



**City of Lake Dallas
City Council
Regular Called Meeting
City Hall
212 Main Street, Lake Dallas, TX 75065
October 24, 2024, at 6:30p.m.**

In accordance with Tex. Govt. Code §551.127, notice is hereby given that (i) one or more City Council members may be participating in this meeting by videoconference, (ii) the location of the meeting will be at Lake Dallas City Hall, 212 Main Street, Lake Dallas, Texas, where a quorum of the City Council will be physically present, which location will be open to the public, and (iii) it is the intent to have the quorum of members of the City Council present at said location for this meeting.

**OPEN SESSION
City Council Chambers-6:30 P.M.**

- 1. Call to Order & Determination of Quorum**
- 2. Invocation & Pledges of Allegiance**

Section I- Presentation:

- 3. Presentation from Friends of the Library**

Section II – Public Comment:

- 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 on this agenda. In order to address the Council, a Public Meeting Appearance Card must be completed and presented to the City Secretary prior to the start of the Council meeting. The Texas Open Meeting Act prohibits deliberation by the City Council of any subject which is not on the posted agenda, therefore the Council will not be able to discuss or take any action on items brought up during the citizen presentations. Citizen presentations will be limited to five (5) minutes per person. Persons wishing to provide comments on an item appearing on this agenda must complete a Public Meeting Appearance Card and present it to the City Secretary prior to the item being called on the agenda and wait until recognized by the Mayor or other presiding officer before speaking on the item when that item is called for discussion.

Section III– Elected Official Requested Items & Comments:

- 5. Mayor & Council Member Announcements and Requests for Future Agenda Items**

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

Section IV – 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.

Section V– Planning & Development: None

Section VI- General Items:

- 8 Consider and act on a resolution the City of Lake Dallas, Texas, authorizing the City Manager to execute a contract with Civic Plus on Agenda Management Software.
- 9 Consider and act on a resolution to the City of Lake Dallas, Texas, authorizing the City Manager to negotiate and execute an agreement between the City and Granicus for the implementation of the new video system for the City's Council Chamber for a purchase amount not to exceed \$106,2780.36.
- 10 Consider approval of a April 25, 2024, May 9, 2024, May 15, 2024, May 23, 2024, June 13, 2024 and June 27, 2024 City Council minutes.
- 11 Discuss and take action on reclassifying the position of City Secretary to Director of Administrative Services/City Secretary.

Section VII – 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, or member of the public submits a Public Meeting Appearance Card identifying the item on which such person wished to comment prior to this item being called on the agenda, in which event the item will be removed from the consent agenda and considered in its normal sequence.

12 Consider and Act on the Consent Agenda- None

Section VIII – 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 items listed above or herein.

- a. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the appointment and/or employment of a public officer or employee: Director of Administrative Services/City Secretary.
- b. Conduct a closed meeting pursuant to the Texas Government Code Section 551.071 (1) (A) to consult with the City Attorney regarding pending litigation Winston Edmondson v. City of Lake Dallas, Texas.

Section IX – Return to Open Session

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

Section X – 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 October 21, 2024, at 5:00 p.m.



Codi Delcambre

City Secretary

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.



CITY COUNCIL AGENDA MEMO

Prepared By: Luke B. Olson, City Manager

October 24, 2024

Civic Plus Agenda Management Software

DESCRIPTION:

Consider and Act on a resolution authorizing the City Manager to execute a contract with Civic Plus on Agenda Management Software.

BACKGROUND INFORMATION:

The City of Lake Dallas is looking to streamline the process of Agenda Management for the City. Currently the process we have in place is tedious and requires staff to build the packet document by document. The Agenda Management Software is web based and can be accessed anywhere. The system will be specifically tailored to the City of Lake Dallas specifications. The software will be easy to fill out boxes and doesn't require any formatting. Resolutions can be easily attached in the drop box area. The software will also keep track of the progress and prompt individuals when approvals are needed.

FINANCIAL CONSIDERATION:

The funds to be expended will be ARPA funds with a 5 year contract for the software. The total cost for the 5 year period will be \$28,378.68

RECOMMENDED MOTIONS:

I move to **approve/deny** a resolution authorizing the City Manager to execute a contract with Civic Plus for agenda management software.

ATTACHMENT(S):

1. Resolution
2. Civic Plus Contract

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 2024-_____**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE CITY AND CIVICPLUS FOR THE PURCHASE OF AGENDA MANAGEMENT SOFTWARE FOR A FIVE (5) YEAR TERM FOR A PURCHASE AMOUNT NOT TO EXCEED \$28,378.68 TO BE FUNDED BY ARPA MONEY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council has been presented with an Agreement between the City and CivicPlus for the purchase of agenda management software (“Agreement”) for a five (5) year term for a purchase amount not to exceed \$28,378.68; and

WHEREAS, the City Council of the City of Lake Dallas, Texas, finds it to be in the public interest to approve the Agreement upon recommendation of the City Administration; and

WHEREAS, upon full review and consideration of the Agreement and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to negotiate and execute the Agreement on behalf of the City of Lake Dallas, Texas.

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 negotiate and execute the Agreement attached hereto as Exhibit “A”, and any other necessary documents related thereto, for the purchase of agenda management software.

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

PASSED AND APPROVED this the _____ day of _____ 2024.

APPROVED:

Andi Nolan, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary
(10-17-2024: 4873-2524-3121, v. 1)

Exhibit “A”
CivicPlus Agreement

4873-2524-3121, v. 1

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-84671-1

9/18/2024 4:11 PM

11/17/2024

Client:

City of Lake Dallas, TX

Bill To:

LAKE DALLAS CITY, TEXAS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	785.323.4713	rjones@civicplus.com		Net 30

Group1

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	20
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	20
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	20
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	20
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	20
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	0

Group2

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %
1.00	AMM Select: Historical Import Fee without Videos (750+)	Historical import of more than 750 meetings; Volume is calculated based on number of meetings being imported; Import does not include any video files	30

List Price - Initial Term Total	USD 31,900.00
Total Investment - Initial Term	USD 28,378.68
Annual Recurring Services - Year 6	USD 5,411.43

Initial Term	Starting at signing and ending 60 months from signature date.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



CITY COUNCIL MEETING
AGENDA MEMO

Prepared By: Luke Olson, City Manager

Oct. 24, 2024

COUNCIL CHAMBER UPGRADE PROPOSAL

DESCRIPTION:

Following an assessment of the remaining funds allocated to the City by the American Rescue Plan Act (ARPA), Council requested that a solution be found to install new video camera equipment and related services to make meetings available to citizens virtually.

BACKGROUND INFORMATION:

The City of Lake Dallas does not currently have a method by which citizens may participate virtually with a meeting conducted within the Council Chamber. Granicus is a well known provider who specializes in video streaming and related camera technology that can upgrade the cameras in the Council Chamber and provide live streaming services for meetings conducted in the Chamber.

FINANCIAL CONSIDERATION:

Instillation Costs:

- 1) \$106,278.36 for initial instillation and servicing

RECOMMENDED MOTIONS:

I move to approve/deny consideration of a contract with Granicus for the purposes of upgrading the video camera system located in the Council chamber.

**CITY OF LAKE DALLAS, TEXAS
RESOLUTION NO. 2024-_____**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE CITY AND GRANICUS FOR THE IMPLEMENTATION OF THE NEW VIDEO SYSTEM FOR THE CITY’S COUNCIL CHAMBER FOR A PURCHASE AMOUNT NOT TO EXCEED \$106,278.36; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council has been presented with an Agreement between the City and Granicus for the implementation of the new video system for the City’s Council Chambers (“Agreement”); and

WHEREAS, the City seeks to deliver better services by streamlining user interactions, enhancing efficiency, and leveraging data to improve the customer experience and to foster community engagement; and

WHEREAS, the City seeks to save time and money to deliver better communication experiences for the staff and public; and

WHEREAS, the City Council of the City of Lake Dallas, Texas, finds it to be in the public interest to approve the Agreement upon recommendation of the City Administration; and

WHEREAS, upon full review and consideration of the Agreement and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager should be authorized to negotiate and execute the Agreement on behalf of the City of Lake Dallas, Texas.

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 negotiate and execute the Agreement attached hereto as Exhibit “A”, and any other necessary documents, for the implantation of a new video system for the City’s Council Chamber.

SECTION 2. The purchase price amount for the new video system shall not exceed the amount of \$106,278.36.

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

PASSED AND APPROVED this the _____ day of _____ 2024.

APPROVED:

Andi Nolan, Mayor

ATTEST:

Codi Delcambre, TRMC, City Secretary
(10-17-2024: 4861-7887-7934, v. 1)

Exhibit “A”
Granicus Agreement

4861-7887-7934, v. 1

Granicus Proposal for Lake Dallas, TX

ORDER DETAILS

Prepared By: Kyle Connors
Phone: (864) 365-8450
Email: kyle.connors@granicus.com
Order #: Q-376890
Prepared On: 11 Sep 2024
Expires On: 04 Nov 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Avior™ PRO Remote Broadcast System - Five Camera Setup	Upon Delivery	1 Each	\$66,663.40
Optional Extended Warranty for AVIOR™ Camera Control Appliance(s)	Upon Delivery	1 Each	\$2,119.24
Avior™ Setup and Deployment	Upon Delivery	1 Each	\$1,144.80
AVIOR™ Custom Pre-Assembly & Install	Upon Delivery	1 Each	\$7,950.00
SUBTOTAL:			\$77,877.44

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Avior™ 50	Annual	1 Each	\$26,700.41
AVIOR Control Software License	Annual	1 Each	\$1,700.51
SUBTOTAL:			\$28,400.92

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Avior™ 50	\$28,569.44	\$30,569.30
AVIOR Control Software License	\$1,819.55	\$1,946.91
SUBTOTAL:	\$30,388.99	\$32,516.21

PRODUCT DESCRIPTIONS

Solution	Description
Avior™ 50	AVIOR™ 50 Managed Service SaaS: Remote Switching for up to 50 meetings per year.
Avior™ PRO Remote Broadcast System - Five Camera Setup	Avior™ PRO Remote Broadcast System: Five HD Camera Solution
AVIOR Control Software License	Annual License Fee
Optional Extended Warranty for AVIOR™ Camera Control Appliance(s)	Optional Extended Warranty for AVIOR™ Camera Control Appliance (s)
Avior™ Setup and Deployment	Standard AVIOR™ system setup and remote deployment
AVIOR™ Custom Pre-Assembly & Install	AVIOR™ Custom Pre-Assembly & Install (travel not included)

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-376890 dated 11 Sep 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Lake Dallas, TX to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	☐ - No ☐ - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-376890 dated 11 Sep 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Lake Dallas, TX	
Signature:	
Name:	
Title:	
Date:	

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

The Lake Dallas City Council met in a Regular meeting on April 25, 2024, in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Mayor Nolan called the meeting to order at 6:00 p.m.

1. Roll Call

Andi Nolan	Mayor
Megan Ray	Councilmember 1
Kristy Bleau	Councilmember 2
Rudy Glynn Vrba	Councilmember 4
Adam Peabody	Councilmember 5

Absent:

Cheryl McClain	Mayor Pro-Tem Councilmember 3
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Staff Present: Chief Sawyer, City Secretary Codi Delcambre, Interim City Manager Tom Muehlenbeck, and City Attorney Courtney Morris.

**EARLY WORK SESSION
City Council Chambers - 6:00 P.M.**

1. Call to Order and Determination of Quorum

Mayor Nolan called the Early Work Session to order at 6:01 p.m.

2. Clarification of Consent or General Items listed on Today's City Council Meeting Agenda for April 22, 2024.

None

3. Receive a report and hold a discussion regarding the Willow Grove primitive camping.

Council received a presentation regarding the Willow Grove primitive camping.

4. Receive a report and hold a discussion regarding the Annual Chamber of Commerce Bike Race.

Council received a presentation from Interim City Manager Tom Muhlenbeck regarding the Annual Chamber of Commerce Bike Race.

Adjournment 6:16 p.m.

Open Session

1. Call to Order & Determination of Quorum.

Mayor Nolan called the meeting to order at 6:30 p.m.

2. Invocation and Pledges of Allegiance

Mayor Andi Nolan led the invocation and the pledges.

3. Presentation of a Proclamation of May as Motorcycle Safety and Awareness Month.

Mayor Nolan presented the Proclamation of May as Motorcycle Safety and Awareness Month.

4. Citizen Agenda & Public Comments: No comments

5. Mayor & Council Member Announcements

Mayor Nolan-

Councilmember Bleau-

Citizen Academy

Friends of the Library Bake Sale

Update the Police webpage

6. City Manager's Report

- NTCOG
- Meeting with the Soccer Association regarding the school and pickle ball
- Attended the Denton CAD luncheon – overall appraisal is down 10% countywide
- Oncor franchise payment will decrease
- Public Works Manager will start May 1
-

7. Consider a Resolution Authorizing Negotiation and Execution of a Right-Of-Way Use License and Hold Harmless Agreement Relating to the Encroachment of the Building at 303 Alamo Avenue into the City's Street Right-of-Way.

Motion: to made Resolution Authorizing Negotiation and Execution of a Right-Of-Way Use License and Hold Harmless Agreement Relating to the Encroachment of the Building at 303 Alamo Avenue into the City's Street Right-of-Way by Councilmember Vrba and second by Councilmember Ray.

Ayes: Councilmember Ray, Bleau, Vrba, and Peabody.

Noes: None

Motion Passed 4 -0.

8. Consider a Resolution authorizing the City Manager to execute 60-day extension, from May 1, 2024, for the renewal of the Republic Waste Contract prior to the end of the initial term.

Motion: to approve Resolution authorizing the City Manager to execute 60-day extension, from May 1, 2024, for the renewal of the Republic Waste Contract prior to the end of the initial term was made by Councilmember Vrba and second by Councilmember Ray.

Ayes: Councilmember Ray, Bleau, Vrba, and Peabody.
Noes: None

Motion Passed 4 -0.

9. Consider and Act on the Consent Agenda-

- a. Consider approval of a March 28, 2024 and April 11, 2024 City Council minutes.

Motion: to approve the consent agenda as presented was made by Councilmember Ray and second by Councilmember Vrba.

Ayes: Councilmember Ray, Bleau, Vrba, McClain and Peabody.
Noes: None

Motion Passed 4 -0.

- 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 items listed above or herein.

- a. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the duties of the City Manager

Council convened into Executive Session at 7:02 p.m.

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

Council reconvened into Executive Session at 8:10 p.m. No action was taken.

Adjournment

Mayor Nolan adjourned the meeting at 8:01 p.m.

Approved:

Andi Nolan, Mayor

Attest:

Codi Delcambre, City Secretary

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

The Lake Dallas City Council met in a Regular meeting on May 9, 2024, in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Mayor Nolan called the meeting to order at 6:00 p.m.

1. Roll Call

Andi Nolan
Megan Ray
Kristy Bleau
Cheryl McClain
Adam Peabody

Mayor
Councilmember 1
Councilmember 2
Mayor Pro-Tem Councilmember 3
Councilmember 5

Absent:

Rudy Glynn Vrba

Councilmember 4

Staff Present: Chief Sawyer, City Secretary Codi Delcambre, Interim City Manager Tom Muehlenbeck, and City Attorney Joe Gorfida.

**EARLY WORK SESSION
City Council Chambers - 6:00 P.M.**

1. Call to Order and Determination of Quorum

Mayor Nolan called the Early Work Session to order at 6:03 p.m.

2. Clarification of Consent or General Items listed on Today's City Council Meeting Agenda for May 9, 2024.

None

3. Receive a report and hold a discussion regarding the speed limit and truck traffic on Carlisle Road.

Council received a report from Chief Sawyer regarding speed limit and truck traffic on Carlisle Road.

Adjournment 6:09 p.m.

Open Session

1. Call to Order & Determination of Quorum.

Mayor Nolan called the meeting to order at 6:30 p.m.

2. Invocation and Pledges of Allegiance

Mayor Andi Nolan led the invocation and the pledges.

3. Proclamation from National Police Week.

Mayor Nolan proclamation from National Police Week.

4. Citizen Agenda & Public Comments:

Robert Allen 519 Ridgewood Lake Dallas was concerned about pedestrian access on Swisher Road.

5. Mayor & Council Member Announcements

Councilmember Bleau-	Friends of the Library Bake Sale
Councilmember Ray	Lake Dallas 38 th Safes Cities in Texas Sidewalk on Swisher

6. City Manager's Report

- Manger Meeting
- DCTA June 1
- May 16 New Councilmember Orientation
- May 21 Leadership Training
- Library Services
- Soccer Association meeting

7. Receive a report, hold a discussion, and consider approval of the Interim City Manager's appointment and employment of a Director of Finance.

Motion: to approve the Interim City Managers appointment and employment of Van Vaughan as Director of Finance made by Councilmember Ray and second by Councilmember McClain.

Ayes: Councilmember Ray, Bleau, McClain, and Peabody.

Noes: None

Motion Passed 4 -0.

8. Consider and Act on the Consent Agenda- None

9. 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 items listed above or herein.

- a. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the appointment and/or employment of a public officer or employee:
Director of Finance

No Executive Session

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

Adjournment

Mayor Nolan adjourned the meeting at 6:50 p.m.

Approved:

Andi Nolan, Mayor

Attest:

Codi Delcambre, City Secretary

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

The Lake Dallas City Council met in a Special Called meeting on May 15, 2024, in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Mayor Nolan called the meeting to order at 5:00 p.m.

1. Roll Call

Andi Nolan
Kristy Bleau
Cheryl McClain
Rudy Glynn Vrba
Adam Peabody

Mayor
Councilmember 2
Mayor Pro-Tem Councilmember 3
Councilmember 4
Councilmember 5

Absent:

Megan Ray

Councilmember 1

Staff Present: Chief Sawyer, City Secretary Codi Delcambre, Interim City Manager Tom Muehlenbeck.

Open Session

1. Call to Order & Determination of Quorum.

Mayor Nolan called the meeting to order at 5:00 p.m.

2. Invocation and Pledges of Allegiance

Mayor Andi Nolan led the invocation and the pledges.

3. Citizen Agenda & Public Comments: None

4. Canvass the Election- Consider and Act on an ordinance canvassing the returns and declaring the results of the May 4, 2024 General Election for Councilmember Place 1, Place 3 and Place 5.

Motion: to approve an ordinance canvassing the returns and declaring the results of the May 4, 2024 General Election for Councilmember Place 1, Place 3 and Place 5 was made by Councilmember Vrba and second by Councilmember McClain.

Ayes: Councilmember Bleau, McClain, Vrba and Peabody.

Noes: None

Motion Passed 4 -0.

Adjournment

Mayor Nolan adjourned the meeting at 5:03 p.m.

Approved:

Andi Nolan, Mayor

Attest:

Codi Delcambre, City Secretary

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

The Lake Dallas City Council met in a Regular meeting on May 23, 2024, in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Mayor Nolan called the meeting to order at 6:00 p.m.

1. Roll Call

Andi Nolan
Megan Ray
Stephen Wohr
Kristy Bleau
Cheryl McClain

Rick Lewelling
Rudy Glynn Vrba
Adam Peabody
Randy Evans

Mayor
Councilmember 1 (left 6:40 p.m.)
Councilmember 1 (arrived 6:40 p.m.)
Councilmember 2
Mayor Pro-Tem Councilmember 3 (left 6:40 p.m.)
Councilmember 3(arrived 6:40 p.m.)
Councilmember 4
Councilmember 5 (left 6:40 p.m.)
Councilmember 5(arrived 6:40 p.m.)

Absent:

Staff Present: Chief Sawyer, City Secretary Codi Delcambre, Interim City Manager Tom Muehlenbeck, and City Attorney Joe Gorfida.

Open Session

1. Call to Order & Determination of Quorum.

Mayor Nolan called the meeting to order at 6:30 p.m.

2. Invocation and Pledges of Allegiance

Mayor Andi Nolan led the invocation and the pledges.

3. Administer the following to newly Elected Councilmembers:
- Oath of Office

4. Citizen Agenda & Public Comments:

Robert Grinder of the Lake Cities Pickle Group stated that they support the Soccer Association. He said the west courts got painted last week. He said they would like to paint more courts.

5. Mayor & Council Member Announcements

Councilmember Bleau-
Councilmember Wohr
Councilmember Evans-
Councilmember Vrba-

Special Olympus Torch Run
Thanked Councilmembers for their service to the city
We are still neighbor after the election
Thanked the three outgoing Councilmembers

Mayor Nolan-

Thank Kristy Bleau for the Employee Appreciation Lunch

6. City Manager's Report

- City Hall closed for Memorial Day
- TML Region 8 meeting
- Chamber Reception
- CDC Project Hammer and 303 Alamo

7. Consider and elect a Mayor Pro-Tem.

Motion: to elect Kristy Bleau as Mayor Pro-Tem was made by Councilmember Lewelling and second by Councilmember Wohr.

Ayes: Councilmember Wohr, Bleau, Lewelling, Vrba and Evans.

Noes: None

Motion Passed 5 -0.

8. Receive a report, hold a discussion regarding Community Park.

Council received a presentation from Jim Waggner regarding soccer at the park. No action was taken.

9. Consider and Act on the Consent Agenda- None

- 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 items listed above or herein.

No Executive Session.

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

Adjournment

Mayor Nolan adjourned the meeting at 7:55 p.m.

Approved:

Andi Nolan, Mayor

Attest:

Codi Delcambre, City Secretary



CITY COUNCIL
AGENDA MEMO

Prepared By: Luke B. Olson, City Manager

October 21, 2024

Position Title Change

DESCRIPTION:

Discuss and take action on reclassifying the position of City Secretary to Director of Administrative Services/City Secretary.

BACKGROUND INFORMATION:

Former Interim City Manager Tom Muehlenbeck has made the recommendation of reclassifying Mrs. Codi Delcambre position of City Secretary to Director of Administration/City Secretary. This position allows for continuity and encompassing the duties Mrs. Delcambre is responsible for.

FINANCIAL CONSIDERATION:

The adopted budget increase the salary to \$104,000.00

RECOMMENDED MOTIONS:

Approve the change of classifying the position of City Secretary to Director of Administrative Services/City Secretary

ATTACHMENT(S):



Job Description

Director of Administration/City Secretary

Revision Date: October 1, 2024

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Five (5) years' experience as City Secretary; Four (4) to five (5) years' experience in Human Resource Administration preferred; Previous municipal court and development services experience preferred

Minimum Education Requirements: Bachelor's degree in accounting, business administration, public administration or related field and/or combination of education and experience, preferably as a municipal clerk, equivalent to completion of a bachelor's degree in a related field

Department: Administration

Direct Supervisor: City Manager

Supervisory Responsibility: Direct (6)

Primary Work Location: Works inside in an office setting.

Certification: Valid Texas Driver's License-Class C; Texas Registered Municipal Clerk certification or ability to obtain within two (2) years from date of hire; Notary Public.

Job Summary: Under the direction of the City Manager, the Director of Administration/City Secretary is the public official responsible for the recording, filing, managing and maintaining all public records of the City as defined by the rules, regulations and statutes of the State of Texas as administered by the Texas Secretary of State. The Director of Administration/City Secretary also presides over all City elections, including early voting and attends all meetings of the City Council and various other official meetings of the City and its appointed committees. The position is responsible for the supervision of Municipal Court, Development Services, Library Services and Special Events. The Director of Administration/City Secretary performs other work assigned by the City Manager and assists with various duties as necessary.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Develop accurate and concise minutes from recordings of public meetings.
- Present basic financial data and develop departmental budget.
- Supervise elections and respond to challenges that arise during the election process
- Serves as the Human Resources duties including hiring, discipline, training, payroll, benefits, risk management, insurance claims, and workers compensation claims.
- Assist council, staff and residents.
- Maintain City records in compliance with State law.



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Director of Administration/City Secretary

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- Update Code of Ordinances.
- Oversee the Board and Commission appointment process.
- Supervise the Municipal Court and ensure that the court has up to date evaluations and adheres to policies and procedures.
- Serve as the Development Director and ensure that the development process follow state and local laws, policies and procedures.
- Supervise the building department and ensure that the department provides guidance, training, and performance evaluations to ensure high-quality services.
- Implement audit recommendations for supervised areas.
- Special Event coordinator
- Perform other duties as assigned or required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Texas Open Meetings Act, Public Information Act and the Texas Records Management and Retention Act.
- Texas Local Government Code and the Texas Election Code.
- Management expertise, control and custodianship of official City data and records.
- Posting of public meetings and preparation of public documents as required by the Texas Open Meetings Act and Records Management and Retention Act.
- Principles of human resources administration and employee benefit management.
- Principles and practices associated with effective supervision of staff and departments to include the Municipal Court, Development Services, Library Services and Administration.
- Principles of human resources administration and employee benefit management.

Skills

- Accurate and effective meeting minutes recording and transcription.
- Screen, evaluate and assess potential employees via the HR process.

Abilities

- Excellent written, oral and interpersonal communication skills.
- Develop and sustain positive working relationship with citizens, supervised employees, election judges, City staff, City Manager, and City Council.

Physical Demands

The following physical abilities are required:

- Fine Motor Skills: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.



Job Description

Director of Administration/City Secretary

Revision Date: October 1, 2024

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- This position is slightly strenuous often requiring minimal physical exertion and/or lifting of light weight (<20 pounds).
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Speaking in order to be heard above ambient noise level.
- Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

Work Environment

- The noise level in the work environment is usually quiet.
- Work is performed in a standard office environment.
- This position is in a mild/non-hazardous working environment.

Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

Signatures / Date

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:
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Job Description
Director of Administration/City Secretary
Revision Date: October 1, 2024

Employee Signature

Date

Supervisor Signature

Date

Finance Signature

Date