



City of Lake Dallas

City Council

Regular Meeting

City Hall

212 Main Street, Lake Dallas, TX 75065

Thursday, October 13, 2016 at 7:30 p.m.

Agenda

Section I – Presentations

1. Call to Order & Determination of Quorum

2. Invocation & Pledges of Allegiance

3. Announcements

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, reconstruction of Main Street and the 35Express Project. 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 or another City Board or Commission at a later date. In order to address the Council, please complete a Public Meeting Appearance Card and present it 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 presentation will be limited to five (5) minutes per person.

Section II – Consent Agenda

- 5. Approve and Act on Consent Agenda**
 - A. Previous Meeting's Minutes**

Section III – Planning & Development

- 6. Discussion Only: Plans for Main Street/Downtown Overlay District Zoning including comprehensive planning, future phases of the Main Street project, financing of Main Street capital improvements, and future zoning possibilities (Terry Lantrip)**

Section IV- General Items

- 7. Receive Monthly Budget & Financial Report (Finance/HR Director Donna Boner)**
- 8. Consider and Act on Resolution 101316.112, amending and updating the City's Fee Schedule (City Manager Matt Shaffstall)**
- 9. Consider and Act on a Resolution, amending and updating the City's Investment Policy (City Secretary Joni Vaughn)**

Section V – Elected Official Requested Items

- 10. Consider and Act on appointments and Council liaisons to the City's Boards, Commissions, and Community Development Corporation (Acting Mayor Nolan)**
- 11. Consider and Act on a Resolution to approve Board & Commission Policies (Councilmember Price & City Secretary Joni Vaughn)**
- 12. 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 herein.

13. Conduct a closed meeting pursuant to following sections of the Texas Government Code:

- A. Section 551.071(2) to consult with the City Attorney on matters requiring confidential attorney/client communication, specifically, matters relating to fire station rental agreement with the City of Corinth.

Section VII – Return to Open Session

14. Reconvene into Open Session and take appropriate action, if any, regarding the matter(s) discussed in Executive 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 or before October 7, 2016 at 6:00 p.m.


Joni Vaughn, City Secretary



If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 118 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



212 Main Street • Lake Dallas, Texas 75065 • (940) 497-2226 • (940) 497-4485 Fax
www.lakedallas.com • lakedallas@lakedallas.com

To: Honorable Mayor and members of the Lake Dallas City Council

From: City Secretary Joni Vaughn

Date: October 13, 2016

Item Number: 5A

Subject: Minutes of the September 14 and 22, 2016 meetings

Detail Memo

City Council Action Requested: Approve minutes of the September 14 and 22, 2016 meetings

Background Information: N/A

Board/Citizen Input: N/A

Financial Consideration: N/A

Attachment(s): Draft Minutes of the September 14 and 22, 2016 meetings

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

The Lake Dallas City Council met in a special meeting on September 14, 2016 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. Acting Mayor Nolan called the meeting to order at 7:30 p.m.

1. Roll Call

Andi Nolan	Acting Mayor
Megan Ray	Councilmember 1
Kathy Brownlee	Councilmember 2
Steve Forgey	Councilmember 3
Charlie Price	Councilmember 4

Staff Present: City Manager Matt Shaffstall, Community Development Director Char DuPree, Patrol Officer Steven Works

2. Invocation and Pledges of Allegiance

Councilmember Forgey gave the invocation and Mayor Nolan led the pledges.

3. Visitors/Citizens Agenda

Acting Mayor Nolan opened the Visitors/Citizens Agenda.

No one came forward to speak.

Acting Mayor Nolan closed the Visitors/Citizens Agenda.

5. Receive Fire Consultant Report

Fire & Safety Specialists, Inc., a consulting group hired by the City of Lake Dallas, Town of Hickory Creek, and Town of Shady Shores, presented their findings regarding the comparison of the Lake Cities Fire Department and the Denton County Fire District #1.

6. Hold Public Hearing to receive comment on proposed FY 2016-2017 Annual Budget and Ad Valorem (Property) Tax Rate

Mayor Nolan opened the Public Hearing. No one came forward to speak. Mayor Nolan closed the Public Hearing.

7. Budget Workshop: Discuss and Receive Revised FY 2016-17 Annual Budget

City Manager Matt Shaffstall presented the annual budget and answered Council's questions.

Acting Mayor Nolan adjourned the meeting at 10: 02 pm.

Andi Nolan, Acting Mayor

Char DuPree, Acting City Secretary

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

The Lake Dallas City Council met in a regular meeting on September 22, 2016 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. Acting Mayor Nolan called the meeting to order at 7:30 p.m.

1. Roll Call

Andi Nolan	Acting Mayor
Megan Ray	Councilmember 1
Kathy Brownlee	Councilmember 2
Steve Forgey	Councilmember 3
Charlie Price	Councilmember 4

Staff Present: City Manager Matt Shaffstall, City Secretary Joni Vaughn, City Attorney Kevin Laughlin, Finance/Human Resource Director Donna Boner, Community Development Director Char DuPree, City Librarian Joe Gunter, Public Works Equipment Operator Randy Miller, Captain Eric Louderback, Patrol Officer Steven Works, Police Records Manager Ashley Chandler

2. Invocation and Pledges of Allegiance

Councilmember Forgey led the invocation. Acting Mayor Nolan led the pledges.

3. Announcements

City Manager Shaffstall discussed an August study done regarding potential repair solutions for Shady Shores Road. Main Street is progressing and should be completed in November. The homecoming parade is Monday, September 26th. The City has a new newsletter called The Lake Dallas Connection that will be mailed out soon. Public Works will begin doing drainage work in October. The Lake Dallas Library is trying out new hours of service.

4. Visitors/Citizens Agenda

Acting Mayor Nolan opened the Visitors/Citizens Agenda.
No one came forward to speak.
Acting Mayor Nolan closed the Visitors/Citizens Agenda.

5. Discussion Only: Zoning Change Request to rezone approximately 6.75 acres of the Thomas White, Jr. Survey, Abstract No. 1376 more commonly referred to as the southwest intersection of Dobbs Road and River Street from C-1 Restricted Business to R1-Single Family

George M. Bown, developer, would like to build 18-20 homes that would be between 1900-2400 square feet across from Shady Shores Elementary. He would like the property to be rezoned from C-1 Commercial to R-1-7200 Residential. He would keep the trees and the creek that are on the property.

6. Discussion Only: Zoning Change Request to rezone 250 Swisher Road from C-1 Commercial from C-2 Commercial

Char DuPree, Community Development Director, and Truitt Priddy, QuikTrip Real Estate Manager, explained to the Council that QuikTrip has a contract on the United Aircraft property next to their existing property. QT would like to expand and build a larger store, add diesel pumps for semi-trailer trucks, and develop additional retail space. The truck area would be separate from the regular gas pumps and would not be a truck stop allowing overnight stays, this would only be for fuel. QT would install a traffic signal to assist with traffic exiting the area. Ms. DuPree and Mr. Priddy answered Council's questions.

7. Consider and Act on an Interlocal Agreement with the Town of Shady Shores for Library Services

Motion to approve an Interlocal Agreement with the Town of Shady Shores for library services was made by Councilmember Forgey and second by Councilmember Ray.

Ayes: Councilmembers Forgey, Ray, Brownlee, and Price
Noes: None

Motion Passed

8. Consider and Act on refinancing City debt held by NorthStar bank with Government Finance

Motion to approve Resolution 092216.108 to authorize a financing agreement with Government Capital Corporation for the purpose of procuring a backhoe, radios, trailer, tools, tool chest, and various personal property was made by Councilmember Ray and second by Councilmember Forgey.

Ayes: Councilmembers Ray, Forgey, Brownlee, and Price

Noes: None

Motion Passed

9. Consider and Act on a Budget Amendment

Motion to approve Ordinance 2016-13 amending the Fiscal Year 2015-2016 Budget to provide funds for the payment of obligations relating to a lease purchase agreement with Government Capital Corporation was made by Councilmember Forgey and second by Councilmember Price.

Ayes: Councilmembers Forgey, Price, Ray, and Brownlee

Noes: None

Motion Passed

10. Hold Public Hearing to receive comment on proposed FY 2016-2017 Annual Budget and Ad Valorem (Property) Tax Rate

Acting Mayor Nolan opened the Public Hearing.

No one came forward to speak.

Acting Mayor Nolan closed the Public Hearing.

11. Consider and Act on adoption of the Fiscal Year 2016-2017 Budget

Motion to approve Ordinance 2016-14 adopting the Fiscal Year 2016-2017 Budget was made by Councilmember Forgey and second by Councilmember Ray.

Ayes: Councilmembers Forgey, Ray, Brownlee, and Price

Noes: None

Motion Passed

12. Consider and Act on adoption of the 2016 Tax Rate

Motion to propose that \$0.711415 per \$100 valuation be proposed for adoption as the City's Ad Valorem tax rate for the 2016 tax year and set September 8, 2016, and September 14, 2016, as the dates for holding the public hearings to receive public comment on said tax rate and the 2016-2017 Fiscal Year budget. was made by Councilmember Forgey and second by Councilmember Ray.

Ayes: Councilmembers Forgey, Ray, Brownlee, and Price

Noes: None

Motion Passed

13. Consider and Act on Resolution 092216.109 Ratifying the Property Tax Increase Reflected in the Fiscal Year 2016-2017 Budget

Motion to adopt Resolution 092216.109 to ratify the property tax increase reflected in the Fiscal Year 2016-2017 Budget was made by Councilmember Forgey and second by Councilmember Ray.

Ayes: Councilmembers Forgey, Ray, Brownlee, and Price
Noes: None

Motion Passed

14. Mayor & Council Member Announcements

Council Workshop on Saturday, October 22nd from 10:00 am until 2:00 pm

15. Conduct a closed meeting pursuant to following sections of the Texas Government Code:

A. Section 551.071(2) to consult with the City Attorney on matters requiring confidential attorney/client communication, specifically, matters relating to fire and emergency medical services with the City of Corinth.

Acting Mayor Nolan adjourned the meeting to go into closed session at 9:25 pm.

16. Reconvene into Open Session and take appropriate action, if any, regarding the matter(s) discussed in Executive Session.

Acting Mayor Nolan reconvened the meeting at 9:53 pm.

Motion to direct City Manager and City Attorney to move forward to write a letter and/or sign a five year contract with Corinth for fire services was made by Councilmember Forgey and second by Councilmember Ray.

Ayes: Councilmembers Forgey, Ray, Brownlee, and Price
Noes: None

Motion Passed

Acting Mayor Nolan adjourned the meeting at 9:54 pm.

Andi Nolan, Acting Mayor

Joni Vaughn, City Secretary

Financial Reports September 2016

City of Lake Dallas
Monthly Financial Summary
September 2016

	Current Month	Year to Date	Amended Budget
Revenues	\$ 196,506.27	\$ 5,143,588.73	\$5,007,970.00
Expenses	392,823.41	5,169,851.10	4,998,860.00
Net	(196,317.14)	(26,262.37)	9,110.00

Sales Tax Revenue for the month of September was \$96,645.62 with \$48,322.81 going to the General Fund. This is approx. an 11% decrease over last year. The portion going to the Road Maintenance & Repair Fund is \$12,080.70.

The General Fund has the following cash available as of September 30, 2016:

Texpool Investment Account	450,378.66
Northstar Checking Account	42,432.47
Total funds available	\$ 492,811.13

Property Tax Revenue received in September was \$8,481.13, an increase of approx. 141% over September 2015.

Willow Grove Park revenue for the month of September 2016 was \$1,626 for park use and \$5,609.08 for camping.

Lake Dallas Community Development Corporation
Monthly Financial Summary
September 2016

	Current Month	Year to Date	Original Budget
Revenues	\$24,400.08	\$302,605.35	\$ 325,000.00
Expenses	1,501.42	270,999.70	324,513.00
Net	22,898.66	31,605.65	487.00

Sales Tax Revenue for the month of September was \$24,161.41.

CDC has the following cash available as of September 30, 2016:

CDC Investment Account	400,848.53
CDC Checking Account	<u>56,624.88</u>
Net Funds	\$ 457,473.41
Projects Pending:	
Main Street	(\$100,000.00)
Available Fund Balance	\$ 357,473.41

City of Lake Dallas
Sales Tax Receipts
2000-2016

Sales Tax Revenue																	
	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
October	24,439	32,476	26,724	28,685	31,461	32,637	36,250	38,719	41,459	38,012	34,014	38,283	41,157	45,460	55,628	56,149	47,379
November	42,477	31,820	43,029	41,096	46,137	49,425	51,753	62,794	58,027	46,088	54,012	58,801	62,465	56,033	73,019	70,441	71,533
December	27,354	23,775	27,050	28,119	28,189	32,678	30,877	41,863	43,575	43,673	41,213	34,991	40,404	52,254	55,242	50,061	47,251
January	22,430	22,077	23,687	24,450	24,465	29,198	34,830	31,423	33,709	36,697	36,937	35,554	37,690	57,786	51,333	49,207	37,737
February	38,642	45,211	40,457	40,453	43,175	39,768	54,978	54,854	59,212	57,114	55,122	51,454	56,784	70,254	71,087	69,095	52,453
March	17,538	25,031	31,559	20,619	29,264	33,148	41,426	35,545	43,391	36,905	31,664	36,251	43,391	45,641	48,738	56,219	48,138
April	23,517	20,626	21,588	25,346	28,402	31,476	30,172	34,819	36,403	34,413	35,859	35,380	40,338	49,569	50,774	45,453	42,501
May	35,974	46,996	34,926	38,142	63,745	46,269	54,012	65,480	57,728	52,365	38,979	47,890	56,161	65,314	66,407	68,453	63,202
June	24,614	30,159	31,402	27,777	32,068	35,902	38,127	38,095	40,098	37,882	36,636	42,608	41,516	49,867	55,722	46,817	45,574
July	21,560	25,911	27,576	28,870	29,405	35,745	38,222	44,361	51,276	37,562	38,300	38,386	48,200	53,715	57,866	47,871	44,088
August	43,413	43,141	40,726	41,581	48,213	47,396	54,675	50,255	52,461	52,473	51,484	53,624	55,137	68,962	62,936	53,926	53,208
September	21,908	26,314	25,480	31,305	29,485	34,830	37,208	44,595	40,909	37,622	38,147	40,330	49,402	53,034	54,545	54,292	48,323
Total	343,866	373,537	374,304	376,443	434,009	448,473	502,530	542,803	556,702	510,805	492,366	513,551	572,646	667,890	703,298	667,984	601,386

Willow Grove Park Revenue Trending: 2016

Pay Station -- Park Day Use and Boat Launch

		Cash	Credit Card	Total
2015	October	\$0.00	\$0.00	\$0.00
	November	\$0.00	\$0.00	\$0.00
	December	\$0.00	\$0.00	\$0.00
	January	\$0.00	\$0.00	\$0.00
2016	February	\$0.00	\$0.00	\$0.00
	March	\$0.00	\$0.00	\$0.00
	April	\$346.00	\$154.00	\$500.00
	May	\$2,103.00	\$624.00	\$2,727.00
	June	\$61.00	\$24.00	\$85.00
	July	\$1,926.00	\$617.00	\$2,543.00
	August	\$1,199.00	\$554.00	\$1,753.00
	September	\$1,021.00	\$605.00	\$1,626.00
	YTD Total			\$9,234.00

Source: VenTek 'Monthly Transactions Summary' Report

Camping

	Total
2015	October \$0.00
	November \$0.00
	December \$0.00
	January \$0.00
2016	February \$30.46
	March \$35.62
	April \$7,378.16
	May \$4,568.24
	June -\$2,481.47
	July \$2,908.80
	August \$6,087.79
	September \$5,609.08
	YTD Total \$24,136.68

Source: Hercules 'End of Day Detail' Report

City of Lake Dallas
Designated Funds
as of
9/30/16

Account	Balance
Kids and Cops	\$11,677.94
LEOSE	\$7,492.71
Seizure Fund	\$14,777.10
Building Security	\$36,459.48
Forensic Testing	\$405.00
Child Safety	\$29,466.22
Court Technology	\$27,616.67
Juvenile Case Management	\$144,382.01
Animal Rescue	\$4,923.07
Willow Grove	(\$5,277.07)
<u>Texpool Investment Accounts</u>	
State Criminal Costs & Fees	\$32,694.33
Road Maint & Repair Fund	\$105,149.35

Budget Summary

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

City of Lake Dallas
Summary Budget Comparison
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
4104	I & S Property - Prior	3,058.00	2,667.73	111.91	87.23%
4105	I & S Property Tax	437,460.00	441,436.64	938.89	100.90%
4106	M & O Property Tax Current Year	2,038,219.00	2,062,295.87	4,950.30	101.18%
4107	M & O Property Tax Prior Year	15,725.00	9,822.07	599.17	62.46%
4108	City Sales Tax	650,000.00	601,386.31	48,322.81	92.52%
4109	Penalty and Interest - Taxes	15,104.00	12,096.15	1,548.83	80.08%
4110	Mixed Beverage Tax	18,000.00	18,561.60	0.00	103.12%
4113	Penalty and Interest - I & S	2,615.00	2,560.86	332.03	97.92%
4114	Hotel Occupancy Tax	65,000.00	55,071.77	0.00	84.72%
4115	Road Maint & Repair Fund	162,500.00	150,346.58	12,080.70	92.52%
4116	Ad Valorem Tax Relief	162,500.00	120,618.59	12,080.70	74.22%
4214	Franchise Fees - Atmos Energy	41,000.00	47,445.69	0.00	115.72%
4215	Franchise Fees - CenturyTel	7,000.00	5,538.88	0.00	79.12%
4216	Franchise Fees - TXU Electric	215,000.00	208,983.96	0.00	97.20%
4217	Franchise Fees - Charter Communications	49,000.00	43,140.12	0.00	88.04%
4218	Franchise Fees - Waste Management	75,000.00	60,123.83	3,961.00	80.16%
4219	Miscellaneous Franchise Fees	2,000.00	1,265.56	0.00	63.27%
4230	Library Contributions	1,000.00	7,828.77	7,071.50	782.87%
4231	Library Grants	8,000.00	3,234.06	0.00	40.42%
4232	Friends of the Library	1,250.00	0.00	0.00	0.00%
4233	Library Fines	5,900.00	4,500.07	377.97	76.27%
4234	Library Memberships	3,000.00	1,636.90	100.00	54.56%
4235	Shady Shores Funding	29,046.00	29,046.00	0.00	100.00%
4320	Animal Services	12,000.00	13,952.00	1,178.00	116.26%
4321	Zoning Permits	2,000.00	8,634.55	1,834.55	431.72%
4322	Mobile Home Permits	400.00	450.00	0.00	112.50%
4323	Health Department Fees	8,000.00	8,135.00	45.00	101.68%
4324	Building Permits	10,000.00	43,433.78	5,436.90	434.33%
4325	Beer, Wine and Liquor Licenses	1,810.00	1,607.50	0.00	88.81%
4326	Alarm Permits	7,000.00	7,947.07	38.29	113.52%
4328	Other Permits and Fees	28,000.00	52,751.35	6,153.88	188.39%
4329	Park Improvement Fees	1,000.00	4,149.89	214.70	414.98%
4330	Court Receipts, Fines, and Bonds	500,000.00	448,502.35	30,948.75	89.70%
4331	Administrative Fees	60,000.00	55,087.11	1,684.70	91.81%
4337	MVBA Collections	40,000.00	45,823.16	3,281.70	114.55%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
4345	Staff/Office Services to 4A/4B	42,000.00	35,000.00	0.00	83.33%
4346	4B Parks Maintenance & Operation	30,000.00	25,000.00	0.00	83.33%
4404	Admin Fees-Willow Grove Park	12,000.00	12,000.00	0.00	100.00%
4461	SRO Reimbursement	43,896.00	32,922.00	0.00	75.00%
4463	Park Rentals	500.00	640.00	0.00	128.00%
4464	Vendor Fees	4,500.00	5,505.00	0.00	122.33%
4465	Entry Fees	300.00	240.00	0.00	80.00%
4466	Event Proceeds	4,500.00	4,689.01	0.00	104.20%
4467	Event Sponsorships	14,000.00	12,400.00	100.00	88.57%
4468	Fireworks	10,500.00	10,590.00	18.00	100.85%
4472	Mowing	4,000.00	7,214.29	0.00	180.35%
4473	Police Reports	500.00	1,413.26	94.00	282.65%
4474	Community Room Rental Fees	2,000.00	3,665.00	330.00	183.25%
4475	Other Revenue	2,000.00	7,925.76	77.20	396.28%
4476	Interest Income - General Fund	0.00	2,807.32	198.92	100.00%
4481	Interest Income - 4A	0.00	3,555.26	441.93	100.00%
4497	Boys and Girls Club	0.00	1.00	0.00	100.00%
4528	Interest Income - Reserve Fund	0.00	0.21	0.00	100.00%
4598	Proceeds from short term loan	0.00	187,923.67	0.00	100.00%
4612	Utilities Settlement	0.00	10,118.00	0.00	100.00%
4614	Denton County Funding	0.00	48,322.54	48,322.54	100.00%
4617	CDC Debt Payment Reimbursement	116,313.00	107,321.13	0.00	92.26%
4701	Interest - I & S	0.00	964.47	23.98	100.00%
4802	Rental Income	43,374.00	43,289.04	3,607.42	99.80%
Report Difference		5,007,970.00	5,143,588.73	196,506.27	102.71%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual \$	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	1,868,024.00	1,665,757.73	135,249.28	89.17%
5502	Retirement	237,503.00	230,127.08	26,318.98	96.89%
5503	Salaries - Part Time	68,796.00	63,040.60	4,421.15	91.63%
5504	Longevity	16,548.00	15,620.65	0.00	94.39%
5505	Overtime	36,300.00	61,664.02	2,362.07	169.87%
5506	Contract Labor	0.00	2,686.80	2,686.80	100.00%
5508	Group Health Insurance	270,383.00	223,273.20	20,685.44	82.57%
5509	Life Insurance	4,457.00	4,656.43	373.03	104.47%
5511	Worker's Compensation	31,812.00	26,976.32	2,202.65	84.79%
5512	Long Term Disability	4,943.00	4,352.37	411.95	88.05%
5514	GAP Insurance	12,500.00	15,056.79	1,420.31	120.45%
5520	FICA Expense	4,265.00	3,908.51	274.12	91.64%
5521	TEC (SUTA Payable)	377.00	7,195.01	103.36	1,908.49%
5522	Medicare Tax Expense	28,083.00	25,764.53	2,001.40	91.74%
5530	Insurance - Casualty	41,900.00	40,188.00	1,000.00	95.91%
5536	Office Supplies	11,050.00	10,831.67	1,459.47	98.02%
5537	Operating Supplies	21,775.00	18,681.42	3,362.53	85.79%
5538	Advertising	4,300.00	5,394.29	2,620.47	125.44%
5539	Publications	1,310.00	260.98	170.00	19.92%
5540	Dues and Memberships	9,115.00	8,871.85	30.00	97.33%
5541	Printing	3,900.00	2,220.47	246.98	56.93%
5542	Travel	6,000.00	5,452.84	914.06	90.88%
5543	Continuing Education	5,350.00	3,757.00	75.00	70.22%
5544	Miscellaneous	1,500.00	1,300.11	95.50	86.67%
5545	Fireworks	24,950.00	24,950.00	0.00	100.00%
5546	Postage	6,000.00	4,845.22	596.14	80.75%
5548	Uniforms	7,300.00	11,859.70	788.62	162.46%
5549	Health Inspections	3,800.00	3,655.00	460.00	96.18%
5551	Library Materials	8,250.00	7,606.64	904.73	92.20%
5552	Technology	6,100.00	5,503.81	763.99	90.22%
5553	MVBA Fees	0.00	44,912.93	6,985.22	100.00%
5560	Copier	1,000.00	662.11	59.98	66.21%
5570	Scholarships	1,000.00	0.00	0.00	0.00%
5571	Intern/Stipend	1,000.00	500.00	0.00	50.00%
5572	Warrant Roundup	1,500.00	419.04	0.00	27.93%
5600	Professional Services	117,700.00	202,988.79	24,320.42	172.46%
5603	Legal Services	50,000.00	63,276.64	10,961.82	126.55%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual \$	Percent Total Budget \$ Used - Original
5605	Tax Collections	2,500.00	2,432.25	0.00	97.29%
5606	Tax Appraisal	18,000.00	20,624.41	4,109.55	114.58%
5607	Council and Committees	4,000.00	3,346.92	199.85	83.67%
5611	Land Lease	1,250.00	1,200.00	0.00	96.00%
5612	Detention	1,500.00	1,688.15	173.55	112.54%
5616	SPAN	1,300.00	1,300.00	0.00	100.00%
5619	Community Events	26,000.00	22,857.65	0.00	87.91%
5630	Elections	5,000.00	8,181.54	0.00	163.63%
5631	Boys & Girls Club Building	500.00	0.00	0.00	0.00%
5632	Street Lighting	50,000.00	52,724.49	9,039.68	105.44%
5636	Marketing/Promotions	5,000.00	1,921.38	710.18	38.42%
5650	Telephone	38,250.00	29,781.39	3,523.81	77.85%
5651	Utilities	50,500.00	42,801.24	6,769.18	84.75%
5700	Equipment Maintenance	25,000.00	22,692.60	3,291.14	90.77%
5701	Building Maintenance	38,300.00	42,696.91	4,802.80	111.48%
5702	Software Maintenance	6,602.00	7,028.42	1,962.00	106.45%
5704	Sidewalk Maintenance	5,000.00	4,529.99	142.99	90.59%
5705	Vehicle Maintenance	28,500.00	26,355.52	1,568.66	92.47%
5706	Vehicle Fuel	39,400.00	24,057.84	2,752.33	61.06%
5707	Drainage Maintenance	1,500.00	1,067.77	0.00	71.18%
5708	Street Maintenance	0.00	17,679.19	5,236.56	100.00%
5709	Sign Maintenance	15,000.00	7,739.57	593.05	51.59%
5711	Rentals	16,500.00	16,215.51	1,850.66	98.27%
5712	Park Maintenance	2,500.00	2,225.82	605.47	89.03%
5713	Road Maint & Repair	162,500.00	146,190.60	0.00	89.96%
5714	Main Street Enhancements	0.00	45,436.05	0.00	100.00%
5800	Fire Services	1,005,931.00	1,005,930.96	83,827.58	99.99%
5801	Fire Station Building Maintenance	13,500.00	11,895.00	0.00	88.11%
5953	1998 Street Bond Principal	145,000.00	145,000.00	0.00	100.00%
5954	1998 Street Bond Interest	14,125.00	14,125.00	0.00	100.00%
5957	2009 CO Bond Principal	50,000.00	50,000.00	0.00	100.00%
5958	2009 CO Bond Interest	38,340.00	38,361.30	0.00	100.05%
5960	Paying Agent Fees	400.00	400.00	0.00	100.00%
5961	2006 Bonds Principal	0.00	75,000.00	0.00	100.00%
5962	2006 Bonds Interest	38,584.00	46,477.45	0.00	120.45%
5965	2008 Street GO Bonds Principal	45,000.00	45,000.00	0.00	100.00%
5966	2008 Street GO Bonds Interest	31,786.00	31,764.45	0.00	99.93%

City of Lake Dallas
Summary Budget Comparison
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual \$	Percent Total Budget \$ Used - Original
5972	2008 FS/AS Bonds Principal	40,000.00	40,000.00	0.00	100.00%
5973	2008 FS/AS Bonds Interest	26,880.00	26,863.66	0.00	99.93%
5975	2012 Refunding Bonds Interest	13,419.00	13,418.76	0.00	99.99%
5976	Northstar Bank Loan	71,502.00	62,720.75	5,590.15	87.71%
6015	Equipment	0.00	187,923.67	0.00	100.00%
6020	Emergency Repairs/Purchases	1,000.00	0.00	0.00	0.00%
6040	Office Equipment	0.00	1,748.75	1,748.75	100.00%
7114	Street Projects - Lakeview	0.00	2,227.59	0.00	100.00%
Report Difference		4,998,860.00	5,169,851.10	392,823.41	103.42%

City of Lake Dallas

Summary Budget Comparison - Administration-SEB

From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	253,765.00	203,622.18	19,038.14	80.24%
5502	Retirement	32,311.00	21,259.41	3,213.02	65.79%
5504	Longevity	1,692.00	1,692.00	0.00	100.00%
5505	Overtime	0.00	641.59	0.00	100.00%
5508	Group Health Insurance	23,452.00	16,520.40	2,585.68	70.44%
5509	Life Insurance	567.00	720.73	69.31	127.11%
5511	Worker's Compensation	612.00	1,004.12	43.93	164.07%
5512	Long Term Disability	648.00	438.24	75.57	67.62%
5521	TEC (SUTA Payable)	27.00	515.45	26.89	1,909.07%
5522	Medicare Tax Expense	3,680.00	2,964.78	272.25	80.56%
5536	Office Supplies	4,000.00	4,424.01	1,188.66	110.60%
5538	Advertising	3,000.00	3,332.17	2,620.47	111.07%
5539	Publications	200.00	85.00	85.00	42.50%
5540	Dues and Memberships	3,800.00	3,481.67	0.00	91.62%
5542	Travel	2,000.00	2,086.32	914.06	104.31%
5543	Continuing Education	2,000.00	1,724.50	75.00	86.22%
5544	Miscellaneous	1,000.00	1,002.70	65.93	100.27%
5600	Professional Services	25,000.00	27,139.54	536.00	108.55%
5605	Tax Collections	2,500.00	2,432.25	0.00	97.29%
5606	Tax Appraisal	18,000.00	20,624.41	4,109.55	114.58%
5616	SPAN	1,300.00	1,300.00	0.00	100.00%
5630	Elections	5,000.00	8,181.54	0.00	163.63%
5631	Boys & Girls Club Building	500.00	0.00	0.00	0.00%
5700	Equipment Maintenance	9,700.00	8,261.15	687.18	85.16%
5702	Software Maintenance	1,402.00	2,871.00	1,469.00	204.77%
5800	Fire Services	1,005,931.00	1,005,930.96	83,827.58	99.99%
5801	Fire Station Building Maintenance	13,500.00	11,895.00	0.00	88.11%
6040	Office Equipment	0.00	1,748.75	1,748.75	100.00%
Report Difference		1,415,587.00	1,355,899.87	122,651.97	95.78%

City of Lake Dallas
Summary Budget Comparison - Animal Services-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	73,272.00	66,936.62	5,952.00	91.35%
5502	Retirement	9,313.00	9,043.61	1,178.49	97.10%
5503	Salaries - Part Time	10,920.00	10,216.50	750.75	93.55%
5505	Overtime	2,000.00	4,347.24	0.00	217.36%
5508	Group Health Insurance	16,554.00	13,359.93	1,292.84	80.70%
5509	Life Insurance	185.00	175.75	16.20	95.00%
5511	Worker's Compensation	2,329.00	1,511.92	125.06	64.91%
5512	Long Term Disability	197.00	188.22	17.34	95.54%
5520	FICA Expense	677.00	633.42	46.55	93.56%
5521	TEC (SUTA Payable)	27.00	498.69	14.26	1,847.00%
5522	Medicare Tax Expense	1,221.00	1,012.80	83.22	82.94%
5536	Office Supplies	600.00	276.67	0.00	46.11%
5537	Operating Supplies	5,000.00	3,312.66	626.38	66.25%
5540	Dues and Memberships	45.00	0.00	0.00	0.00%
5542	Travel	0.00	68.47	0.00	100.00%
5543	Continuing Education	400.00	385.00	0.00	96.25%
5548	Uniforms	400.00	1,166.58	111.69	291.64%
5600	Professional Services	600.00	100.00	0.00	16.66%
5611	Land Lease	1,250.00	1,200.00	0.00	96.00%
5650	Telephone	1,900.00	1,011.17	82.42	53.21%
5651	Utilities	10,000.00	7,263.47	723.97	72.63%
5700	Equipment Maintenance	300.00	244.10	0.00	81.36%
5701	Building Maintenance	4,000.00	859.24	166.72	21.48%
5702	Software Maintenance	2,000.00	687.00	0.00	34.35%
5705	Vehicle Maintenance	1,000.00	39.95	0.00	3.99%
5706	Vehicle Fuel	2,000.00	972.03	141.77	48.60%
Report Difference		146,190.00	125,511.04	11,329.66	85.85%

City of Lake Dallas
Summary Budget Comparison - City Council-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5570	Scholarships	1,000.00	0.00	0.00	0.00%
5607	Council and Committees	4,000.00	3,346.92	199.85	83.67%
Report Difference		5,000.00	3,346.92	199.85	66.92%

City of Lake Dallas
Summary Budget Comparison - Community Development-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	101,892.00	99,829.18	7,979.10	97.97%
5502	Retirement	12,951.00	13,429.51	1,533.76	103.69%
5504	Longevity	1,146.00	1,146.00	0.00	100.00%
5505	Overtime	0.00	27.70	0.00	100.00%
5508	Group Health Insurance	16,554.00	14,589.00	1,292.84	88.12%
5509	Life Insurance	251.00	355.89	21.33	141.78%
5511	Worker's Compensation	445.00	119.29	9.68	26.80%
5512	Long Term Disability	272.00	257.23	23.11	94.56%
5521	TEC (SUTA Payable)	18.00	342.00	0.00	1,900.00%
5522	Medicare Tax Expense	1,477.00	1,456.65	114.38	98.62%
5536	Office Supplies	300.00	210.44	0.00	70.14%
5538	Advertising	0.00	198.00	0.00	100.00%
5539	Publications	610.00	85.00	85.00	13.93%
5540	Dues and Memberships	120.00	192.50	0.00	160.41%
5541	Printing	100.00	0.00	0.00	0.00%
5542	Travel	300.00	427.53	0.00	142.51%
5543	Continuing Education	650.00	100.00	0.00	15.38%
5549	Health Inspections	3,800.00	3,655.00	460.00	96.18%
5600	Professional Services	25,000.00	23,901.24	1,249.73	95.60%
5650	Telephone	400.00	587.00	51.52	146.75%
5702	Software Maintenance	2,200.00	2,465.00	493.00	112.04%
5705	Vehicle Maintenance	1,000.00	958.50	23.45	95.85%
5706	Vehicle Fuel	300.00	68.50	0.00	22.83%
Report Difference		169,786.00	164,401.16	13,336.90	96.83%

City of Lake Dallas
Summary Budget Comparison - Community Relations
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	35,610.00	38,846.88	3,237.24	109.08%
5502	Retirement	4,545.00	4,532.80	621.55	99.73%
5505	Overtime	5,000.00	5,908.25	0.00	118.16%
5508	Group Health Insurance	6,898.00	7,038.99	646.42	102.04%
5509	Life Insurance	92.00	97.02	8.82	105.45%
5511	Worker's Compensation	86.00	282.10	7.64	328.02%
5512	Long Term Disability	99.00	103.73	9.43	104.77%
5521	TEC (SUTA Payable)	9.00	187.74	0.00	2,086.00%
5522	Medicare Tax Expense	516.00	639.14	46.28	123.86%
5536	Office Supplies	350.00	286.48	20.98	81.85%
5540	Dues and Memberships	500.00	187.50	0.00	37.50%
5542	Travel	750.00	0.00	0.00	0.00%
5543	Continuing Education	300.00	0.00	0.00	0.00%
5545	Fireworks	24,950.00	24,950.00	0.00	100.00%
5571	Intern/Stipend	1,000.00	500.00	0.00	50.00%
5619	Community Events	26,000.00	22,857.65	0.00	87.91%
5636	Marketing/Promotions	5,000.00	1,921.38	710.18	38.42%
5650	Telephone	950.00	615.83	51.52	64.82%
5711	Rentals	3,000.00	2,732.74	0.00	91.09%
Report Difference		115,655.00	111,688.23	5,360.06	96.57%

City of Lake Dallas
Summary Budget Comparison - Debt-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5953	1998 Street Bond Principal	145,000.00	145,000.00	0.00	100.00%
5954	1998 Street Bond Interest	14,125.00	14,125.00	0.00	100.00%
5957	2009 CO Bond Principal	50,000.00	50,000.00	0.00	100.00%
5958	2009 CO Bond Interest	38,340.00	38,361.30	0.00	100.05%
5960	Paying Agent Fees	400.00	400.00	0.00	100.00%
5961	2006 Bonds Principal	0.00	75,000.00	0.00	100.00%
5962	2006 Bonds Interest	38,584.00	46,477.45	0.00	120.45%
5965	2008 Street GO Bonds Principal	45,000.00	45,000.00	0.00	100.00%
5966	2008 Street GO Bonds Interest	31,786.00	31,764.45	0.00	99.93%
5972	2008 FS/AS Bonds Principal	40,000.00	40,000.00	0.00	100.00%
5973	2008 FS/AS Bonds Interest	26,880.00	26,863.66	0.00	99.93%
5975	2012 Refunding Bonds Interest	13,419.00	13,418.76	0.00	99.99%
5976	Northstar Bank Loan	71,502.00	62,720.75	5,590.15	87.71%
Report Difference		515,036.00	589,131.37	5,590.15	114.39%

City of Lake Dallas
Summary Budget Comparison - Library-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	48,288.00	47,258.70	3,714.46	97.86%
5502	Retirement	6,137.00	6,353.39	713.18	103.52%
5503	Salaries - Part Time	40,404.00	36,074.50	2,276.00	89.28%
5508	Group Health Insurance	8,277.00	7,613.78	646.42	91.98%
5509	Life Insurance	106.00	111.32	10.05	105.01%
5511	Worker's Compensation	214.00	113.88	8.76	53.21%
5512	Long Term Disability	113.00	129.07	10.82	114.22%
5520	FICA Expense	2,505.00	2,236.61	141.12	89.28%
5521	TEC (SUTA Payable)	44.00	700.31	43.24	1,591.61%
5522	Medicare Tax Expense	1,286.00	1,214.59	86.08	94.44%
5536	Office Supplies	1,000.00	604.32	0.00	60.43%
5537	Operating Supplies	1,375.00	1,660.66	0.00	120.77%
5538	Advertising	350.00	867.52	0.00	247.86%
5540	Dues and Memberships	4,150.00	4,177.24	0.00	100.65%
5541	Printing	300.00	246.98	246.98	82.32%
5542	Travel	350.00	828.44	0.00	236.69%
5543	Continuing Education	400.00	265.00	0.00	66.25%
5546	Postage	1,000.00	553.61	85.70	55.36%
5551	Library Materials	8,250.00	7,606.64	904.73	92.20%
5552	Technology	6,100.00	5,503.81	763.99	90.22%
5600	Professional Services	1,100.00	1,081.73	58.15	98.33%
5650	Telephone	800.00	821.93	51.52	102.74%
5651	Utilities	10,500.00	7,621.30	810.47	72.58%
5701	Building Maintenance	8,600.00	9,548.75	995.09	111.03%
5711	Rentals	6,600.00	8,051.51	1,120.27	121.99%
Report Difference		158,249.00	151,245.59	12,687.03	95.57%

City of Lake Dallas
Summary Budget Comparison - Municipal Court-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	81,108.00	82,320.16	6,429.22	101.49%
5502	Retirement	10,309.00	11,062.35	1,234.41	107.30%
5504	Longevity	408.00	480.00	0.00	117.64%
5505	Overtime	800.00	422.57	0.00	52.82%
5508	Group Health Insurance	16,554.00	15,227.56	1,292.84	91.98%
5509	Life Insurance	202.00	216.11	17.23	106.98%
5511	Worker's Compensation	196.00	153.70	7.35	78.41%
5512	Long Term Disability	216.00	225.72	18.58	104.50%
5521	TEC (SUTA Payable)	18.00	515.31	12.58	2,862.83%
5522	Medicare Tax Expense	1,176.00	1,302.16	97.73	110.72%
5536	Office Supplies	800.00	934.65	131.48	116.83%
5538	Advertising	0.00	171.60	0.00	100.00%
5540	Dues and Memberships	250.00	460.00	0.00	184.00%
5541	Printing	1,500.00	804.00	0.00	53.60%
5542	Travel	500.00	144.29	0.00	28.85%
5543	Continuing Education	700.00	429.00	0.00	61.28%
5553	MVBA Fees	0.00	44,912.93	6,985.22	100.00%
5572	Warrant Roundup	1,500.00	419.04	0.00	27.93%
5603	Legal Services	26,000.00	26,147.25	1,770.52	100.56%
Report Difference		142,237.00	186,348.40	17,997.16	131.01%

City of Lake Dallas
Summary Budget Comparison - Parks-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	33,408.00	30,292.28	2,206.52	90.67%
5502	Retirement	4,246.00	4,888.44	506.16	115.13%
5504	Longevity	198.00	0.00	0.00	0.00%
5505	Overtime	2,000.00	2,794.67	333.00	139.73%
5508	Group Health Insurance	8,277.00	8,188.57	646.42	98.93%
5509	Life Insurance	84.00	72.42	5.95	86.21%
5511	Worker's Compensation	754.00	1,888.23	137.96	250.42%
5512	Long Term Disability	90.00	78.66	6.47	87.40%
5521	TEC (SUTA Payable)	9.00	170.93	0.00	1,899.22%
5522	Medicare Tax Expense	484.00	486.08	36.82	100.42%
5537	Operating Supplies	1,400.00	1,225.42	229.95	87.53%
5548	Uniforms	1,100.00	960.04	169.70	87.27%
5650	Telephone	400.00	393.40	31.29	98.35%
5700	Equipment Maintenance	3,000.00	3,240.89	2,465.14	108.02%
5705	Vehicle Maintenance	1,500.00	2,455.19	0.00	163.67%
5706	Vehicle Fuel	3,500.00	1,704.68	238.31	48.70%
5711	Rentals	500.00	0.00	0.00	0.00%
5712	Park Maintenance	2,500.00	2,225.82	605.47	89.03%
Report Difference		63,450.00	61,065.72	7,619.16	96.24%

City of Lake Dallas
Summary Budget Comparison - Police Department-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	1,114,105.00	985,787.23	77,749.84	88.48%
5502	Retirement	141,603.00	144,690.59	15,587.33	102.18%
5503	Salaries - Part Time	17,472.00	16,749.60	1,394.40	95.86%
5504	Longevity	12,264.00	11,954.65	0.00	97.47%
5505	Overtime	25,000.00	45,111.93	2,029.07	180.44%
5508	Group Health Insurance	148,986.00	120,032.34	10,342.72	80.56%
5509	Life Insurance	2,655.00	2,628.66	200.14	99.00%
5511	Worker's Compensation	20,025.00	16,334.47	1,357.05	81.57%
5512	Long Term Disability	2,967.00	2,630.42	224.57	88.65%
5520	FICA Expense	1,083.00	1,038.48	86.45	95.88%
5521	TEC (SUTA Payable)	198.00	3,751.87	6.39	1,894.88%
5522	Medicare Tax Expense	16,408.00	15,043.19	1,136.54	91.68%
5536	Office Supplies	4,000.00	4,095.10	118.35	102.37%
5537	Operating Supplies	6,000.00	6,165.70	1,598.81	102.76%
5538	Advertising	800.00	316.80	0.00	39.60%
5539	Publications	500.00	90.98	0.00	18.19%
5540	Dues and Memberships	250.00	372.94	30.00	149.17%
5542	Travel	2,000.00	1,841.63	0.00	92.08%
5543	Continuing Education	600.00	29.50	0.00	4.91%
5544	Miscellaneous	500.00	297.41	29.57	59.48%
5548	Uniforms	4,000.00	8,424.97	281.19	210.62%
5600	Professional Services	40,000.00	33,304.93	2,007.15	83.26%
5612	Detention	1,500.00	1,688.15	173.55	112.54%
5650	Telephone	15,000.00	10,468.31	798.43	69.78%
5700	Equipment Maintenance	4,000.00	1,605.83	0.00	40.14%
5705	Vehicle Maintenance	20,000.00	20,254.92	1,314.71	101.27%
5706	Vehicle Fuel	30,000.00	16,868.89	1,836.35	56.22%
6015	Equipment	0.00	98,028.74	0.00	100.00%
Report Difference		1,631,916.00	1,569,608.23	118,302.61	96.18%

City of Lake Dallas
Summary Budget Comparison - Public Works-SEB
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5501	Salaries - Full Time	126,576.00	110,864.50	8,942.76	87.58%
5502	Retirement	16,088.00	14,866.98	1,731.08	92.41%
5504	Longevity	840.00	348.00	0.00	41.42%
5505	Overtime	1,500.00	2,410.07	0.00	160.67%
5506	Contract Labor	0.00	2,686.80	2,686.80	100.00%
5508	Group Health Insurance	24,831.00	20,702.63	1,939.26	83.37%
5509	Life Insurance	315.00	278.53	24.00	88.42%
5511	Worker's Compensation	7,151.00	5,568.61	505.22	77.87%
5512	Long Term Disability	341.00	301.08	26.06	88.29%
5521	TEC (SUTA Payable)	27.00	512.71	0.00	1,898.92%
5522	Medicare Tax Expense	1,835.00	1,645.14	128.10	89.65%
5537	Operating Supplies	2,000.00	2,789.77	383.94	139.48%
5538	Advertising	150.00	508.20	0.00	338.80%
5542	Travel	100.00	56.16	0.00	56.16%
5543	Continuing Education	300.00	824.00	0.00	274.66%
5548	Uniforms	1,800.00	1,308.11	226.04	72.67%
5632	Street Lighting	50,000.00	52,724.49	9,039.68	105.44%
5650	Telephone	1,800.00	1,358.20	115.02	75.45%
5700	Equipment Maintenance	8,000.00	9,340.63	138.82	116.75%
5701	Building Maintenance	700.00	1,635.59	1,337.23	233.65%
5704	Sidewalk Maintenance	5,000.00	4,529.99	142.99	90.59%
5705	Vehicle Maintenance	5,000.00	2,646.96	230.50	52.93%
5706	Vehicle Fuel	3,600.00	4,443.74	535.90	123.43%
5707	Drainage Maintenance	1,500.00	1,067.77	0.00	71.18%
5708	Street Maintenance	0.00	17,679.19	5,236.56	100.00%
5709	Sign Maintenance	15,000.00	7,739.57	593.05	51.59%
5711	Rentals	1,000.00	204.25	204.25	20.42%
5713	Road Maint & Repair	162,500.00	146,190.60	0.00	89.96%
5714	Main Street Enhancements	0.00	45,436.05	0.00	100.00%
6015	Equipment	0.00	89,894.93	0.00	100.00%
7114	Street Projects - Lakeview	0.00	2,227.59	0.00	100.00%
Report Difference		437,954.00	552,790.84	34,167.26	126.22%

City of Lake Dallas
Summary Budget Comparison - Support Services
From 9/1/2016 Through 9/30/2016

Account Code	Account Title	Total Amended Budget	YTD Actual	Current Period Actual	Percent Total Budget \$ Used - Original
5514	GAP Insurance	12,500.00	15,056.79	1,420.31	120.45%
5530	Insurance - Casualty	41,900.00	40,188.00	1,000.00	95.91%
5537	Operating Supplies	6,000.00	3,527.21	523.45	58.78%
5541	Printing	2,000.00	1,169.49	0.00	58.47%
5546	Postage	5,000.00	4,291.61	510.44	85.83%
5560	Copier	1,000.00	662.11	59.98	66.21%
5600	Professional Services	26,000.00	117,461.35	20,469.39	451.77%
5603	Legal Services	24,000.00	37,129.39	9,191.30	154.70%
5650	Telephone	17,000.00	14,525.55	2,342.09	85.44%
5651	Utilities	30,000.00	27,916.47	5,234.74	93.05%
5701	Building Maintenance	25,000.00	30,653.33	2,303.76	122.61%
5702	Software Maintenance	1,000.00	1,005.42	0.00	100.54%
5711	Rentals	5,400.00	5,227.01	526.14	96.79%
6020	Emergency Repairs/Purchases	1,000.00	0.00	0.00	0.00%
Report Difference		197,800.00	298,813.73	43,581.60	151.07%

Accounts Payable Check Register

**Checks Processed During
Posting
Of
Accounts Payable**

City of Lake Dallas
Check/Voucher Register
From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
57995	9/1/2016	Aflac	591.84	Monthly billing for Sep 16
57996	9/1/2016	Anderson's Auto Repair	181.98	Fr door window regulator-Unit 350
57997	9/1/2016	Assurant Employee Benefits	892.09	Monthly dental premium - Sep
57998	9/1/2016	City of Corinth	83,827.58	Fire/EMS services for September 2016
57999	9/1/2016	Denton Record-Chronicle	114.60	Annual renewal-library
58000	9/1/2016	Humana Vision	180.28	Monthly billing
58001	9/1/2016	NovaCopy, Inc.	99.50	Monthly billing-library
58002	9/1/2016	Prudential Group Insurance	1,171.36	September 2016 life insurance
58003	9/1/2016	Special Insurance Services	1,054.82	Monthly billing for GAP insurance
58004	9/1/2016	Stephanie Berry	750.00	Municipal court judge services for Sept 2016
58005	9/1/2016	United Healthcare Insurance Co	22,423.64	Monthly billing for Sept 2016
58006	9/1/2016	Atmos Energy	52.14	Monthly billing
58007	9/9/2016	A to T Lamps, Inc.	679.00	Bulbs
58008	9/9/2016	ADT Security Services	58.15	Monthly billing-Library
58009	9/9/2016	All Area Mech & Elec, Inc	97.50	Repairs to refrigerator
58010	9/9/2016	All Pro Door Repair	1,079.00	Repairs to Public Works gate
58011	9/9/2016	Anderson's Auto Repair	45.00	Throttle body, upper intake decarb-PW
58012	9/9/2016	Arentco Rentals & Sales	204.25	Trailer and lift rental for tennis courts
58013	9/9/2016	Campbell Pet Company	68.67	Pet leashes
58014	9/9/2016	Carlisle's Engraving Company	50.50	Desk bar for Matt
	9/9/2016	Carlisle's Engraving Company	74.00	Name plates & desk bars
	9/9/2016	Carlisle's Engraving Company	97.25	Plaque for Ristagno
58015	9/9/2016	Caruthers Oil Co., Inc.	10.00	PD car wash
58016	9/9/2016	Cash	450.00	Money for jury trials (75 - jurors)
58017	9/9/2016	Centerline Supply	574.55	Square posts, flags-non reflective, tube posts
58018	9/9/2016	CenturyLink	1,105.73	Monthly billing
58019	9/9/2016	CIT	365.00	Monthly billing-Library
58020	9/9/2016	City of Denton Police Dept	354.00	Cash Bond Escrow-Jesse Marshall #2015008638
	9/9/2016	City of Denton Police Dept	621.00	Cash Bond Escrow-Jordan Dorniny #2016008653
58021	9/9/2016	New Benefits, Ltd	376.49	Monthly billing
58022	9/9/2016	Grainger	86.17	Jaw coupling insert, body shim asst
58023	9/9/2016	GT Distributors	99.90	Police silhoutte target

City of Lake Dallas
Check/Voucher Register
From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
58024	9/9/2016	Higginbotham & Associates, Inc	78.00	Aug Admin Fees for 125 Plan
58025	9/9/2016	IDVille	233.15	2-printer ribbons for ID maker
58026	9/9/2016	iPROMOTEu	246.98	'No Slip' bookmark jar openers-Library
58027	9/9/2016	Lake Cities Municipal Utility	730.18	Monthly billing for Main, AS, WGP, Yard, Library
58028	9/9/2016	LeadsOnline	1,668.00	Annual renewal
58029	9/9/2016	Leisure Interactive, LLC	409.88	Reservation fees for August
58030	9/9/2016	City of Lewisville	1,061.06	Cash Bond Escrow-Jesse Marshall #438748-7202;4217
58031	9/9/2016	Lowery Motor Service	878.00	Gearbox, blade
58032	9/9/2016	MailFinance	78.57	Monthly billing
58033	9/9/2016	Card Service Center	1,062.67	Monthly billing
58034	9/9/2016	McCreary, Veselka, Bragg & Allen	3,612.17	MVBA fees
58035	9/9/2016	Office Depot, Inc.	129.99	Shredder
58036	9/9/2016	Porter Tire Company, Inc.	142.99	Tires for PW
58037	9/9/2016	RED The Uniform Tailor	61.70	Uniforms-Barrington
58038	9/9/2016	Reliant	7,504.56	Monthly billing
58039	9/9/2016	GE Capital c/o Ricoh USA Prog.	369.00	Monthly billing
58040	9/9/2016	Abila	1,469.00	Annual software renewal
58041	9/9/2016	Staples Advantage	0.00	1 case of toilet paper
	9/9/2016	Staples Advantage	0.00	Data binders, paper clips, gel refills, toner,
	9/9/2016	Staples Advantage	0.00	Paper towels
	9/9/2016	Staples Advantage	0.00	Toilet paper, calculator ribbon, post-its
	9/9/2016	Staples Advantage	0.00	Toner
58042	9/9/2016	Texas Municipal League	1,000.00	Deductible
58043	9/9/2016	TMRS	40,712.30	TMRS for August 2016
58044	9/9/2016	Tyler Technologies, Inc	236.00	4 batteries
58045	9/9/2016	Tyler Technologies, Inc	500.00	One Care Essential Service Renewal
58046	9/9/2016	Unifirst Holdings, L.P.	190.18	Uniform cleanings
58047	9/9/2016	United Site Services	97.00	Monthly billing
58048	9/9/2016	Verizon Wireless	1,333.68	Monthly billing
58049	9/9/2016	Walmart Community	348.16	Monthly billing
	9/9/2016		15.00	Tina Martin-WGP key deposit refund
58050	9/9/2016		15.00	David Young-WGP key deposit refund

City of Lake Dallas

Check/Voucher Register

From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
58051	9/9/2016	Neofunds by Neopost	500.00	Postage
58052	9/9/2016	Staples Advantage	38.18	1 case of toilet paper
	9/9/2016	Staples Advantage	(38.18)	Credit on Inv 3312005596
	9/9/2016	Staples Advantage	148.30	Data binders, paper clips, gel refills, toner,
	9/9/2016	Staples Advantage	105.56	Paper towels
	9/9/2016	Staples Advantage	65.16	Toilet paper, calculator ribbon, post-its
	9/9/2016	Staples Advantage	84.89	Toner
58053	9/9/2016	Charter Communications	84.98	Monthly billing
58054	9/9/2016	Tractor Supply Credit Plan	65.45	Monthly billing
58055	9/9/2016	US Storage Centers-Corinth	184.00	Storage rental-Library
58056	9/13/2016	Colonial Life &	232.92	Supplemental insurance PPE091016
58057	9/13/2016	Dawn M. Sawyer	230.77	Child Support Alan Sawyer PPE 09/10
58058	9/13/2016	TX Child Support SDU	114.00	Child Support 2 Works - PPE091016
58059	9/13/2016	TX Child Support SDU	391.38	Child Support 3 Works - PPE091016
58060	9/13/2016	Nationwide Retirement Solution	425.00	Deferred Compensation PPE 091016
58061	9/13/2016	City of Plano	564.10	Cash Escrow Jorge Jehu Herrera Cause #130013502 #140001769
58062	9/13/2016	Roy Wallace	800.00	Cleaning Services Aug 29- Sept 9
58063	9/13/2016	TX Child Support SDU	595.86	Child Support Farrell PPE 091016
58064	9/13/2016	TX Child Support SDU	73.85	Child Support 1 Works PPE091016
58065	9/23/2016	Ace Hardware	813.91	Monthly billing
58066	9/23/2016	Amigo Energy	723.97	Monthly billing-Library
58067	9/23/2016	Baker & Taylor	20.53	Books for library
58068	9/23/2016	Brodart Co.	35.44	Books for library
58069	9/23/2016	Buyers Barricades	1,904.49	Message board rental for 22 days
58070	9/23/2016	Carlisle's Engraving Company	40.35	Brass plates
58071	9/23/2016	City of Carrollton	513.00	Street signs
58072	9/23/2016	Cash	85.70	Petty cash-Library for postage
58073	9/23/2016	Charter Communications	274.62	Monthly billing for library
58074	9/23/2016	City of Lewisville	126.84	Radio Tower Lease
58075	9/23/2016	Consolidated Traffic Controls	198.00	Repairs
58076	9/23/2016	Corinth Veterinary Clinic	405.62	Vet services
58077	9/23/2016	Denton Central Appraisal Distr	4,109.55	4th qtr DCAD 2016 budget

City of Lake Dallas

Check/Voucher Register

From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
58078	9/23/2016	Denton Publishing Company	1,259.55	Legal notices
58079	9/23/2016	Don't Let IT Break, LLC	763.99	IT services for Library
58080	9/23/2016	Donna Boner	46.54	Mileage for July & August
58081	9/23/2016	Federal Express	109.76	Freight
58082	9/23/2016	Bureau Veritas North America	348.21	Commercial Inspection-5018 S. Stemmons
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-216 Market Street
	9/23/2016	Bureau Veritas North America	97.62	Residential inspection-301 Bolivar Avenue
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-315 Texas Drive
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-322 Georgian Oak
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-506 Mattie Lane
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-515 Ridgewood Street
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-5414 Duchess Court
	9/23/2016	Bureau Veritas North America	111.62	Residential inspection-607 N Shady Shores
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-708 Lake Bridge Drive
	9/23/2016	Bureau Veritas North America	76.92	Residential inspection-746 Winding Oak Bend
	9/23/2016	Bureau Veritas North America	76.92	Residential permit-397 Stockard Ave
58083	9/23/2016	John Glover	460.00	Health inspections
58084	9/23/2016	Labor Ready	179.12	Contract labor for 9/2
	9/23/2016	Labor Ready	716.48	Contract labor for 9/3-9/9
58085	9/23/2016	Lawn Land	(32.99)	Credit for brushknife
	9/23/2016	Lawn Land	270.42	Spline screw, nut, blade
58086	9/23/2016	Legal Shield	174.35	Prepaid legal insurance premium
58087	9/23/2016	Local Circuit	549.99	Desktop support/repairs
	9/23/2016	Local Circuit	80.50	Managed antivirus September 2016
	9/23/2016	Local Circuit	687.18	Managed services for September
58088	9/23/2016	Lowe's Business Account	136.33	Monthly billing
58089	9/23/2016	Lowery Motor Service	56.28	Parts
58090	9/23/2016	Masten Air Conditioning & Heat	125.00	Repairs at Animal Shelter
58091	9/23/2016	McCreary, Veselka, Bragg & Allen	3,373.05	MVBA fees
58092	9/23/2016	Nichols, Jackson, Dillard,	438.52	MC legal services
58093	9/23/2016	Northstar Bank	5,590.15	Loan payment
58094	9/23/2016	NovaCopy, Inc.	106.77	Monthly billing

City of Lake Dallas

Check/Voucher Register

From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
58095	9/23/2016	O'Reilly Auto Parts	242.04	Monthly billing
58096	9/23/2016	Quality Pavement Repair	259.25	Repairs
58097	9/23/2016	Recreation Consultants of TX	235.00	Landscape Structures PlayBooster
58098	9/23/2016	RED The Uniform Tailor	49.99	Uniforms for Barrington
58099	9/23/2016	Reynolds Asphalt & Const.	223.44	Asphalt
58100	9/23/2016	Sam's Club	82.96	Monthly billing
58101	9/23/2016	Staples Advantage	104.06	Binders, dividers
	9/23/2016	Staples Advantage	26.39	Paper towels
	9/23/2016	Staples Advantage	56.97	Stock paper, labels
	9/23/2016	Staples Advantage	38.18	Toilet paper
	9/23/2016	Staples Advantage	118.97	Toner & copy paper
58102	9/23/2016	TCAP	160.00	Sterilization
58103	9/23/2016	TEI Landmark Audio	216.50	Library materials
58104	9/23/2016	Texas Police Association	30.00	Membership dues
58105	9/23/2016	Thomson Reuter - West	96.00	West Information charges
58106	9/23/2016	Unifirst Holdings, L.P.	193.00	Uniform cleanings
58107	9/23/2016	VenTek International	9.85	Monthly gateway fee
58108	9/23/2016	Walmart Community	633.68	Monthly billing
58109	9/23/2016	WiFiAA	291.73	WiFi at WGP
58110	9/23/2016		185.00	Darrin Perez-Cash bond refund
58111	9/27/2016	Colonial Life &	232.92	Supplemental insurance PPE092416
58112	9/27/2016	Dawn M. Sawyer	230.77	Child Support PPE 0924
58113	9/27/2016	TX Child Support SDU	114.00	Child Support 2 - PPE092416
58114	9/27/2016	TX Child Support SDU	391.38	Child Support 3 - PPE092416
58115	9/27/2016	Nationwide Retirement Solution	425.00	Deferred Compensation PPE 092416
58116	9/27/2016	Roy Wallace	800.00	City hall cleaning 9/12-9/23; Library 9/15 & 9/22
58117	9/27/2016	TX Child Support SDU	595.86	Child Support PPE 092416
58118	9/27/2016	TX Child Support SDU	73.85	Child Support 1 PPE092716
58119	9/30/2016	Affordable Screen Company	164.14	Solar screens for City Managers office
58120	9/30/2016	Anderson's Auto Repair	513.94	A/C repair-Unit 303
	9/30/2016	Anderson's Auto Repair	225.00	Injector code-Unit 304
	9/30/2016	Anderson's Auto Repair	39.95	LOF-Unit 351

City of Lake Dallas
Check/Voucher Register
From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
58121	9/30/2016	Anderson's Auto Repair	39.95	LOF-Unit 353
58122	9/30/2016	Anderson's Auto Repair	180.00	Replace EBCM-Unit 303
58123	9/30/2016	Big City Crushed Concrete	67.84	Asphalt
58124	9/30/2016	Bobcat of Dallas	558.55	Repairs to bobcat
58125	9/30/2016	City of Carrollton	52.00	City hall entrance sign
58126	9/30/2016	Cash	185.52	Reimburse petty cash
58127	9/30/2016	CenturyLink	549.59	Monthly billing
58128	9/30/2016	CIT	365.00	Monthly billing-Library
58129	9/30/2016	City of Lewisville	2,000.00	2016 Maintenance fee
58130	9/30/2016	Discount Tire Co.	88.50	Tire-Carlisle
58131	9/30/2016	Discount Tire Co.	88.50	Tire-Hartland
58132	9/30/2016	Fire & Safety Specialists	5,000.00	Consulting fees for Fire
58133	9/30/2016	Halff Associates, Inc.	6,064.86	Project 31265-Engineer fees
58134	9/30/2016	IDEXX Distribution, Inc.	477.38	Heartworm vaccines-Animal Shelter
58135	9/30/2016	iWorQ Systems	493.00	Internet Code Enforcement Management
58136	9/30/2016	Keller Municipal Court	599.00	Cash Bond Escrow-Alexandra Core #549171,54917V1
58137	9/30/2016	Labor Ready	895.60	Contract labor 9/10-9/16
58138	9/30/2016	Local Circuit	1,748.75	Computer for City Manager
58139	9/30/2016	Local Circuit	458.00	Software update on 2 laptops
58140	9/30/2016	MailFinance	78.57	Monthly billing
58141	9/30/2016	Card Service Center	2,966.62	Monthly billing
58142	9/30/2016	Nichols, Jackson, Dillard,	9,191.30	General legal services
58143	9/30/2016	RED The Uniform Tailor	281.19	Uniforms for Thompson
58144	9/30/2016	GE Capital c/o Ricoh USA Prog.	109.84	Copier-PD
58145	9/30/2016	Safariland	38.85	Child ID cards
58146	9/30/2016	Sir Speedy	630.18	3500 copies of newsletter
58147	9/30/2016	Special Insurance Services	22.62	Correction to Aug invoice
58148	9/30/2016	Staples Advantage	75.18	Ink
58149	9/30/2016	Star Community Newspapers	742.32	August ads
58150	9/30/2016	Star Community Newspapers	618.60	September ads
58151	9/30/2016	Strategic Government Resources	10,524.12	1/3 fee for Executive search,backgrounds,interviews
58152	9/30/2016	United Site Services	97.00	Monthly billing-WGP

City of Lake Dallas
Check/Voucher Register
From 9/1/2016 Through 9/30/2016

Check Number	Check Date	Vendor Name	Check Amount	Transaction Description
58148	9/30/2016		15.00	Glen Geer-WGP key deposit refund
58149	9/30/2016		422.50	Scott Jackson-refund of cash bond
58150	9/30/2016		237.00	Robert Baptist-refund of cash bond
58151	9/30/2016		780.00	Paul Herman-refund of cash bond
58152	9/30/2016	Charter Communications	331.77	Monthly billing-PD
58153	9/30/2016	A to T Lamps, Inc.	140.00	Bulbs
58154	9/30/2016	Ace Hardware	595.59	Monthly billing
58155	9/30/2016	CenturyLink	549.59	Monthly billing
58156	9/30/2016	Labor Ready	895.60	Contract labor for PW
58157	9/30/2016	Lawn Land	434.73	String trimmer
58158	9/30/2016	Metal Building Medic	895.09	Library building repairs
58159	9/30/2016	Reliant	7,660.96	Monthly billing
58160	9/30/2016	Unifirst Holdings, L.P.	47.80	Uniform cleanings
Report Total			277,632.05	



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To: Honorable Mayor and members of the Lake Dallas City Council

From: Matt Shaffstall, City Manager

Date: October 13, 2016

Item Number: 8

Subject: Update the Fee Schedule

Detail Memo

City Council Action Requested: Act to update the City's fee schedule

Background Information: This action will typically take place alongside the budget adoption or at the first meeting of the fiscal year. The departments were asked to review the fee schedule and make recommended changes. Changes have been highlighted in yellow.

Board/Citizen Input: N/A

Financial Consideration: N/A

Attachment(s): Resolution and Fee Schedule

RESOLUTION NO. 101316.112

A RESOLUTION OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE MASTER FEE SCHEDULE FOR THE CITY OF LAKE DALLAS TO REVISE THE CHARGES TO BE IMPOSED BY CITY STAFF IN CONNECTION WITH COMMUNITY DEVELOPMENT, COMMUNITY RELATIONS, AND POLICE DEPARTMENT FEES; PROVIDING THAT OTHER FEES NOT LISTED BUT NOW CHARGED PURSUANT TO OTHER ORDINANCES AND RESOLUTIONS SHALL REMAIN IN EFFECT UNTIL TRANSFERRED TO THE MASTER FEE SCHEDULE BY AMENDMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lake Dallas has heretofore adopted a Master Fee Schedule for the purpose of setting forth the comprehensive fees assessed and collected by the City for a range of applications, permits, licenses, services and activities; and

WHEREAS, the City Council desires to amend the said Master Fee Schedule to revise or add existing or new fees and does so by this Resolution; and

WHEREAS, in the event there is a conflict between a fee listed in the Master Fee Schedule and the provisions of any other City ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; and

WHEREAS, although the purpose of this resolution is to amend the Master Fee Schedule, this resolution is not intended to amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule, Now, Therefore

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

SECTION 1. That from and after the effective date of this Resolution the fees and charges set out in the Master Fee Schedule attached hereto as Exhibit "A" shall be collected on behalf of the City for the listed applications, permits, licenses, activities or services.

SECTION 2. That in the event of a conflict between a fee set out in the Master Fee Schedule and the provisions of any other city ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; however, this resolution shall not amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule and such fees shall continue in

effect for all purposes until amended by ordinance or resolution or transferred to the Master Fee Schedule.

SECTION 3. That all provisions of the ordinances and resolutions of the City of Lake Dallas in conflict with the provisions of this resolution be and the same are hereby repealed and all other provisions of the ordinances and resolutions of the City of Lake Dallas not in conflict with the provisions hereof shall remain in full force and effect.

SECTION 4. That if any section, sentence, clause, or phrase of this resolution is for any reason held to be unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, or phrases of this resolution, it being the legislative intent that the provisions of this resolution are severable and that the resolution shall continue in effect notwithstanding the invalidity of such section, sentence, clause, or phrase.

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

DULY ADOPTED AND APPROVED by the City Council of the City of Lake Dallas, Texas, on this the 13th day of October, 2016.

APPROVED:

ATTEST:

MAYOR

CITY SECRETARY

APPROVED AS TO FORM:

CITY ATTORNEY

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Fee	Fee Amount	Code Reference
Administrative		
Alcohol Permit	Half the state fee for such permit; billed annually	10-32
Carnival License	\$250/event	14-55
Credit Card Processing	3% of total charge	45-203
Open Record Request	\$.10/copy Copies under \$1, fee is waived	
Open Record Request	CDs \$1.00/CD	
Document Certification	\$3/document	
Notary Service	Per State Fee Schedule	Tx Govt Code Ann. 406.024
Place of Recreation	\$100/annually	14-114
Returned Check	\$25	
Solicitor's Permit	\$75/30 days \$250/annually	78-56
Solicitor's Permit - additional agent	\$25/30 days	78-56
Solicitor's Permit - Renewal before expiration	\$200/annual + \$25 license fee	78-56
Water Well Permit	\$300/well	66-31(g)

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Animal Services		Fee	Fee Amount	Code Reference
Miscellaneous				
Registration of cat or dog with spay or neuter		\$8 annually		18-124
Registration of cat or dog without spay or neuter		\$15 annually		18-124
Registration of livestock		\$20 annually per head		18-124(a)
Rabies testing		\$50		18-163
Adoption		\$50		18-205
Release to Animal Control		\$35		18-202(7)
Euthanasia		\$50		18-206
Permit for Prohibited/Exotic Animal		No longer allowed		18-321(a)
Permit for Prohibited/Exotic Animal for Sale		No longer allowed		18-322
Quarantine		\$75 and \$10 per day		18-162
Impoundment				
Class A, dogs and cats		\$30/1st time \$50/2nd \$90/3rd & subsequent		18-202(1)
Class B, goats, sheep, calves, colts		\$35/1st time \$60/2nd \$100/3rd & subsequent		18-202(2)
Class C, horses, cows, bulls, swine, deer, mules, donkeys		\$50/1st time \$75/2nd \$175/3rd & subsequent		18-202(3)
Class D, prohibited, exotic, or wild animals requiring capture by ACO		\$150/1st time \$200/2nd \$275/3rd & subsequent (Fee applicable though animal prohibited)		18-202(4)
Daily Care and Handling				
Class A animal		\$8 per animal		18-202(5)a
Class B animal		\$15 per animal		18-202(5)b
Class C animal		\$25 per animal		18-202(5)c
Class D animal		\$50 per animal		18-202(5)d
Confinement by private citizen - after three days		\$25 per animal		18-242

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Animal Services		Fee	Fee Amount	Code Reference
Disposal of Dead Animals				
Class A, dogs and cats			\$25 each	18-2c
Class B, goats, sheep, calves, colts			\$35 each	18-2c
Class C, horses, cows, bulls, swine, deer, mules, donkeys			\$50 each	18-2c
Class D, prohibited, exotic, or wild animals requiring capture by ACO			\$75 each	18-2c
Failure to Comply with Vaccination Agreement				
First impoundment and agreement signed			Regular impoundment fees	18-202 (6)
Second impoundment and failure to comply with original agreement			Three times fee and daily care	18-202 (6)
Third and subsequent impoundment and failure to comply with original agreement			Six time fee and daily care	18-202 (6)

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Community Development		
		Applications
Board of Adjustment Special Exception		\$500
Residential Masonry Exemption: R1-6000, R1-7200 & R-10000		\$100
Commercial Masonry Exemption: C-1, C-2, C-3, M-1, MA & I-35 Business Corridor		\$250
Minor Plat/Replat less than 4 lots		\$100
Plat/Replat under 5 acres		\$500 plus \$20 per lot
Plat/Replat over 5 acres		\$1000 plus \$20 per lot
Rezoning		\$500
Special Use		\$500
Site plan review		\$250
Subdivision Plat Fee		\$250
Variance		\$500
Building Construction Fee Chart:		
Residential Building Permits (Including Accessory Dwelling Units)	Commercial Building Permits (Including Accessory Structures)	
Residential New Construction - the minimum value of \$80 a square foot times the total square footage shall be used to determine the valuation for the purpose of calculating permit fees in accordance with the Building Fee Chart or construction value, whichever is greater.	Commercial New Construction - the minimum value of \$95 a square foot times the total square footage shall be used to determine the valuation for the purpose of calculating permit fees in accordance with the Building Fee Chart or construction value, whichever is greater.	
Total Valuation	Fee	
Valuation \$1 to \$500	\$75	
Valuation \$501 to \$2,000	\$100	
Valuation \$2,001 to \$5,000	\$125	
Valuation \$5,001 to \$25,000	\$125 for the first \$5,000 plus \$15 for each additional \$1,000, or fraction thereof, to and including \$25,000	
Valuation \$25,001 to \$50,000	\$425 for the first \$25,000 plus \$11 for each additional \$1,000, or fraction thereof, to and including \$50,000	
Valuation \$50,001 to \$100,000	\$700 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000	
Valuation \$101,000 to \$500,000	\$1,075 for the first \$100,000 plus \$6.25 for each additional \$1,000, or fraction thereof to and including \$500,000	
Valuation \$501,000 to \$1,000,000	\$3,575 for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	
Valuation \$1,000,000 and up	\$6,200 for the first \$1,000,000 plus \$3.50 for each Additional \$1,000, or fraction thereof	
Commercial & Residential Plan Review Fee	65% of the Building Permit Fee	
Multi-Family Plan Review Fee	75% of the Building Permit Fee	
Additional Plan Review Fee	\$200	
Professional Engineering Plan Review & Inspection Fees	Exact Fees Charged to the City	
Health-Plan Review (new food establishments)	\$100	
Health-Plan Review (previously occupied food establishments)	\$75	
Site plan review - Sign	\$100	
Park Improvement	10% Residential Building Permit	

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Certificate of Occupancy	
Residential - New Home	\$125
Commercial Retail/Office Properties	\$250 New Construction
Commercial Remodel or Addition	\$125
Change of Certificate of Occupancy Registration - Commercial	\$125
Contractor Registration	
Builder/Contractor	\$100/annually
Electrical	\$100/annually
Irrigation/Backflow	\$100/annually
Mechanical	\$100/annually
Sign Erector	\$100/annually
Plumbing - Fee Waived per Texas Regulations	
Inspections	
Inspections outside of normal business hours (2 hr min charge)	\$125/hour
Reinspection (2 hr min charge)	\$50/hour
Inspections for which no specific fee is indicated (1 hr min charge)	\$85
Mobile Home Follow-up or Additional	\$85
Permit Fees	
Accessory Portable Building	\$25.00 each with a maximum of 2 buildings at any given time.
Commercial Finish out for Mechanical/Electrical/Plumbing Permits	\$150 each
Miscellaneous Concrete Installation	\$75/Residential - \$250/Commercial
Demolition	\$75 *fee requirement for all demolitions, even those with new building permits
Electrical - Commercial New Construction - Issuance Fee includes T-Pole & New service	Issuance fee of \$200 and \$.12 cents per square foot
Residential New Construction	\$.22 cents per square foot
Remodel	\$175/Residential - \$275/Commercial
Electrical Service: Upgrade or Repair	\$125/Residential - \$150/Commercial
Temporary Power	\$125/Residential under \$10,000 - \$150 over \$10,000 cost
Plugs and Switches	\$125/Residential under \$10,000 - \$150 over \$10,000 cost
Excavation	\$25
Fence	Residential: \$50; Commercial: use commercial fee schedule
Fire Code Waiver	\$500
Fire Safety	\$200/annually
Flood Plain Development	\$100
Foundation Repair - Major	\$100 residential; \$250 commercial, per building
Foundation Repair - Minor	\$50 residential; \$100 Commercial, per building

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Garage Sale	\$5 for residents and nonresidents of Lake Dallas		
Health - Annual	\$175 - If payment is received after January 1st fee increases to \$225		
Health - Complaint Initiated Inspection	\$75 Per Inspection		
Health - Seasonal	\$75		
Health Plan Review - new food establishments	\$125		
Health Plan Review - previously occupied food establishments	\$75		
Health - Temporary	\$15		
Irrigation/Sprinkler	Residential: \$75; Commercial: use commercial fee schedule		
Mechanical - Commercial New Construction - Issuance Fee \$60	\$04 cents per square foot		
Residential New Construction	\$14 cents per living area square foot		
Remodel	\$175/Residential - \$275/Commercial		
Repair, alteration or addition to each heating or cooling appliance and air handler	\$125 per unit/Commercial & Residential		
Ventilation installation or relocation	\$125 Commercial & Residential		
Mobile Home	\$200 Move-in; \$50 Removal		
Plumbing - Commercial New Construction -Issuance fee of \$150 includes Sewer Tap	\$03 cents per square foot		
Residential New Construction	\$17 cents per living area square foot.		
Remodel	\$175/Residential - \$275/Commercial		
Repair or Replace Gas or Sewer Line	\$125 Residential & Commercial under \$10,000 - \$150 Residential & Commercial over \$10,000		
Sewer Tap	\$125 Residential & Commercial under \$10,000 - \$150 Residential & Commercial over \$10,000		
For each water heater and vent	\$125 Residential & Commercial under \$10,000 - \$150 Residential & Commercial over \$10,000		
Grease Trap	Flat Fee \$125 Installation, Replacement or Inspection		
Pool - new construction	\$200 plus construction fee based on value		
Above Ground Pool	\$50.00		
Pool/Spa Community/Public	\$75/annually		
Roofing - Commercial	Replace: \$250 per building; Repair: \$100 per building		
Roofing - Residential	Replace: \$100; Repair: \$50		
Sign, electrical	\$125 plus \$1 per sq. ft.		
Sign, digital	\$150 plus \$1 per sq. ft.		
Sign, new	\$50 plus \$1 per sq. ft.		
Sign, reface existing	\$50		
Sign, temporary, portable or banner	\$35		
Spa, inground without pool	\$125 plus construction		
Storm Water Discharge Inspection and Permit	\$100/contractor/lot		
Temporary Construction Building	\$100/building/location for 180 days with council approval		
Tree Removal Permit - Residential	\$25		
Working without a permit	Double Permit Fee		

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Fee	Fee Amount	Code Reference
Community Relations		
Willow Grove Park Camping		
Primitive	\$11/night	74-112(1)
RV (w/water & electric)	\$20/ night	74-112(2)
Key Deposit for water & electric	\$15 refundable	74-112(3)
Primitive - Senior Rate	\$8/night	
RV - Senior Rate	\$15/night	
Primitive - TACO member	\$9.90/night	
RV - TACO member	\$18/night	
Willow Grove Park Day Use and Boat Ramp		
Boat Ramp Daily Use fee	\$7/day	
Boat Ramp Annual Pass (Lake Dallas Resident)	\$35/yr	
Boat Ramp Annual Pass (Non Resident)	\$50/yr	
Boat Ramp Annual Pass (Additional Vehicle)	\$5/yr	
Day Use Entrance Fee (Non Resident)	\$2/day/vehicle	
Day Use Annual Pass (Non Resident)	\$20/yr	
Day Use Annual Pass (Lake Dallas Resident)	FREE pass to be picked up at City Hall or filled out online	
Day Use Annual Pass (Additional Vehicle)	\$5/yr	
Replacement fee for lost pass	\$5	
Community Room & Community Kitchen Rental		
Deposit - Lake Dallas resident	\$300 \$500 w/kitchen	
Deposit - non-resident	\$500 \$750 w/kitchen	
Rental Rate - Lake Dallas resident	\$30/hour \$50/hour w/kitchen	
Rental Rate - non-resident	\$60/hour \$80/hour w/kitchen	
Rental Rate - Lake Dallas non-profit/civic	\$10/hour \$20/hour w/kitchen	
Cleaning Fee (deducted from refundable deposit)	\$100/room \$200/room w/kitchen	
Cleaning Fee for Lake Dallas non-profit/civic	\$50/room \$100/room w/kitchen	
Park Rental		
City Park	\$200/Deposit \$30/hr \$15/hr/non-profits;civic	
Community Park	\$50 Deposit \$20/hr \$10/hr/non-profits;civic	
River Oaks Park	\$50 Deposit \$20/hr \$10/hr/non-profits;civic	
Thousand Oaks Park	\$50 Deposit \$20/hr \$10/hr/non-profits;civic	
Willow Grove Pavillion	\$200/Deposit \$30/hr \$15/hr/non-profits;civic	
City Park Soccer Field	\$1.75 per non-resident child	
Event Vendors (Mardi Gras)		
10 x 10 booth	\$85	
20 x 20 booth	\$135	
Electricity		
Event Vendors (July 4th)		
10 x 10 booth/Lake Dallas Resident	\$75	
20 x 20 booth/Lake Dallas Resident	\$100	
10 x 10 booth	\$85	
20 x 20 booth	\$135	
Electricity		

City of Lake Dallas

Master Fee Schedule

Fiscal Year 2017

[illegible]

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Fee	Fee Amount	Code Reference
Police Department		
Accident Report	\$6	
Open Record Request	\$.10/copy Copies under \$1, fee is waived	
Open Record Request	CDs \$1.00/CD	
Open Record Request	DVDs \$3.00/DVD	
Document Certification	\$3/document	
Alarm Permit	\$50 annually	38-41
Fingerprinting	\$10/non-residents	
Outside Special Event	\$25/ 1 day \$35/2 day \$50/3 day	14-137
Sexually Oriented Business License	\$500/annually	26-123
Towing Service Permit	\$75/annually	114-71
False burglar alarm service charge		
Charge for each false alarm over three but not more than five other false alarms during the preceding 12-month period	\$50	38-51
Charge for each false alarm over five but not more than eight other false alarms during the preceding 12-month period	\$75	
Charge for each false alarm if the location has had eight or more false alarms in the preceding 12-month period	\$100	

Police Department

False fire alarm	
Charge for each false alarm over three but not more than five other false alarms during the preceding 12-month period	\$50
Charge for each false alarm over five but not more than eight other false alarms during the preceding 12-month period	\$75
Charge for each false alarm if the location has had eight or more false alarms in the preceding 12-month period	\$100
False robbery alarm	\$100

Police Department

False medical assistance alarm		
Charge for each false alarm over three but not more than five other false alarms during the preceding 12-month period	\$50	
Charge for each false alarm over five but not more than eight other false alarms during the preceding 12-month period	\$75	
Charge for each false alarm if the location has had eight or more false alarms in the preceding 12-month period	\$100	

City of Lake Dallas
Master Fee Schedule
Fiscal Year 2017

Police Department		
False emergency assistance/personal distress/panic alarm		
Charge for each false alarm over three but not more than five other false alarms during the preceding 12-month period	\$50	
Charge for each false alarm over five but not more than eight other false alarms during the preceding 12-month period	\$75	
Charge for each false alarm if the location has had eight or more false alarms in the preceding 12-month period	\$100	
Permit reinstatement fee	\$100	



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To: Honorable Mayor and members of the Lake Dallas City Council

From: City Secretary Joni Vaughn

Date: October 13, 2016

Item Number: 9

Subject: The review of the annual investment policy

Detail Memo

City Council Action Requested: Approve a resolution establishing the review of the annual investment policy.

Background Information: The annual review of the investment policy is one of the necessary actions with the new fiscal year. The City is required by law to have an investment policy in place to govern the way we handle our investments. The investment policy is reviewed and adopted by resolution. In prior years we have had a very simple investment policy. The proposed investment policy is more detailed and would allow us to diversify a little more if desired.

Board/Citizen Input: N/A

Financial Consideration: N/A

Attachment(s): Last year's Investment Policy, proposed Investment Policy for FY 2016-2017, Resolution 101316.110

RESOLUTION NO. 101316.110

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, ESTABLISHING THE REVIEW OF THE ANNUAL INVESTMENT POLICY FOR THE CITY OF LAKE DALLAS, DENTON COUNTY, TEXAS, WITH REGARD TO INVESTING THE FINANCIAL ASSETS OF ALL CITY OF LAKE DALLAS FUNDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Dallas recognizes the necessity of investing public funds which are in their custody, while allowing for the daily cash flow demands of the City; and

WHEREAS, the City of Lake Dallas recognizes the necessity of investing funds to attain the highest possible rate of return, while allowing for security of principal through limitations and diversification; and

WHEREAS, being cognizant of the City's responsibility to conform with all state and local statutes, while complying with the requirement of the Public Funds Investment Act, Chapter 2256 of the Texas Government Code;

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

Section 1: That Texas Local Government Investment Pools are authorized as investment firms for the City of Lake Dallas.

Section 2: that this resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this the 13th day of October 2016.

Andi Nolan, Acting Mayor

Joni Vaughn, City Secretary



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INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Lake Dallas in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Article 342a-2 V.T.C.S. (the "Act") to define, adopt and review a formal investment strategy and policy.

INVESTMENT POLICY

I. SCOPE

This investment policy applies to all financial assets of the City of Lake Dallas. These funds are accounted for in the City's Annual Audit Report (CAAR) and include:

- A. General Fund
- B. Debt Service Funds
- C. Capital Project Improvement Funds
- D. All Other Funds and Accounts

II. OBJECTIVES AND STRATEGIES

The City of Lake Dallas shall design and manage its investments in compliance with all Federal, State, and other legal requirements, including, but not limited to the Public Funds Investment Act. The objectives of the City's investment policy are safety, liquidity, public trust, and yield. To ensure the City meets its objective of public trust, all participants in the City's investment process shall seek to act responsibly and prudently, handling with care the City's assets, as they would their own. Investment officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively. To meet its objectives, the City shall manage and invest its available resources using six primary strategies, listed in order of their priority: suitability, preservation and safety of principal, liquidity, diversification, public trust and yield.

Suitability

Suitability of the investment to the financial requirements of the City is the foremost strategy of the City. Understanding the City's financial requirements and purchasing suitable investments that comply with the Act and this policy are paramount.

Preservation and Safety of Principal

Preservation and safety of principal of the City's assets is an integral part of the investment program. As noted above, safety of principal is the primary objective of this policy. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To increase investment safety, the City strives to decrease or minimize credit risk. Credit risk or the risk of loss due to the failure of a security issuer or guarantor shall be minimized by the City by limiting



investments to safe types, pre-qualifying financial institutions and broker/dealers, and diversifying the portfolio in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. To match anticipated cash flow requirements, the maximum weighted average maturity of the overall portfolio may not exceed six months.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow. A portion of the portfolio will also be placed in short term investment pools and/or money market mutual funds, which offer daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Marketability

Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement or an unforeseen need to liquidate the investment before maturity. Historical market "spreads" between the bid and offer prices of a particular security type of less than a quarter of a percentage point shall define an efficient secondary market.

Diversification

Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers for diversification and market coverage. Competitive bidding will be used on each sale and purchase.

Public Trust

Investments shall be made with judgment and care, under circumstances, then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as probable income to be derived. All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Yield on investments is of significantly less importance compared to the safety, liquidity and public trust objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The yield of an equally weighted, rolling six-month Treasury bill portfolio shall be the minimum yield objective or "benchmark". A secondary objective will be to obtain a yield equal to or in excess of a local government investment pool or money market mutual fund.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. To ensure the marketability and liquidity of invested cash, the choice of high-grade government investments and high-grade money market instruments will primarily be selected.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.



III. RESPONSIBILITY AND CONTROL

A. Delegation of Authority and Training

Authority to manage the City's investment program is derived from a resolution of the City Council. The City Manager and Finance Director are designated as the investment officer of the City, with the City Secretary serving as the alternate investment officer. The investment officer is responsible for investment decisions and activities. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. The investment officer will also be required to attend a training session not less than once every two years and receive 10 hours of training through courses or seminars offered by independent professional organizations and associations (i.e. *the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, or the North Central Texas Council of Governments, etc.*) in order to insure the quality and capability of the City's investment personnel making investment decisions in compliance with the Act. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

The City shall also encourage those who may perform daily activities with the City investments to attend such training although they are not listed specifically as Investment Officers of the City.

B. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The results of this review shall be reported to the City Council. The internal controls shall address the following points:

- 1) Control of collusion.
- 2) Separation of transaction authority from accounting and record keeping.
- 3) Custodial safekeeping.
- 4) A voidance of physical delivery securities.
- 5) Clear delegation of authority to subordinate staff members.
- 6) Written confirmation for telephone (voice) transactions for investments and wire transfers.
- 7) Development of a wire transfer agreement with the depository bank or third party custodian.

C. Prudence

The standard of prudence to be applied by the investment officer shall be the "Prudent Person Rule" which states: *"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not in speculation, but for investment,*



considering the probable safety of their capital as well as the probable income to be derived" In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- 1) The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than the prudence of a single investment.
- 2) Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

D. Limitation of Personal Liability

Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibilities for an individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The City Council will retain ultimate responsibility as fiduciaries of the assets of the City.

E. Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that could impair the employee's ability to make impartial investment decisions. According to the Act, an Investment Officer has a personal business relationship with a business organization if:

- 1) The Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- 2) Funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year; or
- 3) The Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

Investment Officer(s) must file a disclosure statement with the Texas Ethics Commission and the City Council if an officer has a personal business relationship with a business organization offering to engage in an investment transaction with the City or if the Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity.



IV. INVESTMENT PORTFOLIO

Investments described below are authorized by Chapter 2256, Texas Government Code as eligible securities for the City. City funds governed by this Policy may be invested in the following types of securities:

- 1) Obligations of the United States or its agencies with stated maturity not to exceed two years.
- 2) Direct obligations of the State of Texas or its agencies with a stated maturity not to exceed two years.
- 3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by or backed by the full faith and credit of the State of Texas or the United States or its agencies, including obligations that are fully insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States and with stated maturity not to exceed two years.

C. Authorized Investments.

- 1) Obligations of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.
- 2) Direct obligations of the State of Texas and agencies thereof.
- 3) Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America.
- 4) Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent
- 5) Certificates of Deposit of state and national banks domiciled in Texas, guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations described in A through D above, which are intended to include all direct agency or instrumentality issued mortgage backed securities rated AAA by a nationally recognized rating agency, or by Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal amount of the certificates.
- 6) Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledger. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement
- 7) Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law. Investment in such pools shall be limited to 15% of the City's entire portfolio. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

B. Not Authorized

The City's authorized investments options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investment securities.



- 1) An obligation whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

C. Holding Period

The City of Lake Dallas intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed two years.

D. Risk and Diversification

The City of Lake Dallas recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- 1) Risk of issuer defaults is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- 2) Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average, maturity of operating funds investments to one year, and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.
- 3) Risk of liquidity due to technical complications shall be controlled by the selection of securities dealers as described herein.

V. AUTHORIZED FINANCIAL BROKERS/DEALERS AND INSTITUTIONS

All investments made by the City will be made through either the City's banking services bank, local government investment pool, investment management firm, or a broker/dealer. At least annually, the City Council will review, revise, and adopt a list of qualified broker/dealers that are authorized to engage in investment transactions with the City, per the Act 2256.025. Refer to Appendix A for a list of approved broker/dealers and institutions.

To be included on the City's qualified broker/dealer list that is reviewed, revised, and adopted by the City Council annually, broker/dealers must meet certain criteria as determined by the Investment Officer. The following criteria must be met by those firms on the list:

- 1) Adherence to the City's objectives and strategies;
- 2) Investment performance and transaction pricing within accepted risk constraints;
- 3) Responsiveness to the City's request for services, information and open communication;



- 4) Understanding of the inherent fiduciary responsibility of investing public funds;
- 5) Similarity in philosophy and strategy with the City's objectives;
- 6) Proof of certification by the National Association of Securities Dealers (NASD) and provision of CRD number;
- 7) Proof of current registration with the State Securities Commission; and
- 8) References from other public entities in Texas.

VI. APPROVED BROKER/DEALERS AND INSTITUTIONS

Every bank, local government investment pool, investment management firm or broker/dealer with whom the City transacts business will be provided a copy of this Investment and Collateralization Policy to ensure that they are familiar with the objectives and strategies of the Policy. A qualified representative of the firm will be required to return a signed certification (provided to them by the City, see Appendix B) stating that the Policy has been received and reviewed, and that they have implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between their organization and the City that are not authorized by the City's Investment and Collateralization Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards, as required by the Act 2256.005 (k-l).

Each bank, local government investment pool, investment management firm or broker/dealer is required annually to provide current audited financial statements to the City.

The City may not engage in an investment transaction with a business organization prior to receiving this written certification completed by the organization.

A. Competitive Bidding

It is the policy of the City to require competitive bidding for all investment transactions (securities and bank CD's) except for transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates). At least three bids or offers must be solicited for all other investment transactions. In a situation where the exact security being offered is not offered by other dealers, offers on the closest comparable investment may be used to establish fair market price of the security. When few broker/dealers or banks, if any, or in instances where timing is critical, City investment officers may use another authorized investment of similar maturity for evaluation purposes. The quotes may be accepted orally, in writing, electronically, or any combination of these methods, but must be followed by official written confirmation. City investment officers (at least two) may approve exceptions, on a case by case basis, by considering the investment type, maturity date, amount and potential disruptiveness to the City's investment strategy.

Funds will be authorized to be released after notification that the purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in safekeeping at a third party custodial institution with a safekeeping receipt being sent to the City.

V. COLLATERALIZATION

The City of Lake Dallas' investment portfolio is selected and managed in such a manner to ensure that it will meet all the requirements established by the City of Lake Dallas Investment Policy and the Public Funds Investment Act. The Collateralization Policy, as part of the overall Investment Policy, is intended to protect the City's investments by providing a buffer against market



changes to provide a level of security for all City funds. Therefore, collateralization will be required on deposits held by depository banks and certificates of deposit.

A. Allowable Collateral and required Collateral Levels

Eligible collateral for security of the City's deposits is limited to United States Treasury Bills, Treasury Bonds, and Treasury Notes which are backed by the full faith and credit of the United States Government. The only allowable exception is for debt proceeds held in escrow by the lending institution or its designated depository, which may include United States Agency Securities at the discretion of the City's investment officers. Authorization for this collateral exception must be written, and signed by at least two of the City's investment officers.

This policy requires that collateral pledged be revalued and adjusted on a monthly basis. The variable nature of this system recognizes the appropriateness of lower minimum requirements for collateral instruments that mark-to-market more frequently, and higher ratios for collateral that is market adjusted less frequently.

The following percentages are minimum market value for collateral instruments that are pledged for City deposits (and accumulated interest thereon):

Maturity Period	Minimum Collateral Required
a) up to 1 year	102%
b) between 1 and 5 years	105%
c) more than 5 years	110%

Any collateral with a maturity of over 5 years must be approved by the Investment Officer(s) in writing before the transaction is initiated.

Collateral is valued at current market price plus accrued interest accrued through the date of valuation.

B. Monitoring Collateral Adequacy

The City requires monthly reports with market values of pledged securities from all financial institutions with which the City has deposits. The Investment Officer(s) will at least monitor adequacy of collateralization monthly.

C. Margin Calls on Certificates of Deposit

If the collateral pledged for a certificate of deposit falls below the par value of the deposit, plus accrued interest less FDIC insurance, the Institution will be notified by the Investment Officer(s) and will be required to pledge additional securities, allowed by this policy, no later than the end of the next succeeding business day.

D. Collateral Substitution

Any broker, dealer, or financial institution requesting collateral substitution must contact the Investment Officer(s) for approval and settlement. The substituted security's value will be calculated and substitution approved if its value is equal to or greater than the required security level. The Investment Officer(s), or a designee, must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release.

Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officer may limit substitution and assess appropriate fees if substitution



becomes excessive or abusive.

E. Collateral Reductions

Should the collateral's market value exceed the required amount, any broker or financial institution may request approval from the Investment Officer(s) to reduce collateral. Collateral reductions may be permitted only if the City's records indicate that the collateral's market value exceeds the required amount.

VI. SAFEKEEPING AND CUSTODY

A. Insurance or Collateral

All deposits and investments of City funds other than direct purchases of U.S. Treasuries or agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or FSLIC. Evidence of the pledged collateral shall be maintained by the investment officer or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed monthly to assure that the market value of the pledged securities is adequate.

B. Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Lake Dallas determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of authorized representatives of the City of Lake Dallas, the firm pledging the collateral, and the Trustee.

C. Collateral Defined

The City of Lake Dallas shall accept only the following securities as collateral:

- 1) FDIC and FSLIC insurance coverage.
- 2) A bond, certificate of indebtedness, or Treasury Note of the United States that is guaranteed as to principal and interest by the United States.
- 3) Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- 4) A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

D. Subject to Audit

All collateral shall be subject to inspection and audit by the investment officer or the City's independent auditors.

E. Delivery vs. Payment

Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the



delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the City or held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

VII. INVESTMENT PARAMETERS

A. Diversification

The City will purchase and diversify its investments by security type and investment maturity, in accordance with this policy. Diversification by investment type shall be established by the following maximum percentages of investment type to the total investment portfolio:

1) Obligations of the United States or its agencies	100%
2) Fully collateralized interest bearing commercial checking/savings Accounts	100%
3) Eligible Investment Pools as defined in section 2256.016 of the Act	100%
4) Fully insured and/or collateralized Certificates of Deposit	50%
5) No-load Money Market Mutual Funds	35%
6) Direct obligations of the State of Texas or its agencies	25%
7) Obligations of states, agencies, cities and other political subdivisions of any state	25%
8) Other authorized and suitable investments	10%

B. Maximum and Weighted Average Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirement of the funds. The City of Lake Dallas intends to match the holding periods of investment funds with liquidity need of the City. The maximum final stated maturity of any investment shall not exceed five years. All long-term maturities will be intended to cover long-term liabilities. In addition, no less than ten percent (10%) of the funds in the portfolio will be liquid at all times. The entire portfolio will have a weighted average maturity of one (1) year or less. This weighted average will be calculated using the stated final maturity dates of each security.

C. By Fund Groups

Maturity guidelines by fund are as follows:

- 1) Operating Funds - The weighted average days to maturity for the operating fund portfolio shall be 365 days or less and the maximum allowable maturity shall be one year.
- 2) Debt Service Funds - Debt Service Funds shall be invested to ensure adequate funding for each consecutive debt service payment. The Investment Officer shall invest in such a manner as not to exceed an "unfunded" debt service date with the maturity of any investment. Any unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investment securities available to satisfy said payment.
- 3) Debt Service Reserve Funds - Market conditions, Bond Resolutions constraints and Arbitrage compliance will be considered when formulating Reserve Fund strategy. Maturity limitation shall generally not exceed the call provisions of the Bond Ordinance and shall not exceed the final maturity of the bond issue. All Debt Service Reserve Fund investment maturities shall not exceed five years.



- 4) Special Project, Special Purpose, and Construction Funds - The investment maturity of bond or debt proceeds shall generally be limited to the anticipated cash flow requirements. City funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate makes requiring refunding excess earnings. All earnings in excess of the allowable arbitrage earnings will be segregated and made available for any necessary payments to the U.S. Treasury.

VIII. REPORTING

A. Annual Report

Within sixty (60) days of the end of the fiscal year, the investment officer shall present an annual report on the investment program and investment activity.

B. Methods

The annual investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last year. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will include the following:

- 1) A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- 2) Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased.
- 3) Additions and changes to the market value during the period.
- 4) Fully accrued interest for the reporting period.
- 5) Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
- 6) Listing of investments by maturity date.
- 7) The percentage of the total portfolio which each type of investment represents.
- 8) Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.

IX. INVESTMENT POLICY ADOPTION

The City of Lake Dallas investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis and any modifications will be approved by the City Council. The City Council shall review these investment policies and strategies not less than every three years.

City of Lake Dallas Investment Policy

This document sets forth a specific investment policy and strategy guidelines for the City of Lake Dallas in accordance with federal and state laws and written administrative procedures. This policy satisfies the statutory requirement of the Public Funds Investment Act, Chapter 22.56 of the Texas Government Code.

All funds shall be managed and invested in accordance with the following priority of objectives:

1. Preservation of capital and safety of principal.
2. Maintenance of sufficient liquidity to meet operating needs.
3. Yield.

The City of Lake Dallas shall invest all funds through the TexPool Participant Services, a Texas Local Government Investment Pool. Investment in this pool must be authorized by the City Council as required in Section 2256.016(b) of the Texas Government Code. TexPool furnishes monthly reports as required in Section 22.56.016(c) of the Texas Government Code.

The City Secretary shall serve as the Investment Officer for the City of Lake Dallas. Signatories on the TexPool Participant Services account and the local bank account (Northstar) are the Mayor, City Manager, Chief of Police, and City Secretary. They are authorized to deposit and transfer funds between Northstar and TexPool, Local Government Investment Cooperative (LOGIC), or TexSTAR. Withdrawals of money for purchases and payroll must come from the local bank account and have two of the four signatories approve it.

The monies at TexPool and LOGIC are held in separate funds based on the needs of the City. Deposits and transfers are wired between the City's local bank account (Northstar Bank) and TexPool, LOGIC, and/or TexSTAR. TexPool, LOGIC, and TexSTAR invest the funds based on their policies and procedures. All funds have immediate liquidity.

The funds held at the Northstar Bank shall be the minimum amount necessary to conduct business. Revenues of the City are placed in this account. Revenues over and above that needed for daily operations shall be transferred to TexPool, LOGIC, or TexSTAR. If additional monies are needed for payroll and accounts payable payments, monies shall be transferred from TexPool, LOGIC, or TexSTAR to Northstar just prior to issuing those checks. It is the policy of the City to not have more monies at the Northstar Bank than the total of what FDIC will insure and Bank Safekeeping Pledge. All other funds will remain in the investment funds held by TexPool, LOGIC, and TexSTAR.

The Investment Officer shall attend required training; establish a system of written internal controls which will be reviewed annually with the independent auditor of the City. The Investment Officer shall submit a quarterly investment report that provides a status of the current TexPool Accounts and transactions made over the last quarter. The report shall summarize transactions and beginning and ending balances for that quarter.

The City of Lake Dallas Investment Policy shall be adopted by Resolution of the City Council. The Investment Officer shall review the Investment Policy on an annual basis and any modifications will be recommended for approval to the City Council.

September 2015

Boards and Commissions

Name	Date Appointed
<i>Community Development Corporation Board</i>	
Karl Hammond	7/7/2005
EJ Rodriques	8/23/2007
Terry Tuck	2/26/2015
James Harper	5/12/2011
<i>Planning & Zoning Commission</i>	
Ben Gilbert	2/28/2002
Peggy Shelton	6/8/2000
Bob Davis	2/26/2015
Clyde Fisher	9/11/2008
Terry Tuck, Alternate	1/27/2011
<i>Board Of Adjustment</i>	
Steven Bertrand	3/11/2004
Karl Hammond	6/25/2015
Danny Everett	11/21/2013
Cindy Nelson	11/21/2013
Terry Tuck	11/21/2013
<i>Parks, Recreation and Keep Lake Dallas Beautiful</i>	
Margaret McCarty	2/26/2015
Wayne James	6/25/2015
Raymond Daniels	12/10/2015
<i>Appeals Board</i>	
Mikhael Cook	10/22/2015
Tina Curfman	10/22/2015
Tommy Drozd	10/22/2015
Randall Caldwell	10/22/2015
Paul Forgey	10/22/2015
Heath Winnet	10/22/2015
Kris Garrett	10/22/2015
Traci Powell	10/22/2015

*Up for reappointment in October



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www.lakedallas.com • lakedallas@lakedallas.com

To: Honorable Mayor and members of the Lake Dallas City Council

From: City Secretary Joni Vaughn

Date: October 13, 2016

Item Number: 11

Subject: Boards and Commission Policy

Detail Memo

City Council Action Requested: Approve a resolution establishing a policy for boards and commissions members

Background Information: Council requested an updated policy for Boards and Commissions. A policy was prepared and discussed at the September 8th Council meeting. The policy was turned over to the City Attorney for editing and is now back before Council for approval.

Board/Citizen Input: N/A

Financial Consideration: N/A

Attachment(s): Resolution 101316.111

RESOLUTION NO. 101316.111

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE DALLAS, TEXAS, ADOPTING REVISED BOARD AND COMMISSION MEMBERS' POLICIES RELATING TO THE APPOINTMENT AND CONDUCT OF APPOINTED BOARD AND COMMISSION MEMBERS; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Lake Dallas, Texas, finds it to be in the public interest to modify and adopt a policy relating to the appointment, conduct, and removal of members of the City's various boards and commissions;

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

SECTION 1. The City Council of the City of Lake Dallas hereby adopts the City of Lake Dallas Board and Commission members' policy, said policy being attached hereto as Exhibit "A" attached hereto and incorporated herein by reference.

SECTION 2. This resolution shall be effective immediately upon its approval.

PASSED AND APPROVED this the 13th day of October, 2016.

Andi Nolan, Mayor Pro Tem

ATTEST:

Joni Vaughn, City Secretary
(kbl:10/5//16:80120)

Exhibit "A"

City of Lake Dallas Board and Commission Members' Policy

The City of Lake Dallas relies heavily on volunteers to conduct the business of the City. Without such volunteers, it would be virtually impossible to accomplish many of the functions relative to the dealings of the City. Boards and Commissions comprised of citizen volunteers are an integral and necessary part of local government and are highly appreciated.

Requirements

Boards or Commissions members must meet the following requirements:

1. Must be a qualified (registered) voter.
2. Must be at least twenty-one (21) years of age.
3. Must be a resident of the city for at least six (6) months preceding the appointment.
4. Must be current on payment of all taxes.
5. Must be of good moral character.
6. Must agree to comply with the policy for Board and Commission members as outlined below.

Attendance

It is necessary that Board or Commission members accept responsibility and make every effort to attend each of the meetings as called and posted. Prior to applying for a position on a City Board or Commission, a person should review and consider the time commitment involved in being an active and participating member of the Board or Commission to which the person seeks appointment. While the City Council understand there will be occasions when it is not possible for a person to be in attendance (e.g., illness, unexpected family emergency, unscheduled job commitment, etc.). However, establishing a quorum (the number of members necessary to hold a legal meeting) is often difficult if members do not make the necessary commitment to attend regularly scheduled meetings. If a Board or Commission member must miss a meeting, it is imperative that the member contact the Board or Commission Chairman or the City Secretary. Board or Commission membership is relinquished if three consecutive meetings are missed or more than five meetings are missed during in any calendar year. Once the limit of absences is reached by any member, the information shall be made known to the City Council, at which time the Council may declare a vacancy exists and consider a replacement appointee.

Term

Applicants to all Boards and Commissions are appointed by City Council for a term not to exceed two years. Upon initial appointment, the term shall expire on the second October following the appointment. Reappointments shall occur every two years thereafter on each October of every year in an effort to stagger terms. All Board and Commission members serve at the will and pleasure of the City Council. At the end of any term to a Board or Commission, the City Council may seek new applicants for a position or may reappoint a sitting member. There are no limits in number of terms an individual may serve, and the decision to seek new applicants or reappoint rests solely with the City Council.

Conduct Policy

While not authorized to legally bind the City to any obligation, an individual member of a City Board or Commission is a representative of the City and must conduct himself or herself in a professional and ethical manner at all times.

Board and Commission members must act with integrity and moral courage, be absolutely truthful, and make impartial decisions that are free from the influence of bribes, unlawful gifts, narrow political interests and other personal interests that might impair the member's independence or judgement. By City Charter, a Board and Commission member must be a volunteer and may not receive any compensation from the City. Board and Commission members should always decide on what is in the best interest of the whole City and must make prudent decisions, taking into account the long-term financial needs of the City, its financial stability. Board and Commission members must make decisions that seek to promote programs and services for City residents.

Board and Commission members must respect confidences and information designated "confidential" to the extent permitted by law. Board and Commission member shall not use their title or the city logo in any manner except in association with the conduct of official City business and shall not exceed the member's authority at any time.

Board and Commission members must be friendly, receptive, courteous, and respectful to everyone, and are expected to be attuned to and care about the needs and issues of all Lake Dallas citizens.

As a Board and Commission member of the City of Lake Dallas, how the member presents himself or herself in public or through social media reflects on the City and may impact the image that residents, visitors, business owners (both existing within the City and as prospects to move to the City) and other have of the City, its residents, and its government. Board and Commission members must refrain from posting any lewd or inappropriate content on any social media sites. While recognizing there will be differences of opinion regarding decisions made by the City's elected and appointed officials, a Board and Commission member must not post on any social media site content that is derogatory of the City as a whole, of City employees, or of any elected or appointed officials of the City, or which constitute personal attacks on any of said individuals. An appointment to a position on a City Board or Commission is a privilege granted by the City Council and not a right. Therefore, recognizing that the City Council has the right to remove Board and Commission members at will with or without reason, the foregoing activity will result in removal of the offending person as a Board and Commission member.

Boards and Commissions members must always comply with all local ordinances and state and federal laws. In particular, Board and Commission members must be cognizant of and comply with the Texas statutes that most often impact the person's role as a Board and Commission Member:

Civil Statutes

Open Meetings Act (Texas Government Code Chapter 551)

Public Information Act/Open Records Act (Texas Government Code Chapter 552)

Conflicts of Interest (Texas Local Government Code Chapter 171)

Nepotism (Texas Government Code Chapter 573)

Whistleblower Protection (Texas Government Code Chapter 554)

Competitive Bidding and Procurement (Texas Local Government Code Chapters 252, 253, 271, 272, 273 and 280; Texas Government Code Chapters 2267 and 2269)

State Penal Laws

Bribery (Texas Penal Code § 36.02)
Coercion of Public Servant or Voter (Texas Penal Code § 36.03)
Improper Influence (Texas Penal Code § 36.04)
Tampering with a Witness (Texas Penal Code § 36.05)
Retaliation (Texas Penal Code § 36.06)
Gifts to Public Officials (Texas Penal Code § 36.08)
Offering Gift to Public Servant (Texas Penal Code § 36.09)
Abuse of Office (Texas Penal Code Chapter 39)
Official Misconduct (Texas Penal Code § 39.01)
Official Oppression (Texas Penal Code § 39.03)
Misuse of Official Information (Texas Penal Code § 39.06)

City Documents

The City Council Rules of Order and Procedure
The City of Lake Dallas Ethics Policy for Elected and Appointed Officials

Removal

Removal from an active term to a Board or Commission may be with or without cause as determined by the City Council. Such removal may occur upon conviction of a crime of a Class B Misdemeanor or above; a crime involving moral turpitude; inappropriate conduct or conduct reflecting negatively on the City. The removal process may be initiated by the City Council upon information that any prohibited conduct has occurred or upon receipt of a formal, written complaint from a third party alleging that such prohibited conduct is suspected, therefore authorizing the City Council to conduct an investigation.