$29.00	\$33.35	\$44.10	
Market Percentiles					
20%	\$19.97	\$16.77	\$17.34	\$26.77	\$60.10
25%	\$20.64	\$17.11	\$17.37	\$27.56	\$62.00
30%	\$20.90	\$18.30	\$18.04	\$28.75	\$64.66
35%	\$21.52	\$18.60	\$18.30	\$30.30	\$71.00
40%	\$22.56	\$19.47	\$18.92	\$31.42	\$71.97
45%	\$22.89	\$19.55	\$19.87	\$32.37	\$73.88
50%	\$23.39	\$19.62	\$20.64	\$32.82	\$74.52
55%	\$23.39	\$19.82	\$20.64	\$33.25	\$77.88
60%	\$23.58	\$20.64	\$20.75	\$33.85	\$77.88
65%	\$24.96	\$21.20	\$20.84	\$35.25	\$94.20
70%	\$25.71	\$22.02	\$23.42	\$38.76	\$96.15
75%	\$27.00	\$22.85	\$24.17	\$41.30	\$97.93
80%	\$27.34	\$24.46	\$24.86	\$42.67	\$97.93
Average	\$23.43	\$20.44	\$20.87	\$34.29	\$80.19
Compa-Ratio	+23.4%	+11.2%	+21.6%	+1.1%	-27.6%

	City Secretary	Code Enforce. Officer	Comm. Dev. Coordinator	Court Admin.	Court Clerk
Current Scale					
Grade	G	C	E	D	C
Minimum	\$29.65	\$19.37	\$24.50	\$22.28	\$19.37
Midpoint	\$44.18	\$28.86	\$36.51	\$33.19	\$28.86
Maximum	\$58.70	\$38.35	\$48.52	\$44.10	\$38.35
Market Percentiles					
20%	\$33.39	\$19.74	\$20.84	\$22.62	\$16.00
25%	\$34.57	\$20.05	\$22.56	\$26.11	\$16.00
30%	\$35.66	\$20.64	\$24.30	\$26.58	\$16.18
35%	\$37.01	\$20.88	\$24.79	\$27.24	\$18.29
40%	\$38.29	\$21.58	\$25.37	\$27.39	\$18.51
45%	\$40.41	\$22.87	\$26.69	\$30.52	\$18.72
50%	\$41.06	\$23.56	\$28.90	\$31.36	\$19.14
55%	\$43.06	\$24.01	\$29.62	\$32.96	\$19.83
60%	\$44.20	\$24.92	\$33.72	\$33.52	\$19.83
65%	\$45.69	\$25.48	\$36.46	\$33.75	\$20.11
70%	\$46.38	\$26.56	\$43.38	\$34.84	\$20.86
75%	\$47.70	\$27.35	\$44.58	\$36.34	\$21.84
80%	\$48.35	\$27.65	\$45.07	\$37.90	\$21.89
Average	\$42.05	\$23.65	\$32.99	\$31.04	\$19.12
Compa-Ratio	+7.6%	+22.5%	+26.3%	+5.8%	+50.8%

	Crew Leader	Deputy City Secretary	Dev. Services Director	Director of Library Services	Equipment Operator I
Current Scale					
Grade	C	C	F	F	A
Minimum	\$19.37	\$19.37	\$26.95	\$26.95	\$14.65
Midpoint	\$28.86	\$28.86	\$40.16	\$40.16	\$21.83
Maximum	\$38.35	\$38.35	\$53.37	\$53.37	\$29.00
Market Percentiles					
20%	\$23.48	\$28.77	\$42.99	\$30.89	\$16.76
25%	\$24.32	\$29.46	\$43.27	\$31.64	\$17.47
30%	\$25.34	\$30.17	\$48.86	\$32.86	\$18.97
35%	\$26.13	\$30.59	\$53.40	\$33.33	\$19.47
40%	\$26.88	\$32.55	\$53.52	\$35.38	\$19.88
45%	\$27.86	\$33.85	\$53.75	\$35.89	\$19.97
50%	\$28.53	\$33.92	\$54.65	\$35.89	\$20.54
55%	\$29.28	\$34.37	\$56.00	\$35.95	\$21.31
60%	\$30.37	\$35.04	\$60.96	\$36.35	\$22.11
65%	\$31.32	\$36.02	\$65.96	\$37.55	\$22.61
70%	\$32.82	\$37.83	\$66.41	\$38.36	\$22.84
75%	\$33.91	\$38.78	\$68.15	\$38.52	\$23.02
80%	\$34.95	\$39.54	\$68.15	\$40.66	\$24.00
Average	\$29.30	\$34.72	\$55.70	\$36.17	\$20.80
Compa- Ratio	+1.2%	-14.9%	-26.5%	+11.9%	+6.2%

	Equipment Operator II	Finance Director	Kennel Technician	Librarian	Library Technician
Current Scale					
Grade	B	F		D	
Minimum	\$16.84	\$26.95	\$10.40	\$22.28	
Midpoint	\$25.10	\$40.16	\$10.81	\$33.19	\$11.44
Maximum	\$33.35	\$53.37	\$11.22	\$44.10	
Market Percentiles					
20%	\$20.08	\$43.27	\$11.84	\$23.17	\$14.28
25%	\$20.66	\$46.06	\$12.00	\$23.17	\$14.28
30%	\$21.48	\$46.24	\$12.00	\$23.38	\$14.68
35%	\$22.07	\$48.10	\$12.00	\$23.43	\$15.01
40%	\$22.75	\$48.61	\$12.20	\$24.00	\$15.26
45%	\$23.45	\$53.73	\$12.56	\$25.24	\$16.24
50%	\$24.03	\$55.06	\$13.08	\$25.91	\$17.21
55%	\$24.66	\$56.41	\$13.97	\$27.82	\$17.48
60%	\$25.27	\$64.24	\$14.73	\$28.00	\$17.80
65%	\$25.93	\$66.23	\$15.38	\$28.81	\$18.05
70%	\$27.38	\$67.06	\$15.92	\$29.45	\$18.30
75%	\$28.24	\$69.23	\$16.57	\$29.80	\$18.76
80%	\$29.15	\$72.12	\$17.31	\$30.36	\$20.12
Average	\$24.67	\$57.29	\$14.25	\$27.07	\$16.89
Compa- Ratio	+4.4%	-27.1%	-17.4%	+28.1%	-33.5%

	Municipal Court Clerk	Permit Technician	Police Chief	Police Lieutenant	Police Officer
Current Scale					
Grade	C	B	H	G	E+
Minimum	\$19.37	\$16.84	\$32.61	\$29.65	\$23.33
Midpoint	\$28.86	\$25.10	\$48.59	\$44.18	\$34.77
Maximum	\$38.35	\$33.35	\$64.57	\$58.70	\$46.21
Market Percentiles					
20%	\$16.59	\$17.08	\$45.79	\$32.40	\$25.72
25%	\$16.87	\$17.30	\$48.56	\$35.73	\$25.80
30%	\$17.34	\$18.55	\$48.73	\$38.00	\$26.48
35%	\$18.42	\$19.07	\$49.95	\$40.17	\$27.08
40%	\$18.51	\$19.52	\$51.93	\$42.30	\$27.39
45%	\$18.59	\$19.82	\$55.64	\$43.52	\$28.17
50%	\$18.98	\$20.19	\$57.69	\$44.18	\$28.60
55%	\$19.48	\$20.36	\$58.75	\$45.49	\$28.85
60%	\$19.86	\$21.35	\$61.54	\$47.43	\$29.55
65%	\$20.31	\$22.08	\$63.74	\$47.71	\$30.19
70%	\$21.43	\$22.80	\$64.99	\$49.90	\$31.04
75%	\$21.81	\$23.07	\$67.31	\$51.90	\$31.59
80%	\$22.08	\$24.22	\$69.23	\$54.12	\$32.50
Average	\$19.35	\$20.51	\$57.67	\$44.37	\$29.12
Compa- Ratio	+52.0%	+24.3%	-15.8%	0.0%	+21.6%

	Police Officer Detective	Police Sergeant	Public Works Manager	Public Works Supt.	Record Clerk
Current Scale					
Grade	E+	F+	E	F	C
Minimum	\$23.33	\$25.67	\$24.50	\$26.95	\$19.37
Midpoint	\$34.77	\$38.25	\$36.51	\$40.16	\$28.86
Maximum	\$46.21	\$50.83	\$48.52	\$53.37	\$38.35
Market Percentiles					
20%	\$23.95	\$31.19	\$28.76	\$33.95	\$20.77
25%	\$24.82	\$31.90	\$30.98	\$35.85	\$20.96
30%	\$25.87	\$32.40	\$34.23	\$38.58	\$21.37
35%	\$26.69	\$32.45	\$34.67	\$39.40	\$22.08
40%	\$27.45	\$32.45	\$34.95	\$40.16	\$23.69
45%	\$28.47	\$32.90	\$36.06	\$40.94	\$24.70
50%	\$29.15	\$34.30	\$37.18	\$40.96	\$25.22
55%	\$29.92	\$35.30	\$40.47	\$41.58	\$25.99
60%	\$31.08	\$35.79	\$41.32	\$43.23	\$28.14
65%	\$32.06	\$36.20	\$42.85	\$45.44	\$28.82
70%	\$33.57	\$37.49	\$46.25	\$48.42	\$30.03
75%	\$34.69	\$38.25	\$47.55	\$53.55	\$31.25
80%	\$35.75	\$38.90	\$48.17	\$57.60	\$32.39
Average	\$29.94	\$34.98	\$39.00	\$44.69	\$26.39
Compa- Ratio	+19.3%	+11.5%	-1.8%	-2.0%	+14.4%

Example – Animal Shelter Manager

The calculations below are relative to the job title, not any current or future employee in the position. For instance, the length of service with the City at this juncture has not been taken into account.

Under the existing classification system, the Animal Shelter Manager job title is classified as a Grade D. The corresponding minimum salary is \$22.28 per hour and maximum salary is \$44.10 per hour. The midpoint of the range, halfway between the minimum and maximum, is \$33.19 per hour.

In a survey that had 10 respondents, for example, at the 20th percentile 8 respondents paid more than the value indicated and 2 paid less. For the Animal Shelter Manager job title this amount is \$26.77.

In this study, the market level used for comparison is the 50th percentile. For the Animal Shelter Manager job title, the 50th percentile of the external market was found to be \$32.82 per hour. In comparing the existing classification system to the market, the 50th percentile is measured against the midpoint of \$33.19 per hour. The Compa-Ratio, measuring the distance between the 50th percentile and the midpoint, is found to be +1.1% in the calculation below. In other words, the Animal Shelter Manager job title is currently compensated 1.1% above the 50th percentile of the market.

$$\text{Compa} - \text{Ratio} = 1 - \frac{\text{Midpoint}}{\text{50th Percentile}}$$

$$\text{Compa} - \text{Ratio} = 1 - \frac{\$33.19}{\$32.82}$$

$$\text{Compa} - \text{Ratio} = +1.1\%$$

Proposed Salary Schedules

Police Officer

A recommended salary scale for Police Officers is shown in Table 17. The spread between the minimum and maximum salary was initially set to 60% (common value for all employees), an industry standard value, to allow for growth opportunities. For Officers, in particular, the minimum was subsequently set to be the current minimum salary, thus reducing the spread to 45%.

For Police Officers, a 7-milestone level plan is proposed where increases are given based upon budgetary considerations and satisfactory employee performance.

Table 17 – Proposed Salary Schedule – Police Officer

Milestone Level	Officer (OFC)	Sergeant (SGT)	Lieutenant (LT)
1	\$23.33	\$26.21	\$31.81
2	\$25.07	\$28.84	\$34.99
3	\$26.81	\$31.46	\$38.17
4	\$28.55	\$34.08	\$41.35
5	\$30.28	\$36.70	\$44.53
6	\$32.02	\$39.32	\$47.71
7	\$33.76	\$41.94	\$50.89

General Employees

A recommended salary scale for General Employees is shown in Table 18. The spread was also set to 60%. The number of pay grades was set to 25 to accommodate the range of CFS Scores. The Ladders, i.e., the distance between grades, was set to be 7.5%. Larger Ladders were included to increase the incentive for employees to seek positions of greater responsibility and to make it financially beneficial. The recommended salary scale incorporates 7 milestone levels where increases are given based upon budgetary considerations and satisfactory employee performance. In the future, it is possible to convert the salary schedule to a min/max range plan to allow for greater financial flexibility.

Table 18 – Proposed Salary Schedule – General Employees

Grade	Level 1 (Min)	Level 2	Level 3	Level 4 (Mid)	Level 5	Level 6	Level 7 (Max)
LD01	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00
LD02	\$10.75	\$11.83	\$12.90	\$13.98	\$15.05	\$16.13	\$17.20
LD03	\$11.56	\$12.71	\$13.87	\$15.02	\$16.18	\$17.33	\$18.49
LD04	\$12.42	\$13.67	\$14.91	\$16.15	\$17.39	\$18.63	\$19.88
LD05	\$13.35	\$14.69	\$16.03	\$17.36	\$18.70	\$20.03	\$21.37
LD06	\$14.36	\$15.79	\$17.23	\$18.66	\$20.10	\$21.53	\$22.97
LD07	\$15.43	\$16.98	\$18.52	\$20.06	\$21.61	\$23.15	\$24.69
LD08	\$16.59	\$18.25	\$19.91	\$21.57	\$23.23	\$24.89	\$26.54
LD09	\$17.83	\$19.62	\$21.40	\$23.19	\$24.97	\$26.75	\$28.54
LD10	\$19.17	\$21.09	\$23.01	\$24.92	\$26.84	\$28.76	\$30.68
LD11	\$20.61	\$22.67	\$24.73	\$26.79	\$28.85	\$30.92	\$32.98
LD12	\$22.16	\$24.37	\$26.59	\$28.80	\$31.02	\$33.23	\$35.45
LD13	\$23.82	\$26.20	\$28.58	\$30.96	\$33.34	\$35.73	\$38.11
LD14	\$25.60	\$28.16	\$30.72	\$33.29	\$35.85	\$38.41	\$40.97
LD15	\$27.52	\$30.28	\$33.03	\$35.78	\$38.53	\$41.29	\$44.04
LD16	\$29.59	\$32.55	\$35.51	\$38.47	\$41.42	\$44.38	\$47.34
LD17	\$31.81	\$34.99	\$38.17	\$41.35	\$44.53	\$47.71	\$50.89
LD18	\$34.19	\$37.61	\$41.03	\$44.45	\$47.87	\$51.29	\$54.71
LD19	\$36.76	\$40.43	\$44.11	\$47.79	\$51.46	\$55.14	\$58.81
LD20	\$39.51	\$43.47	\$47.42	\$51.37	\$55.32	\$59.27	\$63.22
LD21	\$42.48	\$46.73	\$50.97	\$55.22	\$59.47	\$63.72	\$67.97
LD22	\$45.66	\$50.23	\$54.80	\$59.36	\$63.93	\$68.50	\$73.06
LD23	\$49.09	\$54.00	\$58.91	\$63.82	\$68.72	\$73.63	\$78.54
LD24	\$52.77	\$58.05	\$63.33	\$68.60	\$73.88	\$79.16	\$84.43
LD25	\$56.73	\$62.40	\$68.07	\$73.75	\$79.42	\$85.09	\$90.77

CFS Scoring by Grade

In Table 19, the correlation between CFS score and grade is presented. From this table, all positions have been placed.

Table 19 – Proposed Salary Schedule – CFS Range

Grade	Min	Max
LD01	0.0	11.3
LD02	11.3	12.2
LD03	12.2	13.3
LD04	13.3	14.6
LD05	14.6	16.1
LD06	16.1	17.9
LD07	17.9	20.1
LD08	20.1	22.7
LD09	22.7	25.9
LD10	25.9	29.8
LD11	29.9	34.8
LD12 OFC	34.8	41.0
LD13	41.0	48.9
LD14	48.9	59.1
LD15 SGT	59.1	72.4
16	72.4	90.2
LD17 LT	90.2	130.7
LD18	130.7	180.8
LD19	180.8	221.9
LD20	221.9	266.0
LD21	266.0	313.5
LD22	313.5	364.5
LD23	364.5	419.3
LD24	419.3	478.2
LD25	478.3	541.6

Proposed Internal Equity

In Table 20, the resulting proposed internal equity for the City is presented for all employees.

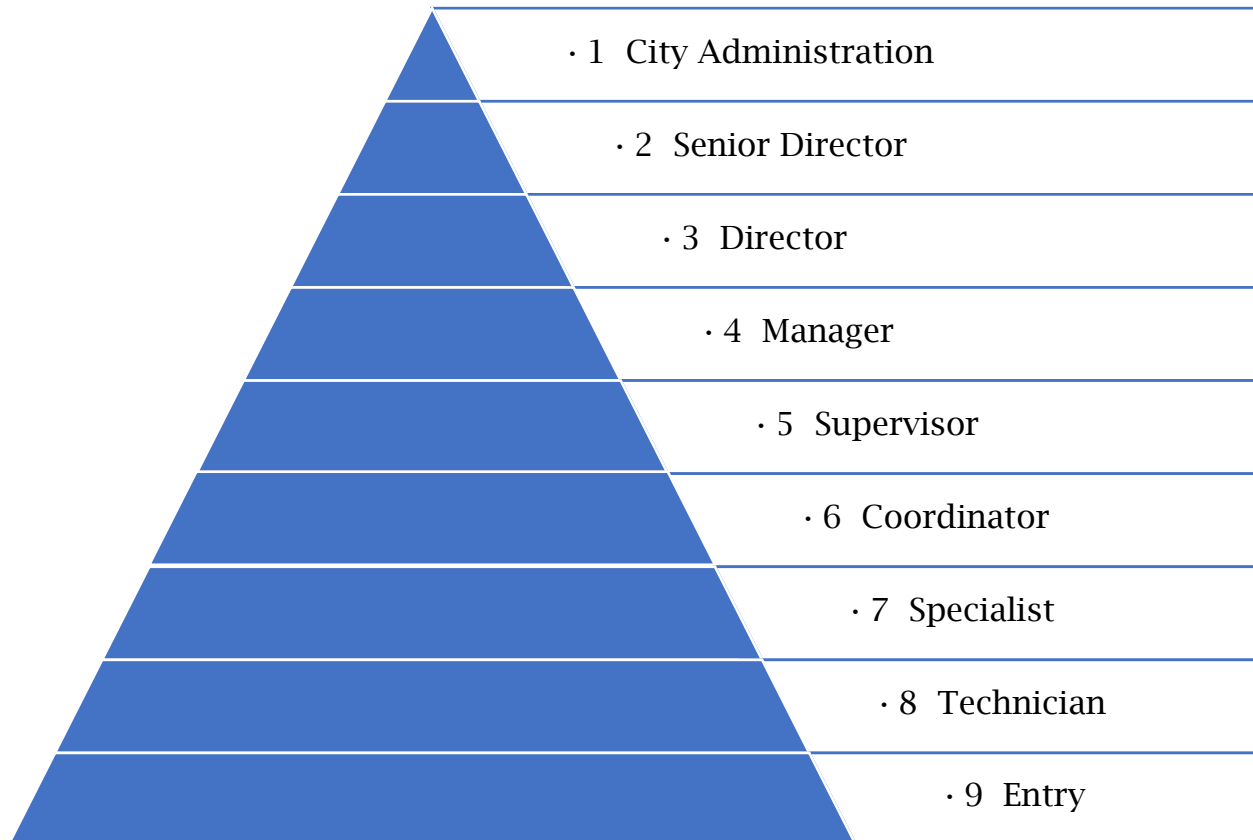
Table 20 – Proposed Internal Equity

Grade	Title
LD01	Kennel Technician
LD02	-
LD03	-
LD04	Library Assistant
LD05	-
LD06	Administrative Assistant Court Clerk Municipal Court Clerk
LD07	Animal Control Officer Equipment Operator I Permit Technician
LD08	-
LD09	Accounting Clerk Code Enforcement Officer Equipment Operator II
LD10	Librarian
LD11	Record Clerk
LD12 OFC	Community Development Coordinator Crew Leader Police Officer Police Officer Detective
LD13	-
LD14	Animal Shelter Manager Court Administrator Deputy City Secretary
LD15 SGT	Director of Library Services Police Sergeant
16	Public Works Manager

Grade	Title
LD17 LT	City Secretary Police Lieutenant Public Works Superintendent
LD18	-
LD19	-
LD20	-
LD21	Development Services Director Finance Director Police Chief
LD22	-
LD23	-
LD24	-
LD25	City Manager

Recommended Reclassifications

Career Progression Levels



The classification hierarchy can be implemented within each department to standardize career progression and allow employees to see how they fit in the organization as a whole. Placement on the career development chart is not in direct correlation to pay. For some departments, like emergency services, a more industry specific generally accepted hierarchy of positions may be appropriate.

Level	Category	Description
1	City Administration	Oversees all day-to-day operations within the organization.
2	Senior Director	Communicates at high levels and assists with development of a long-term strategic vision for the City.
3	Director	Oversees activities and operations for a department.
4	Manager	Manages activities and operations for a program.
5	Supervisor	Monitors, evaluates, and resolves complex internal policies with a short-term tactical approach.
6	Coordinator	Facilitates planning and implements projects for the City.
7	Specialist	Utilizes knowledge and experience in the application of a field to handle complex tasks.
8	Technician	Applies learned skills in day-to-day tasks.
9	Entry	Supports the services offered by the City.

For clarification the following provides more specific definitions of titles:

- Attendant / Aide – This position involves field specific task-oriented work.
- Assistant – This is a support position which relates to office, accounting and finance.
- Lead – This person leads by example. He or she organizes, assigns, makes decisions, and recognizes capabilities of staff in their charge.

While the City can guide employees in their professional growth, factors such as economic circumstances, organizational priorities, and community demands will also impact their career path. As a general trend, employees are taking a more pro-active approach to their own career development and will value an employer who allows for learning and training opportunities as opposed to one that does not.

Table 21 – Recommended Reclassification

Classification	Current Title	Title Change
Level 9	Kennel Technician	Kennel Assistant
Level 6	Animal Shelter Manager	Animal Shelter Administrator
Level 4	Community Development Coordinator	Community Development Manager

Recommended Salary Adjustments

Market

A regression analysis of the CFS Score and the salary survey results indicate that market median salary for all positions is predicted very well by the CFS Score. The coefficient of determination is **96%**, in other words, the knowledge, skills, and abilities identified in the employee/manager Position Vantage Point job description survey correlate extremely well with the external markets' valuation of the job positions at Lake Dallas.

In Table 22, salary recommendation for all general employees based on the external market findings is presented. Police Officer, Police Lieutenants, and Police Sergeants salaries are found in Table 23.

Table 22 –Market Salary Adjustments – General Employees

Name	Title	Current Grade	Current Rate	New Grade	New Rate
Bigham	Animal Control Officer	B	\$17.60	LD07-3	\$18.52
Uber	Animal Shelter Manager	D	\$24.03	LD14-1	\$25.60
Cabrales	City Manager		\$53.94	LD25-4	\$73.75
Delcambre	City Secretary	G	\$37.21	LD17-3	\$38.17
Rusnak	Code Enforcement Officer	C	\$19.37	LD09-2	\$19.62
Bentley	Community Development Coordinator	E	\$26.44	LD12-3	\$26.59
Fernandez	Court Administrator	D	\$25.50	LD14-1	\$25.60
Miller	Crew Leader	C	\$20.85	LD12-1	\$22.16
McAdams	Director of Library Services	F	\$28.57	LD15-2	\$30.28
Koebrick	Equipment Operator I	A	\$14.94	LD07-1	\$15.43
Guerrero	Equipment Operator II	B	\$18.13	LD09-2	\$19.62
Jacobs	Equipment Operator II	B	\$17.18	LD09-1	\$17.83
Sanchez	Finance Director	F	\$32.67	LD21-1	\$42.48
Gonzales	Kennel Technician	-	\$11.44	LD01-4	\$13.00
Harden	Kennel Technician	-	\$11.44	LD01-4	\$13.00
Foote	Library Assistant	-	\$10.40	LD04-3	\$14.91
January	Library Assistant	-	\$10.40	LD04-3	\$14.91

Name	Title	Current Grade	Current Rate	New Grade	New Rate
Marino	Library Assistant	-	\$10.99	LD04-4	\$16.15
Shambley	Library Assistant	-	\$11.22	LD04-4	\$16.15
Cowling	Permit Technician	B	\$18.21	LD07-3	\$18.52
Carolla	Police Chief	H	\$50.25	LD21-5	\$59.47
Cline	Public Works Superintendent	F	\$29.33	LD17-1	\$31.81
Beaty	Record Clerk	C	\$22.87	LD11-3	\$24.73

Table 23 –Market Salary Adjustments – Police Officer

Name	Title	Current Grade	Current Rate	New Grade	New Rate
Chiat	Police Officer	E+	\$23.34	PO-2	\$25.07
Cole	Police Officer	E+	\$23.34	PO-2	\$25.07
Deville	Police Officer	E+	\$23.61	PO-2	\$25.07
Grant	Police Officer	E+	\$29.39	PO-5	\$30.28
Horrilleno	Police Officer	E+	\$24.79	PO-2	\$25.07
LaBeau	Police Officer	E+	\$24.79	PO-2	\$25.07
Nelson	Police Officer	E+	\$24.79	PO-2	\$25.07
Oliver	Police Officer	E+	\$24.75	PO-2	\$25.07
Renes	Police Officer	E+	\$23.61	PO-2	\$25.07
Taylor	Police Officer	E+	\$23.61	PO-2	\$25.07
Hall	Police Officer Detective	E+	\$27.57	PO-4	\$28.55
Noseff	Police Officer Detective	E+	\$27.33	PO-4	\$28.55
Sawyer	Police Lieutenant	G	\$36.46	LT-3	\$38.17
Stone	Police Lieutenant	G	\$34.73	LT-2	\$34.99
Farrell	Police Sergeant	F+	\$29.30	LD11-3	\$24.73

Tenure

An examination of the tenure each employee has with the City was also conducted. An employee's years of service in their current position, using July 1, 2020 as the reference date, was compared against Table 24 to understand if the market adjustments described above was sufficient to properly account for tenure. In Table 25, the employees where an additional adjustment for tenure is identified. These adjustments should be considered as a one-time event and not indicative of any future salary adjustment based on service time.

Table 24 –Service Adjustment

Min (yrs)	Max (yrs)	Level
0	1.99	1
2.00	3.99	2
4.00	5.99	3
6.00	7.99	4
8.00	9.99	5
10.00	11.99	6
12.00	14.00	7

Table 25 –Tenure Salary Adjustments

Name	Title	Service (yrs)	Market Grade	New Grade	New Rate
Miller	Crew Leader	2.75	LD12-1	LD12-2	\$24.37
Jacobs	Equipment Operator II	2.11	LD09-1	LD09-2	\$19.62
Grant	Police Officer	13.57	PO-5	PO-7	\$33.76
LaBeau	Police Officer	5.22	PO-2	PO-3	\$26.81
Nelson	Police Officer	4.03	PO-2	PO-3	\$26.81
Noseff	Police Officer Detective	10.39	PO-4	PO-6	\$32.02
Beaty	Record Clerk	7.40	LD11-3	LD11-4	\$28.85



**CITY COUNCIL
AGENDA MEMO**

Prepared By: Michele Sanchez, Finance Director

August 13, 2020

Budget Workshop

DESCRIPTION:

Receive a report and hold a discussion regarding the Fiscal Year (FY) 2019-20 Expenditures and Year End Projections and the Proposed Expenditures for FY 2020-21.

BACKGROUND INFORMATION:

The purpose of this item is to provide the City Council with revenue trending for fiscal year (FY) 2019-20, and proposed revenues for fiscal year (FY) 2020-21.

Section 7.02 of the City Charter requires the City Manager to submit the proposed budget to the City Council and the City Secretary on or before the fifth day of August, unless the City Council has granted an extension. Below is the proposed calendar of dates that staff is planning to hold budget workshops, public hearings, and adoption of the budget.

August 27	Budget Workshop (Proposed Budget)
August 27	Public Hearing on Tax Rate
August 27	Public Hearing on Budget
September 10	Adoption of Tax Rate and Budget (Special Called Meeting)
September 30	Last Possible Day to adopt tax rate

FINANCIAL CONSIDERATION:

FY 2020-21 Proposed Budget will contain the projected revenues for the City.

RECOMMENDED MOTIONS:

None, discussion only

ATTACHMENT(S):

None