



**City of Lake Dallas  
City Council  
Regular Called Meeting  
City Hall  
212 Main Street, Lake Dallas, TX 75065  
Thursday, April 23, 2026 at 6:00 PM  
Agenda**

**Open Session**

City Council Chambers-6:00 P.M.

**Section I. - Call to Order & Determination of Quorum:**

**Section II. - Invocation & Pledges of Allegiance:**

**Section III. - Presentation:**

1. Proclamation for April as Autism Awareness and Acceptance Month.
2. Proclamation as Municipal Clerk Week May 3-9, 2026.
3. Proclamation for National Police Week May 10-16, 2026.
4. Proclamation for National Library Week April 19-25, 2026.
5. Proclamation for National Teen Volunteer Week April 19-25, 2026.

**Section IV. - Public Comment:**

**1. Citizen Agenda & Public Comment**

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

**Section V. - Elected Official Requested Items & Comments:**

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

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

**Section VI. - City Manager's Report:**

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

**Section VII. - Planning & Development:**

**Section VIII. - Work Session :**

1. Hold discussion regarding the Emergency Management Plan and Code of Ordinance Chapter 30 Emergency Service.

**Section IX. - Action items:**

1. Consider and act on the November and December 2025 financial report.
2. Consider and act on an Ordinance of the City of Lake Dallas, Texas, amending the Code of Ordinances of Lake Dallas by repealing and replacing in the its entirely Chapter 78 "Peddler and Solicitors".
3. Consider and act on authorizing the City Manager to negotiate and execute a contract for the turf program for the City Park soccer fields.
4. Consider and act on authorizing the City Manager to negotiate and execute a contract for the purchase of Automated External Defibrillator from AEDSuperstore.

**Section X. - Consent Agenda:**

All items listed below are considered to be routine by the City Council and will be enacted with one motion. There will be no separate discussion of the items unless a Councilmember so requests, or member of the public submits a Public Meeting Appearance Card identifying the item on which such person wished to comment prior to this item being called on the agenda, in which event the item will be removed from the consent agenda and considered in its normal sequence.

1. Consider and act on an Ordinance amending the Code of Ordinances of Lake Dallas by amending Chapter 18 titled "Animals" Article VII Title "Mistreatment of Animals" by repealing Section 18-246 titled "Poisoning" and replacing it with a new Section 18-246 titled "Animal Traps and Poison".
2. Consider and act on a Resolution authorizing membership in the Atmos Cities Steering Committee and authorizing the payment of four cents per capita to the Atmos Cities

Steering Committee to fund regulatory and related to Atmos Energy Corporation.

3. Consider and act on the approval of the December 11, 2025, January 8, 2026, February 4, 2026, February 12, 2026 and March 12, 2026, City Council minutes.

**Section XI. - Executive Session:**

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

1. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate and evaluate the duties, responsibilities, performance, and dismissal of the City Manager.
2. Conduct a closed meeting pursuant to Section 551.074(1) of the Texas Government Code, Personnel Matters, to deliberate the duties of the Mayor and City Council Members.

**Section XII. - Return to Open Session:**

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

**Section XIII. - 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 April 17, 2026 at 11:00 a.m.

*Codi Delcambre*

Codi Delcambre, TRMC  
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. 102 or fax (940) 497-4485 at least 2 working days prior to the meeting so that appropriate arrangements can be made.

**CITY OF LAKE DALLAS, TEXAS  
PROCLAMATION  
Autism Awareness and Acceptance Month – April 2026**

**WHEREAS**, autism spectrum disorder (ASD) is a complex developmental condition that affects how a person perceives the world and interacts with others, and our community is made stronger by the diversity of neurodivergent individuals whose unique perspectives and talents contribute to the fabric of our society; and

**WHEREAS**, while we have made great strides in awareness, it is equally vital to foster acceptance to ensure that individuals on the autism spectrum are fully integrated into our schools, workplaces, and the unique community of Lake Dallas; and

**WHEREAS**, the City of Lake Dallas recognizes that every autistic individual has a unique set of manifestations, challenges, and remarkable strengths, and we are committed to ensuring they have the opportunity to achieve the highest possible quality of life; and

**WHEREAS**, the goal of this month is to advocate for high-quality support, champion inclusive policies, and celebrate the dignity of all autistic people within the Lake Cities area;

**NOW, THEREFORE, I, Kristy Bleau**, Mayor of the City of Lake Dallas, Texas, do hereby proclaim April 2026 as **AUTISM AWARENESS AND ACCEPTANCE MONTH** in Lake Dallas and urge all citizens to learn more about autism, to support the families and educators dedicated to this community, and to foster a culture of inclusion and belonging for all residents.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Lake Dallas to be affixed this **23<sup>RD</sup> day of April, 2026**.

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Kristy Bleau  
Mayor, City of Lake Dallas

# *CITY OF LAKE DALLAS*

## *Proclamation*

*Municipal Clerks Week*

*May 3 - 9, 2026*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their city, state, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.*

*Now, Therefore, I, Kristy Bleau, Mayor of Lake Dallas, do recognize the week of May 3 through May 9, 2026, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Codi Delcambre and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 23<sup>rd</sup> day of April, 2026*

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*Kristy Bleau, Mayor*

**CITY OF LAKE DALLAS, TEXAS  
PROCLAMATION  
NATIONAL POLICE WEEK**

- WHEREAS:** There are more than 700,000 law enforcement officers serving in communities across the United States which include the dedicated members of the Lake Dallas Police Department. They stand watch over our citizens, selflessly risking their lives to protect individuals, families, neighborhoods, and property against crime; and,
- WHEREAS:** To honor our peace officers, in 1962 the U.S. Congress authorized the President of the United States to annually proclaim May 15<sup>th</sup> as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and
- WHEREAS:** We call upon all citizens of Lake Dallas to observe Friday, May 15, 2026, as Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and
- WHEREAS:** During National Police Week, May 10 – 16, 2026, Lake Dallas citizens and patriotic, civic, and educational organizations are encouraged to join in commemorating members of the Richardson Police Department, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to the community.
- NOW, THEREFORE,** I, Kristy Bleau, Mayor of the City of Lake Dallas, Texas, do hereby publicly salute the service of law enforcement officers in our community and in communities across the nation and proclaim the week of May 10 – 16, 2026 as National Police Week and designate Friday, May 15, 2026, as: PEACE OFFICERS MEMORIAL DAY in the City of Lake Dallas, Texas.

Dated this 23rd day of April, 2026.

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Kristy Bleau, Mayor  
City of Lake Dallas

**CITY OF LAKE DALLAS, TEXAS  
PROCLAMATION  
National Library Week – April 19–25, 2026**

**WHEREAS**, the **Lake Dallas Public Library** serves as a vital hub for lifelong learning, creativity, and connection for the residents of Lake Dallas and the surrounding Lake Cities; and

**WHEREAS**, the Lake Dallas Public Library empowers our community by providing free access to critical resources, technology, and programs that support both personal growth and economic success; and

**WHEREAS**, through dedicated initiatives like Storytimes, STEM programming, the summer reading challenges, and community workshops, our library fosters curiosity and a love of learning in minds of all ages; and

**WHEREAS**, our library staff and volunteers are champions of intellectual freedom, ensuring that every citizen has the right to explore ideas and find the information they need; and

**WHEREAS**, the 2026 theme, "**Find Your Joy**," is perfectly embodied by the Lake Dallas Public Library, which provides a welcoming space for neighbors to connect, learn, and grow together;

**NOW, THEREFORE**, I, **Kristy Bleau**, Mayor of the City of Lake Dallas, Texas, do hereby proclaim April 19–25, 2026, as **NATIONAL LIBRARY WEEK** in **Lake Dallas** and urge all residents to visit the Lake Dallas Public Library this week to explore its vast resources and celebrate the many ways our library helps our community find joy.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Lake Dallas to be affixed this 23<sup>RD</sup> day of April, 2026.

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**Kristy Bleau**, Mayor  
City of Lake Dallas

**CITY OF LAKE DALLAS  
PROCLAMATION FOR VOLUNTEER WEEK**

**WHEREAS**, the Lake Dallas Public Library serves as a vital center for lifelong learning, connection, and discovery, and its success is deeply rooted in the selfless dedication of volunteers who lend their time and passion to support its mission; and

**WHEREAS**, library volunteers play an essential role in fostering a love of learning by assisting with literacy programs, organizing collections, and facilitating innovative events for the community; and

**WHEREAS**, these dedicated individuals help make our library a vibrant and welcoming space for all residents, ensuring that resources and programs remain accessible and impactful for every member of our community; and

**WHEREAS**, National Volunteer Week 2026, themed "**Ignite Volunteerism**," aligns with National Library Week to celebrate those who spark curiosity and joy by giving back to the causes they care about; and

**WHEREAS**, the 2026 library theme "**Find Your Joy**" reminds us that the kindness and service of our volunteers are often what allow patrons to discover their own happiness within the library's walls;

**NOW, THEREFORE**, I, **Kristy Bleau, Mayor of Lake Dallas, Texas**, do hereby proclaim April 19 through April 25, 2026, as: NATIONAL VOLUNTEER WEEK in Lake Dallas, with a special recognition of our Library Volunteers, and I urge all citizens to join me in celebrating these exceptional individuals who ignite a love for knowledge and strengthen the heart of our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Lake Dallas to be affixed this **23<sup>rd</sup> day of April, 2026**.

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Kristy Bleau, Mayor  
City of Lake Dallas, Texas



City Council  
Agenda Memo

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Prepared By: Luke Olson, City  
Manager

April 23, 2026

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**Hold discussion regarding the Emergency Management Plan and Code of Ordinance Chapter 30 Emergency Service.**

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**Description:**

Hold discussion regarding the Emergency Management Plan and Code of Ordinance Chapter 30 Emergency Service.

**Background Information:**

**All Hazard Emergency Plan Summary**

The Emergency Operations Plan (EOP) – All Hazards establishes a comprehensive framework for the City’s preparedness, response, mitigation, and recovery activities related to emergencies and disasters. The plan is designed to protect life, property, and critical infrastructure through a coordinated, multi-departmental approach. The EOP aligns with federal and state requirements, including the National Incident Management System (NIMS) and applicable Texas emergency management statutes. It defines the roles and responsibilities of City officials, departments, and partner agencies during emergency situations and outlines the use of the Incident Command System (ICS) and Emergency Operations Center (EOC) for coordinated response efforts.

Key components of the plan include:

- Organizational structure and assignment of responsibilities across departments
- Emergency Support Functions (ESFs) for critical services such as public safety, public works, and mass care
- Communication protocols and public information procedures
- Resource management and mutual aid coordination
- Evacuation, sheltering, and continuity of government planning
- Hazard identification and risk assessment for potential threats impacting the City

Approval of the EOP ensures the City maintains compliance with state requirements, enhances eligibility for state and federal disaster assistance, and strengthens the City’s ability to effectively respond to and recover from emergencies.

**EOC Procedure Manual Summary**

The Emergency Operations Center (EOC) Procedure Manual establishes standardized procedures for activation, staffing, and operation of the Lake Cities Emergency Operations Center during emergency incidents and disasters. The manual is intended to ensure a coordinated, efficient, and timely response across participating jurisdictions, including Corinth, Lake Dallas, Hickory Creek, and Shady Shores.

The EOC serves as the central coordination point for information sharing, resource deployment, and strategic decision-making in support of on-scene incident command. The manual outlines activation levels ranging from normal operations to full-scale emergency response, with clearly defined staffing protocols and notification procedures for each level.

Key components of the manual include:

- Defined EOC activation levels (Levels IV–I) based on incident severity and readiness
- Procedures for activation, notification, and staffing of key personnel across multiple jurisdictions
- Roles and responsibilities aligned with the Incident Command System (ICS), including Operations, Planning, Logistics, and Finance functions

- Identification of primary and backup EOC locations and standardized setup procedures
- Designation of staging areas and resource coordination across participating cities
- Inventory of available personnel, equipment, and mutual aid resources

The manual supports unified command operations and ensures interoperability between agencies, enabling efficient coordination during multi-jurisdictional incidents.

Approval of this manual formalizes operational procedures, enhances regional emergency preparedness, and strengthens the City's ability to effectively respond to and manage emergency events.

**Emergency Operations Center Handbook and Checklists**

The Emergency Management Plan – Basic Plan establishes the foundational framework for the City's approach to emergency management, including mitigation, preparedness, response, and recovery operations. The plan is designed to ensure the protection of life, property, and the environment through a coordinated and scalable response to a wide range of potential hazards.

The Basic Plan outlines the legal authority, organizational structure, and operational procedures necessary to manage emergency incidents. It aligns with federal and state requirements, including the National Incident Management System (NIMS) and applicable Texas emergency management statutes, ensuring consistency with regional, state, and federal partners.

Key elements of the plan include:

- Definition of roles and responsibilities for elected officials, staff, and partner agencies
- Implementation of the Incident Command System (ICS) and use of the Emergency Operations Center (EOC) for coordinated response
- Identification of hazards and associated risk considerations impacting the City
- Procedures for interagency coordination, resource management, and mutual aid
- Public information and warning protocols to ensure timely and accurate communication
- Continuity of government measures to maintain essential functions during emergencies

Adoption of the Basic Plan formalizes the City's emergency management structure, enhances coordination among departments and partner agencies, and ensures continued eligibility for state and federal assistance programs.

**Financial Consideration:**

**Recommended Motions:**

No action. Discussion only

**Attachments:**

1. Chapter\_30\_\_CIVIL\_EMERGENCIES
2. Emergency Operations Center Procedure Manual
3. Emergency Operations Plan-All Hazards
4. Emergency Operations Plan-EOC Handbook Checklists

## Chapter 30 CIVIL EMERGENCIES<sup>1</sup>

### ARTICLE I. IN GENERAL

**Secs. 30-1—30-30. Reserved.**

### ARTICLE II. EMERGENCY MANAGEMENT<sup>2</sup>

#### Sec. 30-31. Purpose and declaration of policy.

- (a) The purpose of this article is to provide the necessary organization, powers, and authority to provide the timely and effective use of all city resources to prepare for, respond to and recover from disasters and/or emergencies, natural or manmade, that are likely to affect the health, security, safety, welfare or property of the city and its residents, whether the events occur within or without the corporate limits of the city.
- (b) This article is enacted to provide the city, its officers and employees, with the broadest power permitted by the City Code, City Charter, state and federal law to plan for and respond to disasters and/or emergencies.

(Ord. No. 2020-06, § 1, 4-23-2020)

#### Sec. 30-32. Incident management adopted.

The National Incident Management System (NIMS) as required by Homeland Security Presidential Directive 5 (HSPD-5) is designated as the city standard for incident management.

(Ord. No. 2020-06, § 1, 4-23-2020)

#### Sec. 30-33. Federal disaster relief recognized.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121) as it may now or hereafter apply to the city, is recognized.

(Ord. No. 2020-06, § 1, 4-23-2020)

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<sup>1</sup>Charter reference(s)—Power to plan emergency administrative measures, § 2.01(16).

State law reference(s)—Emergency management, V.T.C.A., Government Code § 418.001 et seq.; local and interjurisdictional emergency management, V.T.C.A., Government Code § 418.101 et seq.; false alarm or report, V.T.C.A., Penal Code § 42.06.

<sup>2</sup>Editor's note(s)—Ord. No. 2020-06, § 1, adopted April 23, 2020, amended article II in its entirety to read as herein set out. Formerly, article II, sections 30-31—30-40 pertained to similar subject matter, and derived from Ord. No. 202, § 1, adopted in 1986; Ord. No. 87-04, §§ 1—8, 10, and the Code of 1989, §§ 2.40.010—2.40.100.

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### **Sec. 30-34. State law adopted.**

The provisions of the Texas Disaster Act of 1975 (V.T.C.A., Government Code ch. 418, as amended), as it may now or hereafter apply to the city, are adopted as part of this article.

(Ord. No. 2020-06, § 1, 4-23-2020)

### **Sec. 30-35. Office of emergency management established.**

The office of emergency management is hereby created and established in accordance with Sections 2.01(13) and 2.03 of the Charter and V.T.C.A., Government Code chs. 418 and 421. The mayor is hereby designated as the emergency management director of the city pursuant to V.T.C.A., Government Code ch. 418, as amended.

(Ord. No. 2020-06, § 1, 4-23-2020)

### **Sec. 30-36. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Continuity of government* means the principle of establishing policies and procedures that allow city government to continue its essential municipal services and operations in case of a disaster or emergency.

*Continuity of operations* means the continuation of essential municipal services and operations in the case of a disaster or emergency.

*Disaster* means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, other public calamity requiring emergency action, or energy emergency, and may warrant disaster assistance.

*Emergency* means an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property that is smaller in scope than a disaster but is larger in scope and more severe in terms of actual or potential damaging effects than an incident. Characteristics of an emergency include, but are not limited to, the following:

- (1) Involves a large area, significant population, or important facilities;
- (2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations;
- (3) May require community-wide warning and public instructions;
- (4) Requires a sizable multi-agency response operating under an incident commander;
- (5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies; and/or
- (6) The emergency operations center may be activated to provide general guidance and direction, coordinate external support, and provide resource support.

*Emergency management plan.* As per the Interjurisdictional Emergency Management Program Agreement with Denton County, the Denton County Hazard Mitigation Action Plan and Emergency Operations Plan, are the

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plans used to maintain continuity of government and to provide general guidance for emergency management activities of the city.

*Emergency management volunteer* means any person who is not employed by the city who is duly registered, identified, and appointed by the office of emergency management, the city manager, or the mayor, and who is assigned to participate in an emergency management activity.

*Emergency operations center* means the physical location at which the coordination of information and city resources is located to support local disaster or emergency management activities. It is a specially equipped facility from which city officials exercise direction and control and coordinate necessary resources in a disaster or emergency situation.

*Incident* means an emergency occurrence that is limited in scope and potential effect on lives and property and is typically handled by one or two city response agencies acting under an incident commander. An incident may require limited external assistance from other local response forces. The emergency operations center is usually not activated during most incidents.

*Local state of disaster* means an executive order or proclamation by the emergency management director declaring a state of local disaster, upon a finding by the emergency management director that a disaster has occurred or that the occurrence or threat of occurrence of a disaster is imminent. The order or proclamation must include:

- (1) A description of the nature of the disaster;
- (2) A designation of the area threatened; and
- (3) A description of the conditions that have created the state of local disaster.

*Local state of emergency* means a proclamation by the governor of a state of emergency and designation of the area involved, upon application of the mayor or city council during an emergency pursuant to V.T.C.A., Government Code ch. 433, as amended.

*Office of emergency management* means the office which is responsible for the city's emergency management program.

*Secondary emergency operations center* means the physical location of a back-up facility that would be used if the primary emergency operations center is unavailable or has its capacity exceeded during an emergency operations center activation.

(Ord. No. 2020-06, § 1, 4-23-2020)

### **Sec. 30-37. Mayor's power's during disaster or emergency.**

In accordance with V.T.C.A., Government Code § 418.108, the mayor is authorized, if the mayor finds that the city or any part thereof is suffering or is in imminent danger of suffering a disaster, emergency, civil emergency, or utility emergency, to declare a local disaster and issue orders exercising all emergency powers, including without limitation, orders which:

- (1) Temporarily suspend, limit, cancel, convene, reschedule, postpone, continue, or relocate all meetings of the city council, and any city committee, commission, board, authority, or other city body as deemed appropriate by the mayor;
- (2) Establish a curfew during such hours of the days or nights and affecting such categories of persons as may be designated;
- (3) Require closing of business establishments;

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- (4) Prohibit the sale or distribution within the city of any products, which could be employed in a manner, which would constitute a danger to public safety except for otherwise prohibited by state or federal law;
  - (5) Temporarily close any and all streets, alleys, sidewalks, bike paths, public parks or public ways;
  - (6) Temporarily suspend or modify, for not more than seven days, any regulation or ordinance of the city, including, but not limited to, those regarding health, safety, and zoning;
  - (7) Suspend or limit the use of the city's water resources or other infrastructure;
  - (8) Control, restrict, allocate, or regulate the use, sale, production, or distribution of food, water, fuel, clothing, and/or other commodities, materials, goods, services, and resources including the establishment of wage, rent, and price controls and other economic stabilization methods necessary to preserve economic stability;
  - (9) Suspend or limit burning of any items or property within the city limits;
  - (10) Require emergency services of any city officer or employee. If regular city forces are determined to be inadequate, then to acquire the services of such other personnel as the mayor can obtain that are available, including citizen volunteers;
  - (11) Utilize all available resources of the city as reasonably necessary to manage the disaster or emergency;
  - (12) Direct and compel the evacuation of all or part of the population from any stricken or threatened areas within the city if the mayor deems this action is necessary for the preservation of life, property, or other disaster or emergency mitigation, response or recovery and to prescribe routes, modes of transportation and destination in connection with an evacuation;
  - (13) Provide for the purchase or lease of materials, supplies, or equipment during the local disaster or emergency, and to authorize any or all agencies or city officials to directly purchase or lease those materials, supplies, or equipment essential to continue the work of the city involved without the advertisement of bids or proposals;
  - (14) Contract for construction, engineering, architectural, building, electrical, plumbing, and repair of public improvements and/or other professional or construction services essential to continue to work of the city without the advertisement of bids or proposals when the delay of advertising and seeking bids and/or proposals might cause serious injury or loss;
  - (15) Make application for local, state, or federal assistance;
  - (16) Establish and control routes of transportation, ingress or egress;
  - (17) Control ingress and egress from any designated disaster or emergency area or home, building or structures located therein;
  - (18) Appropriate and expend funds, exclude contracts, authorize the obtaining and acquisition of property, equipment, services, supplies, and materials without strict compliance with procurement regulations or procedures;
  - (19) Transfer the direction, personnel, or functions of city departments and agencies for the purpose of performing or facilitating emergency or disaster services;
  - (20) Accept services, gifts, grants, loans, equipment, supplies, and/or materials whether from private, nonprofit, or governmental sources;
  - (21) Terminate or suspend any process, operation, machine, device, or event that is or may negatively impact the health, safety, and welfare of persons or property within the city;

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- (22) Delegate authority to such city officials as the mayor determines reasonably necessary, convenient, or expedient;
  - (23) Require the continuation, termination, disconnection, or suspension of natural gas, electrical power, water, sewer, communication or other public utilities or infrastructure;
  - (24) Close or cancel the use of any municipally owned or operated building or other public facility;
  - (25) Disinfect, abate, demolish, remove or clean up any building, structure, site, wreckage, or debris;
  - (26) Declare, issue, enforce, modify and terminate orders for quarantine and isolation of persons or animals posing a threat to public health;
  - (27) Exercise such powers and functions in light of the exigencies of emergency or disaster including the waiving of compliance with any time consuming procedures and formalities, including notices, as may be prescribed by law;
  - (28) Issue any and all such other orders or undertake such other functions and activities as the mayor reasonably believes is required to protect the health, safety, and welfare of persons or property within the city or otherwise preserve the public peace or abate, clean up, or mitigate the effects of any emergency or disaster;
  - (29) Exercise the full power and authority to provide by proclamation all regulations reasonably necessary to protect the health, security, welfare, safety, peace, life and property of the city and the inhabitants during the time of such crisis;
  - (30) Delegate, to the extent allowed by law, any or all of these powers and duties to the emergency management coordinator; and
  - (31) Petition the governor to apply to the federal government for financial assistance and for aid to local families and individuals adversely affected by the disaster or emergency.

Such declarations and orders of the mayor may not be continued or renewed for a period of more than seven days from the issuance of such declaration or order except with the consent of the city council.

(Ord. No. 2020-06, § 1, 4-23-2020)

### **Sec. 30-38. Emergency management organization.**

- (a) The mayor is hereby designated as the emergency management director of the city, pursuant to V.T.C.A., Government Code ch. 418, as amended. The emergency management director serves as the governor's designated agent in the administration and supervision of the duties outlined in V.T.C.A., Government Code ch. 418, on behalf of the city. In his absence or disability, the mayor pro tem shall serve as the emergency management director.
- (b) The emergency management director shall appoint a person to serve as emergency management coordinator as provided by V.T.C.A., Government Code ch. 418, who shall serve as an assistant to the emergency management director for emergency management purposes. By this article, the emergency management director designates the emergency management coordinator, to be hired by and report to the chief of the fire department.
- (c) The emergency management coordinator shall direct the office of emergency management and shall serve as the primary point of contact for emergency management on behalf of the city.

(Ord. No. 2020-06, § 1, 4-23-2020)

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**Sec. 30-39. Emergency management director duties and responsibilities.**

- (a) The emergency management director shall exercise the powers granted to the governor under V.T.C.A., Government Code ch. 418, as amended, on an appropriate local scale.
- (b) The emergency management director may declare a state of local disaster if he or she finds that a disaster has occurred or that the occurrence or threat of disaster is imminent. A state of local disaster may not continue for more than seven days except with the consent of the city council. The emergency management director or the city council may make application during an emergency to the governor for a proclamation of a state of emergency and designate the area involved, pursuant to V.T.C.A., Government Code ch. 433, as amended.
- (c) The emergency management director may exercise other powers and have additional duties and responsibilities, as may be necessary, including, but not limited to:
  - (1) Issuance of proclamations, regulations or directives necessary for carrying out the purposes of this article. Such proclamations, regulations or directives shall be disseminated promptly to the general public.
  - (2) Ensure all proclamations, regulations or directives related to a local state of disaster or local state of emergency are filed promptly with the city secretary, unless circumstances as a result of the emergency or disaster prevent or impede such prompt filing, whereupon the proclamation, regulation or directive shall be filed as soon as practicable.
  - (3) Other powers, duties or responsibilities as specified in V.T.C.A., Government Code ch. 418, city ordinance or resolution, or the emergency management plan, as appropriate.
- (d) Any order or proclamation declaring, continuing, or terminating a state of disaster must be filed promptly with the city secretary and given prompt and general publicity, such as through newspapers, radio, television, website, and or social media.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-40. Duties and responsibilities of the city manager.**

- (a) To assist the emergency management director, the city manager shall be responsible for preparing and distributing to all appropriate city officials and employees a clear and complete statement of the disaster or emergency responsibilities of the departments within the city, including departmental support of the office of emergency management and the emergency operations center. This statement shall include, but is not limited to: NIMS compliance; a plan for the continuity of government; and a plan for the continuity of operations during the occurrence of a disaster or emergency.
- (b) The operational emergency management organization of the city shall consist of the city manager and officers and employees of the city so designated by the city manager. The functions and duties of this organization shall be distributed among such officers and employees in accordance with the continuity of operations plan.
- (c) The city manager, working with the emergency management coordinator, shall be responsible for planning, coordinating, developing, operating and maintaining a comprehensive emergency management program in compliance with state and federal law, including all phases of emergency management activities.
- (d) The city manager, working with the emergency management director and emergency management coordinator, shall coordinate the city's efforts with county, regional, state and federal emergency management officials, declarations, orders and plans.

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(Supp. No. 7)

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- (e) The city manager or designee shall be responsible for the coordination of the recruitment, training and supervision of emergency management volunteer personnel and agencies needed to augment the personnel, facilities and functions of the city for emergency management purposes.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-41. Emergency operations center.**

- (a) The office of emergency management is responsible for developing and maintaining the emergency operations center. The emergency operations center shall be equipped and maintained to support the management of disasters and/or emergencies within the city.
- (b) The office of emergency management shall maintain trained emergency operations center staff members in sufficient numbers who are available in the event of emergency operations center activation. Emergency operations center staff members may be city employees from any division of the city, employees of other local governments with whom the city has a contract, or emergency management volunteers who are trained and assigned to the emergency operations center in the event of emergency operations center activation.
- (c) The office of emergency management will conduct periodic training and exercises to evaluate and practice the functions that will be necessary during a disaster or emergency.
- (d) The office of emergency management shall maintain a secondary emergency operations center for use in the event the primary emergency operations center is not available.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-42. Interjurisdictional cooperation and mutual aid agreements.**

- (a) The emergency management director and/or city manager may, on behalf of the city, enter into reciprocal aid, mutual aid, joint powers agreements, intergovernmental assistance agreements, or other compacts, plans, or agreements with other governmental entities for the protection of life and property. Such agreements may include the furnishing or exchange of supplies, equipment, facilities, personnel, and/or services and authorize employment by the county and other cities and governmental entities within the county with the director as area coordinator for mutual aid.
- (b) The city council or any of its committees, boards, commissions, or authorities may exercise such powers and functions in light of the exigencies of the emergency or disaster and may waive compliance with time-consuming procedures and formalities prescribed by law.
- (c) The director shall recommend for adoption by the city council mutual aid plans and agreements, which are deemed essential for the emergency management plan or program.
- (d) The director is authorized to join with other city, county, state and federal officials to form joint emergency management plans and programs and in the appointment of a joint emergency management coordinator and to participate in county-wide, regional and state-wide programs of emergency and disaster management and to present any such plans or programs for the approval of the city council.

(Ord. No. 2020-06, § 1, 4-23-2020)

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**Sec. 30-43. Other provisions superseded.**

At all times when the orders, rules and regulations made and promulgated pursuant to this article are in effect, they shall supersede and override all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent with this article.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-44. Immunity.**

- (a) This section is an exercise by the city of its governmental functions for the protection of the public peace, health, safety, and welfare and neither the city, the agents and representatives of the city nor any individual, receiver, firm, partnership, corporation, association or trustee nor any of the agents thereof, in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this article, shall be liable for any damages sustained to persons as the result of the activity. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants to the city a license or privilege or otherwise permits the city to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice enemy attack or natural or manmade disaster shall, together with his successors in interest, if any, not be civilly liable for the death of or injury to any person on or about such real estate or premises under such license, privilege or other permission or for loss of or damage to the property of such person.
- (b) Any officer, employee, or volunteer of the city performing a homeland security activity or other emergency activity under this section shall also be entitled to the protection of the limitations on liability contained in V.T.C.A., Government Code chs. 418 and 421 or any successor statute or any other applicable law.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-45. Commitment of funds.**

- (a) No person shall have the right to expend any public funds of the city in carrying out any emergency management activity authorized by this article without prior approval by the city council except in accordance with the approved city and/or county budgets or as authorized by this article and other applicable law. During a declared disaster, the mayor may expend and/or commit public funds of the city when deemed prudent and necessary for the protection of health, safety, welfare, life or property.
- (b) Notwithstanding any provision of this Code or city policy, the mayor, upon declaration of a state of emergency, may authorize the city manager or the city manager's designated representatives to procure by purchase or lease, such goods and services as are deemed necessary for the city's emergency response effort. This emergency procurement of goods or services may be made in the open market without filing a requisition or estimate and without advertisement for immediate delivery or furnishing.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-46. Authority for enforcement.**

The members of the police force of this city and other law enforcement agencies having jurisdiction or as otherwise authorized by the mayor, the Denton County Judge, the Texas Governor, the county public health department, the fire department, or such other persons as authorized by the mayor, are hereby authorized and directed to enforce the orders, mandates, rules, and regulations made or issued pursuant to this article.

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(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-47. Offenses; penalties.**

- (a) A person commits an offense if the person, during the period of an actual or impending disaster has been declared:
  - (1) Enters or remains upon the premises of any retail establishment not open for business to the general public without the consent of the owner or tenant of the premises;
  - (2) Violate any order duly issued by the mayor, the director, the city council, the county judge of Denton County, the commissioner's court of Denton County, the governor of the State of Texas, or other officer or governing body pursuant to emergency powers authorized by this article, V.T.C.A., Government Code ch. 418, or other city, state, or federal law.
- (b) It is unlawful for any person willfully to obstruct, hinder or delay any member of the emergency management organization in the enforcement of any rule or regulation issued pursuant to the authority contained in this article.
- (c) It is unlawful for any person to wear, carry or display any emblem, insignia or any other means of identification as a member of the emergency management organization of the city unless authority to do so has been granted to such person by the proper officials.
- (d) Any unauthorized person who operates a siren or other device so as to simulate a warning signal or the termination of a warning is guilty of a violation of this article and is subject to the penalties imposed by this article.
- (e) Convictions for violations of the provisions of this article are punishable by a fine not to exceed \$500.00.

(Ord. No. 2020-06, § 1, 4-23-2020)

**Sec. 30-48. State, federal and military provisions unimpaired.**

This article shall not be construed so as to conflict with any state or federal statute or with any military or naval order, rule or regulation.

(Ord. No. 2020-06, § 1, 4-23-2020)

# Lake Cities Emergency Management

## Emergency Operations Center

### Procedure Manual



<b>RECORD OF CHANGES</b>			
<b>CHANGE #</b>	<b>DATE OF CHANGES</b>	<b>CHANGE ENTERED BY</b>	<b>DATE ENTERED</b>

This document is to be updated as needed. It will be reviewed annually during the month of February. The Lake Cities Emergency Management Coordinator will be responsible for the maintenance and upkeep of this document; and will also be responsible for coordinating changes with the Emergency Operations Center Committee.

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## **SECTION 1 – PURPOSE**

The primary purpose of the Lake Cities Emergency Operations Center (EOC) is the coordination of information and resources. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency information to the public, and perform other tasks to support on-scene operations. In the event of a major event or disaster the Emergency Operations Center must be established as quickly as possible. This manual will provide direction and outline set-up procedures to set up the EOC in a concise and timely fashion that ensures a high level of uniformity.

## **SECTION 2 - THREAT LEVEL CONDITIONS**

**Level IV: Normal operations:** This phase covers the day-to-day operations of the cities. City employees are actively involved in protecting, and maintaining the safety, health, and welfare of the Lake Cities citizens. There are no personnel notifications or activation procedures taken.

**Level III: Increased Readiness:** A threat to the Lake Cities Area exists that requires a higher degree of readiness (for example a thunderstorm watch); closer monitoring of the possible event is required. City Managers and Department Directors are informed of the possible event through the use of established procedures. Normal government operations continue. The Fire Chief and the Emergency Management Coordinator may decide to have a partial activation of the EOC at this time.

**Level II: High Readiness: Moderate Activation of the EOC** Indicates that there is a greater likelihood of an event occurring (for example a thunderstorm warning), City Managers and the Department Directors are notified of the potential event. This level of response requires a partial activation of the EOC.

**Level I: Response Phase: Full activation of the EOC** An event has occurred and there is significant probability of injury or property damage. This is a full activation phase that includes the response of on duty personnel to the appropriate area or areas, while department directors have activated the process to call in off duty personnel.

## **SECTION 3 - ACTIVATIONS AND NOTIFICATIONS**

### **GENERAL**

Any Lake Cities City Manager or designee may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

The EMC may activate the EOC at the request of any Lake Cities Department Head and will normally determine the level of EOC staffing required based upon the situation.

The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

### **PERSONNEL**

EOC personnel will be notified of EOC activations through the established phone and text messaging systems that have been established.

### **OUTDOOR NOTIFICATION SIRENS**

The Lake Cities Area has nine (9) siren sites.

Locations:

1. 300 East Hundley, Lake Dallas
2. 700 N. Shady Shores Rd., Lake Dallas
3. Intersection of S. Hook and Lakewood, Hickory Creek
4. Intersection of Oak Tree and Strait Ln., Hickory Creek
5. 3101 S. Garrison Rd., Corinth
6. 3200 Post Oak Dr., Corinth
7. 1701 Ford St., Corinth
8. 3598 Shady Shores Rd., Corinth
9. 101 Shady Shores Rd., Shady Shores

*The primary siren controller is located at the Lake Cities Fire Department Administration Building.*

All cities utilize the Denton County Weather Warning system for notifications on immediate weather warnings.

## **EOC ACTIVATION LEVELS AND PERSONNEL**

**Level IV:** Normal operations, no personnel notifications made.

**Level III:** Increased Readiness, Partial Activation of EOC to include; *Information may be sent out using email.*

- Corinth City Manager
- Lake Cities Fire Department Fire Chief
- Lake Cities Fire Department Assistant Fire Chief
- Corinth Police Department Police Chief
- Corinth Police Department Police Captains
- Hickory Creek Town Manager
- Hickory Creek Police Department Police Chief
- Lake Dallas City Manager
- Lake Dallas Police Department Police Chief

**Level II:** High Readiness, Moderate Activation of the EOC to include;

- Corinth City Manager
- Lake Cities Fire Department Fire Chief
- Lake Cities Fire Department Assistant Fire Chief
- Lake Cities Fire Department Administrative Assistant
- Corinth Police Department Police Chief
- Corinth Police Department Police Captains
- Corinth Police Department Police Sergeants
- Corinth Public Works Director
- Corinth Streets/Drainage Manager
- Corinth Utility Maintenance Manager
- Hickory Creek Town Manager
- Hickory Creek Police Department Police Chief
- Hickory Creek Public Works Director
- Lake Dallas City Manager
- Lake Dallas Police Department Police Chief
- Lake Dallas Police Department Police Lieutenant
- Lake Dallas Public Works Superintendent
- Shady Shores Town Manager

**Level I:** Response Phase, Full activation of the **EOC FOR CORINTH** includes the above listed personnel and;

- Corinth City Manager
- Lake Cities Fire Department Fire Chief
- Corinth Police Department Police Chief
- Corinth Chief Technology Officer
- Corinth Technology Services Manager
- Corinth Director of Finance
- Corinth Director of Planning and Development
- Corinth HR Director

**Level I:** Response Phase, Full activation of the **EOC FOR LAKE DALLAS**

- Corinth City Manager
- Lake Cities Fire Department Fire Chief
- Lake Dallas City Manager
- Lake Dallas Public Works Superintendent
- Lake Dallas Police Department Police Chief
- Lake Dallas Police Department Lieutenant
- Lake Dallas Finance Director
- Lake Dallas City Secretary

**Level I:** Response Phase, Full activation of the **EOC FOR HICKORY CREEK**

- Corinth City Manager
- Lake Cities Fire Department Fire Chief
- Hickory Creek Town Manager
- Hickory Creek Police Department Police Chief
- Hickory Creek Public Works Director

## **SECTION 4 - EMERGENCY OPERATIONS CENTER LOCATIONS/SET-UP**

**Primary EOC:** Corinth Public Safety Complex 3501 FM 2181, Corinth, TX 76210

**Backup EOC:** Corinth City Hall 3300 Corinth Parkway, Corinth, TX 76208

## **SECTION 5 - ROLES AND RESPONSIBILITIES**

### **UNIFIED COMMAND**

Many incidents, such as riots, tornadoes, fires, floods and earthquakes impact many organizations. Unified command simply means that all agencies which have a jurisdictional responsibility, at a multi-jurisdictional incident, contribute to the process of:

- Determining the overall incident objectives.
- Selection of strategies and tactical operations.
- Integrating appropriate tactical operations.
- Making maximum use of all assigned resources.

The incident objectives must adequately reflect the policy needs of all jurisdictional agencies.

### **EOC MANAGER**

Responsible for managing the EOC; not the incident

Responsible for ensuring that all of the equipment in the EOC is working properly

Ensures that the work environment within the EOC is safe

The EOC Manager acts as a facilitator and must coordinate with members of the EOC staff to ensure that their needs for equipment and supplies are met and solving problems as they arise.

### **OPERATIONS SECTION CHIEF**

Responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions.

Responsible for the delivery and coordination of disaster assistance programs and services, including emergency assistance, human services assistance, and infrastructure assistance

Directly manages all incident tactical activities and implements the IAP.

Maintains the ICS 214 Unit/Activity Log

Should be designated for each operational period and will have direct involvement in the preparation of the IAP for the period of responsibility.

## **PLANNING SECTION CHIEF**

The Planning Section is responsible for collecting, evaluating, disseminating and using information about the incident and status of resources.

The Planning Section Chief is responsible for:

- Working closely with the Operations Section Chief and the Unified Command to determine incident strategy and tactical objectives
- Completing the necessary ICS forms for the Incident Action Plan
- Ensuring that the IAP is constructed, copied, and disseminated to all incident personnel.
- Providing periodic status reports to the Unified Command

## **LOGISTICS SECTION CHIEF**

The Logistics Section is responsible for providing facilities services, and materials in support of the incident response.

The Logistics Section Chief is responsible for:

- Working with Unified Command to anticipate and provide all incident support requirements.
- Ordering all resources through appropriate procurement methods
- Providing and establishing all incident facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.
- Participating in planning meetings
- Completing necessary ICS forms for the IAP
- Providing Periodic status reports to the IC

## **FINANCE SECTION CHIEF**

The Finance Section is responsible for all financial and cost analysis aspects of the incident.

The Finance Section Chief is responsible for:

- Working with the Incident Commander to track and approve all incident expenses
- Monitoring and coordinating funding from multiple sources
- Ensuring that all local, state, and federal rules and laws pertaining to spending are complied with
- Participating in planning meetings
- Preparing necessary forms for the IAP
- Providing status reports to the IC as needed

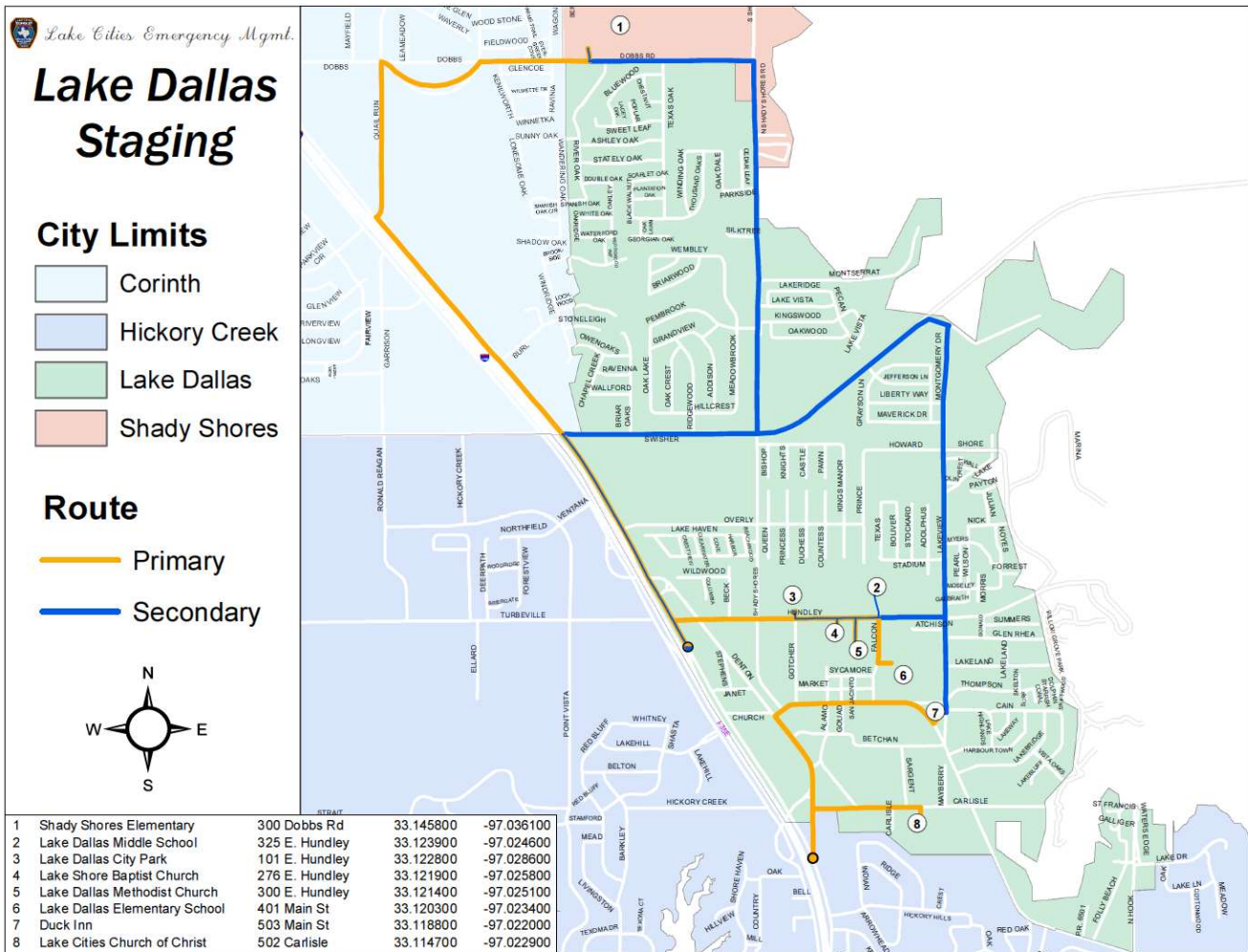
## **PUBLIC INFORMATION OFFICER**

The Public Information Officer is responsible for interfacing with the public and media and other agencies that require incident related information.

The Public Information Officer will:

- Develop and release information to the media, incident personnel and other agencies as appropriate
- Coordinate and get approval from the IC before releasing any incident related information
- Monitor the public's reaction to information

# SECTION 6 - STAGING LOCATIONS



Lake Dallas Staging Areas		
Location	Address	GPS Coordinates
1. Shady Shores Elementary	300 Dobbs Rd. - SS	33.1458, -97.0361
2. Lake Dallas Middle School	325 E. Hundley Dr. - LD	33.1239, -97.0246
3. Lake Dallas City Park	101 E. Hundley Dr. - LD	33.1228, -97.0286
4. Lake Shore Baptist Church	276 E. Hundley Dr. - LD	33.1219, -97.0258
5. Lake Dallas Methodist Church	300 E. Hundley Dr. - LD	33.1214, -97.0251
6. Lake Dallas Elementary	401 Main St. - LD	33.1203, -97.0234
7. Duck Inn	503 Main St. - LD	33.1188, -97.0220
8. Lake Cities Church of Christ	502 Carlisle Dr. - LD	33.1147, -97.0229

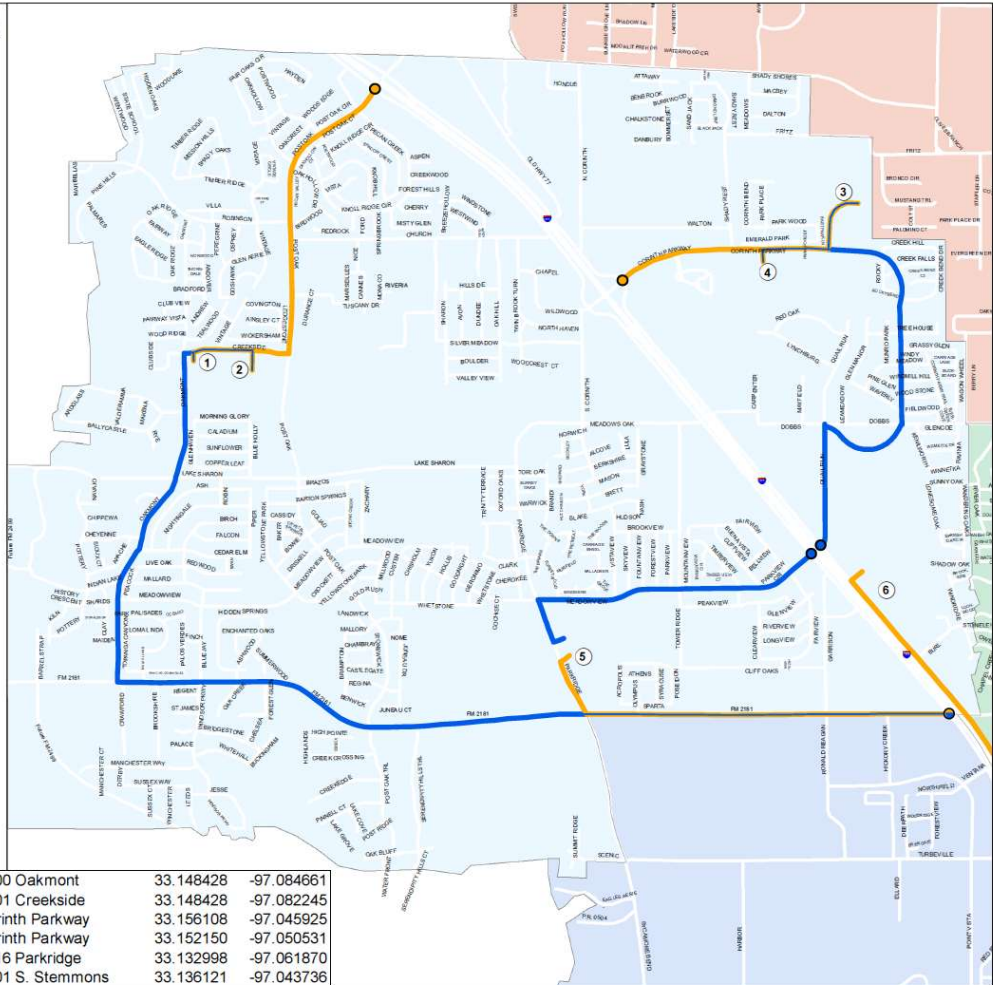
# Corinth Staging

## City Limits

- Corinth
- Hickory Creek
- Lake Dallas
- Shady Shores

## Route

- Primary
- Secondary



1	Hawk Elementary School	2300 Oakmont	33.148428	-97.084661
2	Crownover Middle School	1901 Creekside	33.148428	-97.082245
3	Baseball Field Parking Lot	Corinth Parkway	33.156108	-97.045925
4	Soccer Field Parking Lot	Corinth Parkway	33.152150	-97.050531
5	Lake Dallas High School	3016 Parkridge	33.132998	-97.061870
6	Labinal	7801 S. Stemmons	33.136121	-97.043736

## Corinth Staging Areas

Location	Address	GPS Coordinates
1. Hawk Elementary	2300 Oakmont Dr. - COR	33.148428, -97.084661
2. Crownover Middle School	1901 Creekside Dr. - COR	33.148428, -97.082245
3. Corinth Community Park Baseball Field Parking Lot	3700 Corinth Pkwy - COR	33.156108, -97.045925
4. Corinth Community Park Soccer Field Parking Lot	3700 Corinth Pkwy - COR	33.15215, -97.050531
5. Lake Dallas High School	3016 Parkridge Dr. - COR	33.132998, -97.061870
6. Global Spheres	7801 S. Stemmons Fwy - COR	33.136121, -97.043736
7. Ashton Gardens	2001 Ashton Gardens Ln. - COR	33.162231, -97.076544
8. Oakmont Country Club	1200 Oakmont Dr. - COR	33.151398, -97.088688

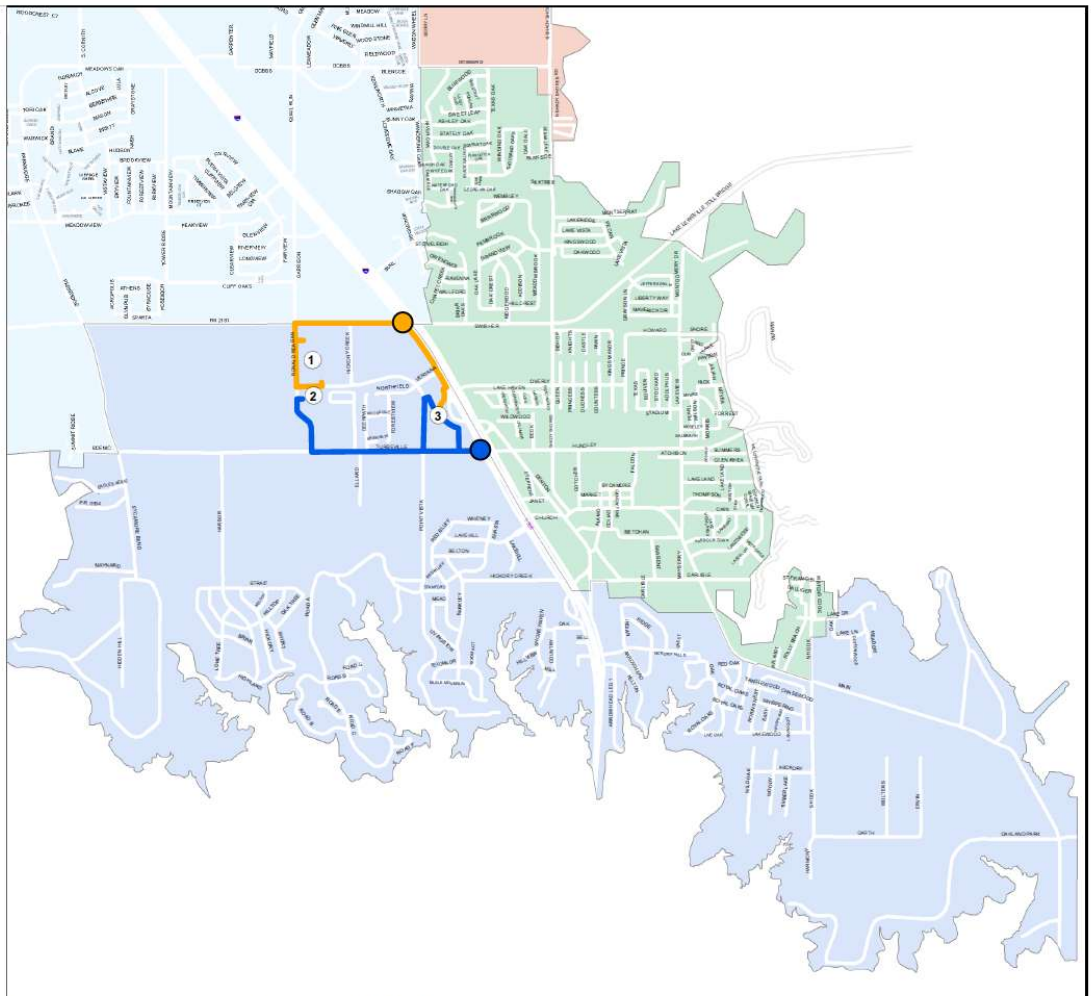
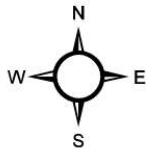
# Hickory Creek Staging

## City Limits

- Corinth
- Hickory Creek
- Lake Dallas
- Shady Shores

## Route

- Primary
- Secondary



1	WalMart	1035 Hickory Creek	33.127829	-97.046304
2	Cornelius Square	800 Point Vista	33.125836	-97.046354
3	Rave Theater	8380 S. Stemmons	33.124559	-97.037848

Hickory Creek Staging Areas		
Location	Address	GPS Coordinates
1. Wal-Mart	1035 Hickory Creek Rd. -HC	33.127829, -97.046304
2. Cornelius Square	800 Point Vista Rd. - HC	33.125836, -97.046354
3. Thousand Hills Church	8380 S. Stemmons Fwy - HC	33.124559, -97.037848

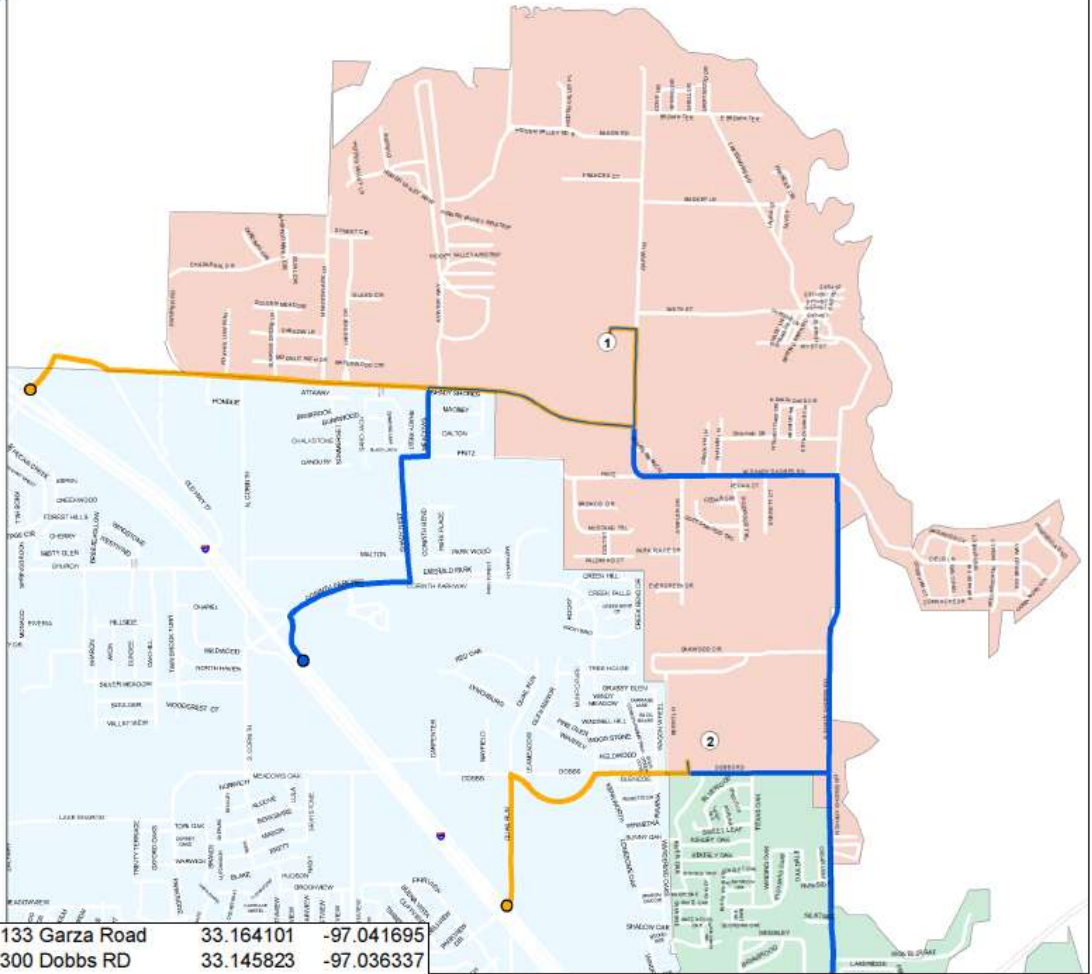
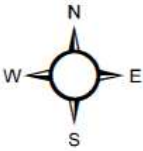
# Shady Shores Staging

## City Limits

- Corinth
- Hickory Creek
- Lake Dallas
- Shady Shores

## Route

- Primary
- Secondary



## Shady Shores Staging Areas

Location	Address	GPS Coordinates
1. Stephens Elementary Meyers Middle School	133 Garza Rd. – SS 131 Garza Rd. - SS	33.164101, -97.041695
2. Shady Shores Elementary	300 Dobbs Rd. - SS	33.145823, -97.036337

## **SECTION 7 - RESOURCES AND EQUIPMENT BY CITY**

<b>Corinth Assets</b>	
<b>Police Department</b>	
<b>Quantity</b>	<b>Description</b>
2	½ ton Pickup Truck
7	Unmarked SUV
16	Marked SUV
1	Animal Control Pickup
2	All-Terrain Vehicles
43	Personnel- Including VIPS

<b>Corinth Assets</b>	
<b>Lake Cities Fire Department</b>	
<b>Quantity</b>	<b>Description</b>
2	Polaris 6X6 with trailer
4	Fire Engine (1Quint)
1	High lift, High Pressure Bags
1	Utility Squad, Chevrolet 3500
1	Ford F-250, Command Vehicle
4	Chevy Tahoe, Command Vehicles
1	4x4 Brush Truck
3	Ambulances, MICU
1	International Truck with trailer, Rescue Vehicle
1	UHF Radio System 3 Mobile Radios & 12 Portable Radios
1	Mobile SCBA Fill Compressor
53	Personnel

<b>Corinth Assets</b>	
<b>Public Works Department</b>	
<b>Quantity</b>	<b>Description</b>
2	6 Gallon Air Compressors
5	Chainsaws, 16"
2	Confined Space Entry sets
1	Crane Truck, 3200 lb
2	Dump Trucks, 12 yard
1	Front End Loader, 3 yard
1	Front-end Track Loader, 3 yard
2	Generators, 5,000 watt
1	Gradall, XL 3100
1	High Pressure Sewer Cleaner, 3200 psi, 500 Gallon
1	Sewer Video Camera
3	Backhoes
1	Mini Excavator
1	Hydro Hammer, Bobcat Attachment
1	Roller Packer, Steel Wheel
24	Service Trucks, ½ -1 ton
2	Skid Steel Loaders, Turbo 863
1	Trailer, Goose Neck
2	Trailers, 12 Ton
2	Car Haulers
5	Trailers, Multi use
5	Trash Pumps, 2-6", 2-3", 1-5"
3	Water Pumps, 2-1", 1-1 1/2"
1	Concrete Cutting Chainsaw, 18"
1	Acetylene Welder, Large Cylinder
2	Wire Welders, Small Cylinder
1	Vactron, Vacuum Excavator
21	Personnel

<b>Corinth Assets</b>	
<b>Parks Department/Streets Department</b>	
<b>Quantity</b>	<b>Description</b>
4	Chain Saws 18" & 20"
1	Dump Truck
1	Front End Loader
7	Pickup Trucks
4	Flat Bed Trailers
1	15 Passenger Van
10	Personnel

<b>Lake Dallas Assets</b>	
<b>Police Department</b>	
<b>Quantity</b>	<b>Description</b>
1	EOC with commercial grade kitchen, full bathrooms, showers
1	Satellite link to TLETS/NLETS
8	Marked Police Units
1	Mobile Command Post/Radios/Rehab/restroom/Generator
3	Scene Lights
3	Large Igloo Coolers
17	Personnel

<b>Lake Dallas Assets</b>	
<b>Public Works</b>	
<b>Quantity</b>	<b>Description</b>
2	Pick-up Trucks, ½ Ton
2	Pick-up Truck, ¾ Ton
1	Dump Truck, 6 yard
1	Dump Truck, 1 Ton
1	Utility Trailer, 22 ft
1	Utility Trailer, 10 ft w/ drive up gate
1	Utility Trailer, 16 ft
1	Enclosed Trailer, 16 ft
1	Utility Trailer, 12 ft w/ onboard 500 gallon Water Tank
2	Chain Saws
2	Pole Saws
2	Backpack Blower
1	Gas Powered Washer
1	Brush Chipper, 14"
1	Arch Welder/Generator, 225 g
1	Bobcat RTV
1	Tractors
1	Backhoe, JCB
1	Highway Sand Spreader, 11 yard
1	Salt Dogg Sand Spreader
1	Steel Wheel Asphalt roller
1	Culvert Cleaner, Porta-Mole
1	Tar Pot, Propane Heated
1	Bobcat Skid Steer
1	20-foot equipment trailer
5	Personnel

<b>Hickory Creek Assets</b>	
<b>Police Department</b>	
<b>Quantity</b>	<b>Description</b>
7	Patrol vehicles, marked
2	Unmarked vehicles
1	K9 SUV
1	K9 Pick up
1	¾ ton pickup
1	Boat
1	UTV
10	Personnel

<b>Hickory Creek Assets</b>	
<b>Public Works</b>	
<b>Quantity</b>	<b>Description</b>
1	Tractor, 4-wheel drive with loader
1	Backhoe, 4-wheel drive
1	Dump Truck Ford 550 3-yard
1	Dump truck, 15 yard
4	Pickup trucks
1	Gooseneck trailer, 25 foot
1	Hot water pressure washer
2	Trailers, Bumper pull
1	Spray Trailer, 1800 gallon
1	Pressure washer trailer, 500 gallon
1	Slide-in sander
4	Chainsaws
2	Pole Saw
1	Quickie Saw
1	Welder/ Generator, Bobcat
5	Generators
3	Stihl blowers
1	Concrete Saw, Walk behind
1	Chipper, 12"
1	Box blade, 6'
1	Post hole digger
1	Pallet forks, for loader
1	60ft bucket chipper truck
1	Polaris Ranger 1000
1	Steel wheel roller
1	Animal service truck with kennels
4	Personnel



## **SECTION 8 - PHONE NUMBERS BY CITY**

<b>CORINTH PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth City Hall	3300 Corinth Parkway Corinth, TX 76208	940-498-3200 940-498-3243
Code Enforcement	3300 Corinth Parkway Corinth, TX 76208	940-498-1020
Community Services	3300 Corinth Parkway Corinth, TX 76208	940-498-3274
Economic Development	3300 Corinth Parkway Corinth, TX 76208	940-498-3284
Lake Cities Fire Department	3501 FM 2181 Suite B Corinth, TX 76210	940-279-4590
Parks & Recreation	1200 N. Corinth St. Corinth, TX 76208	940-498-7540 After hours: 940-465-6692
Permits	3300 Corinth Parkway Corinth, TX 76208	940-498-3273
Planning	3300 Corinth Parkway Corinth, TX 76208	940-498-3262
Police	3501 FM 2181 Suite A Corinth, TX 76210	940-279-1500
Public Works	1200 N. Corinth St. Corinth, TX 76208	940-498-7501
Communications	3300 Corinth Parkway Corinth, TX 76208	940-498-3290
Utility Billing	3300 Corinth Parkway Corinth, TX 76208	940-498- After hours: 940-465-6698

<b>LAKE DALLAS PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City Hall	212 Main St. Lake Dallas, TX 75065	940-497-2226
Police Department	212 Main St. Lake Dallas, TX 75065	940-497-2228
Public Works Department	351 Betchan St. Lake Dallas, TX 75065	940-497-4484

<b>HICKORY CREEK PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town Hall	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-2528
Police Department	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-3520
Public Works	970 Main St. Hickory Creek, TX 75065	940-497-2528

<b>SHADY SHORES PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town Hall	101 S. Shady Shores Rd. Shady Shores, TX	940-498-0044 After Hours: 817-266-1465

<b>ARGYLE PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town Hall	308 Denton St. Argyle, TX 76226	940-464-7273
Fire Department	427 S. Highway 377 Argyle, TX 76226	940-464-7102
Police Department	506 N. Highway 377 Argyle, TX 76226	940-464-7254
Public Works	506 N. Highway 377 Argyle, TX 76226	940-464-3449

<b>CITY OF DENTON PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City Hall	215 E. McKinney St. Denton, TX 76201	940-349-8200
Emergency Management	332 E. Hickory St. Denton, TX 76205	940-349-8836
Fire Department	332 E. Hickory St. Denton, TX 76205	940-349-8840
Police Department	601 E. Hickory St. Denton, TX 76205	940-349-8181

<b>DENTON COUNTY PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Sheriff's Office	127 N. Woodrow Ln. Denton, TX 76205	940-349-1600
Sheriff's Dispatch	127 N. Woodrow Ln. Denton, TX 76205	940-349-1600
Denton County Emergency Services	3900 Morse St. Denton, TX 75208	940-349-2840
Denton County Health Department	306 N. Loop 288 Denton, TX 76209	940-349-2900

<b>HIGHLAND VILLAGE PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Municipal Complex	1000 Highland Village Rd. Highland Village, TX 75077	972-317-3660
Fire Department	1200 Highland Village Rd. Highland Village, TX 75077	972-317-0890
Police Department	1100 Highland Village Rd. Highland Village, TX 75077	972-317-6551
Public Works	1000 Highland Village Rd. Highland Village, TX 75077	972-899-5091

<b>LEWISVILLE PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City Hall	151 W. Church St. Lewisville, TX 75057	972-219-3400
Fire Department	188 N. Valley Parkway Lewisville, TX 75067	972-219-3580
Police Department	11887 W. Main St. Lewisville, TX 75067	972-219-3600
Public Works	1100 North Kealy Suite D Lewisville, TX 75057	972-219-3510

<b>LITTLE ELM PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town Offices	100 West Eldorado Pkwy Little Elm, TX 75068	214-975-0406
Fire Department	101 Hardwick Lane Little Elm, TX 75068	214-975-0420
Police Department	88 West Eldorado Pkwy Little Elm, TX 75068	214-975-0460
Public Works	100 West Eldorado Pkwy Little Elm, TX 75068	972-377-5556

<b>STATE OF TEXAS PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Texas Department of Public Safety	820 N. Loop 288 Denton, TX 76201	940-484-6666
Texas Alcohol Beverage Commission	110 W. Hickory St. Denton, TX 76201	940-349-2877
Texas Parks and Wildlife Department	5400 Airport Fwy Ste E Fort Worth, TX 76117	817-831-3128
Texas Division of Emergency Management	1033 La Posada Dr. Austin, TX 78752	512-424-2208Texas d
Texas DPS – Missing Persons		800-346-3243
Texas Department of Transportation (Denton Office)	2624 W Prairie St. Denton, TX 76201	940-387-1324

<b>POLITICAL PHONE NUMBERS</b>		
<b>NAME/TITLE</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Andy Eads Denton County Judge	1 Courthouse Drive Suite 3100 Denton, TX 76208	940-349-2820
Ryan Williams County Commissioner Pct. 1	1400 FM424 Suite 139 Cross Roads, TX 76227	940-349-2810
Ron Marchant County Commissioner Pct. 2	1029 W. Rosemeade Pkwy Carrollton, TX 75007	972-434-7140
Bobbie J. Mitchell County Commissioner Pct. 3	400 N. Valley Parkway Suite 2068. Lewisville, TX 75067	972-434-4780
Lynn Stucky State Representative	400 West Oak St. Suite 106 Denton, TX 76201	940-243-0230
Jane Nelson State Senator	1225 S. Main St Suite 100 Grapevine, Texas 76051	817- 488-7400
Michael Burgess Congressman	2000 S. Stemmons Fwy Suite 200 Lake Dallas, TX 75065	940-497-5031

<b>MISCELLANEOUS PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Search One K9	Lewisville, TX 75029	1-800-293-7248
National Missing/Exploited Children		1-800-843-5678
Lake Dallas Independent School District	104 Swisher Rd. Lake Dallas, TX 75065	940-497-4039
Denton Independent School District	1307 N. Locust St. Denton, TX 76201	940-369-0000
Lake Cities Municipal Utility Authority	501 Shady Shores Rd. Lake Dallas, TX 75065	940-497-2999
American Red Cross	1100 Woodrow Ln. Denton TX 76201	972-219-4860

## SECTION 9 - PHONE NUMBERS BY TYPE

<b>City Offices</b>		
<b>CITY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth City Hall	3300 Corinth Parkway, Corinth, TX 76208	940-498-3200 940-498-3243
Hickory Creek City Hall	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-2528
Lake Dallas City Hall	212 Main St. Lake Dallas, TX 75065	940-497-2226
Shady Shores Town Hall	101 S. Shady Shores Rd. Shady Shores, TX	940-498-0044
Town of Argyle	308 Denton St. Argyle, TX 76226	940-464-7273
City of Denton	215 E. McKinney St. Denton, TX 76201	940-349-8200
Highland Village	1000 Highland Village Rd. Highland Village, TX 75077	972-899-5131
Lewisville City Hall	151 W. Church St. Lewisville, TX	972-219-3400
Little Elm Town Offices	100 West Eldorado Pkwy Little Elm, TX 75068	214-975-0406

<b>Police Departments</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth Police Department	3501 FM 2181 Suite B Corinth, TX 76210	940-492-2017
Hickory Creek Police Department	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-3520
Lake Dallas Police Department	212 Main St. Lake Dallas, TX 75065	940-497-2228
Argyle Police Department	506 N. Highway 377 Argyle, TX 76226	940-464-7254
Denton Police Department	E, Hickory St. Denton, TX 76201	940-349-8181
Highland Village Police Department	1000 Highland Village Rd. Highland Village, TX 75077	972-317-6551
Lewisville Police Department	184 N. Valley Parkway Lewisville, TX 75067	972-219-3600
Little Elm Police Department	88 West Eldorado Pkwy Little Elm, TX 75068	214-975-0460

<b>Fire Departments</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Lake Cities Fire Department	3501 FM 2181 Suite B Corinth, TX 76210	940-279-4590
Denton County Emergency Services District No. 1	511 S Gibbons Rd. Argyle, TX 76226	940-464-7102
Denton Fire Department	332 E. Hickory St. Denton, TX 76201	940-349-8840
Highland Village Fire Department	1200 Highland Village Rd. Highland Village, TX 75077	972-317-0890
Lewisville Fire Department	188 N. Valley Parkway Lewisville, TX 75067	972-219-3580
Little Elm Fire Department	101 Hardwick Ln. Little Elm, TX 75068	214-975-0420

<b>Public Works Departments</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth Public Works	1200 North Corinth St. Corinth, Texas 76208	940-498-7510
Hickory Creek Public Works	970 Main St. Hickory Creek, TX 75065	469-576-5094
Lake Dallas Public Works	351 Betchan St. Lake Dallas, TX 75065	940-497-2226 ext. 501
Argyle Public Works	506 N. Highway 377 Argyle, TX 76226	940-464-3449
Highland Village Public Works	1100 Highland Village Rd. Highland Village, TX 75077	972-899-5091
Lewisville Public Works	1100 D. North Kealy St. Lewisville, TX 75057	972-219-3510
Little Elm Public Works	100 West Eldorado Pkwy Little Elm, TX 75068	972-377-5556

<b>AMBULANCE COMPANY PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Sacred Cross Ambulance Service	2341 Masch Branch Rd. Denton, TX 76207	940-566-1188
CareFlite	3110 S. Great Southwest Pkwy Grand Prairie, TX 75052	800-442-6260
PHI Air Medical	221 Aviation Way Suite 200 Ft. Worth, TX 76060	877-435-9744
Air EVAC	8111 South Highway 75 Suite 100 Sherman, TX 75090	800-247-3822 903-532-1490

<b>HOSPITAL PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Medical City Denton	3535 South I-35 East Denton, TX 76210	940-384-3535
Texas Health Presbyterian Denton	3000 I-35 North Denton, TX 76201	940-898-7000
Medical City Lewisville	500 West Main St. Lewisville, TX 75057	469-370-2000
Texas Health Presbyterian Flower Mound	4400 Long Prairie Rd. Flower Mound, TX 75028	469-322-7000
Parkland Hospital Dallas	5201 Harry Hines Blvd. Dallas, TX 75235	214-590-8000
John Peter Smith Hospital	1500 S. Main St. Ft. Worth, TX 76104	817-702-3431

<b>Schools/School Districts</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Lake Dallas Independent School District	104 Swisher Rd. Lake Dallas, TX 75065	940-497-4039
Denton Independent School District	1307 N. Locust St. Denton, TX 76201	940-369-0000

<b>MEDICAL EXAMINER'S PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Denton County	306 N. Loop 288 Suite 140, Denton, TX 76209	940-349-2870
Dallas County	5230 Medical Center Dr. Dallas, TX 75235	214-920-5900
Tarrant County	200 Feliks Gwozdz Place Ft. Worth, TX 76104	817-920-5700

<b>UTILITY COMPANY OFFICES PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Spectrum Communication		866-937-2427
TXU Gas		940-382-2571
Atmos Gas	648 E. McKinney St Denton, TX	940-380-745
Waste Management		940-497-4003
Century Telephone		940-321-1000
Lake Cities Municipal Utility Authority	501 N. Shady Shores Rd. Lake Dallas, TX 76208	940-497-2999
Coserv Electric	7701 South Stemmons Fwy Corinth, TX 76210	800-274-4014 940-270-7899
ONCOR Electric		888-313-6862

<b>ENVIRONMENTAL PROTECTION PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
OAG Environmental Protection Division		512-463-2100
Beach Clean Up		800-852-3224
Texas Oil Spills		800-832-8224
Texas Commission on Environmental Quality		817-588-5800 512-239-1000

<b>Transportation</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Federal Aviation Agency South West Region	2601 Meacham Boulevard Ft. Worth, TX 76137	817-222-5300
National Transportation Safety Board		NTSB Watch Officer (24/7) 202-314-6290 202-314-6000
North Texas Tollway Authority	5900 West Plano Parkway Plano, TX 75093	972-818-6882
North Texas Tollway Authority Command Center		214-224-2203 Marty Lege 214-224-2231
Texas Department of Transportation	2624 Prairie St. Denton, TX 76201	940-387-1324 Emergency 214-317-2471
Denton County Transportation Authority	1660 South Stemmons Fwy Suite 250 Lewisville, TX 75067	682-703-8514 Emergency 682-703-8505





## EOC STAFF ROSTER

Position	1st Shift Midnight to Noon	2nd Shift Noon to Midnight
Incident Commander		
EOC Supervisor		
Deputy		
Public Information:		
Information Services:		
Operations Group:		
Law Enforcement		
Fire & Rescue		
Public Works		
Animal Control		
Finance/Logistics Group:		
Finance		
Administrative Assistant		
Communications		
Legal		
Security		
Planning Group:		
Utilities		
School Districts		
Shelter & Mass Care		
Transportation		



## Checklists

1. EOC Activation Check List
2. EOC Deactivation Check List
3. Disaster Decision Making Flow Chart
4. EOC Colored Personnel Notifications

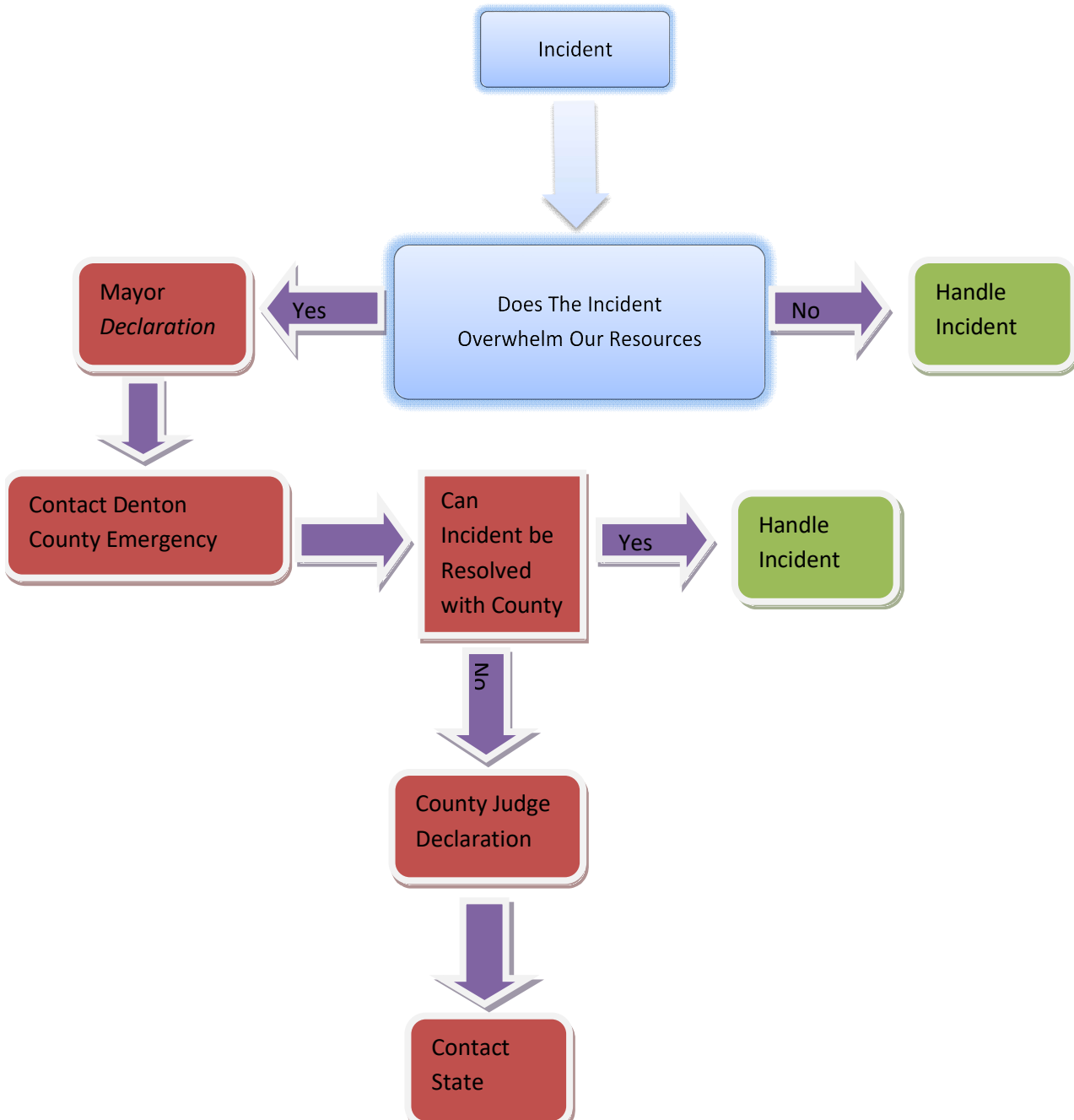
## EOC Activation Checklist

✓	Action
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Inform the City Managers and Department Directors that EOC is being activated.
<input type="checkbox"/>	Check and clean all EOC map boards
<input type="checkbox"/>	Test EOC telephones
<input type="checkbox"/>	Turn on and test EOC fax machine.
<input type="checkbox"/>	Activate and test radios. (Qualified communications operator only)
<input type="checkbox"/>	Activate EOC computers and printer; test e-mail function and Internet access.
<input type="checkbox"/>	Check operation of EOC copier and ensure copier paper is available.
<input type="checkbox"/>	Turn on the EOC Video monitors.
<input type="checkbox"/>	Check operation of EOC VCR and ensure blank tapes are available.
<input type="checkbox"/>	Check status of supplies and forms in the EOC work area and replenish as necessary.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Ensure Conference Room is cleared out for work use.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## EOC Deactivation Checklist

✓	Action
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise the City Managers and Department Directors that EOC is being deactivated.
<input type="checkbox"/>	Remove EOC status boards from walls, clean, and return to storage closet.
<input type="checkbox"/>	Clean all EOC map boards.
<input type="checkbox"/>	Turn off EOC fax.
<input type="checkbox"/>	Deactivate radios.
<input type="checkbox"/>	Deactivate EOC computers and printer.
<input type="checkbox"/>	Turn off EOC copier and replenish copier paper.
<input type="checkbox"/>	Turn off the EOC Video monitors.
<input type="checkbox"/>	Ensure EOC VCR is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	If Conference Room was used as a work area, ensure it is cleaned up.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,

# Disaster Decision Making Flow Chart



Lake Cities

All Hazards

Emergency Operations Plan

Revised 09/2022



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## Introduction

The purpose of the Lake Cities All Hazards Emergency Operations Plan (EOP) is to establish a basic emergency preparedness program to provide timely, integrated, and coordinated response to the wide range of natural and man-made disasters that may disrupt normal operations and require a preplanned response.

The reason for this approach is to:

Provide maximum safety and protection from hazardous disasters both natural and man-made.

Provide prompt and efficient response, mitigation, preparedness, and recovery to all individuals, municipalities, and critical infrastructure within the Lake Cities district.

Provide a logical and flexible chain of command to enable maximum use of resources.

Maintain and restore essential services as quickly as possible following an emergency incident or disaster.

Satisfy all applicable regulatory and accreditation requirements.

This Plan and related Annexes shall be reviewed by all affected departments, annually updated as necessary, and submitted to the Texas Division of Emergency Management (TDEM) for certification.

## Purpose

The Lake Cities All Hazards Emergency Operations Plan (EOP) applies to all areas within the corporate limits of the Lake Cities area: Corinth, Lake Dallas, Hickory Creek, Shady Shores. This Basic Plan, along with its Annexes, are components of the EOP that was developed to provide the general and conceptual framework for coordinated, multiagency response and efficient use of resources during a major emergency or disaster. The EOP is considered an all-hazards plan that establishes the framework for how the Lake Cities area responds to disasters, regardless of initial cause or hazard.

The EOP is not a detailed emergency checklist or "quick action" guide. It is meant to provide the guidance, framework, and insight into City-wide strategic decision making as it relates to emergency operations and disaster situations.

This plan should be used as a reference when integrating internal plans into strategic, City-wide operational plans; it does not replace the responsibility a department has in developing and testing its own emergency plans. With that end in mind, this plan can help establish the relationships, responsibilities, and general guidelines for departments and agencies to use in developing their detailed emergency plans. It can be used to help create emergency checklists, field emergency plans, departmental emergency plans, emergency-related standard operating procedures (SOPs), and emergency-related general orders.

Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during pre-disaster preparedness activities designed to enhance the local capability to respond to a disaster, during the actual response to a disaster, or during the post-disaster recovery process.

The EOP contains concepts, policies, and procedures that apply regardless of the nature or origin of the emergency or disaster. It is not designed to address unique conditions that result from a particular hazard. It does, however, provide a framework within which emergency operations staff and other relevant department and agency staff work together to develop and maintain hazard-specific plans and procedures.

Among other things, the EOP addresses the following:

Overview of the Lake Cities Emergency Management Program.

Authority of the Emergency Operations Plan.

The emergency powers of government, including declaration of local disaster emergencies.

The chain of command for disaster operations.

Incident management organization.

The functions of the Emergency Operations Center (EOC).

Development of training and exercise programs.

The requirement for all City Departments to contribute to the development of functional and hazard-specific Annexes of this plan.

The responsibility of each Department or agency to develop internal, detailed emergency plans to support the Lake Cities EOP.

Requesting external resources.

The administrative procedures for maintaining and updating emergency plans.

Authorities and References.

The organizational and operational concepts contained in this plan are set forth based on the following authorities:

Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121

Emergency Planning and Notification, 40 CFR Part 355

Title 42 - Emergency Planning and Community Right-to-Know

Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120

Homeland Security Presidential Directive, HSPD-8, National Preparedness

Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents

Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System

Title 44 Emergency Management and Assistance, Parts 0-399.

Sandy Recovery Improvement Act (SRIA) of 2013

Disaster Relief Appropriations Act, 2013

National Incident Management System (NIMS)

National Response Framework

Federal Radiological Emergency Response Plan

Texas Local Government Code, Chapter 203 (Management and Preservation of Records)

Texas Local Government Code Chapter 229 (Miscellaneous Regulatory Authority of Municipalities).

State of Texas Government Code, Chapter 418, (as amended), (Emergency Management)

State of Texas Government Code, Chapter 421, (as amended), (Homeland Security)

State of Texas Government Code, Chapter 433, (as amended), (State of Emergency)

State of Texas Government Code, Chapter 791, (as amended), (Inter-local Cooperation Contracts)

State of Texas Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)

State of Texas - Governor's Executive Order (RP-32) Relating to Emergency Management and Homeland Security

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State of Texas - Governor's Executive Order (RP-40) Relating to the National Incident Management

State of Texas - Governor's Executive Order (RP-57) Relating to implementing recommendations from the Governor's Task Force on Evacuation, Transportation, and Logistics

State of Texas Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)

State of Texas Emergency Management Plan

North Central Texas of Governments (NCTCOG) Regional Response Plan

City Ordinance No. 14-11-20-38

The EOP meets the requirements of the following State-required Annexes:

Basic Plan

Annex N - Direction and Control

Annex U - Legal

## Policy

It is the intent for Lake Cities to adequately prepare, mitigate, respond, and recover from a natural or man-made disaster or another emergency. This will be done in a manner that protects the health and safety of community members and that is coordinated with the local county wide response to a large-scale disaster.

It is expected that all Lake Cities employees will be prepared and ready to fulfill their duties and responsibilities as part of the team to provide the best possible emergency response to the community.

Lake Cities will work in close coordination with the local health department and other local emergency officials, agencies, and health care providers to ensure a coordinated community-wide response to disasters.

## Scope

Within the context of this EOP, a disaster is any emergency event which exceeds or threatens to exceed the routine capabilities of the Lake Cities community.

This EOP describes the policies and procedures Lake Cities will follow to mitigate, prepare for, respond to, and recover from the effects of emergencies.

## Mitigation

Mitigation is the pre-event planning and action steps that aim to lessen the effects of potential disaster. Mitigation activities may occur both before and following a disaster.

Lake Cities will undertake risk assessment and hazard mitigation activities to lessen the severity and impact of a potential emergency by identifying potential emergencies (or hazards) that may affect Lake Cities operations.

### Identification of Hazards and Vulnerabilities

During the mitigation phase, Lake Cities Emergency Management Coordinator will identify internal and external hazards.

The Lake Cities Emergency Management Coordinator will conduct a Hazard Vulnerability Analysis (HVA) annually to identify hazards to the Lake Cities Community. Within the HVA, the direct and indirect effect these hazards may have on the Lake Cities community will be quantified and prioritized.

The Emergency Management Coordinator will conduct a Management of Environment Safety Survey of its facilities at least quarterly to rank problems and set priorities for remediation.

### Hazard and Vulnerability Mitigation

The Emergency Management Coordinator will perform annual Environment Safety Surveys to ensure steps are taken towards reducing the potential impact hazards have on the Lake Cities community.

## Preparedness

Preparedness activities build community capacity to manage the effects of emergencies.

The Emergency Management Coordinator will develop plans and operational procedures to improve the effectiveness of the community to responding to emergencies. Annually, by this date <00/0000> the organization will:

Review and update the EOP and other related documents.

Review Lake Cities and/or the communities Emergency Response Role.

Develop and update mutual aid agreements with other communities and emergency operations centers.

Train personnel on emergency response procedures.

Conduct drills and exercises and revise the EOP and related documents if needed.

Present any of the changes that need approval to the appropriate personnel

Emergency Response Role

Lake Cities may play a variety of roles in responding to a disaster including, but not limited to:

Providing emergency medical care

Providing temporary shelter

Ordering evacuations

Expanding primary care services to meet increased community needs created by damage to/evacuation of facilities

Providing mental health services to disaster victims and serve as a conduit for information dissemination to affected communities and community members

Assisting with victim management by acting as a liaison to victim's family members

Closing clinics to move staff to other organization facilities or to the local hospital

During an emergency the Emergency Management Coordinator and approved personnel will determine if the Lake Cities facilities will:

Continue normal operations. This decision will be made internally with consideration of the following:

Orders from authorities

Integrity of the facility

Ability to access facilities

Security

Availability of power and other utilities

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Provide care to those affected by the emergency.

When the Emergency Management Coordinator or approved personnel decides to take any of the actions described above, the Emergency Management Personnel or approved individuals will notify the Denton County Public Health Department and the Denton County Office of Emergency Management.

#### Incident Command System/National Incident Management System

Lake Cities has adopted the principles of Incident Command System/National Incident Management System (ICS/NIMS) for this plan to ensure compatibility with local and state government response plans and procedures.

Lake Cities Emergency Management Coordinator will have a certificate on file for the following courses provided by the Federal Emergency Management Agency (FEMA):

Introduction to Incident Command System, ICS-100 (IS-100.b)

ICS for Single Resources and Initial Action Incidents (IS-200.b)

Fundamentals of Emergency Management (IS-230.d)

National Incident Management System (NIMS) An Introduction (IS-700.a)

National Response Framework, An Introduction (IS-800.b)

Intermediate ICS for Expanding Incidents (ICS-300)

Advanced ICS Command and General Staff - Complex Incidents (ICS-400)

The Emergency Management Coordinator will have been trained in the concepts of ICS and NIMS so that they can integrate with approved personnel, stakeholders, and response agencies during an emergency.

#### Incident Command Center

Lake Cities will, to the extent possible, ensure that its response is coordinated with the decisions and actions of the Texas Department of Emergency Management, Denton County office of Emergency Management, and to some extent the Denton County Public Health Department and other health care agencies involved in the response.

#### Coordination with Government Response Agencies

Lake Cities will notify its Emergency Management Coordinator of any emergency impacting critical infrastructure, clinic operations, and community/residential housing/neighborhoods, and will coordinate its response to community-wide disasters with any number of approved agencies; including but not limited to: TDEM, Denton County office of Emergency Management, Denton County Public Health Department, or any other governmental agency that may offer critical personnel and/or resources to aid in Lake Cities response.

## Situation

The Lake Cities community is in North Texas at approximately latitude 33.1540091 and longitude -97.6473219999998 (respectively for Corinth, Texas). It is comprised of four smaller communities:

### Corinth:

Population: 22,610 (2020 census)

Sq. Miles: 7.90

### Hickory Creek:

Population: 4,718 (2020 Census)

Sq. Miles: 4.60

### Lake Dallas:

Population: 7,708 (2020 Census)

Sq. Miles: 2.70

### Shady Shores:

Population: 2,849 (2021 est.)

Sq. Miles: 2.90

Furthermore, each of these communities is situated within proximity to Lake Lewisville. As a result, there are two major bridges connecting the Lake Cities area to neighboring communities. South bound I-35 E crosses Lake Lewisville into Highland Village and Swisher Road/Lake Lewisville Toll Bridge travels in a Northeastern direction crossing Lake Lewisville into Lakewood Village.

There are several primary and secondary schools located throughout the Lake Cities area, including:

### Corinth:

Hawk Elementary (Denton ISD) 2300 Oakmont Corinth, Texas 76210

Corinth Elementary (Lake Dallas ISD) 3501 Cliff Oak Dr. Corinth, Texas 76210

Founders Classical Academy of Corinth, Upper Campus 3600 Meadowview Dr. Corinth, Texas 76210

Crownover Middle (Denton ISD) 1901 Creekside Corinth, Texas 76210

Lake Dallas High School (Lake Dallas ISD) 3016 Park Ridge Corinth, Texas 76210

### Hickory Creek:

Founders Classical Academy of Corinth (K-5) 800 Point Vista Dr. Ste 518 Hickory Creek, Texas 75065

## Lake Dallas:

Lake Dallas Elementary (Lake Dallas ISD) 190 Falcon Dr. Lake Dallas, Texas 75065

Lake Dallas Middle (Lake Dallas ISD) 325 E Hundley Dr. Lake Dallas, Texas 75065

## Shady Shores:

Bette Myers Middle (Denton ISD) 131 Garza Rd. Shady Shores, Texas 76208

Stephens Elementary (Denton ISD) 133 Garza Rd. Shady Shores, Texas 76208

Shady Shores Elementary (Lake Dallas ISD) 300 Dobbs Rd. Shady Shores, Texas 76208

The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. Most federal disaster assistance programs are administered by state agencies. The State of Texas does not have a specific disaster assistance program for individuals and local governments like the Stafford Act. Pursuant to provisions of the Texas Disaster Act, state agencies frequently aid local governments in the aftermath of a disaster.

### 1.6.1 Weather

The Lake Cities weather can be erratic. Flooding, hail, and tornadoes are among the Lake Cities top hazards. They can result in widespread disruptions of transportation, utilities, and other vital services. Severe thunderstorms, summer heat, and droughts are also significant threats.

The Lake Cities area is located within the region known as tornado alley and therefore is prone to the risk of severe tornadoes.

### 1.6.2 Utilities

A supplemental Public Works (Utilities) Emergency Response Plan and Emergency Preparedness Plan can be found on Appendix I.

#### Assumptions

This plan assumes that in the event of an emergency or disaster, Lake Cities will have enough resources to implement this Basic Plan. All local emergency preparedness and response plans and programs should have a sound legal basis.

If Lake Cities does not have sufficient resources, then Denton County, regional, state, and federal resources will supplement those of the Lake Cities community, making available resources sufficient to implement the plan. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance. State assistance is typically in the form of operational support such as equipment, personnel, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and require a thorough and intensive application process. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

Although global political changes have dramatically reduced the likelihood of nuclear war, scenarios involving accidental launches, attacks by developing countries, and terrorist acts are still possible.

Management of different hazards during emergency situations will generally require similar resources and procedures, direction and control, communications, resource coordination, population protection, and public information. In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. Local officials also will require timely advice regarding the legality of proposed measures.

Implementation of measures to protect public health and safety and preserve property during emergency recovery and mitigation activities generally require issuance of appropriate legal documents. These should be prepared by competent legal service professionals.

It is assumed that any hazard identified in this plan may cause some amount of environmental harm. Environmental remediation is a key component of recovery activities. Any required environmental remediation will be referred to the City Department which governs that environmental asset. The Lake Cities Hazard Mitigation Plan addresses some specific issues relating to certain hazards to the environment.

#### Hazard Risk Index

The Lake Cities Hazards Emergency Operations Plan identified and assessed the potential impact of natural and man-made hazards that threaten the Lake Cities Community. Hazards were identified based upon a review of historical records, national data sources, existing plans and reports, and discussions with local, regional, and national experts.

#### Hazards Defined

The following section provides additional details on the hazards that impact the Lake Cities Community. Additional information on current climate conditions for North Texas, including the Lake Cities area, can be found at the National Oceanic and Atmospheric Administration's (NOAA) website.

#### Flood

Flooding is a possible extreme weather event for not only the Lake Cities area, but all North Texas. Flooding is one of the highest leading causes of hazard deaths in Texas. Flooding can occur at any time during the year; however, floods most often occur in the late spring or fall.

Flash flooding poses a deadly danger to the Lake Cities community. Major flooding and flash flooding events can have a severe impact. Some of the most common types of flooding are flash floods, riverine floods, and flooding of Lake Lewisville.

#### Flash Flooding

Another weather-related threat to the Lake Cities area is flash flooding. The Lake Cities area is subject to extensive flash flooding of its creek watersheds and flooding of the Lake Lewisville. Most of these creek's travel across heavily populated neighborhoods and business

areas. Flash floods have been the number one storm-related killer in the Lake Cities area over the past 25 years and have resulted in large amounts of property losses.

There are several factors which contribute to the threat of flash flooding. Topography, uneven terrain, and increasing urbanization that reduces the land's natural ability to absorb water and causes rainfall to rush off buildings and pavement.

During rain events, several roads that run through low-lying areas in the city are prone to sudden and frequent flooding. Motorists often attempt to drive through barricaded or flooded roadways. Vehicles can easily get swept downstream, making rescues difficult and dangerous.

#### Riverine Flooding/Lake Flooding

Riverine and lake flooding is the over bank flooding of rivers, streams, and spillways typically resulting from large-scale weather systems that generate prolonged rainfall over a wide geographic area. Torrential rains from hurricanes or tropical systems also can produce river flooding. Several creeks and streams cut through several neighborhoods around the Lake Cities area and have the potential to flood nearby homes and businesses. Swollen creeks and streams also present danger to residents who can drown if they slip or fall into a rapidly moving stream.

#### Fire

##### Wildfire

A wildfire is any incident of uncontrolled burning in grasslands, brush, or woodlands. The Lake Cities area is at risk for wildfire year-round. Recent growth in the Lake Cities area has increased the threat from wildfires, especially on the edges of the city. Areas of Lake Cities that border grassland and woods are called the "urban/wildland interface."

##### Urban Fire

A conflagration is defined as a fire incident with a front of at least 300 feet or when a fire has jumped across a natural barrier. Congestion, density, mix of dwellings and businesses, and light industry are factors that contribute to the potential for an urban fire. High density projects continue to be developed in the Lake Cities area. These areas are vulnerable to a fast-spreading fire because of congestion, construction, density of structures, or narrow, wooded streets.

##### Severe Thunderstorm

Thunderstorms are a frequent and significant hazard in North Texas for two reasons: the frequency of occurrence and the combination of hazards associated with thunderstorm development, including high winds, hail, lightning, and heavy rains which can lead to flash flooding. In extreme cases, severe thunderstorms can produce tornados.

The springtime months, from mid-March through the first of June, are the peak months for tornado activity. However, tornadoes can and have occurred in every month of the year.

##### Infectious Disease

The spread of infectious diseases, or pandemic diseases, can easily reach the Lake Cities community and the surrounding area. A pandemic event could overwhelm area hospitals and medical facilities while simultaneously greatly reducing the number of people able to report to work.

#### Hazardous Materials Release

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. A hazardous material (HAZMAT) incident involves a substance outside normal safe containment and in sufficient concentration to pose a threat to life, property, or the environment. Hazardous substances are most often released because of transportation or industrial accidents.

The release of a hazardous material could cause significant problems to human health, the environment, or property. The adverse effects of a hazardous materials release are dependent on the type, location, and quantity of the material released. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response personnel and passersby. When toxic materials enter either surface or ground water supplies, serious health effects may result. Releases of hazardous materials have been especially damaging when they have occurred in highly populated areas or along heavily traveled transportation routes. Weather conditions also directly affect how the hazard develops. The duration of a hazardous materials incident can range from hours to days. Warning time for a hazardous materials incident is minimal or none.

Extensive truck shipments along I-35 travel through the Lake Cities area. Exposure to the effects of a major hazardous materials accident exists along all the major thoroughfares in the Lake Cities area.

#### Pipeline Accident

A leak or spill from a pipeline could threaten neighborhoods, contaminate water supplies, or pollute environmentally sensitive land.

A pipeline accident could have a major impact by causing injuries that result in death or permanent disability or completely shutting down critical facilities. Pipeline accidents occur occasionally. Warning time for pipeline accidents is minimal to none.

#### Tropical Systems/Hurricanes

Tropical Systems/Hurricanes pose a threat to North Texas and the Lake Cities area. However, most of these threats remain minimal due to how far east inland the Lake Cities area is located from the Gulf of Mexico. As a result, most of these Tropical Systems/Hurricanes result in heavy rain downfall within the Lake Cities area, resulting in flooding.

#### Winter Storm

A severe winter storm may include snow, ice or freezing rain - all of which can cause significant problems for area residents. Winter storms that threaten North Texas usually start out as powerful cold fronts that push south from central Canada. Because of Lake Cities location, most winter precipitation falls in the form of sleet or freezing rain as opposed to snow. Freezing rain or sleet can cause accumulations of ice. Ice can topple power and

telephone lines, television towers, and trees. Highways may become treacherous for travel and walking outdoors can be dangerous. On the average, winter storms occur about once a year in the Lake Cities area.

### Terrorism

Terrorists can use a multitude of methods to invoke fear and damage on a target population. Terrorists' hazards may be a Weapon of Mass Destruction (WMD) or conventional explosives, secondary devices and combined hazards, or other means of attack, including low-tech devices and delivery, attacks on infrastructure and cyber terrorism. A WMD is defined as any chemical, biological, or radiological weapon that is designed or intended to cause widespread death or serious bodily injury. WMD agents are classified by the acronym CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive).

At least two important characteristics distinguish these hazards from other types of terrorist tools. First, in the case of chemical, biological, and radioactive agents, their presence may not be immediately obvious, making it difficult to determine when and where they have been released, who has been exposed, and what danger is present for first responders and medical professionals. Second, although there is a sizable body of research on battlefield exposures to WMD agents, there is limited scientific understanding of how these agents affect civilian populations.

### Civil Disturbance

Any City Department may be called upon to manage an emergency or crisis at public events or civil disturbances. Parades, political rallies, demonstrations, strikes, or riots are examples of possible events that could cause City Departments to respond quickly and outside of their normal operations.

In periods of civil unrest, certain public and private facilities may be identified as likely targets for attack by individuals or groups either by fire, bombing, sabotage, looting, or a combination of these acts. Major routes of travel and/or public transportation must be identified and protected. Emergency evacuation routes or routes for emergency vehicles should be identified for use.

### Drought

Drought is an extended period without substantial rainfall. Droughts can affect a large area, from several counties to several states. Drought can adversely impact a community's water resources. Drought's impact on wildlife and farming also can be enormous. Droughts can kill crops, grazing land, plants, and, in severe cases, trees. Dead or dry vegetation increases the threat and severity of wildfires. Although droughts can vary greatly in their intensity and duration, they occur regularly in North Texas and are a normal condition. Major droughts can last for months or years.

### Environmental Exposure

The temperatures in the Lake Cities area can become extreme in the summer. Extreme heat forces the body into overdrive as it tries to stay cool through perspiration. People in urban areas are at a greater risk because the stagnant atmospheric conditions trap pollutants in the

air, which, when breathed, can trigger respiratory problems for many people. The effects of extreme heat can undermine a person's physical well-being so slowly and subtly that the dangers aren't apparent until it's too late. Extreme heat is a serious community health threat, particularly to high-risk populations, including the young, elderly, and those who are not accustomed to the Texas climate.

Typically, the Lake Cities area has mild winters; however, temperatures well below freezing are not uncommon. Exposure during the winter is also a problem because the population may not be acclimated to the extreme cold. The homeless population is particularly at risk.

#### 1.9.11 Dam Failure

Dam failures can result from a man-made or natural cause such as structural flaw or terrorist action.

The severity of impact from a dam failure could be substantial, with the potential to cause loss of life, property damage, and other ensuing hazards, as well as the displacement of persons residing or working in the affected area. Damage to critical infrastructure such as electrical facilities, (i.e., substations, transmission lines) and natural gas lines also could occur in areas outside the immediate hazard area.

Flood-related dam failure would most likely occur in those months that are more likely to flood— during the spring (April, May, and June) and fall (October, November, and December). Warning time for dam failure, or the potential speed of onset, varies depending on the cause of the dam failure.

#### Technology Services Systems Failure

The Lake Cities Information and Communications Systems departments are subject to internal or external threats. Internal threats could include fire, bomb threat, loss of power, or other utility or other incidents that threaten the staff and/or the facility. External threats include events that put the facility in danger. Examples might include severe weather, or some disruptive or catastrophic event affecting the community. Once a threat has been confirmed, the plan management team will assess the situation and initiate the plan, as necessary.

For the Lake Cities Technology Services Disaster Recovery Plan see Appendix II

## Organizational Concepts

### OPCON - Levels of Emergency

For each level, a minimum staffing requirements guide has been developed. The activation and staffing guide are depicted below.

LEVEL	SITUATION/EVENT	STAFFING
3	Severe Weather Advisory	<b>MINIMUM STAFFING</b> (Two Persons)  Fire or Deputy Chief Emergency Management Coordinator  EOC may not be activated, closer monitoring of the event required.
	Flood Watch	
	Tornado Watch	
	Winter Storm Advisory	
	Tor-Con Rating <6	
2	Major Wildland Fire Affecting Developed Areas	<b>PARTIAL STAFFING</b>  Police Fire
	Major Wind or Rainstorms	
	Tornado Warning	
	Tor-Con Rating at 6 or higher	
	Ice Storm with Accumulation	
	Hazardous Materials Incident	
1	Major County-Wide or Regional Emergency	<b>FULL STAFFING</b>  All EOC Positions
	Multiple Departments with Heavy Resource Involvement	
	Any Other Incident that the County Concludes Warrants Full Activation	

## Lake Cities Emergency Management Organization

Emergency management, at the local government level, is established in State law, the City Charter, and local ordinances. State law designates the Mayor as being responsible for directing the emergency management program in the City. The Mayor can designate an individual to coordinate that program.

### Authority of the Mayor

The Texas Disaster Act places overall responsibility for the management of local disasters with the Mayor, as the presiding officer of the City Council.

The Executive Order of the Governor Relating to Emergency Management provides that the mayor may, when a State of Local Disaster has been declared, exercise similar powers on an appropriate local scale as have been granted to the Governor in the Disaster Act. A Disaster Declaration is also required when seeking State or Federal assistance, including a Presidential Disaster Declaration.

A Disaster Declaration provides the Mayor with additional powers. These powers include, but are not limited to, the following:

Temporarily suspending the provisions of any City statute prescribing the procedures for conduct of City business or the orders or rules of a City Department if strict compliance with the provisions, orders, or rules would in any way hinder, prevent, or delay necessary action in coping with a disaster.

Using all available resources of City government that are necessary to cope with the Disaster.

Temporarily reassigning resources, personnel, or functions of City Departments or their units for the purpose of facilitating emergency services.

Commandeering or using any private property needed to cope with the disaster, subject to compensation requirements.

Ordering evacuation of all or part of the population from a stricken or threatened area.  
Controlling ingress and egress to and from a disaster area  
Purchasing, leasing, or otherwise acquiring temporary housing units to be occupied by disaster victims.

When the Mayor makes a Declaration of Local Disaster and exercises the above powers, the City Manager will execute the orders as directed by the Mayor.

The Texas Government Code provides a means for the Mayor to exercise certain powers and request State assistance following a Declaration of Local Disaster. The EOC Policy Coordination Group may provide guidance on the need for issuing this declaration; however, the final decision rests with the Mayor as the chief elected official.

The Texas Government Code also provides a means by which the Mayor may request the declaration of a State of Emergency. TDEM and the City Clerk's Office will be given copies whenever the Mayor decides to execute either order.

Additionally, the Mayor has an important communications role before, during, and after an emergency. Complementing the communications efforts of PIO, the public and community

often look to the Mayor as the City's only political leader elected by the whole City. Additionally, the Mayor has important statutory emergency authority and responsibilities following the issuance of a Declaration of Disaster.

To execute these formal and informal responsibilities, the Mayor will be kept informed and, in the loop, in real time, during emergency identification, preparation, response, and recovery. This will be achieved as shown in the notification sequence under the various OPCON levels as described in Appendix 1 of this plan. Additional situational awareness will be provided through personal briefings, as well as monitoring of conference calls and observation of EOC activities.

### State of Emergency

To deal with issues of civil unrest, the Mayor may request the Governor declare a State of Emergency. The Governor may proclaim a State of Emergency and issue directives to control and terminate the emergency and protect life and property. Directives issued by the Governor for a State of Emergency expire 72 hours after issuance; however, successive States of Emergency may be declared by the Governor.

In most cases, a Disaster Declaration is more appropriate for responding to natural or technological emergencies. An emergency declaration may be appropriate for security-related incidents where local law enforcement resources are insufficient to handle the situation.

### Philosophy and Responsibilities of Emergency Manager

An Emergency Management Coordinator is responsible for the Lake Cities Emergency Management Program and coordinates emergency preparedness and response activities for the Lake Cities area as required by local and state law. Emergency Management provides the means for command, control, and communications for multiple agencies and departments that respond to an event or a crisis. An Emergency Management Coordinator may act as the lead agency to an incident; but typically provides technical and logistical support to on-scene command and assists with the management of the overall City response.

An Emergency Management Coordinator assists in the comprehensive development of policies, plans, and procedures to protect life and property. An Emergency Management Coordinator does so by bringing key players and stakeholders together to develop plans, preparedness activities, and response strategies. Although an Emergency Management Coordinator acts as a facilitator for the development of emergency planning, an Emergency Management Coordinator does create several strategic plans and coordinates emergency planning as required by state law. The EOP is one of these documents.

Annexes to the EOP are prepared by the Emergency Management Coordinator with input from appropriate agencies. Annexes provide comprehensive planning for hazards encountered in the Lake Cities area. An Emergency Management Coordinator performs several other activities that enhance the Lake Cities readiness and response, including:

Coordinating all phases of development and distribution of the EOP and related Annexes.

Establishing liaisons with County, State, Federal, and other emergency planning, response, and relief agencies.

Ensuring proper operation of the Lake Cities warning system.

Disseminating information on emergency preparedness to the public.

Maintaining the draft text of "emergency proclamations orders" and "ordinances" at the EOC, in coordination with the City's Law Department.

Coordinating the development and execution of City-wide disaster exercises and other drills.

Conducting exercise critiques and monitoring the follow up of recommendations for improved actions.

Maintaining the EOC and developing procedures for its use during emergencies.

Monitoring City compliance with all applicable Federal and State statutes, regulations, and rules.

Monitoring severe weather and other hazardous conditions on a 24-hour basis.

Evaluating weather conditions and projecting the impact on both the public and basic City services.

Coordinating advisories with the National Weather Service Office and other emergency response agencies.

Contacting the City Fire Department, Police Department, Emergency Medical Services (EMS), 9-1-1, 3-1-1 Communications Centers, and other appropriate agencies when potentially severe weather is observed, or a hazardous condition report is received.

Maintaining and activating the Lake Cities Emergency Operations Center in coordination with City management and impacted department heads.

Coordinating with the City Public Information Office to issue public warnings and emergency preparedness and response information through the news media.

Coordinating the operation of the Early Warning System.

Supporting the Incident Command Post (ICP) by:

- Providing technical information.
- Establishing emergency shelters.
- Disseminating emergency information to the public.
- Notifying State agencies and City departments as needed.
- Providing advice on emergency-related issues to stakeholders and City Departments.

Coordinating EOC operations and serving as advisor to City management and departmental representatives during EOC activations.

Assisting in incident documentation for historical and post-incident evaluation purposes.

Designating marshaling locations for volunteer help and mutual aid forces.

In addition, the Emergency Management Coordinator has the following primary and secondary functional responsibilities:

Primary Responsibility	Secondary or Coordination Responsibility
Warning	Public Information
Shelter and Mass Care	Direction and Control
Volunteer Management	Evacuation
Resource Management	Transportation
Food, Water, and Commodities Distribution	Debris Removal
Damage Assessment	Recovery Assistance
Hazard Mitigation	Fatality Management
Information and Planning	Donations Management
Detection and Monitoring	
Alert and Notification	
Mutual Aid	
Military Support	
Coordination	

#### Lake Cities Incident Management System

While the final authority for strategic decision-making rests with the City Manager prior to a Declaration of Local Disaster and with the Mayor after this declaration, effective management of major emergencies requires use of a special organizational structure. Major emergencies pose extraordinary demands for resources and require close operational coordination that cannot be adequately managed by the normal administrative structures.

Lake Cities utilizes the Incident Command System (ICS) which is a multi-agency, multijurisdictional management system that fully integrates the activities of all agencies responding to at an incident that affects the Lake Cities area. Lake Cities has adopted the National Incident Management System (NIMS), in accordance with the President’s Homeland Security Directive (HSPD)-5.

#### NIMS and the National Response Framework

NIMS is a multifaceted system that provides a national framework for preparing, preventing, responding to, and recovering from disasters. NIMS is a comprehensive approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. NIMS provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.

This plan, in accordance with the NRF, is an integral part of the national effort to prevent and reduce America’s vulnerability to terrorism, major disasters, and other emergencies; to minimize damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, NIMS allows for the integration of operations for all levels of government, the private sector, and nongovernmental organizations using its coordinating structures, processes, and protocols.

## Incident Command System

The ICS in use today is an outgrowth of California's FIRESCOPE program that was developed in the 1970s to improve management of large wildfires. ICS was designed to provide a common management structure that would result in better decisions, more effective use of available resources, and clarification of "who is in charge?" ICS was specifically designed for incidents that involve many local, State, and Federal agencies and multiple political jurisdictions.

The ICS is based on several important philosophical principles:

ICS does not require individual agencies to relinquish their legal or basic operational responsibilities.

Major emergencies result in a response from many organizations that may have overlapping jurisdictions and responsibilities. This historically results in conflict over "who is in charge?" ICS resolves this with the concept of Unified Command in which two or more agency officials can jointly manage an incident.

ICS is an organizational system based on functions rather than by agency. This means that personnel from one department may be assigned to several organizational divisions, depending on their function in the emergency.

ICS is a flexible system that permits all response agencies to anticipate and modify the management structure. This dramatically reduces the time and difficulty required to get organized.

## Levels of Organization

### Field Response

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. ICS is used to control and coordinate field-level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple response organizations at the field level. Departmental operational plans describe implementation of ICS in the various Lake Cities Departments.

During a field response operation, the EOC may or may not be activated, depending on the severity and type of incident. Generally, responders handle day-to-day activities using ICS without EOC support.

### Local Government

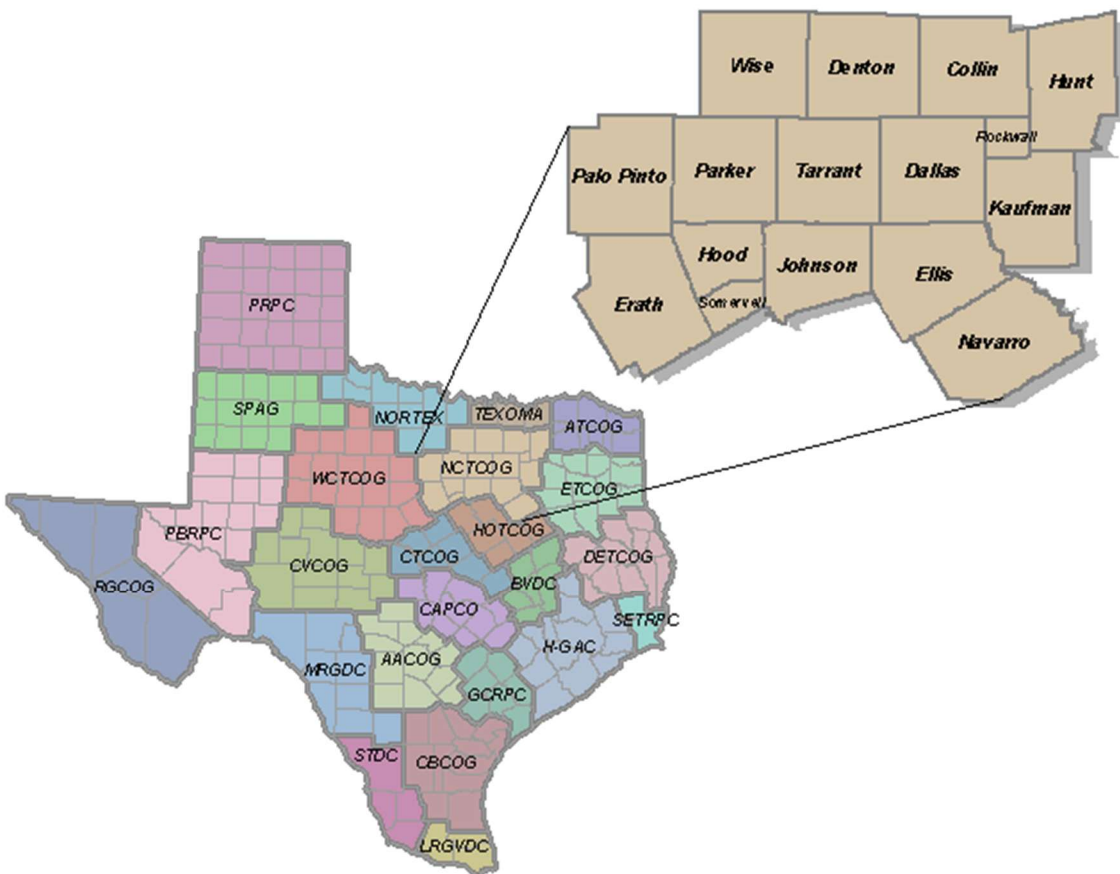
Local governments include cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. The local government emergency management organization and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

### County

This term encompasses all political subdivisions located within the County, including special districts. The County manages and/or coordinates information, resources and priorities among local governments within the County and serves as the coordination and communications link between the local government level and the regional level.

### Region

The State of Texas is divided into 24 regional mutual aid jurisdictions, based upon existing Councils of Government regional boundaries. Denton County is part of NCTCOG, a 16-county region that includes Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise County.



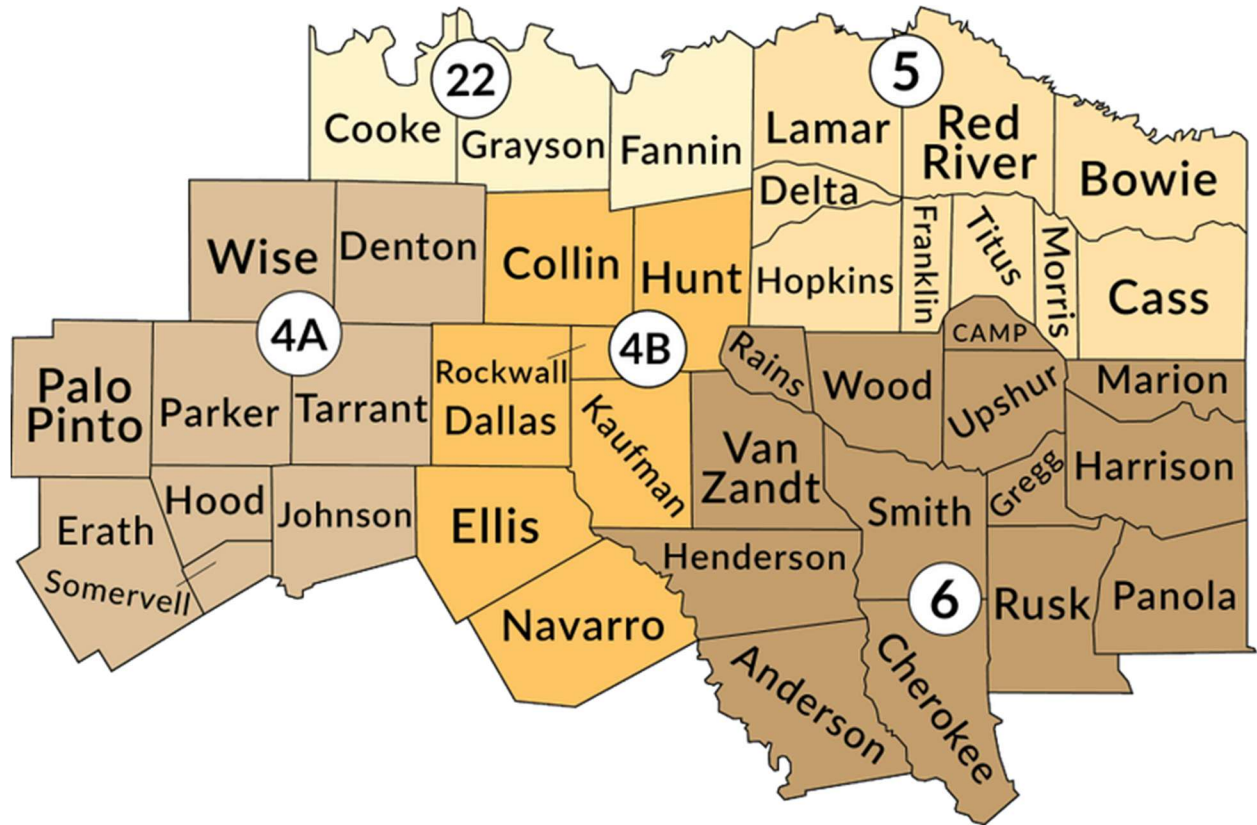
### NCTCOG Region

The regional level manages and coordinates information and resources among the local governments and counties within the 16-county area. The regional level also coordinates overall State agency support for emergency response activities within the region.

### State

TDEM manages State resources in response to the emergency needs of the local and regional jurisdictional levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and serves as the coordination and

communications link to the Federal disaster response system. The State response structure is organized into zones referred to as Disaster Districts. The Lake Cities area (Denton County) is located within Disaster District 4A.



Functional Areas

ICS is organized into five basic functions.

Command

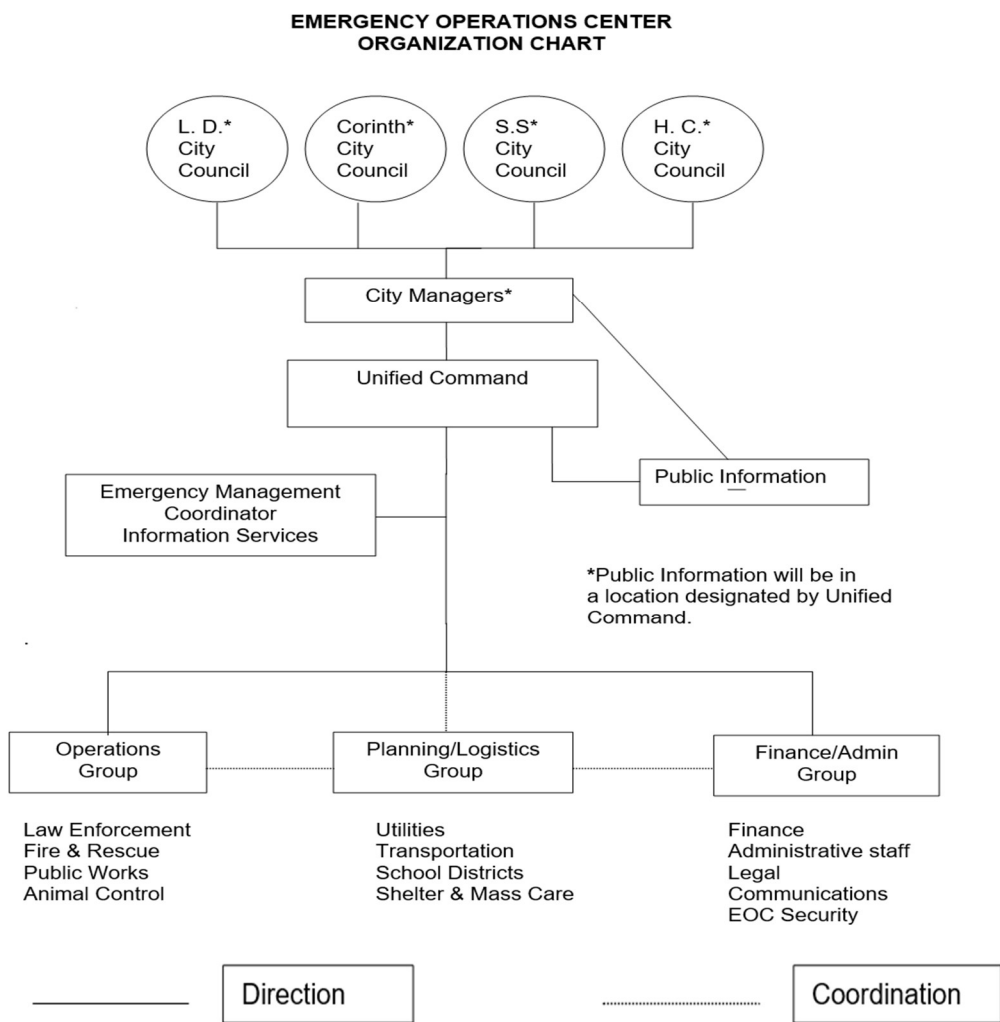
Planning

Operations

Logistics

Finance/Administration

Below is the ICS organization structure that the Lake Cities area uses:



\*The City Councils will assemble at their respective council chambers, or some other location.

\*The City Managers will be responsible for keeping the councils informed of the situation.

## Command

Command consists of an individual (termed Single Command) or a group of individuals (termed Unified Command) who are jointly responsible for overall management of the incident.

Command is responsible for the following:

Establishing an appropriate, overall incident management organization.

Identifying strategic incident objectives.

Ensuring safe operations.

Developing a single, integrated Action Plan.

In large-scale incidents, a Command Staff will be appointed consisting of Public Information Officers (PIOs), Liaison Officers, and Safety Officers whose functions are described below:

### Public Information Officer

PIOs may respond from all agencies having significant involvement in the incident. PIOs work together to ensure that a single, unified message is issued to the news media. PIOs work with IC to ensure the accurate and appropriate release of information during response and recovery operations. In the event of a major disaster, such as a bombing or aircraft crash, PIOs will work with the Lake Cities Communications and Public Information Office (CPIO) to establish a Joint Information Center (JIC) to accommodate intensive, long-term local and network media coverage.

### Liaison Officer

The Liaison Officer is assigned by IC and is responsible for coordinating agency representatives from local, State, Federal, and private agencies that have responded to the command post. These representatives may have incidental involvement in the incident or may have technical or resource information needed by Command, Planning, or Logistics.

In the EOC, the Liaison Officer has the additional responsibility of coordinating with the Mayors of the Lake Cities communities, i.e., Corinth, Shady Shores, Lake Dallas, and Corinth, respectively. As well as each jurisdictions City Council members and other local, State, and Federal government officials.

### Safety Officer

Command will identify one or more Safety Officers who monitor overall safety at the incident and have the authority to stop dangerous operations.

### Operations Section

The Operations Section is responsible for developing tactics to meet the incident objectives that are established by Command. The Operations Section is responsible for all functions and tasks that must be accomplished to resolve the incident, including a wide variety of services provided to the victims of the emergency. There may be more than one Operations Section Chiefs depending on the complexity of the incident, but these Chiefs must carefully coordinate their activities to ensure safe operations with no duplications or gaps in service.

## Planning Section

The Planning Section is responsible for collecting, evaluating, packaging, and disseminating information about the evolution of the incident and status of deployed resources. Planning also is responsible for developing the Incident Action Plan (IAP), based on the Incident Objectives established by Command. Planning also prepares a Demobilization Plan that allows for the timely release of resources committed to an incident.

## Logistics Section

The Logistics Section is tasked with providing the personnel, resources, services, and supplies required by the Incident Management organization. In major emergencies, the Logistics Section may be required to support an operation that extends over a period of days or weeks.

## Finance/Administration Section

The Finance/Administration Section is responsible for tracking incident costs and reimbursements. Unless costs and financial operations are carefully recorded and justified, reimbursement of costs is difficult, if not impossible. The Finance/Administration Section's documentation function is especially important when the incident is of a magnitude that may result in a Presidential Disaster Declaration.

## Documentation

The EOC's Documentation Unit is part of the Planning Section and maintains accurate logs that record key response activities, including:

Activation or deactivation of emergency facilities.

Emergency notifications to other local governments and to State and Federal agencies.

Significant changes in the emergency.

Major commitments of resources or requests for additional resources from external sources.

Issuance of protective action recommendations to the public.

Evacuations.

Casualties.

Containment or termination of the incident.

This section is also responsible for special procurements that may require waiver of State or local purchasing requirements during emergencies.

## Incident Management and Coordination

Most significant events will require coordination. This section describes the key elements that play a critical role during emergencies.

## Incident Command Post

The ICP is the location of the tactical-level, on-scene IC and management organization for field response teams. The ICP typically comprises IC and immediate staff and may include other designated incident management officials. Typically, the ICP is located at or in the immediate vicinity of the incident site and is where direct, on-scene control of field response units takes place. Incident planning and communications are also conducted at the ICP.

#### Tactical Level Dispatch, 9-1-1, and 3-1-1 Call Centers

The 9-1-1 dispatch centers are the first link between citizens and the city's emergency services. Highly trained employees answer citizens' calls for services, both emergency and non-emergency, and dispatch police officers, firefighters, or paramedics to answer the calls. Most Lake Cities Departments with a field response component operate dispatch centers of their own. In many cases, these centers serve as a primary communications link to the tactical operations in the field. The dispatch centers also provide situational awareness of conditions by relaying information from both responding units and callers.

The Lake Cities 3-1-1 Call Center also serves as an interface between the public and other City services. Utility outages or debris reports typically will be managed by 3-1-1. In this respect, the 3-1-1 Call Centers are also an important source of information and another communications link to the public.

All public safety entities in Denton County communicate on a common radio system that allows for interoperable communications between all agencies. The Lake Cities non-public safety agencies are also on the system, allowing for radio communications between Lake Cities field units.

#### Department Operations Center

Department Operations Centers (DOCs) are facilities from which individual departments control their internal resource mobilizations and tactical operations during periods of increased service demands. DOCs may be the regular communication or control centers, such as the electric control center, or it may be an ad hoc center set up by a department to handle resource needs, personnel callback, altered business hours, etc.

Activities normally carried out in a DOC should not take place in the EOC. The EOC focuses on inter-agency coordination and strategic decision-making. Agency representatives cannot effectively carry out these functions if they are preoccupied with internal department response planning and coordination. Conversely, interagency coordination and strategic planning should not take place at a DOC. Department level staffing plans should address both tactical level DOC and EOC staffing needs during significant events.

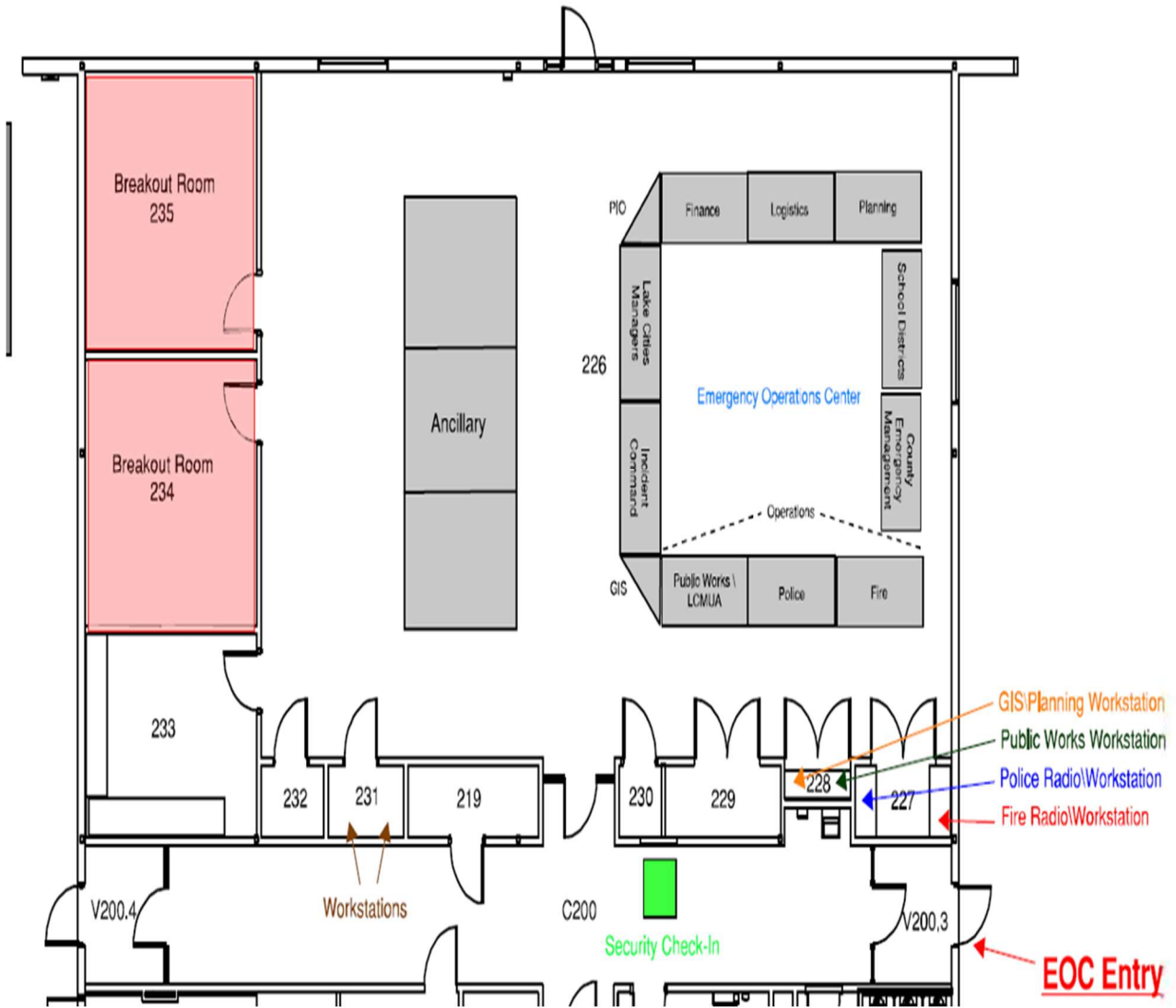
#### Emergency Operations Center

The purpose of the EOC is to coordinate strategic decision-making, resource allocation, public information, and warning. The operation of the EOC does not eliminate a department's needs for tactical level coordination of staffing and resources. The EOC also serves as EOC Command, a form of Area Command, when faced with multiple incidents or a single incident with major, community-wide impact.

Agency representatives at the EOC must be at least senior managers, commanders, or chiefs capable of committing their department's resources. Lower ranking representatives sent to the EOC as "liaisons" cannot effectively participate in joint, strategic decision-making and may not have the necessary influence with higher-ranking officials in their own organizations.

The Lake Cities Public Safety Complex EOC serves as the single EOC for all incidents that occur within the Lake Cities area.

# Lake Cities EOC Layout



## State Operations Center

The SOC, operated by TDEM, is in a hardened underground facility at the DPS Headquarters in Austin. The responsibilities of the SOC include:

Maintaining databases, maps, and other information relating to potential threats, key facilities, critical infrastructure, resources, and other planning data.

Coordinating with State agencies, local governments, volunteer groups, and industry with respect to threatened or actual emergency situations.

Responding to requests for emergency assistance from local governments and State agencies that are managing emergency incidents.

Supporting the emergency response coordination activities of the Emergency Management Council, when it is activated during major emergencies and disasters, to coordinate the use of State resources for response and recovery.

During emergency situations, providing emergency information and instructions to the public in coordination with the Governor's Press Office and State agency public information staffs.

Coordinating State Amber Alert operations.

## Federal Coordination Facilities

### Regional Response Coordination Center

FEMA Region 6 Regional Response Coordination Center (RRCC) is activated to coordinate regional response efforts, establish Federal priorities, and implement local Federal program support. The RRCC serves as the main coordination point between Federal agencies that support State and local governments with response and recovery activities after disasters. The RRCC operates until a Joint Field Office (JFO) is established. The RRCC is in Denton, Texas.

In response to regional requests for support, FEMA provides mobile telecommunications, operational support, life support, and power generation assets for the on-site management of disaster and all-hazard activities. This support is managed by the Response and Recovery Directorate's Mobile Operations Division (RRMO).

The SOC serves as the primary communications channel for contact with Federal entities.

### Joint Field Office

The JFO is a temporary Federal facility established locally to coordinate operational Federal assistance activities to a disaster area during Incidents of National Significance. The JFO is a multi-agency center that provides a central point of coordination for Federal, State, local, tribal, non-governmental, and private-sector organizations with primary responsibilities for

threat response and incident support and coordination. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions.

#### EOC Organization

The Lake Cities EOC employs a NIMS compliant Incident Management system that is modeled after ICS, slightly modified to meet the needs of the Lake Cities EOC. When activated, the Lake Cities EOC is organized into five Sections as defined by ICS and NIMS.

#### EOC Command

Operations

Plans

Logistics

Finance

#### EOC Command

The General Staff is responsible for providing subject matter information and support to the Policy Coordination Group, EOC Director, and other members of the response organization. The management group includes the following positions:

**Emergency Management Coordinator** - Responsible for overall management of the EOC. The Emergency Management Coordinator is responsible for the assignment of General Staff positions when no pre-plan exists. The Emergency Management Coordinator serves as the EOC Director for the Lake Cities area.

**Public Information Officer** - Serves as the point of contact for the media and other organizations seeking information on the emergency. Oversees the running of the JIC.

**Liaison Officer** - Maintains and provides coordination with the Lake Cities Mayor(s) and City Council, as well as other local, State, and Federal government officials, and all outside agency representatives that have been assigned to the EOC.

**Safety Officer** - Ensures that the EOC facilities maintain safe operating conditions and provides safety messages for the IAP.

**Warning Officer** - Responsible for the dissemination of all protective action statements and information required for the immediate preservation of human life.

**EOC Support Officer** - Ensures that EOC responders are provided with adequate training and support to enable them to perform their EOC duties.

#### Policy Coordination Group

The Policy Coordination Group will be established in OPGON Level 1 and 2 incidents and may be established, if need, in OPGON 3 and 4 incidents. The Policy Coordination Group fills three roles in the Lake Cities EOC structure:

The Policy Coordination Group provides recommendations to the City Manager/Mayor and County Judge on the need for a Declaration of Local Disaster. This declaration may be made by the Mayor and/or County Judge or may be requested by the City Manager when special powers vested in the Mayor or County Judge are needed. A declaration may also be needed to request Federal Assistance. Note: A request for Federal assistance may be initiated by a declaration of a State of Local Disaster by either the Mayor or the County Judge.

The Policy Coordination Group makes recommendations to the Mayor and County Judge on specific actions that are needed under their special powers after a Declaration of Local Disaster, such as issuing orders of mandatory evacuation or controlling ingress and egress from a disaster area. These special powers are described in Section 2.2.1 of this plan.

In major incidents, the Policy Coordination Group establishes broad strategic response and recovery policies on issues such as:

Determining the need for additional evacuations or curfews.

Setting re-entry priorities.

Setting priorities for restoration of City services.

Determining the need to issue other “orders” or exercising other powers that are authorized under State statute.

In some cases, implementation of these strategic response and recovery policies requires a Declaration of Local Disaster. In other cases, they can be implemented through existing authorities as shown below:

Power	Powers without a City Declaration	Powers with a City Declaration
Evacuation	City public safety agencies can persuasively encourage evacuation from affected areas.	The Mayor can order mandatory evacuation and police can enforce the order with reasonable use of force.

Ingress/ Egress from affected areas	The City can close municipal streets, but may not block all ingress and egress from affected areas. The City has other specific powers to close waterways and other City property.	The Mayor may control ingress to and egress from a disaster area in the jurisdiction, and control the movement of persons and the occupancy of premises in that area.
Assistance from other governmental entities	The Mayor as the Chief elected official (or the designated City Emergency Management Coordinator) can request state assistance once local resources are exhausted. The City can seek FEMA financial aid if county declares a disaster. The City may seek assistance from other local governments.	The City may make a declaration to receive FEMA financial assistance and it must make such a declaration to receive FEMA assistance if the County does not do so.
Activating Emergency Operations Plan	Components of the plan are used on a routine basis to coordinate large-scale events and emergencies short of a declaration of local disaster.	The plan is activated upon declaration of local disaster.
Suspending local laws and regulations	The City Council must follow ordinary procedures to suspend local laws and regulations.	The presiding officer may unilaterally suspend certain local laws and regulations for disaster response and recovery.
Emergency laws/orders	The City Council must follow ordinary procedures to pass new laws.	Emergency Management Director, acting as the governor's agent, may issue orders with the force of law; including economic stabilization orders.
Controlling City personnel & resources	The City Manager may assign personnel and resources to respond to the emergency/disaster.	The Emergency Management Director may assign personnel and resources to respond to the disaster.
Commandeering private resources	The City can use its power of eminent domain	The Emergency Management Director may commandeer private resources (with compensation).

Note: Under Texas Local Government Code Section 418.1015, the presiding officer of the governing body of an incorporated city is designated as the emergency management director for the subdivision.

The Policy Coordination Group must take care to focus on broad strategic issues and not delve into incident operations and tactical issues that are assigned to Incident Command personnel under the National Incident Management System (NIMS).

The following section explains the function and responsibilities of the various members of the EOC Policy Coordination Group within the Lake Cities EOC structure. This framework conforms to the requirements of NIMS as mandated by the U.S. Department of Homeland Security

(DHS). Only the Departments and Agencies involved in the specific incident are represented in the Policy Coordination Group.

Mayor - Following the Declaration of Local Disaster, the Mayor Co-Chairs the Policy Coordination Group with the County Judge and provides direction to the City Manager to execute his/her orders. The Mayor(s) represents the Lake Cities government with elected officials as well as County, State, and Federal agencies.

County Judge - Co-Chairs the Policy Coordination Group with the Mayor(s) or City Manager, and represents the Denton County government with elected officials as well as City, State, and Federal agencies.

City Manager -

Prior to a Declaration of Local Disaster

The City Manager Co-Chairs the Policy Coordination Group with the County Judge.

Makes decisions regarding the activation of the EOC for City Departments.

Directs City Departments in response to and recovery from emergencies. After a Declaration of Local Disaster

Advise the Mayor on courses of action. Executes orders as directed by the Mayor. Exercises operational control of all Lake Cities government activities.

Co-Chairs the Policy Coordination Group in extreme cases where communications with the Mayor cannot be established or where the Mayor is absent or disabled. As soon as communications can be established or the Mayor is no longer absent or disabled, the Mayor shall assume all such authority and responsibilities.

Lake Cities Emergency Manager - Functions as the EOC Director for the Lake Cities area. The Director of Emergency Management manages EOC operations and provides emergency management policy and procedure guidance to the Policy Coordination Group.

Fire Chief, Lake Cities Fire Department - Leads fire and rescue activities and provides related guidance to the Policy Coordination Group.

Chief of Police, Police Department - Coordinates law enforcement response and provides related guidance to the Policy Coordination Group.

Sheriff, Denton County Sheriff's Office - Coordinates the law enforcement response and provides related guidance to the Policy Coordination Group.

Chief, Lake Cities Emergency Medical Services - Leads the management of issues related to pre-hospital patient care, including mass casualty incidents, and provides guidance to the Policy Coordination Group.

City Attorney - Provides legal and liability counsel to the Policy Coordination Group.

City Chief Financial Officer - Leads financial management and cost recovery activities and provides related guidance to the Policy Coordination Group.

Director, Health and Human Services Department - Leads the public health and human services response and provides related guidance to the Policy Coordination Group.

Director, Public Works Department/Water Utility/Resource Recovery - Leads the public works response and provides related guidance to the Policy Coordination Group. Leads water, wastewater restoration activities, and provides related guidance to the Policy Coordination Group. Leads cleanup and debris removal activities and provides related guidance to the Policy Coordination Group.

Director, Atmos/CoServ Energy - Leads power restoration activities and provides related guidance to the Policy Coordination Group.

Health Authority - Provides guidance on health and medically-related issues to the Policy Coordination Group.

Medical Director - Provides guidance on pre-hospital patient care and other medically related issues to the Policy Coordination Group.

President and CEO, Capital Metro - Leads the public transportation restoration and response activities and provides related guidance to the Policy Coordination Group.

Superintendents of the School Districts Serving the Lake Cities - Leads the School Districts' response and provides related guidance to the Policy Coordination Group.

The above management structure assumes a joint Lake Cities/Denton County operation. The management structure may be refined to meet specific incident objective.

## Operations

The State of Texas and the Federal Government currently organize their response activities into groups called Emergency Support Functions (ESFs). An ESF is a functional area of response established to facilitate the delivery of Federal or State assistance required during the immediate response phase of a disaster. ESFs represent those types of assistance, which the State or local government will most likely need because of the impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement State and local response efforts. Lake Cities utilizes functional "groups" which operate much like ESFs.

Federal government response agencies are organized into 15 ESFs. The State of Texas is organized into 24 ESFs. The Lake Cities EOC uses operational groups to organize the Operation Section of the EOC and is organized into five groups. All fall under the Operations Section in the EOC. The Groups are:

Public Safety Group

Health and Hospitals Group

Community Services Group

Public Utilities Group

## Public Works Group

The following chart provides the relationship between groups at the local level and ESFs at the State and Federal levels.

### CHART

#### Warning Systems

Lake Cities considers the outdoor warning system (sirens) and the media to be the primary means of communicating warning, emergency public information and public information to the public at all stages of a disaster. Information is disseminated to the media via social media accounts (primarily Twitter). This may be supplemented by media advisories, media releases, interviews with spokespersons and press conferences, as appropriate to the incident. The broadcast media, accessed through social media, is the primary system for disseminating warning and emergency information to the public. Additionally, the public may receive this information directly from Lake Cities via Social Media.

Lake Cities maintains logs of all the social media messages that they transmit, which serves as the logging method for testing of this system.

There are additional systems that can be used to provide warning and/or emergency information to the public:

**Regional Notification System (RNS)** - The Capital Area Council of Governments Regional Notification System is a communication system designed to notify local community recipients of an emergency event.

**Emergency Alerting System (EAS)** - The Emergency Alerting System (EAS) may be used for local emergencies.

**National Weather Service NOAA weather all hazards radio** - NOAA weather all hazards radio system allows for transmission of emergency information on a nationwide system of transmitters that broadcast weather information 24 hours a day.

**Integrated Public Alerting and Warning System (IPAWS)** - The Federal Integrated Public Alerting and Warning System (IPAWS) allows authorized agencies to initiate public warnings through a variety of systems. This includes EverBridge, a reverse 9-1-1 alert system.

**Media Distribution groups** - Lake Cities uses a pre-identified newsletter service to distribute communications to local and national media.

#### Public Safety Group

The Public Safety Group is responsible for the coordination of all public safety actions including response activities, personnel, equipment, and support requirements. Although public safety departments have specific disciplines, the Public Safety Group is considered an integrated function within the EOC. This ensures the most efficient coordination and utilization of first responder equipment and resources during an emergency. The Public Safety Group has the following responsibilities:

Law enforcement, including but not limited to, criminal investigation, all security and protection-related activities, traffic control, and traffic management plans.

Fire suppression.

Hazardous material response and consequence management, including radiological monitoring and emergency spill control.

Evacuation.

Search and rescue.

Pre-hospital patient management, including field care, medical transportation, and triage activities.

Coordinates, as needed, with the Health and Hospital Group on issues of medical consequence including, but not limited to:

Epidemiological investigations.

Mass care.

Environmental monitoring.

Coordinates with WPD on spill containment and cleanup that threaten or involve creeks and streams.

Provides public safety support to other groups as needed.

The Public Safety Group:

Provides communications and liaison functions with their respective department's DOC and the EOC.

Supports the Situation Status Unit of the EOC's Planning Section by providing intelligence and situational assessments received from field units and DOCs. Also provides updates on system coverage for their respective agencies.

Coordinates public safety-related mutual aid requests with the Logistics Section.

Lake Cities Departments which make up the Public Safety Group include:

Lake Cities Police Department

Lake Cities Department

Denton County Emergency Medical Services

Denton County Office of Homeland Security and Emergency Management

Key non-Lake Cities entities that routinely staff the Public Safety Group include:

Denton County Sheriff's Office

Denton County Emergency Services Districts

## Texas Department of Public Safety

### Health and Medical Group

The Health and Medical Group is responsible for assisting in the provision of any necessary public health needs for residents of, and visitors to the Lake Cities area. This includes the following responsibilities:

Coordinate and manage the allocation of available disaster medical and health resources to support disaster medical and health operations in the affected area.

Determine the medical and health impact of the event on the affected population and medical and health infrastructure and ensure information is provided to the Operations Section Chief.

Evaluate and prioritize medical and health requests from local responders based upon criteria established by the Operations Section Chief and determine appropriate response recommendation.

Manage all issues or events involving communicable diseases or biological agents.

Coordinate protective measures to ensure sanitary food and potable water supplies, adequate sanitary systems, vector control issues, and control of communicable diseases. Coordinate with the EOC PIO or the JIC to inform the general public of preventive or protective measures, where assistance can be obtained, potable water issues, etc.

Coordinate reception and distribution of pharmaceuticals if needed for prophylaxis of the Lake Cities/Denton County population.

Obtain medical and health personnel, supplies and equipment through established mutual aid procedures coordinated through the EOC's Logistics Section.

The Health and Medical Group will coordinate with the Plans Section Situation Status Unit to maintain the status of available medical services and overall conditions including, but not limited to, the following:

The status of all unassigned medical and health resources within the operational area.

Status of area hospitals, medical centers, and clinics.

Available registered nurses, public health nurses, medical staff, etc.

Operational first aid stations or urgent care clinics.

Number and location of dead animals.

Medical Examiner operations.

Sanitation inspections of mass care facilities.

The Health and Medical Group is responsible for assisting in the provision of any necessary environmental health needs for residents of and visitors to the Lake Cities area. This includes providing accurate information on feeding sites, hazardous materials problems and waste, vector control issues, emergency response to sanitation and sewage problems, animal control

issues, potable water, etc. This Group also assists in the implementation of any environmental health actions.

The Health and Medical Group is staffed by personnel from:

Denton County Health and Human Services Department

Lake Cities - Denton County Health Authority.

Lake Cities - Denton County Medical Director.

Representatives from area hospitals.

Community Service Group

The Community Services Group includes care and shelter operations and mass transportation operations. Specific responsibilities of care and shelter operations include the following:

Determine the number of evacuees with functional needs, such as medically fragile persons, people with disabilities, elderly persons, non-English speaking persons, and unaccompanied minors. To the extent possible, coordinate with the ARC to provide services to support the special needs of disaster victims.

Provide and coordinate the use of transportation equipment for evacuations or other emergency situations where mass transportation is needed.

Coordinate the delivery of all disaster mental health assistance required by victims and responders.

Coordinate all activities related to animals in disasters.

Inventory the operational status of all facilities listed as shelters, including the following information:

Structural soundness.

Utility services.

Adequate sanitation facilities, including showers.

Capacity for cooking, serving, and dining areas and equipment.

Shelter capacity.

The Community Services Group's purpose is to provide for the food, potable water, clothing, shelter, animal welfare, disaster mental health, and other necessities of persons impacted by a disaster. The Community Services Group works in close partnership with the ARC in providing care and shelter services and to access the Disaster Welfare Inquiry system, which provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries.

Shelters in the Lake Cities/Denton County area are established and maintained to provide basic needs including food, shelter, water, and sanitation. It is the goal of Lake Cities and the ARC to meet the needs of vulnerable or disabled persons to the degree possible in an

emergency. In some cases, Lake Cities may provide direct support to ARC shelters by assigning personnel to fill roles in the operation of individual shelters. Lake Cities may operate disaster shelters without direct involvement of the ARC. The EOC's Community Services Group will act as a conduit for requesting government mutual aid resources to assist any shelter activity.

The Community Services Group will coordinate with the Plans Section Situation Status Unit to provide information on the capacity and situation status of all shelters either planned or operating.

The Community Services Group will coordinate with the Logistics Section on the status and availability of transportation resources. The group will work with the personnel section of the Logistics Section to ensure adequate staffing of shelters and supporting facilities.

Mass transportation resources are coordinated with the Logistics Section in the EOC.

The Community Services Group is staffed by personnel from:

Lake Cities/Denton County Health and Human Services.

Parks and Recreation Department.

Lake Cities Human Resources Department.

Lake Cities Transportation Department (Public Works).

Lake Cities Animal Services

Public Utilities Group

The Public Utilities Group is responsible for coordinating plans and emergency actions to provide emergency power, water, and telecommunications with alternative energy sources to support emergency response and recovery efforts.

The Public Utilities Group is staffed with personnel from:

Lake Cities Energy (Atmos/CoServ)

Lake Cities Public Works (Water Utility)

Telecommunication providers may be assigned to the Public Utilities Group when they have representatives in the EOC.

Public Works Group

The Public Works Group is responsible for:

Damage assessment and restoration of bridges, roadways, and traffic control devices.

Management of road surfaces, including any treatments needed to prevent ice build-up.

Providing technical support to assist with damage assessment and recovery operations.

Supporting traffic management-related objectives.

Coordinating debris removal efforts.

The Public Works Group coordinates with the Plans Section Situation Status Unit to provide information on:

Area traffic conditions.

Status on open and closed roadways.

Roadways impacted by emergency conditions.

The Public Works Group is staffed with personnel from:

Public Works Department

Other critical, non-City governmental organizations that work with the Public Works Group include:

Denton County Transportation Authority

Texas Department of Transportation

#### Plans Section

The Plans Section's primary responsibility is to collect, analyze, verify, display, and disseminate incident information. This includes impact information, response activities, details regarding the field operating environment, and the status of available resources. The Plans Section functions as the primary support for response decision making, including preparing situation briefings, maintaining an EOC staff roster, map displays, anticipatory appraisals, and developing plans necessary to cope with changing field events.

During incident response, the Plans Section Chief provides situational advice to help guide operational decision making. The Plans Section is responsible for facilitating the action planning process and the development of the EOC IAP, the Recovery Plan, and the After-Action Report.

The Plans Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner. The Plans Section's Documentation Unit is responsible for the detailed recording of the entire response effort and the preservation of these records during and following the disaster.

Technical Specialists assigned to the EOC will initially be part of the Plans Section. The Plans Section Chief reports directly to the EOC Director and/or Deputy Director. Additional responsibilities of the Plans Section can be found in the Lake Cities EOC Standard Operating Guidelines and Position Checklist.

#### Logistics Section

The Logistics Section is responsible for planning and executing the acquisition and movement of supplies, equipment, personnel, and the provision of facilities in support of the incident response. The Logistics Section is also responsible for tracking the status of requests from placement to fulfillment.

Requests for support from the IC, DOCs, or participating agencies are directed to the Logistics Section in the EOC. Initial response resources will be drawn internally from the departments

that comprise the groups in the Operations Section. Once a specific resource has been exhausted (or is about to be exhausted), resource requests are placed through the Logistics Section, which will locate the required resources from alternate sources.

The Logistics Section Chief reports to the Emergency Management Coordinator. Additional responsibilities of the Logistics Section can be found in the Lake Cities EOC Standard Operating Guidelines and Position Checklist.

#### Finance and Administration Section

The Finance and Administration Section's role and responsibilities encompass four primary functional activities:

Financial policy.

Employee compensation.

Accounts payable.

Cost recovery.

In addition, this Section coordinates with the other Sections and external agencies, regarding finance and administrative activities, and provides pertinent financial data to other agencies.

The Finance and Administration Section Chief reports to the Emergency Management Coordinator and/or Deputy Director. Additional responsibilities of the Finance Section can be found in the Lake Cities EOC Standard Operating Guidelines and Position Checklist.

#### Organizational Hierarchy For External Resources

Lake Cities resources constitute the first line of response and relief during the onset and immediate aftermath of a major emergency. The NIMS, as adopted by Lake Cities, provides the framework for the organization and management of resources which will be utilized. Lake Cities will handle the emergency needs until its resources become, or are projected to become, inadequate to cope with the situation. If Lake Cities resources prove to be inadequate, Lake Cities will request aid from outside resources. Such outside aid may come from a variety of resources, including one or more of the following:

##### Mutual Aid Agreements

Lake Cities may supplement its resources with mutual aid agreements (also known as interlocal agreements). These agreements, in which the parties agree to assist each other in disasters, can be made with neighboring jurisdictions, or can be made with private emergency response teams.

Mutual aid agreements are legal documents, signed by heads of the government (or of the private organizations), stating the participating entities' agreement to assist one another in disaster situations. These agreements may typically include things such as:

Authority to operate in another jurisdiction.

Provision of resources and services.

Compensation for workers.

Clarification of legal liability.

Specification of who will command operations involving mutual aid.

Specification of who will declare States of Disaster.

Specification of who will administer resources received from third parties.

Specification of who will provide benefits to those injured or killed while rendering aid.

#### Private Relief Organizations

Another source of outside assistance is private relief organizations, such as the ARC, The Salvation Army, charitable organizations, civic organizations, service organizations, and church groups.

These organizations may assist in many ways, including the distribution of food, medicine, and supplies, the provision of emergency shelter, and the restoration of community services.

The ARC, which operates under a Federal Charter, provides grants and other types of assistance to individuals and families affected by disasters. The ARC also provides significant individual assistance in the aftermath of disasters such as floods, fires, or tornadoes.

In an emergency, many departments may need assistance from the same private relief organizations. Departments may have an ongoing, day-to-day relationship with private relief organizations; however, in an emergency, City Departments should go through the EOC to request aid. The EOC can then coordinate requests for assistance and avoid confusion and delays.

#### Regional Assistance

City Departments routinely engage in mutual aid agreements with sister organizations from within or near Denton County. However, the process for the request and deployment of regional assets that are not covered in existing mutual aid agreements is outlined in the Regional Response Plan. This plan covers regional assets. All inbound and outbound requests for regionally available or required resources will be processed through the Regional Response Plan.

#### State Assistance

When local and regional resources are not sufficient to cope with the disaster or emergency, the EOC will contact the Mayor or Emergency Management Coordinator who will formally request assistance from the DPS Disaster District 4A Commander.

If the request is beyond the capabilities of the local Disaster District, the Disaster District Chairperson (DDC) will forward the request to the SOC. The SOC reports to the Governor and is staffed 24-7-365 by the TDEM.

If a department or agency determines that such assistance is going to be required, that department or agency should contact the Lake Cities Emergency Operations Center. To receive the needed assistance in a timely manner, departments and agencies must be aware

of their available resources, anticipate the future resource requirements of the situation, and notify the EOC of the specific needs as quickly as possible.

#### Federal Assistance

If the situation is beyond the capabilities of the State, the Governor will request that the President declare Denton County a major disaster area and make available the resources provided for under Public Law 93-288, as amended by the Stafford Disaster Relief and Emergency Assistance Act of 1988.

FEMA coordinates the provision of Federal assistance which can come either in the form of resources (personnel and equipment) or money for affected citizens, municipalities, or both. Monetary reimbursement usually comes after a Disaster Declaration. A Disaster Declaration is covered in the next section. Resource requests must be channeled through the State and usually come after local and State resources are exhausted or not available.

## Concepts of Operations

This EOP addresses a spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. A build-up or warning period will precede some emergencies, providing sufficient time to warn the public and implement mitigation measures that are designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the EOP and the coordinated mobilization and deployment of resources. All departments and agencies of the Lake Cities area must be prepared to respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid promptly and effectively.

## City Agency Responsibilities Defined

Below are activities that apply to all departments during the response phase of an incident:

Activating internal emergency plans (including the provision of supplies, equipment, and facilities), resource management plans, and human resource management plans, according to established criteria and notifying the EOC when these plans are activated.

Reviewing security procedures and implementing enhancements as needed, based upon criminal or terrorist threats or incidents.

Advising the Emergency Management Coordinator when the department cannot carry out its roles or responsibilities as

described in this EOP.

When requested, sending a departmental representative to the EOC to provide input and to coordinate with other departments and agencies.

Designating an EOC SPOC to ensure and manage a department's EOC response capability.

Providing regular status reports on department resources, department activities, and emergency conditions to the EOC.

Coordinating with the EOC to establish priorities for restoring services after outages.

Coordinating all public information activities with the Lake Cities PIO and the PIO at the EOC.

Providing necessary administrative and technical support to the department's operational Sections or Divisions.

Keeping accurate and complete cost records for responding to the emergency, such as personnel costs (regular and overtime), equipment costs, costs of supplies, and costs of services. These records will be used for reporting to City management and may be required to apply for Federal assistance.

Maintaining lists and descriptions during the emergency of department facilities and equipment that are damaged by the emergency.

## Responsibility By Mission Areas of Emergency Management

Emergency management activities during peacetime and national security emergencies are organized into five Federally defined mission areas:

Prevention

Protection

Mitigation

Response

Recovery

Prevention and Protection

The prevention and protection phases both involve activities that are undertaken in advance of an emergency or disaster. These actions include emergency/disaster planning, training and exercises, and public education. During these phases, the Lake Cities area places emphasis on the following activities:

Training of City staff, volunteers, and emergency management personnel.

Conducting exercises to ensure that all EOC participants are prepared to respond effectively in the event of an activation of the EOC.

Review and assess risks to key facilities and take prudent measures to reduce the vulnerability of facilities and workers to disaster.

Emergency planning to ensure that operating plans and their associated support documentation is current and accurate. Plans include response, recovery (including damage assessment), and mitigation (hazard mitigation) plans. The Emergency Management Coordinator, in cooperation with other Lake Cities Departments, is responsible for ensuring that these planning documents are kept up to date.

Public awareness and education campaigns to inform and train the public about personal, workplace, community preparedness, and mitigation activities as well as Lake Cities preparedness efforts.

Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.

Resource management to ensure the availability of sufficient resources to cope with emergencies.

Establishing and reviewing policies for the preservation of critical records as required by the City Clerk's Office.

Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.

Identify damage assessment team members.

Train personnel in damage assessment techniques.

Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.

Identify critical facilities requiring priority repairs, if damaged.

Ensure that key local officials are familiar with jurisdiction's insurance coverage.

Conduct public education on disaster preparedness.

The Emergency Management Coordinator is responsible for the coordination and maintenance of emergency communications systems, warning systems and emergency equipment, and for ensuring that the EOC is maintained in an operable condition. EOC readiness actions include ensuring that the center is always stocked with all needed supplies and equipment.

### Resource Management

Each City Department or agency is primarily responsible for managing its own resources, including supplies, equipment, facilities, and people. During emergencies, the Logistics Section in the EOC will assist departments and agencies in acquiring resources that are not available to them through usual channels and procedures.

### Supplies, Equipment, and Facilities

Management of supplies, equipment, and facilities involves:

Determining which resources are essential to the department's operations.

Establishing repair or replacement priorities.

Establishing resource allocation guidelines, according to the operational priorities of the department.

Establishing schedules and procedures for routine maintenance.

Performing routine equipment and facilities reviews and maintenance.

Replacing resources that are irreparable or have been depleted.

Acquiring additional resources as demands increase or change.

### Personnel

Emergencies may involve an extended period of rescue, clean up, and damage assessment, which means that personnel may be doing strenuous work for extremely long hours.

Departments should refer their questions about employees' work hours to the Lake Cities Human Resource Department (HRD). In addition, the following also should be included, as needed, in the human resource management sections of their service continuity plan or written SOPs:

Callback of emergency response and/or recovery personnel.

Communicating with employees who are not directly involved in emergency response or recovery.

Communicating with friends and family members of emergency response and recovery personnel.

Caring for the needs of the families of emergency response and recovery personnel.

Coordinating daycare for the children of emergency workers as required.

Coordinating, during emergencies, the use of personnel for jobs other than their normal assignments.

Coordinating the use of temporary outside or loaned personnel from other organizations to assist with emergency response and recovery.

Providing food, housing, medical care, and relief for emergency response and recovery personnel.

Providing cash for emergency expenditures and payroll for emergency response and recovery personnel.

Adjusting shift scheduling as needed (for example, changing from three eight-hour shifts to two twelve-hour shifts, or re-assigning personnel who normally work the third shift to work one of the other two shifts).

Providing regular, scheduled rest and relief for emergency response and recovery personnel.

Providing critical incident stress debriefing and counseling for emergency response and recovery personnel and their families.

## Planning

This EOP serves as strategic guidance for managing disasters. These plans are designed to provide guidance to Lake Cities Departments in the development of internal plans or SOPs. The development of planning documents must include input from other City departments as appropriate. This participation is important since departments are required to implement plans or procedures that support the Lake Cities strategic principles of disaster management.

While The Emergency Management Coordinator conducts strategic planning, Lake Cities Departments are still responsible for the development of tactical plans that guide internal operations during an emergency. This planning can take the form of special plans or documents. Departments also may develop general orders, SOPs, policies, or procedures that address emergency operations.

## Response

In most cases, the response phase begins upon the initial dispatch of tactical units to an event. In other cases, the response phase may commence upon activation of the EOC. The Lake Cities response to an emergency can be roughly divided between initial response and extended response. The terms “initial” and “extended” imply that these aspects of response are chronological in nature. This is true in some instances; however, depending on the nature of the incident, extended response activities can begin before initial response activities are completed, or the activities can happen simultaneously. The system is intended to be flexible

so that emergency personnel can engage in the appropriate actions as dictated by an incident's characteristics. Some examples of response activities are:

Gather damage reports.

Compile damage assessment reports.

Keep complete records of all expenses.

#### Pre-Incident Actions

Upon receipt of a warning or the observation that an emergency is imminent or likely to occur, the Lake Cities will initiate actions to prepare for the incident. The purpose of these actions is to evaluate the seriousness of the threat and determine appropriate courses of action to protect life and property. This may include convening a Situation Assessment Team, a group of key Lake Cities officials to monitor the situation and take appropriate actions. It also may include alerting appropriate Lake Cities Departments and agencies, and, in some instances, alerting the public.

Events that may trigger pre-incident preparation and analysis activities include:

A major hurricane which could lead to activation of the CASHP.

Weather forecast indicating a significant threat of severe weather and/or flooding.

Receipt of a potential dam failure advisory.

Likelihood of rolling blackout or other power failures.

An unusual pattern of disease reporting.

Notification of actual or threatened cyber events.

Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity.

A potential major hazardous materials incident.

A rapidly deteriorating international situation that could lead to an attack upon the United States.

Information or circumstances indicating the potential for acts of terrorism, violence or civil disturbance.

Planned Lake Cities events with local, State and Federal implications (such as conventions and celebrations).

Preparedness activities that may be performed when a credible threat or warning is received include the following:

Briefing the Mayor's Office, the City Manager's Office (CMO) and/or City Departments.

Reviewing and updating the Lake Cities EOP, Annexes, and associated supporting documents.

Advising the Mayor's Office, CMO and other elected officials on legal implications related to actions or anticipated impacts from hazards.

Increasing public information efforts and warning threatened elements of the population.

Accelerated training of permanent and auxiliary staff.

Inspecting critical facilities and equipment.

Recruiting additional staff from City Departments or City-sponsored volunteer organizations.

Mobilizing personnel and pre-positioning resources and equipment.

Coordinating actions with Denton County and other regional partners.

Contacting State and Federal agencies that may be involved in field activities.

Testing warning and communications systems, including the designation of wireless interoperability channels.

Identifying the need for mutual aid and requesting such through appropriate channels.

Preparation of public service announcements.

Activating the EOC and/or a JIC.

#### Initial Response

The Lake Cities initial response activities are primarily structured to minimize the effects of an emergency or disaster, including the protection of human life and property. Examples of initial response activities undertaken by the Lake Cities EOC include:

Disseminating warnings, emergency public information, and instructions to the citizens of the Lake Cities area

Coordinating evacuations and/or rescue operations.

Coordinating the care of displaced persons and treating the injured.

Clearing priority transportation routes.

Conducting damage assessments as needed.

Repairing critical facilities and structures.

Conducting initial damage assessments and surveys.

Assessing the need for mutual aid assistance.

Preparing and disseminating legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers.

Coordinating the restriction of traffic/people movement and unnecessary access to affected areas.

Developing and implementing action plans.

Making all necessary notifications to key stakeholders' groups, government entities, and the general public.

#### Extended Response

The Lake Cities extended response activities involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Examples of extended response activities undertaken by the Lake Cities EOC include:

- Preparing detailed damage assessments.
- Coordinating the operation of mass care facilities.
- Coordinating mass fatality operations.
- Procuring required resources to sustain operations.
- Documenting situational status.
- Protecting, controlling, and allocating vital resources.
- Coordinating restoration of vital utility services.
- Tracking resource allocations.
- Conducting advance planning activities.
- Documenting expenditures.
- Developing and implementing action plans for extended operations.
- Disseminating emergency public information.
- Declaring a local emergency.
- Coordinating with State and Federal agencies.
- Coordinating with national, State and local volunteer agencies.
- Recovery planning.
- Deactivating the EOC or ICP when no longer needed.

#### Recovery

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Recovery activities may reflect the continuation of the response phase activities (i.e., restoration of utilities), or they may include new activities, wholly enacted as a part of the recovery process, after the disaster has abated (i.e., removal of debris after a flood). Examples of recovery activities include:

Coordinating restoration of utilities.

Coordinating debris management.

Coordinating individual assistance programs.

Providing long-term recovery housing to displaced victims.

Applying for State and Federal assistance programs.

Conducting hazard mitigation analyses including review and update of City codes as necessary.

Identifying residual hazards.

Determining and recovering costs associated with response and recovery.

Monitoring restoration activities.

Establishing emergency index codes for cost tracking purposes.

#### Mitigation

Mitigation efforts occur before, during, and after emergencies or disasters. Post-disaster mitigation is part of the recovery process and includes eliminating or reducing the impact of hazards that exist within the Lake Cities. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a potential disaster. Mitigation activities may include:

Amending local ordinances and statutes such as zoning ordinances, building codes, and other enforcement codes.

Undertaking flood control projects.

Removing fuel in areas having a high potential for wildfires.

The Emergency Management Coordinator, other Lake Cities Departments, and agencies are involved in on-going mitigation activities throughout the year. The Emergency Management Coordinator conducts emergency mitigation and preparedness education for citizens, agency, Lake Cities Department EOC representatives, and emergency team members.

Other mitigation activities include briefing elected officials and department heads on possible liabilities arising from disaster operations; procedures for invoking the emergency powers of government, and legal documents relating to emergency powers. This can include preparation of sample legal documents for approval by officials.

Hazards analysis and vulnerability assessments are used during the mitigation phase to determine the hazards that are most likely to impact the Lake Cities area. The hazards analysis provides information to help agencies and Lake Cities Departments determine how best to spend their mitigation efforts and resources.

The Emergency Management Coordinator also works with Lake Cities Departments on mitigation projects and activities.

Mitigation projects often result from actual emergencies or from emergency exercises. After the event or exercise, the Emergency Management Coordinator, other Lake Cities Departments, or agencies identify needs and opportunities to prevent or reduce the impact of future emergencies or disasters.

#### Selection of EOC Department Representatives

Every Lake Cities Department is responsible for having qualified individuals who can respond to the EOC when requested. Selected personnel must:

Have the authority to make decisions on a Department-wide level.

Be capable of responding to the EOC on short notice.

Complete a four-hour EOC orientation course hosted by the Emergency Management Coordinator.

Complete a background check and be credentialed for EOC access.

#### Ensuring the Delivery of Lake Cities Services Following Disasters

Departments are required to establish plans for the delivery of services following disasters. Planning should cover everything needed for the continuation of the delivery of services provided by that department, if primary facilities or needed equipment become unavailable. Planning elements should include:

Identification of essential employees and functions.

Development of plans for the relocation and/or restoration of all activities needed to support the continued delivery of essential products or services.

Identification of critical resources including identification of vendors where resources can be obtained.

Identification of critical equipment, including identification of vendors where replacement of the equipment or parts can be obtained.

Preservation of vital records, including the back-up of critical files and accounts.

#### Departmental Notification Requirements

The Lake Cities internal notification policy is designed to promote a coordinated City-wide response to significant events and incidents. Lake Cities Departments must notify the City Manager or their respective Assistant City Manager, the CPIO, and the Emergency Management Coordinator whenever there are emergencies or developing situations that:

Can have a substantial impact on their ability to deliver services.

Can have a substantial impact on the ability for other City Departments to deliver services.

Can have a substantial impact to the population or quality of life of the public.

Further information can be found in Appendix IX - Lake Cities Departmental and Personnel Phone Numbers.

## Who to Notify

The following individuals should be notified as soon as possible for events that meet the criteria outlined below:

The City Manager, who will notify the Mayor.

Assistant City Manager for the affected City Department.

CPIO.

The Emergency Management Coordinator or the EOC, if activated.

## When to Notify

Any City Department that experiences an incident or developing situation that meets the following criteria should notify the offices listed above. This list is not all-inclusive. Departments should always be aware of the effects of events on other Departments and the City as a whole and use judgment in notifying these offices whenever it is appropriate.

Any incident involving serious on-duty injury or death to a Lake Cities employee or contract employee on a Lake Cities project.

Any life-threatening injury or death of a civilian at a Lake Cities facility.

Any incident that potentially or compromises infrastructure or resources necessary to provide services to the public. These include outages to facilities such as utility plants or the 9-1-1 dispatch center.

During a major emergency or disaster, when a Department plans to comply with a request from the State of Texas or a local jurisdiction that requires sending resources outside of Denton County.

## How to Notify

Notification should be made by telephone or alphanumeric page. Alphanumeric page should include a call back telephone number. FAX or email may not be used for the initial notification but may be used to provide additional background or technical information. City Department Directors must designate an Emergency Notifications SPOC, by name or title. This person is responsible for making these notifications or for implementing a departmental notification procedure. Directors will be the SPOC if one is not designated.

## Pre - Event Operations

The Emergency Management Coordinator serves as the focal point for the monitoring of events which may affect the Lake Cities.

Intelligence gathering through City Departments, government agencies, or key stakeholders.

Simple threat assessment.

Pre-event notifications.

Individual City Departments may have enhanced capabilities for monitoring specific hazards or threats.

#### Situation Assessment Teams

If the event poses an unusual or significant risk, the Emergency Management Coordinator can establish a Situation Assessment Team. The Situation Assessment Team is responsible for collecting and analyzing information relative to the situation, providing direct response to the degree allowable, and relaying other matters to the appropriate level for an executive decision. The Situation Assessment Team may prepare an IAP that covers pre-event activities leading up to an EOC activation. Elements completed by the Situation Assessment Team may include:

Detailed information on the nature of the threat.

Probability and scale of impact to citizens and Lake Cities services.

Any potential issues or problems that may require the attention of the CMO.

Recommend preparedness actions to other City Departments.

Recommend public information messages.

Identify specific threshold or trigger points for increasing the Lake Cities OPCON levels up to EOC activation.

The Situation Assessment Team is led by the Emergency Management Coordinator. Team members come from City Departments that play a central role relative to the hazard or its probable impacts to the community.

#### Notification to City Departments and Stakeholders

The Emergency Management Coordinator serves as the SPOC for the coordination of pre-event information and activities. The Emergency Management Coordinator may receive warning information on actual or potential emergency situations from Federal or State agencies, industry, and other local governments. The Emergency Management Coordinator is then responsible for making notifications to:

City Departments, and other government and private organizations that play a role in response or recovery operations.

The public.

The DO notifies and coordinates as necessary with the CMO on any threats that may impact City operations. For many types of incidents, the DO also makes notifications to the State of Texas (through TDEM) and to other community stakeholders.

#### Methods of Notification

The DO may use a combination of notification methods. Notification tools include the following:

Outdoor Warning Sirens - The outdoor warning sirens is the primary means for the communication of threats.

Email Advisory - An advisory is a document that warns of an event or condition that can (or will) adversely impact city operations. The advisory summarizes the hazard, potential impacts, and action items to be performed by the Emergency Management Coordinator during the identified reporting period. Relevant illustrations should be used whenever practical.

In some cases, the DO may directly notify individual stakeholders by telephone or radio. In emergency situations, the DO may utilize on-duty law enforcement to contact an individual stakeholder if the individual is within the City limits.

### EOC Concept of Operations

During an emergency, management of strategic-level issues is done from the Lake Cities EOC. The EOC provides a centralized location for the collection and dissemination of information about the emergency. Also, EOC personnel make policy-level decisions about response priorities and the allocation of resources. Several non-governmental organizations also may operate out of the EOC, depending on the event or circumstance.

The following functions are performed in the Lake Cities EOC:

Analysis, evaluation, reporting, and assessment of all data pertaining to emergency operations.

Coordinating emergency response operations through the appropriate DOCs.

Receiving warning information from a variety of government and private sources and issuing alerts and warnings to the public.

Serving as the central point for providing emergency information and instructions to the public.

Coordinating the operational and logistical support for the Lake Cities area and Denton County resources that have been committed to the emergency.

Maintaining contact and coordination with DOCs, other local government EOCs, and TDEM's DDC.

Collecting information from and disseminating information to the various DOC representatives and to other jurisdictions, military, State, and Federal agencies.

A full listing of all EOC positions and operation guidelines can be found in the Lake Cities Emergency Operation Center Standard Operating Guidelines and Position Checklists.

Specific checklists regarding the activation and deactivation of the EOC can be found in the Lake Cities Emergency Operations Center Standard Operating Guidelines.

### Integration of Operations with Denton County

The EOC fully integrates the operations of Lake Cities and Denton County into a single cohesive operation. City and County agencies that perform similar functions are asked to respond to the EOC.

The Lake Cities - Denton County EOC produces procedure-level documents and checklists that fully integrate notification, functional responsibilities, and other activities that apply to all agencies, City and County Departments, and organizations that have a presence in the EOC.

#### EOC Role of Operation

The EOC coordinates with several entities during its normal operations and summarizes the nature of that coordination. During EOC activation, relevant Lake Cities Departments may activate DOCs. The DOCs communicate with the EOC via established emergency communications systems or through their respective EOC representative. Departments without a DOC interface with the EOC through the EOC Department representative.

In normal response operations, the EOC does not communicate directly with field response units. Instead, these field units establish communications with their respective DOCs. In cases where the field units do not have DOCs established, personnel may communicate directly with the EOC.

Further information can be found in Appendix VII - Staging Locations

#### Triggers for EOC Activation

Triggers for EOC activation depend on several factors; however, activation usually occurs when there is need for coordination of City and/or County resources in response to an event or crisis, or a threat of such conditions. The extent of the activation varies greatly. Some events involve only emergency management personnel who respond to the EOC to monitor developing conditions. Other activations can involve a wide range of City and County Departments. The determination to activate the EOC is made by the City Manager upon the recommendation of the Emergency Management Coordinator.

Any City Department may request an activation should they determine there is a need to coordinate City services in response to an incident. In such cases, these requests are channeled to the Emergency Management Coordinator. The Emergency Management Coordinator then works with that Department to determine if an EOC activation is necessary and if so, which Departments should respond to the Lake Cities EOC. The Emergency Management Coordinator will make an appropriate activation recommendation to the City Manager.

The Following people may activate the EOC:

The City Manager or their designee.

The Mayor, following a Declaration of Local Disaster.

The Denton County Judge.

The Denton County EMC.

By the Emergency Management Coordinator in extreme cases where communications with the City Manager or their designee cannot be established.

In emergencies where a City Department is the lead responder, the Emergency Management Coordinator will consult with that Department to determine if the EOC should be activated, and which City Departments and agencies should send representatives to the EOC.

Further information regarding Triggers for EOC Activation can be found in Appendix III - Level of Emergency Trigger Matrix; and Appendix V - EOC Activation Levels and Personnel.

#### Notification of EOC Activation

Cellular communication or email is considered the primary means of notifying EOC responders that the EOC has been activated.

Further information regarding Notification of EOC Activation can be found in Appendix IV - Activations and Notifications; Appendix V - EOC Activation Levels and Personnel.

#### Initial EOC Actions

Upon activation of the EOC, the Emergency Management Coordinator, or other personnel manning the EOC, should perform the following actions:

Execute required notification, including building security, of EOC activation.

Verify response of agency EOC representatives.

Consider need for enhanced security.

Ensure readiness of key hardware and software systems, including passwords required by responding representatives to access EOC systems.

Maintain situational awareness of developing emergency.

Ensure copies are available of the following documents:

EOC/DOC phone contact lists.

Copy of current EOC table of organization showing position assignments.

EOC Section/Branch/Group vest.

Copy of the current Situation Report.

Copy of the current EOC IAP.

#### EOC Department Representative Responsibilities

As a representative for a City or County Department or organization, EOC responders' primary responsibility is to directly coordinate with other Departments at the EOC. Representatives are required to provide information as to the following:

Status of their Department's ability to provide their services to citizens.

Ability to support operational goals related to overall incident objectives.

Status of committed and non-committed resources, within their Department, that are capable of meeting incident objectives.

EOC Department representatives also:

Analyze the impact of internal issues and actions taken within their Department and share that information with other EOC participants.

Serve as a two-way information conduit between the EOC and their respective Department.

Ensure their Department is coordinating the release of all public information with the EOC PIO and/or the JIC.

Assist in working problems or issues as they develop at the EOC.

#### Public Information Policies

During emergencies, the following policies and procedures are used to organize and manage public information for the Lake Cities area:

The PIO position is staffed or a JIC is established at the EOC for any major emergency.

Safety information and instructions to the public have priority for release.

The Mayor and CMO provide policy guidance for dissemination of emergency public information.

Multiple communications tools are to be used to release emergency information. The media is one of those communications tools.

A JIC will serve as the focal point for Lake Cities media briefings and information dissemination activities.

A rumor control section is established by the PIO to:

Answer inquiries from the public.

Act as a media monitoring unit to monitor media broadcasts to ensure accuracy of released information.

Lake Cities PIOs function in a JIC management system to coordinate information before its release to the public and the news media.

#### Joint Information Center

The various PIOs of all the agencies involved in an incident should coordinate their efforts by establishing a JIC. In emergencies, it is critical that all public information be accurate, complete, and consistent. Through an integrated JIC, media information among the various agencies and the EOC can be coordinated into unified media briefings and releases. Some of the public information services coordinated by the JIC include the following:

News briefings and conferences.

Background data to news media.

Spokespersons to elaborate on and explain the event.

An information center the public can contact regarding the emergency.

### Situation Reports

The following outlines the type of situation report issued by the Plans Section of the EOC when the EOC is activated. The Situation Report is a document that provides information on impacts and action items.

The Disaster Summary Outline (DSO) should be completed anytime a damage assessment is conducted. The Situation Report and DSO should be transmitted to the State together to provide a complete picture of actions and impacts related to an event. In addition to sharing regularly scheduled Situation Reports and DSOs, the EOC may contact the State Disaster District

Representative directly to transmit vital and/or time-sensitive information between the State and Lake Cities EOC.

### Resource Management

Within the EOC, a standard message form will be used to provide written communications between the Sections, Branches, Groups, and Units. Each Section, Branch, Group, and Unit will use ICS form 213-RR/AUS to order disaster or event-related resources. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the Lake Cities area during the response to a disaster. All necessary ICS forms may be obtained from the EOC Logistics Section.

Requests for resources that are normally within the inventories of the mutual aid system will go from the DOCs to the EOC. All other resource requests will be made through the Logistics Section. Resource requests received by the Lake Cities EOC will be coordinated to determine if the resource is available from other departments or other sources within the Lake Cities - Denton County area.

Resources that are not locally available will be requested through the regional level from the Texas DPS DDC for Region 4A.

Further information on Resource Management can be found in Appendix VIII - Resources and Equipment Cache by City.

### Requesting Outside Assistance

The Lake Cities EOC serves as the communications link between the State and the DOCs for requesting State or Federal resources during an incident. The Logistics Section of the EOC will work with State and Federal partners to fill resource requests.

Resource requests should be coordinated internally before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Groups, is responsible for tracking resource requests.

### Requesting State and Federal Assets

The Emergency Management Coordinator, through the Lake Cities EOC, serves as the focal point for requesting State and Federal assistance. The sequence of events that occurs if Lake Cities needs to request State or Federal assistance is as follows:

The Emergency Management Coordinator prepares the appropriate documentation for assistance.

The Document is then reviewed by the EOC Director and then the CMO, Policy Coordination Group, and City Legal Department if appropriate.

The request goes to Denton County for review.

The request then goes to the DPS Disaster District Office, which contacts TDEM.

If the Emergency Management Coordinator is unable to contact the DPS Disaster District Office, the Emergency Management Coordinator may contact TDEM directly. An initial request of this nature may be transmitted via telephone, radio, or special messenger.

#### Damage Assessment

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation and to report the information through established channels. The information will be used to assess the extent of the disaster and to determine the appropriate level of response.

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important but must not be collected until the operational problems and immediate needs are collected and analyzed. Teams of personnel will be dispatched as soon as possible to assess the nature, severity, and extent of the situation. The teams may include personnel from:

Public Works

Law Enforcement

Building Inspection

Public Health

Environmental Conservation Services Division

Watershed Protection

Lake Cities Volunteer Groups such as CERT

An IAP that defines the size and makeup of the teams will be drawn up. Teams may be assigned routes or zones based upon the affected areas and routes that are deemed open and safe for travel. Information obtained from sources such as the media, 9-1-1, 3-1-1, and field units, will be used to assist in developing initial routes and zones. Prior to any team deployment, the EOC Safety Officer will review routes and security issues related to deployed

teams. In the event a Safety Officer is not assigned to the EOC, the Public Safety Group will make a safety review of the plan.

ARC Damage Assessment Teams will accomplish the assessments by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas. The survey will include the inspection of and reporting on facilities essential to public welfare, safety, and sheltering. Damage assessment is generally performed in three phases:

Windshield Survey- a brief survey of all areas.

Rapid Damage Assessment of public buildings and other City structures.

Detailed engineering evaluation of certain buildings and structures.

The detailed engineering evaluation is used as the basis for repairs or replacement of structures. This information is useful to prepare documentation of eligible repair costs on State/Federal Damage Survey Reports.

AE maintains a list of Lake Cities-owned facilities that are considered important in supporting the Lake Cities response to major disasters. This list identifies the top priority, critical facilities that may require a safety and occupancy inspection immediately after a disaster, as well as those which could be inspected later, as time and resources permit. The Public Works Group coordinates any special requests for inspections.

Damage assessment forms are provided by the ARC or by the EOC Plans Section. Standard forms from TDEM may also be used.

#### Disaster Summary Outline

As significant damages become apparent, a DSO will be prepared and forwarded to the Disaster District. A DSO is required for obtaining a Presidential Disaster Declaration and should be completed within ten (10) days.

Information is obtained from each department and then combined with Denton County to complete the report. The DSO includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The DSO will be used to justify a Governor's Proclamation of a State of Emergency and to request a Presidential Declaration of Emergency. Detailed assessments of damage to public and private facilities, with more precise dollar loss estimates, will be formulated by the Plans Section of the EOC and forwarded later as recovery operations begin.

#### Safety Assessment

Once activated, the Public Works Group will initiate a safety assessment and perform the following operations:

Begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessments.

Coordinate safety inspections, searching for life and/or property-threatening situations.

Manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system.

These teams will include civil and structural engineers who will inspect both public and private property.

#### Deactivation Policies

The EOC will be deactivated when the EOC Director or Unified Command has concluded that recovery operations can continue under the normal Lake Cities management structure. Detailed procedures for deactivation of the EOC, including documentation closeout and post-incident stress debriefings, are contained in the EOC Standard Operating Guidelines. The EOC also may enter a “stand-down” mode in which operations are suspended for a fixed period (e.g., overnight), but the EOC remains officially activated.

#### EOC Post Events Activities

There are several activities that need to be completed at the conclusion of any major event or EOC activation. Typically, most of the post activities commence upon the conclusion of recovery operations or when the EOC has been deactivated.

#### After Action Review

Perhaps one of the most important aspects of any exercise or actual incident is a post incident critique that offers a community an opportunity to examine the effectiveness of actions taken and procedures used in an incident.

The purpose of post-incident reviews is to:

Determine what procedures and actions worked.

Determine what procedures and actions didn't work.

Discuss solutions or schedule future meetings to work through identified problems.

The After Action Report (AAR) and its attached Corrective Action Plan (CAP) should be used by Lake Cities Departments to:

Identify gaps in readiness or response plans.

Retool existing plans or procedures.

Develop plans to mitigate the impact future disasters may have on City operations or the community.

The Emergency Management Coordinator is responsible for the scheduling of a post incident critique on any incident when it is deemed that such a review is needed, or a review offers the opportunity for enhancing the City's response to future incidents. Post incident reviews can include County, State, and Federal agencies along with private organizations that are involved in an incident.

#### Record Keeping

Position Logs will be consolidated into a master event list for historical record keeping and to aid in event reconstruction for after action reviews and reports.

### Recovery Operations

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. A disaster may strike quickly, leaving the need for recovery operations in its wake, or it can be a prolonged event, requiring that recovery activities begin while the response phase is still in full activation. Severe windstorms, fires, or floods are examples of disasters that can be ongoing and present recovery challenges during and after an event.

### State and Federal Assistance

When a Federal Disaster Declaration is issued, Federal recovery programs are initiated, State and Federal recovery staffs are deployed, and recovery facilities are established. A JFO, typically established in the vicinity of the disaster, is staffed by State and Federal personnel who administer recovery programs.

### Disaster Declaration Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended, authorizes the President to declare an emergency or major disaster in the State, if requested by the Governor, and to make Federal assistance available to supplement State and local resources.

A Presidential Declaration of Major Disaster can authorize two major types of federal assistance:

Individual assistance.

Public assistance.

Individual assistance and public assistance require separate applications and have separate minimum damage assessment thresholds that must be met before the application may be considered. Public assistance grants will not be considered unless an individual assistance grant is applied for and approved first.

### Disaster Declaration Process

A Federal disaster declaration should be sought when there is a situation of such severity and magnitude that State and/or Federal programs will be needed to assist the recovery. The Lake Cities area begins the process by submitting the following documentation to the Governor of the State of Texas:

A request letter to the Governor through Denton County.

A local State of Disaster Declaration.

A Disaster Summary Outline.

Every effort should be made to consolidate requests and damage assessments with Denton County to prevent duplication of damage reports. The County Judge's or Lake Cities Mayor(s)

request letter along with the DSO and local State of Disaster Declaration should be delivered to the State. A Declaration by the County Judge covers all municipalities within the County. Alternatively, if a disaster occurs strictly within the Lake Cities area, said Mayor has the authority to request that the Governor declare a disaster.

A copy is also forwarded to TDEM District Coordinator (DC) District 4A.

Upon receipt of the documentation:

The state contacts the FEMA regional office if the damages appear to exceed state/local capability.

Federal, state, and local government personnel conduct an on-site preliminary damage assessment (PDA). The PDA is the mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community. This information is used by the State to prepare the Governor's request and by FEMA to make a recommendation to the President as to whether assistance is warranted. The President then decides whether to approve the assistance requested and/or recommended.

If warranted, the Governor requests assistance from the President, certifying that the severity of the disaster is beyond the state and local capability.

FEMA regional personnel summarize the information collected during the PDA and send a recommendation to FEMA headquarters for further analysis.

The FEMA Director recommends a course of action to the President based on the analysis.

The President determines whether to grant or deny the gubernatorial request.

If denied, the Governor may appeal the decision within 30 days.

#### Role of the Disaster Field Office

Should a Federal Emergency or Disaster Declaration be approved by the President, FEMA, in conjunction with the State, will normally establish a Disaster Field Office (DFO), in proximity to the disaster area, to provide response and recovery assistance. The DFO is a collaborative State-Federal operation that is staffed by designated Federal agency members to coordinate response/recovery activities. Lake Cities activities interface with State and Federal recovery efforts through the DFO.

Once conditions in the disaster area stabilize, recovery programs begin, and response operations are reduced accordingly. Response and recovery operations may be conducted concurrently. Once response operations are terminated, recovery operations will continue for as long as required by conditions in the disaster area.

#### Individual Assistance Programs

Individual Assistance offers support to private individuals and businesses and includes emergency sheltering, food, and clothing. It also includes temporary housing, house mortgage or rent assistance, disaster loans, Federal income tax assistance, legal aid services, job placement services, unemployment benefits, home repair, post-disaster trauma counseling, and food stamps.

Once a Presidential Declaration is made, individuals must apply for assistance from the various programs for which they qualify. In some cases, FEMA or the State of Texas may make mobile disaster recovery centers available in the most affected areas.

After the application is received, the damaged property is inspected to verify the loss. If approved, an applicant will soon receive a check for rental assistance or a grant. Loan applications require more information, and approval may take several weeks after application. The deadline for most individual assistance programs is 60 days following the President's major disaster declaration.

Audits are done later to ensure that aid went to only those who were eligible and that disaster aid funds were used only for their intended purposes. These Federal programs cannot duplicate assistance provided by other sources, such as insurance.

### Public Assistance Programs

Public Assistance supplements the resources of City government to restore public facilities and services and to alleviate the economic impact of a disaster. Public assistance is provided to repair or rebuild public facilities affected by a disaster, including buildings, State or local roads and bridges, water supply and sewage treatment facilities, flood control systems, airports, and publicly owned electric utilities. Public assistance also is available to repair or rebuild schools and public recreation facilities.

As the reconstruction of infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.

The public assistance process begins after the Presidential Disaster Declaration. Once individual assistance aid for a disaster has been approved, local municipalities may submit an application for public assistance, provided it meets certain minimum damage thresholds set by the Federal Government. These thresholds change from year-to-year. Public entities have 30-days from the date of the declaration to submit their application for public assistance. Once an application has been approved, specific grants are then made, based on individual projects and/or costs incurred because of the disaster.

Virtually all Federal public assistance programs are on a cost-share basis. Public Assistance can provide up to 75-percent of costs incurred in:

Debris Removal.

Emergency Protective Measures. This covers those activities taken by a community immediately before, during, or following a specific disaster that do one of the following:

Eliminate or reduce an immediate threat to life, public health, or safety.

Eliminate or reduce an immediate hazard that threatens significant damage to public health or private property.

This may include overtime costs incurred by a department as a result of a disaster.

Permanent restoration of municipal facilities and infrastructure includes:

Roads and bridges.

Water control facilities.

Utilities.

Municipal parks, buildings, and selected equipment.

Additional details may be obtained from the Emergency Management Coordinator.

#### Other Types of Assistance

There is additional assistance that is available from the Federal Government, in addition to that offered through a Presidential Disaster Declaration. Limited assistance may be available through other State agencies.

If the emergency does not meet the criteria for a Presidential Disaster Declaration, assistance in the form of loans may be available from the Small Business Administration (SBA). The Secretary of Agriculture, through the United States Department of Agriculture (USDA), is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. In situations involving serious physical losses, the Farm Service Agency (FSA) Administrator may designate a county a disaster area, but only for physical loss loans.

There are different processes and requirements for qualifying for USDA Disaster Declarations, SBA Disaster Declarations, and Presidential Disaster Declarations. Please refer to State of Texas Disaster Recovery Manual for additional information on the application process and scope of these programs.

#### Additional Training for Recovery Operations

Additional training is available for departments and individuals who will play a prominent role in recovery operations. Online courses are available from FEMA and the State of Texas.

TDEM offers several courses. Course offerings vary from year-to-year. Consult TDEM's website for the current list of courses, dates, and locations.

#### Continuity of Government

Continuity of government (COG) planning is primarily designed to enable entities to prevent interruptions of critical business functions, minimize the impact of interruptions that may occur, and return to normal operations quickly and with minimal loss after an interruption occurs.

The changing threat environment and the severity of recent natural and man-made emergencies in the United States and in the Lake Cities area highlight the need for careful continuity of operations (COOP) planning that enables government at all levels to continue their essential functions across a broad spectrum of emergencies. The Emergency Management Coordinator is available to assist City Departments with developing, training, and testing COG plans. The Emergency Management Coordinator can provide coordination assistance if several City Departments are working together on interdependent planning.

Additionally, each City Department has prepared a Department-specific COOP plan, and those plans are Annexes to the Lake Cities COG Plan.

COG includes 10 essential elements:

Essential Functions

Delegation of Authority

Orders of Succession

Alternate Facilities

Vital Records, Databases, and Systems

Interoperable Communications

Contingency Staff and Responsibilities

Devolution

Reconstitution

Tests, Training, and Exercises

Orders of Succession and Authority

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. A major disaster could incapacitate or kill key officials. Others may be out of town, or otherwise, unable to participate in critical decision-making during disaster situations.

The City Manager

Under the Charter of the Lake Cities area, the City Manager is the chief executive and administrative officer with executive responsibility and authority for the administration of the City government (subject to oversight by the City Council, as prescribed in the Charter). That responsibility and authority do not abate during conditions under which this EOP is activated, except as otherwise provided by State law when a Declaration of Disaster has been issued.

Under a Declaration of Local Disaster, the Mayor may issue orders for execution by the City Manager.

Order of Succession for City Managers

Subject to the City Council's authority, addressed immediately below, in the event the City Manager is unable to assume the responsibilities of that office due to temporary absence or disability either prior to or during an incident that results in activation of this EOP, then the authority and responsibility of the City Manager as set out in this EOP shall be assumed by a qualified Administrative Officer of the City Manager's executive management team, referred

to in this EOP as the “Executive Manager in Charge.” The individual designated as the Executive Manager in Charge shall carry out the responsibilities and exercise the authority of the City Manager, under this EOP, during any such period in which the City Manager is temporarily absent or disabled. As soon as the City Manager is no longer absent or disabled, the City Manager shall assume all such authority and responsibilities.

The list below sets out the order of succession for purposes of this EOP for the role of Executive Manager in Charge in the event the City Manager is temporarily absent or disabled:

City Manager

Executive Manager in Charge

Assistant City Manager for Public Safety

Executive Manager in Charge

Assistant City Manager for Infrastructure Services

City Council Authority

The Lake Cities Charter provides that the City Council has the power to appoint a City Manager. This Charter supersedes the protocols set out above for designating an Executive Manager in Charge, in the event the City Manager becomes temporarily absent or disabled. Thus, any action by the City Council to appoint a City Manager, or acting City Manager, shall supersede and take precedence over the order of succession plan described above.

Individual Lake Cities Departments are required to outline lines of succession for key personnel and to identify essential employees. Information should be recorded in departmental COOP Plans and policies and procedures as needed.

Continuity of operations for the Emergency Management Coordinator is outlined in the Emergency Management Coordinator COOP Plan.

Temporary Seat of Government

When government offices are unavailable because of emergency conditions, a temporary seat of government will be established at a location that offers maximum security and safety. Final site selection for a temporary seat of government will be based upon factors specific to the emergency. Considerations include the following:

Condition and overall safety of the building and site.

Vulnerability of location and structure to hazards.

Meeting space of suitable size that can meet all the legal requirements tied to the holding of public meetings for the City Council.

Public accessibility, including site access and parking for the general public.

Security of council members and the public.

Available communications, including Internet connectivity and ability to accommodate communication needs of the media.

Initial consideration will be given to Lake Cities buildings that can meet the above criteria. In case a Lake Cities facility cannot be utilized, attempts will be made to utilize buildings operated by other government entities before securing a privately-owned structure.

#### Catastrophic Disaster Operations

A catastrophic event is any natural or manmade incident, including an act of terrorism, which results in extraordinary levels of mass casualties, damage, or disruption that severely affects the population, infrastructure, environment, economy, national morale, and/or government functions.

Catastrophic events will:

Have a local impact over a prolonged period.

Have impacts on a regional or national scale.

Almost immediately exceed the resources normally available to the Lake Cities area.

Significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened.

#### Catastrophic Hazard Identification

Some events that could be considered catastrophic include, but are not limited to, the following:

Any event involving a chemical, biological, radiological, or nuclear agent with either the actual or potential ability to affect a sizeable portion of the Lake Cities area.

A public health emergency such as an infectious disease outbreak.

A maximum rainfall event centered on the Lake Cities area and Denton County.

City-wide or regional utility outage lasting longer than 96 hours.

A Category 5 hurricane strike along the Texas coast where the center of the storm moves inland over Denton County.

Tornado or the outbreak of tornados.

#### Assumptions

The following assumptions would apply in catastrophic incidents:

Local resources would be overwhelmed and would require immediate State and Federal assistance.

Standard procedures regarding requests for assistance may be expedited or, under extreme circumstances, suspended in the immediate aftermath of an event of catastrophic magnitude.

The primary mission is to save lives, protect critical infrastructure, property, the environment, and contain the event.

There are several catastrophic event scenarios which could impact an area reaching across most of the State and even the country. In these situations, outside aid might be unavailable, or very slow to arrive for an extended period.

#### Pre-Event Strategies

When a catastrophic incident or threat impacts the Lake Cities area, the EOC is activated and will continue operations for as long as needed.

If adequate warning time is available prior to occurrence of a potentially catastrophic event, the CMO and senior City leadership will be informed of the situation and consulted on pre-event response operations. If adequate warning time is available, the Mayor may declare a State of Emergency, Natural Disaster Declaration, or both based upon imminent threat. This declaration will allow for the rapid mobilization of local resources as well as the deployment of State and Federal assets.

Pre-event priorities include:

Threat assessment.

Incident action planning.

Establishment of a JIC.

Deployment and/or staging of specific personnel, resources, and capabilities to be ready for immediate deployment into the disaster area once conditions allow.

TDEM and FEMA Region 6 Director also will be advised of the situation and notified of the possible need for State and Federal assistance.

#### Response Phase Strategies

Once an incident occurs, the priority shifts to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. Actions are taken to prevent and protect against other potential threats. Initial response priorities will focus on the following:

Search and rescue operations if required.

Provision of food, water, and shelter for citizens and responders.

Stabilization of conditions and prevention of further loss of life or damage.

Restoration of essential services, including utilities, transportation routes, and communications.

If terrorism is the suspected or known cause of the catastrophic event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property.

Lake Cities will coordinate with State and Federal response agencies to secure space inside CTECC for Federal and State authorities. Additional communications links to the SOC and Federal Command Center will be established. The City also will aid with locating suitable space for a DFO.

## Administration and Support

### Reporting Requirements

The Emergency Management Coordinator will maintain an overall incident log for each major incident. Individual City Departments are still required to maintain logs and reports of major decisions, logistical deployments, and other major actions related to their respective department.

During EOC activations, responding City Departments will be required to maintain a log of their actions. The logs will be compiled into the master event log by the Plans Section Chief.

The Emergency Management Coordinator will make available incident logs and message forms. The message forms should be used for resource requests, phone messages, and other correspondence requiring documentation.

Each City Department or agency should keep detailed records on disaster-related expenses, including:

Labor

Paid (regular and overtime)

Volunteer

Equipment Used

Owned

Rental/Leased

Volunteered

Materials

Purchased

Taken from inventory

Donated

Contracts

Services

Repairs

### Financial Management and Contract Review

Early and accurate documentation of costs and damage estimates are essential to the application for public assistance. That is why it is critical for City Departments to keep track of costs during the early stages of any disaster.

For any major emergency or disaster, it is the responsibility of each City Department to track and monitor all costs related to the response.

Several Federal and State regulations govern disaster-related contracts that must be followed for Lake Cities to receive reimbursement. Departments are required to have any contract that is executed in support response or recovery objectives reviewed by the EOC Finance and Administration Section or the City's Financial and Administrative Services Department prior to signing.

## Training

Education is an important component of any preparedness plan. Proper briefings of personnel help to ensure their readiness should an emergency arise. Every City Department or agency should conduct "awareness" training for all personnel and conduct more in-depth training for personnel who will be components of City Departmental or City-wide emergency operations plans. Training with other Lake Cities Departments should be considered when focusing on issues that would bring departments together in each situation.

### Training by the Emergency Management Coordinator

The Emergency Management Coordinator provides several types of education or training, including:

- Public education about home and business emergency mitigation and preparedness.

- Training for City Department and agency representatives that report to the EOC in an emergency or disaster.

- Coordinating the tracking of NIMS training to ensure compliance with Federal regulations.

- Training for public safety personnel.

### Training by the Texas Division of Emergency Management

In Austin and other locations throughout the State, TDEM offers training on a broad range of emergency management topics, including:

- Introduction to Emergency Management

- Emergency Planning

- Exercise Design

- Developing Volunteer Resources

- Continuity of Government

- Disaster Recovery Operations

- Emergency Public Information

- Terrorism

- Radiological Monitoring

These courses are available to City Department and agency emergency team personnel. For more information about these courses, visit the TDEM website at [www.preparingtexas.org](http://www.preparingtexas.org).

## Training by FEMA

FEMA offers training, in a variety of formats, on a vast array of emergency management topics, including:

Resident courses at the Emergency Management Institute in Emmitsburg, Maryland.

Online Independent Study courses.

For more information about these courses, visit FEMA's website, <http://training.fema.gov/>.

## Training by Other Public and Private Organizations

Training in the form of publications, seminars, courses, and conferences from many nongovernmental sources is available on a variety of emergency management topics. A few of the available topics include:

Emergency preparedness, planning, response, and recovery.

Hazardous materials incident preparedness, planning, response, and recovery.

Business contingency planning or disaster recovery planning.

Emergency shelter management.

Private and public organizations that provide such training include:

American Red Cross

University of North Texas

Other private and public organizations that provide training include:

Emergency and disaster products and service vendors

Emergency and disaster consultants

Disaster Recovery Institute

Government Technology Conference

## Exercises

The Emergency Management Coordinator assists in creating, assisting, and managing emergency exercises, which are another important training component. These exercises can be in any of the following forms:

**Discussion Based Exercises** - The purpose of a discussion-based exercise is to solve problems as a group. There are no simulators and no attempts to arrange elaborate facilities or communications. One or two evaluators may be selected to observe proceedings and progress toward the objectives.

**Drills and Functional Exercises** - Drills and functional exercises simulate an emergency in the most realistic manner possible, short of moving real people and equipment to an actual site.

As the name suggests, its goal is to test or evaluate the capability of one or more functions in the context of an emergency event.

Full-Scale Exercises - A full-scale exercise is as close to the real thing as possible. It is an exercise which takes place on location, using as much as possible the equipment and personnel that would be called upon in a real event. In a sense, a full-scale exercise combines the interactivity of the functional exercise with field elements.

A key component of any exercise is a post-exercise critique, or a discussion session identifying the lessons learned from the exercise and the actions required, based on the needs identified during the exercise.

## Plan Development and Maintenance

The Lake Cities EOP applies to the Cities of Corinth, Shady Shores, Hickory Creek, and Lake Dallas, and its incorporated areas and is made up of several documents (including this Basic Plan, supporting Annexes, and Special Operations Plans). Individual plans or components of the EOP fall into one of three different areas:

### Basic Plan

The Basic Plan is considered the core, strategic document that outlines the general framework for the coordinated response and efficient use of resources during a major emergency or disaster. The Basic Plan provides conceptual guidance for a multi-agency comprehensive response and addresses related legal issues, emergency organization, incident command authority, and individual departmental responsibilities.

### Annexes

Annexes are additional planning elements that support the Basic Plan. Annexes provide specific details on general concepts outlined in the basic plan. Annexes describe how specific emergency functions will be performed and include specific task assignments related to those functions.

### Special Operations Plans

Provides the framework for the management of operations related to a specific hazard or event type. Special Operations Plans address the operational concepts between functions (or departments) when dealing with a specific hazard or event type. Special Operations Plans also assist with identifying response and recovery priorities and can assist in the creation of procedure level “checklists” for issues that need to be covered. Examples of Special Operations Plans include Winter Weather, Heat Plan, and Pandemic Influenza Plan.

The Basic Plan and all its Annexes are required by the State of Texas to be updated no less than once every five years. The Emergency Management Coordinator will be responsible for maintaining the Basic Plan and ensuring that all information is accurate and reflects the current City plans and organizations. Government Code §418.043(4) provides that TDEM shall review local emergency management plans. The Emergency Management Coordinator is ultimately responsible for all updates and their submission to TDEM for review.

### Grouping of Annexes

The guidance on the organization of Annexes and content has been defined by TDEM since Annexes are a planning requirement placed on local jurisdictions by the State. Several state-required Annexes and County Annexes have been grouped together in a manner that reflects the operating and business models utilized by Lake Cities.

### Plan Distribution

Primary distribution of the Basic Plan and Annexes will be made electronically using the Adobe Portable Document Format (.PDF). Paper copies will be distributed to those organizations or departments that are unable to access the electronic version.

Updates to the Basic Plan and Annexes will contain the latest revision date in calendar month and year on the cover page of the document. Revisions or corrections to any part of the EOP will be distributed electronically. Appropriate stakeholders will receive an updated version of the affected plan by email. Revisions will be mailed to individuals unable to receive emails or attachments. Distribution lists for all planning documents are maintained with the Emergency Management Coordinator.

### Updates and Maintenance

The Emergency Management Coordinator is responsible for the development of all Annexes and emergency management Special Operations Plans. Key stakeholders participate in the development and review of each. Annexes and plans are then forwarded to appropriate department directors, or their designees, for review before final adoption. In the case of the Basic Plan, the final draft and any major revisions are sent to Department Directors as part of the adoption process before being signed by the Mayor.

The Emergency Management Coordinator conducts two types of reviews on strategic plans produced by the department, updates, and revisions.

### Updates

An update is the inspection of a plan to ensure:

There are no major conflicts or inconsistencies due to changes in State and/or Federal laws, Lake Cities policies or CMO directives issued since the last update or revision.

That any changes to the Lake Cities organizational structure are captured and do not impact the plan or change responsibilities for actions within the plan.

Lessons learned from either exercises or actual events that may require immediate revision to the plan.

An update allows for changes (such as name changes to departments) to be made to existing plans without the need for input from a larger stakeholder group or an extended review process. In the event inspection finds a significant policy conflict or changes to operational environments has made the plan obsolete, the Emergency Management Coordinator may elect to conduct a more detailed revision of the plan as outlined below in 5.3.2. Updates occur once every six to twenty-four months, depending on the plan.

### Revisions

A revision is a thorough and systematic examination of a plan to determine the degree to which stated policies and procedures need to be re-written. The process of revision attempts to:

Ensure that goals and objectives are clearly stated.

Address changes in State and/or Federal laws or regulations, Lake Cities operational policies, CMO directives, or departmental practices or policies.

Address changes to infrastructure, economy, budget, and/or geopolitical changes that may impact either policy or availability or resources since the last revision.

Address lessons learned from exercises, incident analysis, or program evaluations.

The Emergency Management Coordinator will seek and include the input from all City Departments as part of this review process. A typical revision process includes pre-planning and review meetings with key departments and other stakeholder groups. Once completed, reviewed plans may be reviewed by special stakeholder groups for comment prior to local adoption and submittal to the State. Plan revisions typically take place once every four to five years.

Appendix I – Public Works (Utilities) EPP & ERP

Please see folder Lake Cities EOP>Lake Cities Public Works

## Appendix II – Technology Services Disaster Recovery Plan

See folder Lake Cities EOP>Technology Services Disaster Recovery Plan

## Appendix III – Level of Emergency Trigger Matrix

Level IV: Normal operations: This phase covers the day-to-day operations of the cities. City employees are actively involved in protecting, and maintaining the safety, health, and welfare of the Lake Cities citizens. There are no personnel notifications or activation procedures taken.

Level III: Increased Readiness: A threat to the Lake Cities Area exists that requires a higher degree of readiness (for example a thunderstorm watch); closer monitoring of the possible event is required. City Managers and Department Directors are informed of the possible event using established procedures. Normal government operations continue. The Fire Chief and the Emergency Management Coordinator may decide to have a partial activation of the EOC at this time.

Level II: High Readiness: Moderate Activation of the EOC Indicates that there is a greater likelihood of an event occurring (for example a thunderstorm warning), City Managers and the Department Directors are notified of the potential event. This level of response requires a partial activation of the EOC.

Level I: Response Phase: Full activation of the EOC. An event has occurred and there is significant probability of injury or property damage. This is a full activation phase that includes the response of on-duty personnel to the appropriate area or areas, while department directors have activated the process to call in off-duty personnel.

## Appendix IV – Activations and Notifications

### GENERAL

Any Lake Cities City Manager or designee may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

The EMC may activate the EOC at the request of any Lake Cities Department Head and will normally determine the level of EOC staffing required based upon the situation.

The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

### PERSONNEL

EOC personnel will be notified of EOC activations through the established phone and text messaging systems that have been established.

### OUTDOOR NOTIFICATION SIRENS

The Lake Cities Area has nine (9) siren sites.

1. 300 East Hundley, Lake Dallas
2. 700 N. Shady Shores Rd., Lake Dallas
3. Intersection of S. Hook and Lakewood, Hickory Creek
4. Intersection of Oak Tree and Strait Ln., Hickory Creek
5. 3101 S. Garrison Rd., Corinth
6. 3200 Post Oak Dr., Corinth
7. 1701 Ford St., Corinth
8. 3598 Shady Shores Rd., Corinth
9. 101 Shady Shores Rd., Shady Shores

The primary siren controller is located at the Lake Cities Fire Department Administration Building.

All cities utilize the Denton County Weather Warning system for notifications on immediate weather warnings.

## Appendix V – EOC Activation Levels and Personnel

Level IV: Normal operations, no personnel notifications made.

Level III: Increased Readiness, Partial Activation of EOC to include;  
Information may be sent out using email.

Notifications made to:

Corinth City Manager

Lake Cities Fire Department Fire Chief

Lake Cities Fire Department Assistant Fire Chief

Corinth Police Department Police Chief

Corinth Police Department Police Captains

Hickory Creek Town Manager

Hickory Creek Police Department Police Chief

Lake Dallas City Manager

Lake Dallas Police Department Police Chief

Level II: High Readiness, Moderate Activation of the EOC to include;

Corinth City Manager

Lake Cities Fire Department Fire Chief

Lake Cities Fire Department Assistant Fire Chief

Lake Cities Fire Department Administrative Assistant

Corinth Police Department Police Chief

Corinth Police Department Police Captains

Corinth Police Department Police Sergeants

Corinth Public Works Director

Corinth Streets/Drainage Manager

Corinth Utility Maintenance Manager

Hickory Creek Town Manager

Hickory Creek Police Department Police Chief

Hickory Creek Public Works Director

Lake Dallas City Manager

Lake Dallas Police Department Police Chief

Lake Dallas Police Department Police Lieutenant

Lake Dallas Public Works Superintendent

Shady Shores Town Manager

Level I: Response Phase, Full activation of the EOC FOR CORINTH includes the above listed personnel and;

Corinth City Manager

Lake Cities Fire Department Fire Chief

Corinth Police Department Police Chief

Corinth Chief Technology Officer

Corinth Technology Services Manager

Corinth Director of Finance

Corinth Director of Planning and Development

Corinth HR Director

Level I: Response Phase, Full activation of the EOC FOR LAKE DALLAS

Corinth City Manager

Lake Cities Fire Department Fire Chief

Lake Dallas City Manager

Lake Dallas Public Works Superintendent

Lake Dallas Police Department Police Chief

Lake Dallas Police Department Lieutenant

Level I: Response Phase, Full activation of the EOC FOR HICKORY CREEK

Corinth City Manager

Lake Cities Fire Department Fire Chief

Hickory Creek Town Manager

Hickory Creek Police Department Police Chief

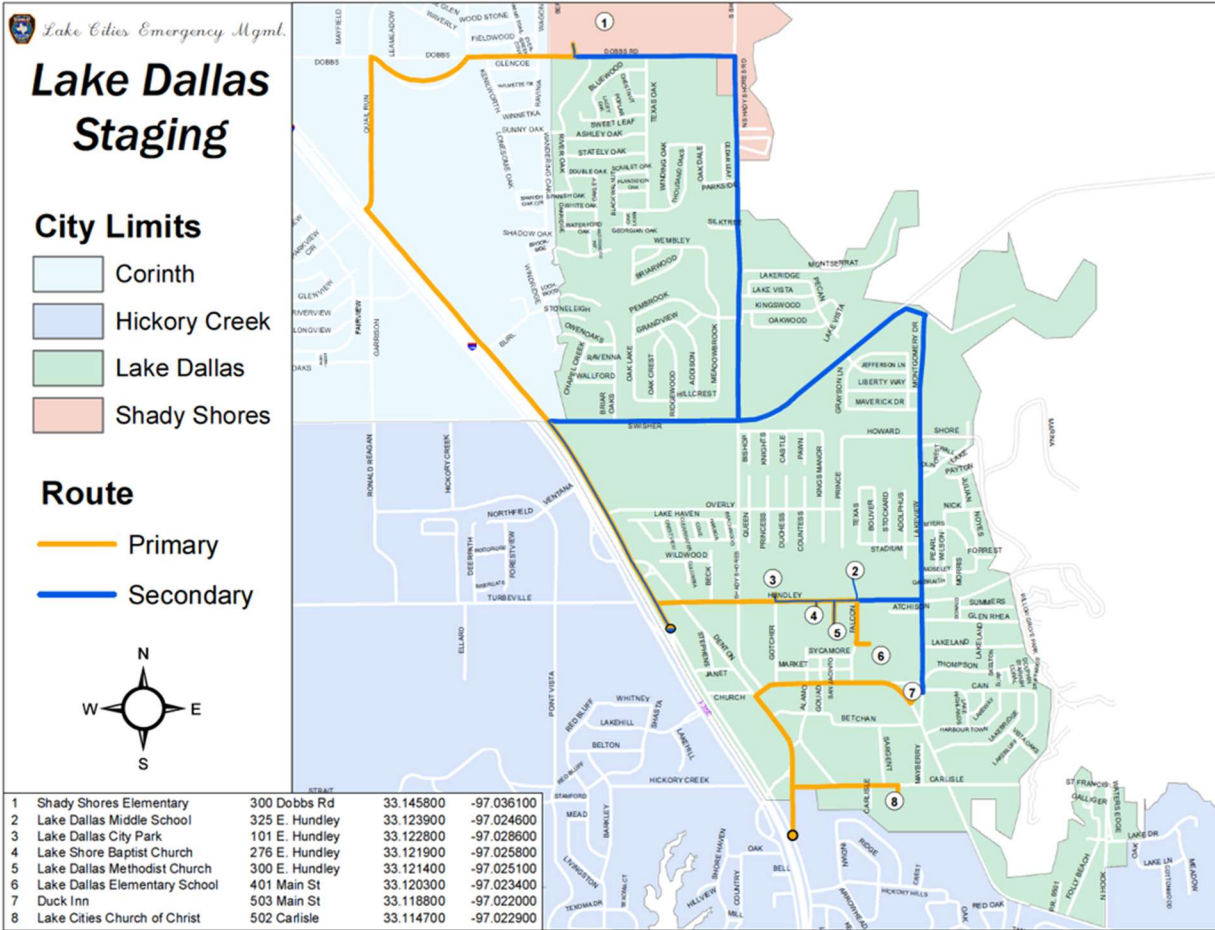
Hickory Creek Public Works Director

Appendix VI – Emergency Operations Center Locations and Set – Up

Primary EOC - Corinth Public Safety Complex 3501 FM 2181, Corinth

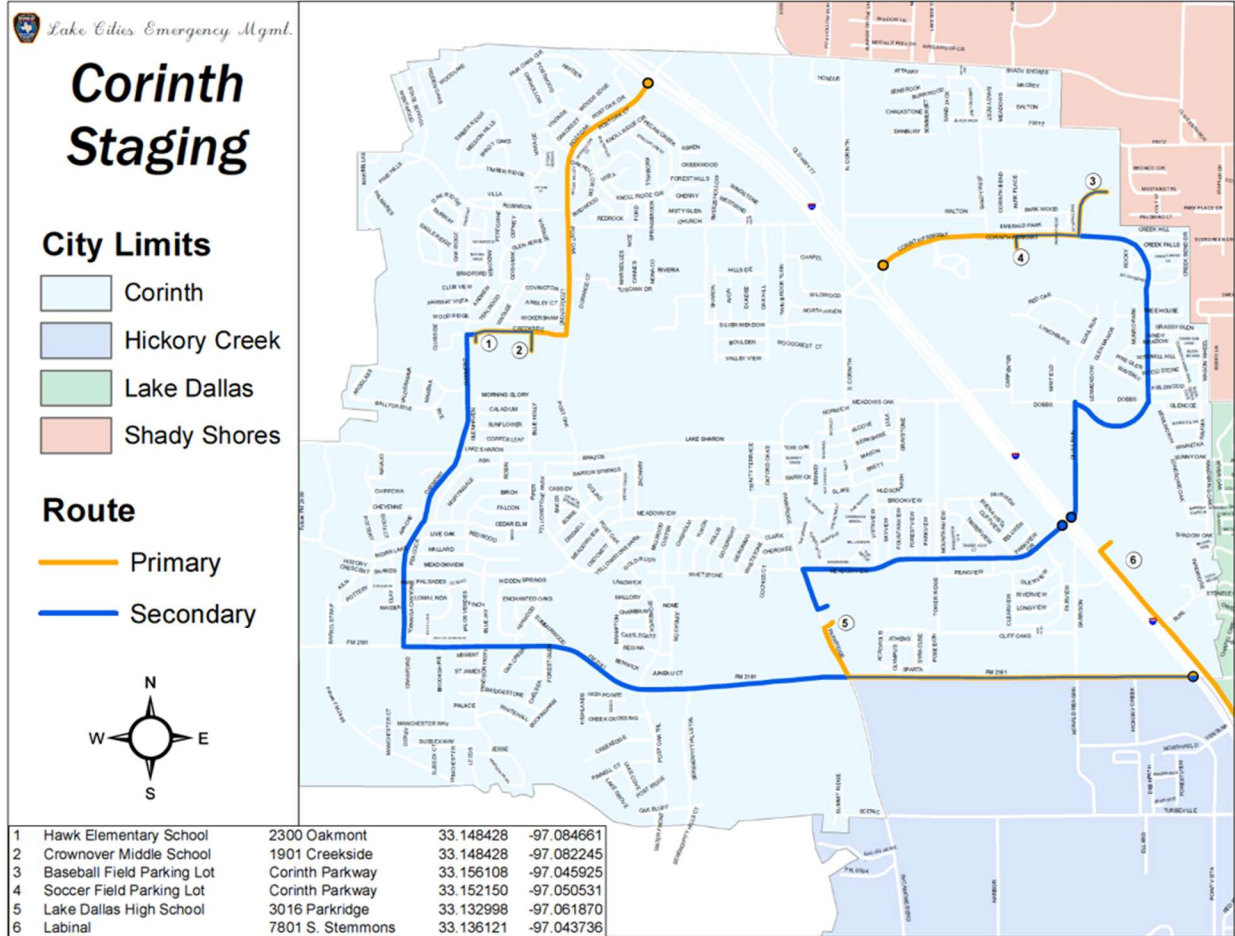
Backup EOC - Corinth City Hall 3300 Corinth Parkway, Corinth

# Appendix VII – Staging Locations



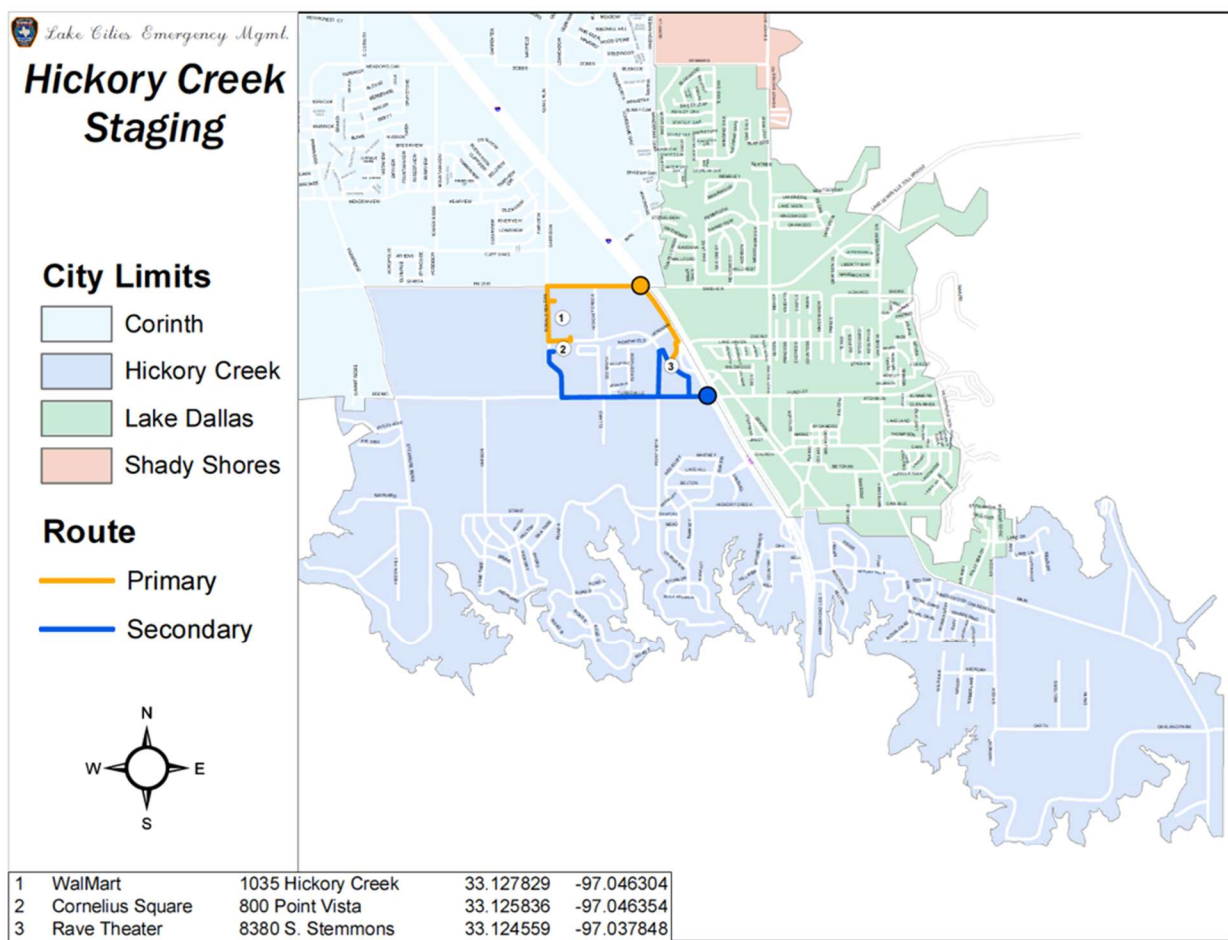
Lake Dallas Staging Areas		
Location	Address	GPS Coordinates
1. Shady Shores Elementary	300 Dobbs Rd. - SS	33.1458, -97.0361
2. Lake Dallas Middle School	325 E. Hundley Dr. - LD	33.1239, -97.0246
3. Lake Dallas City Park	101 E. Hundley Dr. - LD	33.1228, -97.0286
4. Lake Shore Baptist Church	276 E. Hundley Dr. - LD	33.1219, -97.0258
5. Lake Dallas Methodist Church	300 E. Hundley Dr. - LD	33.1214, -97.0251
6. Lake Dallas Elementary	401 Main St. - LD	33.1203, -97.0234

7. Duck Inn	503 Main St. - LD	33.1188, -97.0220
8. Lake Cities Church of Christ	502 Carlisle Dr. - LD	33.1147, -97.0229



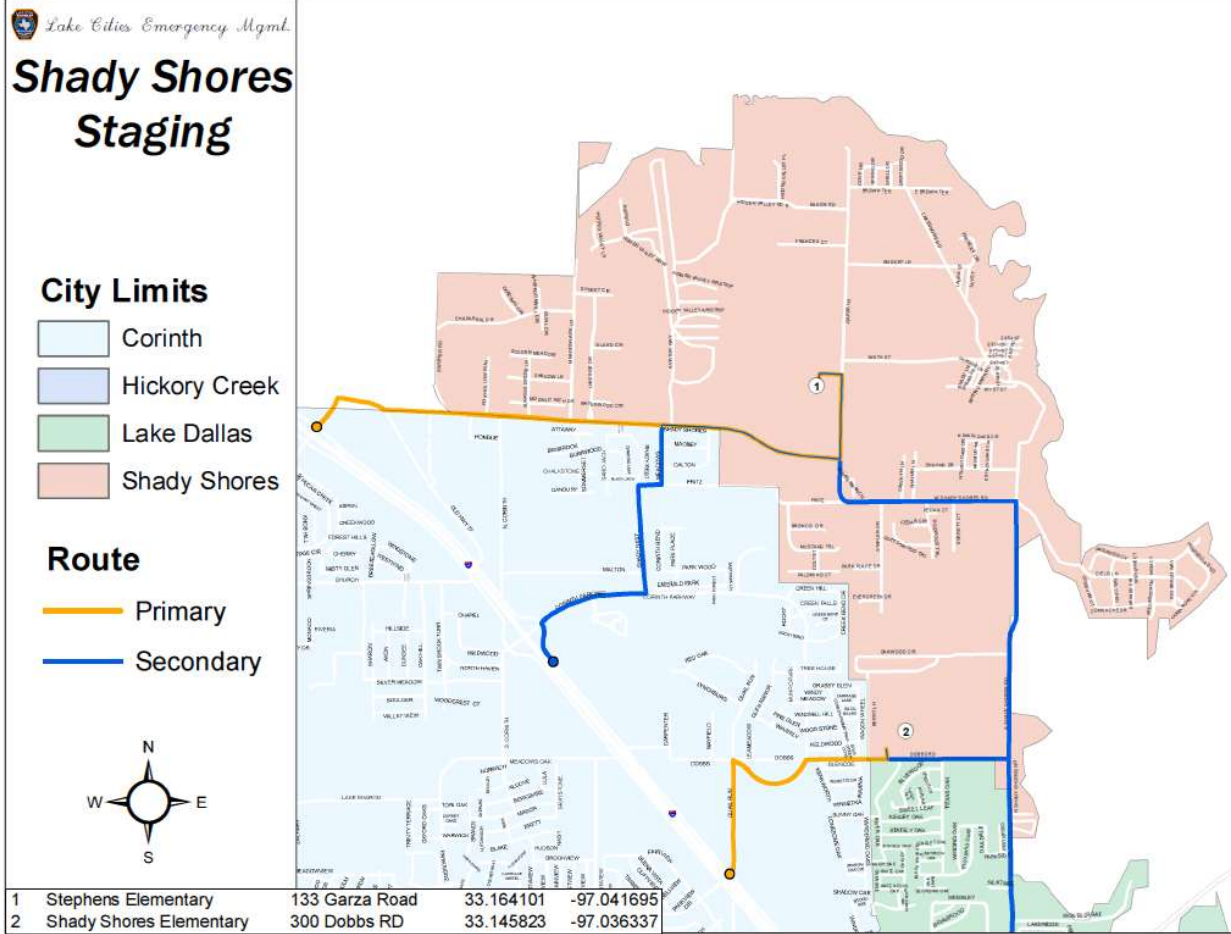
Corinth Staging Areas		
Location	Address	GPS Coordinates
1. Hawk Elementary	2300 Oakmont Dr. - COR	33.148428, -97.084661
2. Crownover Middle School	1901 Creekside Dr. - COR	33.148428, -97.082245
3. Corinth Community Park Baseball Field Parking Lot	3700 Corinth Pkwy - COR	33.156108, -97.045925
4. Corinth Community Park Soccer Field Parking Lot	3700 Corinth Pkwy - COR	33.15215, -97.050531

5. Lake Dallas High School	3016 Parkridge Dr. - COR	33.132998, - 97.061870
6. Global Spheres	7801 S. Stemmons Fwy - COR	33.136121, - 97.043736
7. Ashton Gardens	2001 Ashton Gardens Ln. - COR	33.162231, - 97.076544
8. Oakmont Country Club	1200 Oakmont Dr. - COR	33.151398, - 97.088688



Hickory Creek Staging Areas		
Location	Address	GPS Coordinates
1. Wal-Mart	1035 Hickory Creek Rd. - HC	33.127829, - 97046304

2. Cornelius Square	800 Point Vista Rd. - HC	33.125836, -97.046354
3. Thousand Hills Church	8380 S. Stemmons Fwy - HC	33.124559, -97.037848



Shady Shores Staging Areas		
Location	Address	GPS Coordinates
1. Stephens Elementary Meyers Middle School	133 Garza Rd. – SS 131 Garza Rd. - SS	33.164101, -97.041695
2. Shady Shores Elementary	300 Dobbs Rd. - SS	33.145823, -97.036337

Appendix VIII – Resources and Equipment Cache by City

<b>Corinth Assets</b>	
<b>Police Department</b>	
<u>Quantity</u>	
2	½ ton Pickup Truck
7	Unmarked SUV
16	Marked SUV
1	Animal Control Pickup
2	All-Terrain Vehicles
<b>43</b>	<b>Personnel- Including VIPS</b>
<b>Corinth Assets</b>	
<b>Lake Cities Fire Department</b>	
<u>Quantity</u>	
2	Polaris 6X6 with trailer
4	Fire Engine (1Quint)
1	High lift, High Pressure Bags
1	Utility Squad, Chevrolet 3500
1	Ford F-250, Command Vehicle
4	Chevy Tahoe, Command Vehicles
1	4x4 Brush Truck
3	Ambulances, MICU
1	International Truck with trailer, Rescue Vehicle
1	UHF Radio System with 3 Mobile Units and 12 Portable Radios
1	Mobile SCBA Fill Compressor
<b>53</b>	<b>Personnel</b>

<b>Corinth Assets</b>	
<b>Public Works Department</b>	
Quantity	
2	6 Gallon Air Compressors
5	Chainsaws, 16"
2	Confined Space Entry sets
1	Crane Truck, 3200 lb.
2	Dump Trucks, 12 yards
1	Front-End Loader, 3 yards
1	Front-End Track Loader, 3 yards
2	Generators, 5,000 watts
1	Gradall, XL 3100
1	High Pressure Sewer Cleaner, 3200 psi, 500 Gallon
1	Sewer Video Camera
3	Backhoes
1	Mini Excavator
1	Hydro Hammer, Bobcat Attachment
1	Roller Packer, Steel Wheel
24	Service Trucks, ½ -1 ton
2	Skid Steel Loaders, Turbo 863
1	Trailer, Goose Neck
2	Trailers, 12 Ton
2	Car Haulers
5	Trailers, Multi use
5	Trash Pumps, 2-6", 2-3", 1-5"
3	Water Pumps, 2-1", 1-1 1/2"
1	Concrete Cutting Chainsaw, 18"
1	Acetylene Welder, Large Cylinder
2	Wire Welders, Small Cylinder
1	Vactron, Vacuum Excavator
<b>21</b>	<b>Personnel</b>

<b>Corinth Assets</b>	
<b>Parks Department/Streets Department</b>	
Quantity	
4	Chain Saws 18" & 20"
1	Dump Truck
1	Front End Loader
7	Pickup Trucks
4	Flat Bed Trailers
1	15 Passenger Van
<b>10</b>	<b>Personnel</b>

<b>Lake Dallas Assets</b>	
<b>Police Department</b>	
Quantity	
1	EOC location/with commercial grade kitchen, full bathrooms, showers
1	Satellite link to TLETS/NLETS
5	Marked Police Units
1	Mobil Command Post/Radios/Rehab/restroom/Generator
3	Scene Lights
3	Large Igloo Coolers
<b>18</b>	<b>Personnel</b>

<b>Lake Dallas Assets</b>	
<b>Public Works</b>	
Quantity	
2	Pick-up Trucks, ½ Ton
2	Pick-up Truck, ¾ Ton
1	Dump Truck, 6 yards
1	Dump Truck, 1 Ton
1	Utility Trailer, 22 ft
1	Utility Trailer, 10 ft w/ drive up gate
1	Utility Trailer, 16 ft
1	Enclosed Trailer, 16 ft
1	Utility Trailer, 12 ft w/ onboard 500-gallon Water Tank
2	Chain Saws
2	Pole Saws
2	Backpack Blower
1	Gas Powered Washer
1	Brush Chipper, 14”
1	Arch Welder/Generator, 225 g
1	Bobcat RTV
1	Tractors
1	Backhoe, JCB
1	Highway Sand Spreader, 11 yards
1	Salt Dogg Sand Spreader
1	Steel Wheel Asphalt roller
1	Culvert Cleaner, Porta-Mole
1	Tar Pot, Propane Heated
1	Bobcat Skid Steer
1	20-foot equipment trailer
<b>5</b>	<b>Personnel</b>

<b>Hickory Creek Assets</b>	
<b>Police Department</b>	
<b>Quantity</b>	
1	Pick-Up Truck, F-150
1	Crown Victoria, unmarked
5	Patrol Cars, marked
<b>10</b>	<b>Personnel</b>

<b>Hickory Creek Assets</b>	
<b>Public Works</b>	
<b>Quantity</b>	
1	Tractor, 4-wheel drive with loader
1	Tractor, 2-wheel drive
1	Backhoe, 4-wheel drive
1	Pickup truck, Ford 550
1	Dump truck, 3 yards
1	Dump truck, 15 yards
4	Pickup trucks
1	Gooseneck trailer, 25 foot
1	Hot water pressure washer
2	Trailers, Bumper pull
1	Spray Trailer, 500 gallons
1	Pressure washer trailer, 500 gallons
1	Tailgate sander
4	Chainsaws
2	Pole Saw
1	Quickie Saw
1	Welder/ Generator, Bobcat
1	Generator
1	Pressure Washer
1	Concrete Saw, Walk behind
1	Chipper, 7"
1	Box blade, 6'
1	Post hole digger
1	Pallet forks, for loader
1	60ft bucket chipper truck
1	UTV
1	Steel wheel roller
1	Animal service truck with kennels
4	Personnel

Appendix IX – Lake Cities Departmental and Personnel Phone Numbers

<b>CORINTH PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth City Hall	3300 Corinth Parkway, Corinth, TX 76208	940-498-3200 940-498-3243
Code Enforcement		940-498-1020
Community Services		940-498-3274
Economic Development		940-498-3284
Lake Cities Fire Department	3501 FM 2181 Ste B, Corinth, TX 76210	940-279-4590
Parks & Recreation	3300 Corinth Pkwy, Corinth, TX 76208	940-498-7510
Permits	3300 Corinth Parkway, Corinth, TX 76208	940-498-3273
Planning	3300 Corinth Parkway, Corinth, TX 76208	940-498-3262
Police	3501 FM 2181 Ste B, Corinth, TX 76210	940-279-1500
Public Works	3300 Corinth Parkway, Corinth, TX 76208	940-498-7510

<b>LAKE DALLAS PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City Hall	212 Main Street, Lake Dallas, TX 75065	940-497-2226
Police Department	212 Main Street, Lake Dallas, TX 75065	940-497-2228
Public Works Department	351 Betchan Street Lake Dallas, TX 75065	940-497-4484

<b>HICKORY CREEK PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City Hall	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-2528
Police Department	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-3520
Public Works	970 Main Street Hickory Creek, TX 75065	940-497-2528

<b>SHADY SHORES PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town Hall	101 South Shady Shores Rd Shady Shores, TX	940-498-0044 After Hours 817-266-1465

<b>ARGYLE PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town of Argyle	308 Denton Street Argyle, TX 76226	940-464-7273
Fire Department	427 S. Highway 377 Argyle, TX 76226	940-464-7102
Police Department	506 N. Highway 377 Argyle, TX 76226	940-464-7254
Public works	506 N. Highway 377 Argyle, TX 76226	940-464-3449

<b>CITY OF DENTON PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City of Denton	215 E. McKinney St. Denton, TX 76201	940-349-8200
Emergency Management	332 E. Hickory St Denton, TX 76201	940-349-8836
Fire Department	332 E. Hickory St Denton, TX 76201	940-349-8840
Police Department	E. Hickory St Denton, TX 76201	940-349-8181

<b>DENTON COUNTY PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Sheriff's Office	127 N. Woodrow Lane Denton, TX 76205	940-349-1600
Sheriff's Dispatch	127 N. Woodrow Lane Denton, TX 76205	940-349-1600
Denton County Emergency Services	9060 Teasley Lane Denton, TX 76210	940-349-2840
Denton County Health Department	306 N. Loop 288 Denton, TX 76209	940-349-2900

<b>HIGHLAND VILLAGE PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Municipal Complex	1000 Highland Village Rd. Highland Village, TX 75077	972-317-3660
Fire Department	1200 Highland Village Rd. Highland Village, TX 75077	972-317-0890
Police Department	1100 Highland Village Rd. Highland Village, TX 75077	972-317-6551
Public Works	1000 Highland Village Rd. Highland Village, TX 75077	972-899-5091

<b>LEWISVILLE PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
City Hall	151 W. Church St Lewisville, TX	972-219-3400
Fire Department	188 N. Valley Parkway Lewisville, TX 75067	972-219-3580
Police Department	184 N. Valley Parkway Lewisville, TX 75067	972-219-3600
Public Works	1100 D. North Kealy Lewisville, TX 75057	972-219-3510

<b>LITTLE ELM PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Town Offices	100 West Eldorado Pkwy Little Elm, TX 75068	214-975-0406
Fire Department	101 Hardwick Lane Little Elm, TX 75068	214-975-0420
Police Department	100 West Eldorado Pkwy Little Elm, TX 75068	214-975-0460
Public Works	100 West Eldorado Pkwy Little Elm, TX 75068	972-377-5556

<b>STATE OF TEXAS PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Texas Department of Public Safety	820 N. Loop 820 Denton, TX 76201	940-484-6666
Texas Alcohol Beverage Commission	110 W. Hickory Denton, TX 76201	940-349-2877
Texas Parks and Wildlife Department	5400 Airport Fwy Ste E Fort Worth, TX 76117	817-831-3128
Texas Division of Emergency Management	1033 La Posada Dr. Austin, TX 78752	512-424-2208
Texas DPS – Missing Persons		800-346-3243
Texas Department of Transportation (Denton Office)	2624 W Prairie Denton, TX 76201	940-387-1324

<b>POLITICAL PHONE NUMBERS</b>		
<b>NAME/TITLE</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Andy Eads Denton County Judge	110 West Hickory Denton, TX 76201	940-349-2820
Ryan Williams County Commissioner Pct. # 1	1400 FM424, Suite 139 Cross Roads, TX 76227	940-349-2810
Ron Marchant County Commissioner Pct. #2	400 N. Valley Parkway Suite, 2068 Lewisville, TX 75067	972-434-7140
Lynn Stucky State Representative	400 West Oak Suite 105 Denton, TX 76201	940-243-0230
Jane Nelson State Senator	1235 S. Main St, Suite 280 Grapevine, Texas 76051	817- 488-7400
Michael Burgess Congressman	1660 South Stemmons Freeway, Suite 230 Lewisville, TX 75067	940-497-5031

<b>MISCELLANEOUS PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Search One	Lewisville, TX 75029	1-800-293-7248

National Missing/Exploited Children		1-800-843-5678
Lake Dallas Independent School District	315 Hundley Lake Dallas, TX 75065	940-497-4039
Denton Independent School District	1307 N. Locust Denton, TX 76201	940-369-0000
Lake <u>Cities</u> Municipal Utility Authority	501 Shady Shores Lake Dallas, TX 75065	940-497-2999
American Red Cross	1100 Woodrow Lane, Denton TX 76201	972-219-4860

<b>City Offices</b>		
<b>CITY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth City Hall	3300 Corinth Parkway, Corinth, TX 76208	940-498-3200 940-498-3243
Hickory Creek City Hall	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-2528
Lake Dallas City Hall	212 Main Street, Lake Dallas, TX 75065	940-497-2226
Shady Shores Town Hall	101 South Shady Shores Rd Shady Shores, TX	940-498-0044
Town of Argyle	308 Denton Street Argyle, TX 76226	940-464-7273
City of Denton	215 E. McKinney St. Denton, TX 76201	940-349-8200
Highland Village	1000 Highland Village Rd. Highland Village, TX 75077	972-899-5131
Lewisville City Hall	151 W. Church St Lewisville, TX	972-219-3400
Little Elm Town Offices	100 West Eldorado Pkwy Little Elm, TX 75068	214-975-0406

<b>Police Departments</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth Police Department	2003 S. Corinth Street, Corinth TX 76210	940-492-2017
Hickory Creek Police Department	1075 Ronald Reagan Ave. Hickory Creek, TX 75065	940-497-3520
Lake Dallas Police Department	212 Main Street, Lake Dallas, TX 75065	940-497-2228
Argyle Police Department	506 N. Highway 377 Argyle, TX 76226	940-464-7254
Denton Police Department	E, Hickory St Denton, TX 76201	940-349-8181
Highland Village Police Department	1000 Highland Village Highland Village, TX 75077	972-317-6551
Lewisville Police Department	184 N. Valley Parkway Lewisville, TX 75067	972-219-3600
Little Elm Police Department	100 West Eldorado Pkwy Little Elm, TX 75068	214-975-0460

<b>Fire Departments</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Lake Cities Fire Department	3101 S. Garrison Corinth, TX 76210	940-279-4590
Argyle Fire Department	427 S. Highway 377 Argyle, TX 76226	940-464-7102
Denton Fire Department	332 E. Hickory St Denton, TX 76201	940-349-8840
Highland Village Fire Department	1200 Highland Village Road Highland Village, TX 75077	972-317-0890
Lewisville Fire Department	188 N. Valley Parkway Lewisville, TX 75067	972-219-3580
Little Elm Fire Department	101 Hardwick Lane Little Elm, TX 75068	214-975-0420

<b>Public Works Departments</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Corinth Public Works	1200 North Corinth Street Corinth, Texas 76208	940-498-7510
Hickory Creek Public Works	970 Main Street Hickory Creek, TX 75065	469-576-5094
Lake Dallas Public Works	351 Betchan Street Lake Dallas, TX 75065	940-497-2226 ext. 501
Argyle Public Works	506 N. Highway 377 Argyle, TX 76226	940-464-3449
Highland Village Public Works	1100 Highland Village Road Highland Village, TX 75077	972-899-5091
Lewisville Public Works	1100 D. North Kealy Lewisville, TX 75057	972-219-3510
Little Elm Public Works	100 West Eldorado Pkwy Little Elm, TX 75068	972-377-5556

<b>AMBULANCE COMPANY PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Sacred Cross Ambulance Service	2341 Masch Branch Denton, TX 76207	940-566-1188
Care Flite	3110 S. Great Southwest Parkway, Grand Prairie, TX 75052	800-442-6260
PHI Air Medical	221 Aviation Way Suite 200 Ft. Worth, TX 76060	877-435-9744
Air EVAC	8111 South Highway 75 Suite 100 Sherman, TX 75090	800-247-3822 903-532-1490

<b>HOSPITAL PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Denton Regional	3535 South I-35 East Denton, TX 76210	940-384-3535
Denton Presbyterian	3000 I-35 North Denton, TX 76201	940-898-7000
Lewisville Medical Center	500 West Main Street Lewisville, TX 75057	469-370-2000
Presbyterian Flower Mound	4400 Long Prairie Road, Flower Mound, TX 75028	469-322-7000
Parkland Hospital	5201 Harry Hines Blvd. Dallas, TX 75235	214-590-8000
John Peter Smith Hospital	1500 S. Main Street Ft. Worth, TX 76104	817-702-3431

<b>Schools/School Districts</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Lake Dallas Independent School District	315 Hundley Lake Dallas, TX 75065	940-497-4039
Denton Independent School District	1307 N. Locust Denton, TX 76201	940-369-0000

<b>MEDICAL EXAMINER'S PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Denton County	306 N. Loop 288, Suite 140, Denton, TX 76209	940-349-2870
Dallas County	5230 Medical Center Drive, Dallas, TX 75235	214-920-5900
Tarrant County	200 Feliks Gwozdz Place, Ft. Worth, TX 76104	817-920-5700

<b>UTILITY COMPANY OFFICES PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Charter Communications		866-937-2427
TXU Gas		940-382-2571
Atmos Gas	648 E. McKinney St-Denton	940-380-745
Waste Management	1601 Waste Management Blvd, Flower Mound, TX 75028	940-497-4003
Century Telephone		940-321-1000
Lake <u>Cities</u> Municipal Utility Authority	501 N. Shady Shores Road Lake Dallas, TX 76208	940-497-2999
Coserv Electric	7701 South Stemmons Corinth, TX 76210	800-274-4014
ONCOR Electric		888-313-6862

<b>ENVIRONMENTAL PROTECTION PHONE NUMBERS</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
OAG Environmental Protection Division		512-463-2100
Beach Clean Up		800-852-3224
Texas Oil Spills		800-832-8224
Texas Commission on Environmental Quality		817-588-5800 512-239-1000

<b>Transportation</b>		
<b>AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
Federal Aviation Agency <u>South West Region</u>	2601 Meacham Boulevard Ft. Worth, TX 76137	817-222-5300
National Transportation Safety Board		NTSB Watch Officer (24/7) 202-314-6290 202-314-6000
North Texas Tollway Authority	5900 West Plano Parkway Plano, TX 75093	972-818-6882
North Texas Tollway Authority Command Center		214-224-2203 Marty <u>Lege</u> 214-224-2231
Texas Department of Transportation	2624 Prairie Denton, TX 76201	800-558-9368
Denton County Transportation Authority	1660 South Stemmons, Suite 250 Lewisville, TX 75067	940-243-0077

## Annexes

The following Annexes can be used as supplemental information to facilitate the function of the Lake Cities Emergency Operations Plan. The following Annexes can be found within the Lake Cities EOP folder.

Annex A – Denton County Warning

Annex B – Denton County Communications

Annex C – Denton County Shelter and Mass Care

Annex D – Denton County Radiological Protection

Annex E – Denton County Evacuation

Annex F – Denton County Firefighting

Annex G – Denton County Law Enforcement

Annex H – Denton County Health and Medical Services

Annex I – Denton County Public Information

Annex J – Denton County Recovery

Annex K – Denton County Public Works and Engineering

Annex L – Denton County Utilities

Annex M – Denton County Resource Management

Annex N – Denton County Direction and Control

Annex O – Denton County Human Services

Annex P – Denton County Hazard Mitigation

Annex Q – Denton County Hazardous Material and Oil Spill Response

Annex R – Denton County Search and Rescue

Annex S – Denton County Transportation

Annex T – Denton County Donations Management

Annex U – Denton County Legal

Annex V – Denton County Terrorist Incident Response

Annex W – Denton County Emergency Management Plan

# Lake Cities Emergency Operations Plan

## Lake Cities Operational Area

### Emergency Operations Center Handbook and Checklists

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## **Section 1 – INTRODUCTION**

The Emergency Operations Center Handbook and Checklists provide an easy reference of responsibilities for every member of the Lake Cities Emergency Operations staff. The EOC Handbook and Checklist have been developed to supplement the guidance provided in Emergency Operations Plan (EOP), the emergency checklists in the annexes, and any SOPs developed for use by OA members. Position description summaries and operational checklists are outlined for each of the positions of the Lake Cities Emergency Operations Center (EOC).

### **EMERGENCY PLAN MANAGEMENT AND UPDATES**

The Emergency Services Division will be responsible for updates and maintenance of this plan.

### **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The Federal Department of Homeland Security has established that the National Incident Management System (NIMS) will be used during an emergency/disaster. The Lake Cities/City of Corinth has established guidelines to meet federal standards and has adopted the principles of Incident Command System/National Incident Management System (ICS/NIMS) for this plan to ensure compatibility with local and state government response plans and procedures.

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## **Section 2 – THE EMERGENCY OPERATIONS CENTER PURPOSE**

### **PURPOSE**

The Emergency Operations Center (EOC) is the location from which centralized management of a jurisdiction response is performed. The EOC facilitates a coordinated response by the Emergency Operations Director, the emergency management staff, and agency representatives from outside organizations.

### **FUNCTION**

The EOC provides a centralized focus of authority and information and allows face-to-face coordination among personnel who must make decisions regarding priorities in the use of resources. The following functions are performed in the Operational Area EOC:

- Receive and disseminate warnings
- Coordinate emergency operations between agencies and organizations
- Develop policies and determine the state of emergency for elected officials
- Collect intelligence from and disseminate information to the various EOC representatives, other jurisdictions, state, and federal agencies
- Maintain current maps and information display boards
- Prioritize response and the allocation of resources control and coordinate the operations and logistical support resources
- Coordinate mutual aid

### **ACTIVATION POLICY**

Lake Cities EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the Lake Cities EOC must be activated:

- A town or city with the Lake Cities requests activation of the EOC to support its emergency operations
- Any city within the Lake Cities has declared a local emergency
- At the request of the Emergency Management Coordinator in conjunction with the Police and or Fire Chief(s)

Lake Cities is requesting resources from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid.*

The four circumstances listed above require an automatic activation of the Lake Cities EOC. Other than these circumstances, the activation of the Lake Cities EOC must be authorized. The following Lake Cities personnel are authorized to activate the EOC:

- City or Town Managers
- Police Chief or designee
- Fire Chief or designee
- Public Works Director

## ACTIVATION LEVELS AND MINIMUM STAFFING GUIDE PER LEVEL

Lake Cities has developed criteria to identify the events/situations that would require EOC activation. Lake Cities has established the following levels of activation:

**Level IV: Normal Operations:** This phase covers the day-to-day operations of the cities. City employees are actively involved in protecting, and maintaining the safety, health, and welfare of the Lake Cities citizens. There are no personnel notifications or activation procedures taken.

**Level III: Increased Readiness:** A threat to the Lake Cities Area exists that requires a higher degree of readiness (for example a thunderstorm watch); closer monitoring of the possible event is required. City Managers and Department Directors are informed of the possible event through the use of established procedures. Normal government operations continue. The Fire Chief and the Emergency Management Coordinator may decide to have a partial activation of the EOC at this time.

**Level II: High Readiness: Moderate Activation of the EOC** - Indicates that there is a greater likelihood of an event occurring (for example a thunderstorm warning), City Managers and the Department Directors are notified of the potential event. This level of response requires a partial activation of the EOC.

**Level I: Response Phase: Full activation of the EOC** - An event has occurred and there is significant probability of injury or property damage. This is a full activation phase that includes the response of on duty personnel to the appropriate area or areas, while department directors have activated the process to call in off duty personnel.

For each level, a minimum staffing requirements guide has been developed. The activation/staffing guide is depicted below:

LEVEL	SITUATION/EVENT	STAFFING
<b>3</b>	Severe Weather Advisory	<b>MINIMUM STAFFING (Two Persons)</b> <ul style="list-style-type: none"> <li>• Fire or Deputy Chief</li> <li>• Emergency Management Coordinator</li> </ul> <i>EOC may not be activated, closer monitoring of the event required.</i>
	Flood Watch	
	Tornado Watch	
	Winter Storm Advisory	
	Tor-Con Rating <6	
<b>2</b>	Major Wildland Fire Affecting Developed Areas	<b>PARTIAL STAFFING</b> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire</li> </ul>
	Major Wind or Rainstorms	
	Tornado Warning	
	Tor-Con Rating at 6 or higher	
	Ice Storm with Accumulation	
	Hazardous Materials Incident	
<b>1</b>	Major County-Wide or Regional Emergency	<b>FULL STAFFING</b> <b>All EOC Positions</b>
	Multiple Departments with Heavy Resource Involvement	
	<i>Any Other Incident that the County Concludes Warrants Full Activation</i>	

## **STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

Personnel assigned to the different functions under SEMS will follow checklists/SOPs established by the Emergency Operations Director or his/her designee.

The five SEMS functions in the Lake Cities EOC are Management, Operations, Logistics, Planning/Intelligence, and Finance/Administration. These functions are the basis for structuring the Lake Cities EOC Organization.

**The Management** function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

**The Operations** function is responsible for coordinating support for local government's emergency response and coordinating inter-jurisdictional responses.

**The Planning** function is responsible for collecting, evaluating, and disseminating information, developing the County Incident Action Plan in coordination with other functions, and maintaining documentation.

**The Logistics** function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.

**The Finance/Administration** function is responsible for financial and other administrative activities.

The duties and responsibilities for these functions are depicted in the position checklists which are provided for each function. The checklists are based on three phases - Activation, Operational, and Deactivation. A Generic Checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases which will be noted on their specific checklists.

## **Section 3 – EOC ACTION PLANNING PROCESS**

### **OVERVIEW**

If the organization is going to move forward in a unified manner, there must be a clear understanding of the objectives, time frame used (operational period), and the way individual unit efforts are part of the overall organizational efforts. The action planning process is a key element to identify the organization objectives/ priorities and to ensure that the entire organization will be focused and acting as a unified, coordinated body.

### **RESPONSIBILITIES FOR ACTION PLANNING**

The Planning Section Chief is responsible for scheduling and leading the Planning Action Meeting and developing the EOC Action Plan.

#### **Sequence of Activities in the Action Planning Meeting**

1. The Planning Section Chief and/or the Operations Section Chief present a brief on the current situation.
2. The Operations, Planning, Logistics, and Finance Chiefs provide briefs on their present situations and make recommendations on specific objectives for the next operational period.
3. The Emergency Operations Director, after considering the recommendations from the various Section Chiefs, defines the organizational priorities for the next operational period (short-term) as well as the intermediate objectives. The objectives should include no more than four or five broad goals and represent the strategic objectives of the organization. The objectives should be measurable and verifiable.
4. The Planning section captures (in writing) the objectives as determined by the Management section. These written objectives/priorities are approved (signed-off) by the Emergency Operations Director - to ensure accuracy of the organization objectives.
5. The Operations Section will then address tactical actions for meeting the organizational objectives.
6. The Logistics section determines requirements for obtaining the needed personnel, supplies, and materials to support the Operations section in the pursuit of the organizational objectives.
7. The Finance section determines requirements for paying, documenting, and recovering the funds for personnel, supplies, and materials to support the Operations section in the pursuit of the organizational objectives.
8. The Planning Chief provides copies of the objectives plus a copy of the blank EOC Action Plan to each of the Section Chiefs. Each of the Section Chiefs fill in the form on how they will meet the objectives and returns the document to the Planning Chief. The Planning Chief compiles the EOC Action Plan for final approval by the Emergency Operations Director and distribution.

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## **Section 4 – OA EOC POSITION CHECKLISTS**

The following checklists are guidelines for the Emergency Operations Team Members assigned to the EOC and are not intended to substitute for an individual's judgment based upon training, experience, the incident and circumstances.

*Decisions made by individuals significantly different to these guidelines should be coordinated with the Emergency Operations Director or appropriate Section Chief and documented for evaluation.*

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

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# LAKE CITIES EOC GENERIC CHECKLIST (FOR ALL POSITIONS)

## ACTIVATION PHASE:

- Check in with the Logistics Unit upon arrival at the Lake Cities EOC.
- Report to EO Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a position log which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

## DEMOBILIZATION PHASE:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**LAKE CITIES EOC  
POSITION CHECKLISTS  
MANAGEMENT SECTION**

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# EMERGENCY OPERATIONS DIRECTOR

(Emergency Operations Center Director)

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## RESPONSIBILITIES:

Establish the appropriate Staffing level for the Lake Cities EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Lake Cities. In conjunction with the General Staff, set priorities for response efforts and ensure that all department actions are accomplished within the priorities established.

Ensure that Inter-Agency Coordination is accomplished effectively within the EOC.

## ACTIVATION PHASE:

Determine appropriate level of activation based on situation as known.

Mobilize appropriate personnel for the initial activation of the EOC.

Respond immediately to EOC site and determine operational status.

Obtain briefing from whatever sources are available.

Ensure that the EOC is properly set up and ready for operations.

Ensure that an EOC check-in procedure is established immediately.

Ensure that an EOC organization and staffing chart is posted and completed. (Form ICS 203)

Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.

- Operations Section Chief
- Logistics Section Chief
- Planning Section Chief
- Finance/Administration Chief

Determine which Management Section positions are required and ensure they are filled as soon as possible.

- Liaison Officer
- Security Officer
- Lead Public Information Officer
- Safety Officer
- Emergency Operations Manager

Ensure that telephone and/or radio communications with Denton County EOC are established and functioning.

Schedule the initial Action Planning meeting.

Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.

If needed, assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Interagency Coordination Group.

### **OPERATIONAL PHASE:**

Monitor general staff activities to ensure that all appropriate actions are being taken.

In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

Ensure that the Liaison Officer is providing for and maintaining effective Interagency coordination.

Based on current status reports, establish initial strategic objectives for the EOC.

In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.

Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning Section.

Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation.

Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.

Conduct periodic briefings for elected officials or their representatives.

Formally issue Emergency Proclamation for the affected area and coordinate local government proclamations with other emergency response agencies, as appropriate.

Brief your relief at shift change, ensuring that ongoing activities are identified and follow up requirements are known.

### **DEMOBILIZATION PHASE:**

Authorize demobilization of sections, branches and units when they are no longer required.

Notify the County/State EOC, and other appropriate organizations of the planned demobilization, as appropriate.

Ensure that any open actions not yet completed will be handled after demobilization.

Ensure that all required forms or reports are completed prior to demobilization.

Be prepared to provide input to the after-action report.

Deactivate the EOC at the designated time, as appropriate.

Proclaim termination of the emergency response and proceed with recovery operations.

# EMERGENCY OPERATIONS MANAGER

(Emergency Operations Center Coordinator)

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## RESPONSIBILITIES:

Facilitate the overall functioning of the Lake Cities EOC.

Assist and serve as an advisor to the Emergency Operations (EO) Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

## ACTIVATION PHASE:

Follow generic Activation Phase Checklist.

Assist the EO Director in determining appropriate staffing for the EOC.

Provide assistance and information regarding section staffing to all general staff.

Review communications requirements and request additional equipment as needed.

## OPERATIONAL PHASE:

Assist the EO Director and the General Staff in developing an overall strategic objective as well as section objectives for the Action Plan.

Advise the EO Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.

Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.

Provide overall procedural guidance to General Staff as required.

Provide general advice and guidance to the EO Director as required.

Ensure that all notifications are made to the County/State EOC.

Ensure that all communications with appropriate emergency response agencies is established and maintained.

Assist EO Director in preparing for and conducting briefings with Management Staff, the City Council(s), the media, and the public.

Assist the EO Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

Assist the Liaison Officer with coordination of all EOC visits.

Provide assistance with shift change activity as required.

**DEMOBILIZATION PHASE:**

Follow generic Demobilization Phase Checklist.

# LEAD PUBLIC INFORMATION OFFICER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Serve as the coordination point for all media releases for the Lake Cities EOC. Represent the Lake Cities EOC as the lead Public Information Officer.

Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.

Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.

Develop the format for press conferences, in conjunction with the EO Director.

Maintaining a positive relationship with the media representatives.

Supervising the Public Information Officers and assigned staff.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklists.

Determine staffing requirements and make required personnel assignments for the Public Information Unit as necessary.

## **OPERATIONAL PHASE:**

Obtain policy guidance from the EO Director regarding media releases.

Keep the EO Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

Coordinate and identify method for obtaining and verifying significant information as it is developed.

Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.

Implement and maintain an overall information release program.

Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.

Maintain up-to-date status boards and other references at the media information center.

Provide adequate staff to answer questions from members of the media.

Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.

In coordination with other EOC sections and as approved by the EO Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.

At the request of the EO Director, prepare media briefings for members of the councils and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.

Ensure that a rumor control function is established to correct false or erroneous information.

Ensure that adequate staffs are available at incident sites to coordinate and conduct tours of the disaster areas.

Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.

Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.

Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).

Monitor broadcast media, using information to develop follow-up news releases and rumor control.

Ensure that file copies are maintained of all information released.

Provide copies of all media releases to the EO Director.

Conduct shift-change briefings in detail, ensuring that in-progress activities are identified, and follow-up requirements are known.

Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

### **DEMOBILIZATION PHASE:**

Follow generic Demobilization Phase Checklist.

# LIAISON OFFICER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Oversee all liaison activities, including coordinating outside agency representatives assigned to the Lake Cities EOC and handling requests from other EOCs

Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

Ensuring those position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.

In conjunction with the EO Advisor, provide orientations for VIPs and other visitors to the EOC.

Ensuring that demobilization is accomplished when directed by the EO Director.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

Obtain assistance for your position through Logistics, as required.

## **OPERATIONAL PHASE:**

Contact Agency Representatives already on-site, ensuring they:

Have signed into the EOC,

Understand their assigned functions,

Know their work locations,

Understand Lake Cities EOC organization and floor plan.

Determine if additional representation is required from:

- Other agencies
- Volunteer organizations
- Private organizations
- Utilities not already represented

In conjunction with the EO Director and EO Manager, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

Assist the EO Director and EO Manager in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.

Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.

With the approval of the EO Director, provide agency representatives from the County/State EOC to other EOCs as required and requested.

Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

**DEMOBILIZATION PHASE:**

Follow generic Demobilization Phase Checklist

Release agency representatives that are no longer required in the EOC when authorized by the EO Director.

# SAFETY OFFICER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Ensure that all buildings and other facilities used in support of the Lake Cities EOC are in a safe operating condition.

Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.

Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EO Director of actions taken.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Tour the entire EOC facility and evaluate conditions; advise the EO Director of any conditions and actions which might result in liability, (unsafe layout or equipment set- up, etc.)

Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

Be familiar with particularly hazardous conditions in the facility; take action when necessary.

Prepare and present safety briefings for the EO Director and General Staff, at appropriate meetings.

If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.

Keep the EO Director advised of unsafe conditions; take action when necessary.

Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

## **DEMOBILIZATION PHASE:**

Follow generic Demobilization Phase Checklist.

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# SECURITY OFFICER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Provide 24-hour security for the Lake Cities EOC.

Control personnel access to the Lake Cities EOC in accordance with policies established by the EO Director.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Determine the current EOC security requirements and arrange for staffing as needed.

Determine needs for special access to EOC facilities.

Provide executive and V.I.P. security as appropriate and required.

Provide recommendations as appropriate to EO Director.

Prepare and present security briefings for the EO Director and General Staff at appropriate meetings.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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**LAKE CITIES EOC  
POSITION CHECKLISTS  
OPERATIONS SECTION**

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# OPERATIONS SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the Lake Cities EOC.

Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.

Establish the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.

Exercise overall responsibility for the coordination of Branch/Unit activities within the Operations Section.

Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).

Conduct periodic Operations briefings for the EO Director as required or requested.

Overall supervision of the Operations Section.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

Meet with Planning Section Chief; obtain a preliminary situation briefing.

Based on the situation; activate appropriate branches within the section. Designate Branch Coordinators as necessary.

- Fire
- Law Enforcement
- Health
- Public Works
- Care & Shelter
- Agriculture

Determine need for Mutual Aid.

Request additional personnel for the section as necessary for 24-hour operation.

Confer with the EO Director to ensure that the Planning and Logistics

Sections are staffed at levels necessary to provide adequate information and support for operations.

Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.

Establish radio or cell-phone communications with Incident Commander(s) operating in Denton County and coordinate accordingly.

Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.

Based on the situation known or forecasted; determine likely future needs of the Operations Section.

Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.

Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

### **OPERATIONAL PHASE:**

Ensure that all section personnel are maintaining their individual position logs.

Ensure that situation and resources information is provided to the Planning/Intelligence

Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports

Ensure that all media contacts are referred to the Public Information Officer.

Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.

Attend and participate in EO Director's Action Planning meetings.

Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.

Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.

Ensure that the branches coordinate all resource needs through the Logistics Section.

Ensure that intelligence information from Branch Coordinators is made available to the Planning Section in a timely manner.

Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).

Brief the EO Director on all major incidents.

Complete a Major Incident Report for all major incidents, forward a copy to the Planning Section.

Brief Branch Coordinators periodically on any updated information you may have received.

Share status information with other sections as appropriate.

### **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# FIRE OPERATIONS UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire Mutual Aid Coordinator, as appropriate.

Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

Monitor and track fire resources utilized during the event.

Provide general support to field personnel as required.

Supervise the Fire Operations Unit.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain a position log and other appropriate files.

Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire Branch at the Field Level.

Obtain regular status reports on the fire situation from the Department Operations Center or Fire Branch at the Field Level.

Assess the impact of the disaster/event on the Fire Service's operational capability.

Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster and provide them to the Fire Branch Coordinator prior to the first Action Planning meeting.

Evaluate and process all requests for Fire Mutual Aid

If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.

In conjunction with Planning, determine if current and forecasted weather conditions will affect fire and rescue operations.

Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.

Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.

Reinforce the use of proper procedures for media contacts.

## **DEMOBILIZATION PHASE:**

Follow generic Demobilization Phase Checklist.

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# LAW ENFORCEMENT OPERATIONS UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Coordinate Lake Cities requests for Law Enforcement Mutual Aid Resources

Establish and maintain communication with Law Enforcement Branch Chiefs in the field or at the Department Operations Center (DOC) if activated.

Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

Monitor and track law enforcement resources utilized during the event.

Provide general support to field personnel as required.

Supervise the law enforcement operations unit.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain a position log and other appropriate files.

Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Chiefs at the field level.

Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.

Assess the impact of the disaster/event on Law Enforcement's operational capability.

Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.

If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.

If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.

In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.

Coordinate major evacuation activity with the Fire Branch, as required.

Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population.

Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.

Reinforce the use of proper procedures for media contacts.

Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.

Evaluate and process all requests for law enforcement resources through the Lake Cities EOC Law Enforcement Mutual Aid Coordinator.

**DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# PUBLIC WORKS BRANCH COORDINATOR

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.

Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.

Survey all other infrastructure systems, such as streets and roads within the County.

Assist other sections, branches, and units as needed.

Supervise the Public Works Branch. Activation Phase:

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

Based on the situation, activate the necessary units within the Public Works Branch:

- Reconnaissance Unit
- Engineering Support Unit
- Heavy Equipment Support Unit

Provide an initial situation report to the Operations Section Chief.

Based on the initial Lake Cities EOC strategic objectives, prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

## **OPERATIONAL PHASE:**

Ensure that branch and unit position logs and other necessary files are maintained.

Maintain current status on all Public Works activities being conducted in the field.

Ensure that damage and safety assessments are being carried out for both public and private facilities.

Request mutual aid as needed

Determine and document the status of transportation routes into and within affected areas.

Coordinate debris removal services as required.

Provide the Operations Section Chief and the Planning Section with an overall summary of Public Works Branch activities periodically during the operational period or as requested.

Ensure that all Public Works Status Reports, as well as the Initial Damage Estimation are completed and maintained.

Refer all contacts with the media to the Public Information Officer.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

Prepare objectives for the Public Works Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# HUMAN SERVICES BRANCH COORDINATOR

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## RESPONSIBILITIES:

Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within Lake Cities.

Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.

Assist the American Red Cross with the transition from mass care to separate family/individual housing.

Safeguard the public health of citizens of the Lake Cities, by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.

Implement those actions necessary under Local/State/Federal plans/regulations to affect control of a Public Health Emergency and/or Bioterrorism Event.

Establish a Department Operations Center in accordance with Local/State/Federal plans/regulations as needed during a Public Health Emergency and/or Bioterrorism Event.

Establish a Department Operations Center in accordance with Local/State/Federal plans/regulations as needed to facilitate, coordinate, and control Operational Area Mass Care and Shelter Management requirements.

Supervise the Shelter Management Unit.

Supervise the Public Health, Mental Health, and Environmental Health Units. Activation Phase:

## ACTIVATION PHASE:

Follow generic Activation Phase Checklist.

Based on the situation, activate the necessary units within the Human Services Branch:

- Shelter Management Unit
- Public Health Unit
- Mental Health Unit
- Environmental Health Unit

Ensure the following Agency Representatives are activated and present at the EOC as needed (Coordinate with Liaison):

- American Red Cross
- Salvation Army
- Baptist Men of Texas
- CERT teams

Provide an initial situation report to the Operations Section Chief.

Based on the initial Lake Cities EOC strategic objectives, prepare objectives for the Human Services Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

### **OPERATIONAL PHASE:**

Establish and maintain your Human Services Branch log and other necessary files.

Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.

Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs. Coordinate Logistics for Volunteer and Donations Management.

Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.

Ensure the American Red Cross has appropriate staffing and support for OA shelters to the best extent possible.

In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.

Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.

Ensure that all potable water supplies remain safe, and free from contaminants.

Ensure that sanitation systems are operating effectively and not contaminating water supplies.

Ensure that a vector control plan is established and implemented for the affected area(s).

Coordinate all mutual aid requests (personnel, equipment, facilities) through Lake Cities EOC Logistics to Local/Region/State/Federal levels as required.

Provide the Operations Section Chief and the Planning Section with an overall summary of Human Services Branch periodically during the operations period or as requested.

Ensure all required Status Reports and associated documents (utilizing RIMS if available) are completed by Unit Leaders.

Prepare information regarding Public Health Emergency/Bioterrorism or Mass Care and Shelter for dissemination to Local/Regional/State/Federal agencies as required.

Validate prepared information for release to authorities/media/public regarding Public Health Emergency/Bioterrorism and Mass Care and Shelter; provide to Lake Cities EOC for dissemination.

Refer all contacts with the media to the Public Information Officer.

### **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# Shelter Management Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Assess Operational Area requirements for Mass Care and Shelter including access and functional needs.

Manage a Department Operations Center as needed to facilitate, coordinate, and control Operational Area Mass Care and Shelter Management requirements.

Coordinate with out of county shelter locations tracking information and forwarding mutual aid requests as needed to support displaced Lake Cities residents.

Other duties as assigned by the Human Services Branch Coordinator.

Supervise the Shelter Management Unit.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain your position log and other necessary files.

Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.

Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.

Coordinate with Agriculture Branch on the sheltering of pets of persons in managed shelters.

Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.

Assist the American Red Cross in staffing and managing the shelters.

Maintain contact with out of county shelters that receive Lake Cities residents, forward requests for personnel, supplies, and support to Lake Cities EOC Logistics to Local/Region/State/Federal levels as required.

In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.

Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.

Complete and maintain the Care & Shelter Status Reports

Refer all contacts with the media to the Public Information Officer.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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**LAKE CITIES EOC  
POSITION CHECKLISTS  
PLANNING SECTION**

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# PLANNING SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## RESPONSIBILITIES:

Ensure that the following responsibilities of the Planning Section are addressed as required:

Collecting, analyzing, and displaying situation information,

Preparing periodic Situation Reports,

Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,

Conducting Advance Planning activities and report,

Providing technical support services to the various EOC sections and branches, and

Documenting and maintaining files on all EOC activities.

Establish the appropriate level of organization for the Planning Section.

Exercise overall responsibility for the coordination of branch/unit activities within the section.

Keep the EO Director informed of significant issues affecting the Planning Section.

In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.

Supervise the Planning Section.

## ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

Based on the situation, activate units within section as needed and designate Unit Leaders for each element:

Situation Analysis/Status Unit

Advance Planning Unit

Documentation Unit

Technical Services Unit

Resource/Demobilization Unit

GIS/Mapping Unit

Request additional personnel for the section as necessary to maintain a 24-hour operation.

Meet with Operations Section Chief; obtain and review any major incident reports.

Review responsibilities of branches in section; develop plans for carrying out all responsibilities.

Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.

Keep the EO Director informed of significant events.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **OPERATIONAL PHASE:**

Ensure that Planning position logs and other necessary files are maintained.

Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence

Ensure that a situation status report is produced and distributed to EOC Sections/Director and once approved, to the County EOC at least once, prior to the end of the operational period.

Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.

Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.

Facilitate the EO Director's Action Planning meetings approximately two hours before the end of each operational period.

Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.

Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.

Work closely with each branch/unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.

Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.

Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.

Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.

Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

### **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# SITUATION ANALYSIS/STATUS UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Oversee the collection, organization, and analysis of disaster situation information.

Ensure that information collected from all sources is validated prior to posting on status boards.

Ensure that situation status reports are developed, for dissemination to EOC staff and to the County EOC as required/requested.

Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section.

Ensure that all maps, status boards and other displays contain current and accurate information.

Supervise Situation Analysis/Status Unit.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

## **OPERATIONAL PHASE:**

Ensure position logs and other necessary files are maintained.

Oversee the collection and analysis of all event/or disaster related information.

Oversee the preparation and distribution of the Situation Status Report

Coordinate with the Documentation Unit for manual distribution and reproduction as required.

Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, on a regular basis.

Meet with the Lead Public Information Officer to determine the best method for ensuring access to current information.

Prepare a situation summary for the EOC Action Planning meeting.

Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.

Convene and facilitate the Action Planning meeting following the meeting process guidelines in section 3 of this annex.

In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)

Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.

Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# DOCUMENTATION UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.

Provide document reproduction services to EOC staff.

Distribute the Lake Cities EOC situation status reports, EOC Action Plan, and other documents, as required.

Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.

Assist the EO Advisor in the preparation and distribution of the After-action Report.

Supervise the Documentation Unit.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Maintain a position log.

Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records.

Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.

Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Region/State EOC.

Keep extra copies of reports and plans available for special distribution as required.

Set up and maintain document reproduction services for the EOC.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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**LAKE CITIES EOC  
POSITION CHECKLISTS  
LOGISTICS SECTION**

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# LOGISTICS SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## RESPONSIBILITIES:

Ensure the Logistics function is carried out in support of the Lake Cities EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.

Keep the EO Director informed of all significant issues relating to the Logistics Section.

Supervise the Logistics Section.

## ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:

- Communications Branch
- Personnel Unit
- Transportation Unit
- Facilities Unit
- Supply/Procurement Unit
- Resource Status Unit

Mobilize sufficient section staffing for 24-hour operations.

Establish communications with the Logistics Section at the Operational Area EOC if activated.

Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.

Meet with the EO Director and General Staff and identify immediate resource needs.

Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

Provide periodic Section Status Reports to the EO Director.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **OPERATIONAL PHASE:**

Ensure that Logistic Section position logs and other necessary files are maintained.

Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.

Attend and participate in EOC Action Planning meetings.

Ensure that transportation requirements, in support of response operations, are met.

Ensure that all requests for facilities and facility support are addressed.

Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

Provide section staff with information updates as required.

### **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# COMMUNICATIONS BRANCH COORDINATOR

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

## RESPONSIBILITIES:

Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.

Oversee the installation of communications resources within the County EOC. Ensure that a communications link is established with the Operational Area EOC.

Determine specific computer requirements for all EOC positions.

Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.

Supervise the communications branch.

## ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

Based on the situation, activate the necessary units within the Communications Branch:

Communications Unit  
Information Systems Unit

Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

## OPERATIONAL PHASE:

Ensure that communication branch position logs and other necessary files are maintained.

Keep all sections informed of the status of communications systems, particularly those that are being restored.

Coordinate with all EOC sections/branches/units regarding the use of all communication systems.

Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.

Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.

Continually monitor the operational effectiveness of EOC communications systems.

Provide additional equipment as required.

Ensure that technical personnel are available for communications equipment maintenance and repair.

Mobilize and coordinate amateur radio resources to augment primary communications systems as required.

Keep the Logistics Section Chief informed of the status of communications systems.

Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

Refer all contacts with the media to the Public Information Officer.

**DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# COMMUNICATIONS UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Install, activate, and maintain telephone and radio systems for the Lake Cities County/Operational Area EOC.

Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.

Acquire radio frequencies as necessary to facilitate operations.

Assign Amateur Radio Operators as needed to augment primary communications networks.

Supervise the EOC Communications Center and the Communications Unit.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain a position log and other necessary files.

Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.

Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.

Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.

Refer all contacts with the media to the Public Information Officer.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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# INFORMATION SYSTEMS UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Install, activate, and maintain information systems for the County of Lake Cities EOC.

Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.

Supervise the Information Systems Unit.

## **ACTIVATION PHASE:**

Follow generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain a position log and other necessary files.

Keep the Communications Branch Coordinator informed of system failures and restoration activities.

Develop instructional guidance for use of computers and computer programs such as WEBEOC. Be prepared to conduct training sessions for EOC staff as necessary.

Request additional computer equipment as required through the Communications Branch Coordinator.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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**LAKE CITIES EOC  
POSITION CHECKLISTS  
FINANCE & ADMINISTRATION SECTION**

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# FINANCE/ADMINISTRATION SECTION CHIEF

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## RESPONSIBILITIES:

Ensure that all financial records are maintained throughout the event or disaster.

Ensure that all on-duty time is recorded for all County emergency response personnel.

Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.

Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.

Determine purchase order limits for the procurement function in Logistics.

Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.

Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.

Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.

Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Supervise the Finance/Administration Section.

## ACTIVATION PHASE:

Follow the generic Activation Phase Checklist.

Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

Based on the situation, activate units within section as needed and designate Branch

Coordinators for each element:

Time Keeping Unit

Compensation & Claims Unit

Purchasing Unit

Recovery Unit

Ensure that sufficient staff are available for a 24-hour schedule, or as required.

Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

Meet with all Unit Leaders and ensure that responsibilities are clearly understood.

In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.

Notify the EO Director when the Finance/Administration Section is operational.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **OPERATIONAL PHASE:**

Ensure that Finance/Administration position logs and other necessary files are maintained.

Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

Participate in all Action Planning meetings.

Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.

Keep the EO Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.

Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.

Ensure that the Time Keeping Unit tracks and records all agency staff time.

In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.

Ensure that the Time-Keeping Unit processes all timesheets and travel expense claims promptly.

Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

### **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

# TIME KEEPING UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Track, record, and report all on-duty time for personnel working during the event or disaster.

Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.

Supervise the time keeping unit.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain position logs and other necessary files.

Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.

Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.

Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.

Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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# COMPENSATION AND CLAIMS UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Oversee the investigation of injuries and property / equipment damage claims involving the County, arising out of the event or disaster.

Complete all forms required by worker's compensation program.

Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.

Supervise the Compensation and Claims Unit.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain a position log and other necessary files.

Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.

Investigate all injury and damage claims as soon as possible.

Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with County Policy & Procedures.

Coordinate with the Safety Officer regarding the mitigation of hazards.

Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.

Forward all equipment or property damage claims to the Recovery Unit.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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# PURCHASING UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Coordinate vendor contracts not previously addressed by existing approved vendor lists.

Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

Supervise the Purchasing Unit.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain position logs and other necessary files.

Review the County's emergency purchasing procedures.

Prepare and sign contracts as needed; obtain concurrence from the

Finance/Administration Section Chief.

Ensure that all contracts identify the scope of work and specific site locations.

Negotiate rental rates not already established, or purchase price with vendors as required.

Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.

Finalize all agreements and contracts, as required.

Complete final processing and send documents to Budget and Payroll for payment.

Verify costs data in the pre-established vendor contracts and/or agreements.

In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.

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# RECOVERY UNIT LEADER

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **RESPONSIBILITIES:**

Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Coordinate all fiscal recovery with disaster assistance agencies.

Prepare and maintain a cumulative cost report for the event or disaster.

Supervise the Recovery Unit and all recovery operations.

## **ACTIVATION PHASE:**

Follow the generic Activation Phase Checklist.

## **OPERATIONAL PHASE:**

Establish and maintain position log and other necessary files.

In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.

Obtain information from the Resources Status Unit regarding equipment use times.

Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.

Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.

Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.

Act as the liaison for the Lake Cities EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.

Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.

Contact and assist Incident Commanders and obtain their cumulative cost totals for the event or disaster on a daily basis.

Prepare and maintain a cost report for the Finance/Administration Chief, EO Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the County.

Organize and prepare records for final audit.

Assist the EO Advisor and Planning Section with preparation of the After-Action Report.

## **DEMOBILIZATION PHASE:**

Follow the generic Demobilization Phase Checklist.



City Council  
Agenda Memo

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Prepared By: Sarah Cochran,  
Director of Finance

April 23, 2026

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**Consider and act on the November and December 2025 financial report.**

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**Description:**

Receive a report, hold a discussion, and give staff direction regarding the monthly Financial Report for the periods ending November 30, 2025 and December 31, 2025..

**Background Information:**

The Monthly Financial Report represents the financial activities of the City for the periods ending November 30, 2025 and December 31, 2025. This report accounts for all receipts and disbursements within the operating accounts.

**Financial Consideration:**

There is no fiscal impact to the City associated with this item.

**Recommended Motions:**

Staff recommends approval of the Monthly Financial Report for the periods ending November 30, 2025 and December 31, 2025.

**Attachments:**

1. Nov 2025 Financials
2. Dec 2025 Monthly Financials



# Monthly Financial Report

## November 2025

**City of Lake Dallas**  
**Monthly Financial Summary**  
**November 2025**

This report represents the second month of the first quarter of the Fiscal Year 2026. Items in a normal operating cycle should be 17% complete. Some revenues and expenditures are more seasonal in nature. For example, most property taxes are collected between December and February. In addition, some expenses are higher during the fall and spring months.

General Fund	Original Budget	Current Month	Year to Date	YTD %
Revenues	7,374,819	184,459	477,610	6.48%
Expenditures	7,374,819	510,234	1,046,578	14.19%
<b>Net</b>	-	<b>(325,775)</b>	<b>(568,968)</b>	

The fiscal year-to-date total revenues and expenditures are \$477,610 and \$1,046,578 respectively. They represent 6.48% and 14.19% of the budget.

Property Tax Revenues received year-to-date are \$71,919 for General Fund operations and \$15,961.56 for Debt Service. As of November 30, 2025, 1.83% of the General Fund property tax budget has been collected.

Sales Tax Revenue received year-to-date is \$407,316. Sales Tax Revenue for November totaled \$223,272. The General Fund received \$111,636 for general operations; \$27,909 for property tax reduction; \$27,909 for road maintenance and repair, and \$55,818 for the Community Development Corporation. Year-to-date receipts exceed prior year receipts by 1%.

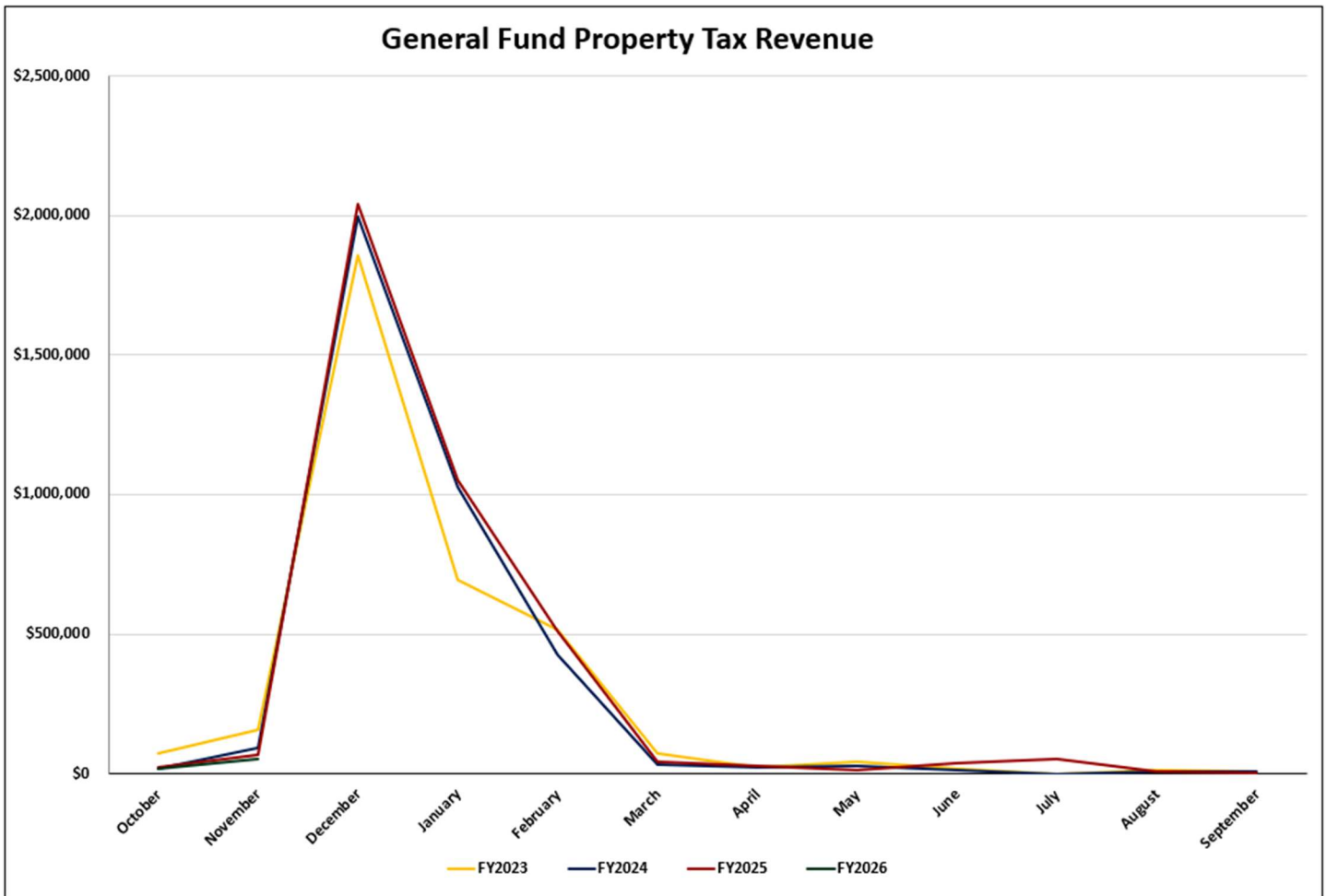
The City has the following cash and investments available as of November 30, 2025:

City Funds Invested	\$ 17,273,782
Cash Balance in Funds	<u>\$ 169,409</u>
<b>Total Cash and Investments</b>	<b>\$ 17,443,191</b>

Revenues for Willow Grove Park year-to-date are \$25,429.

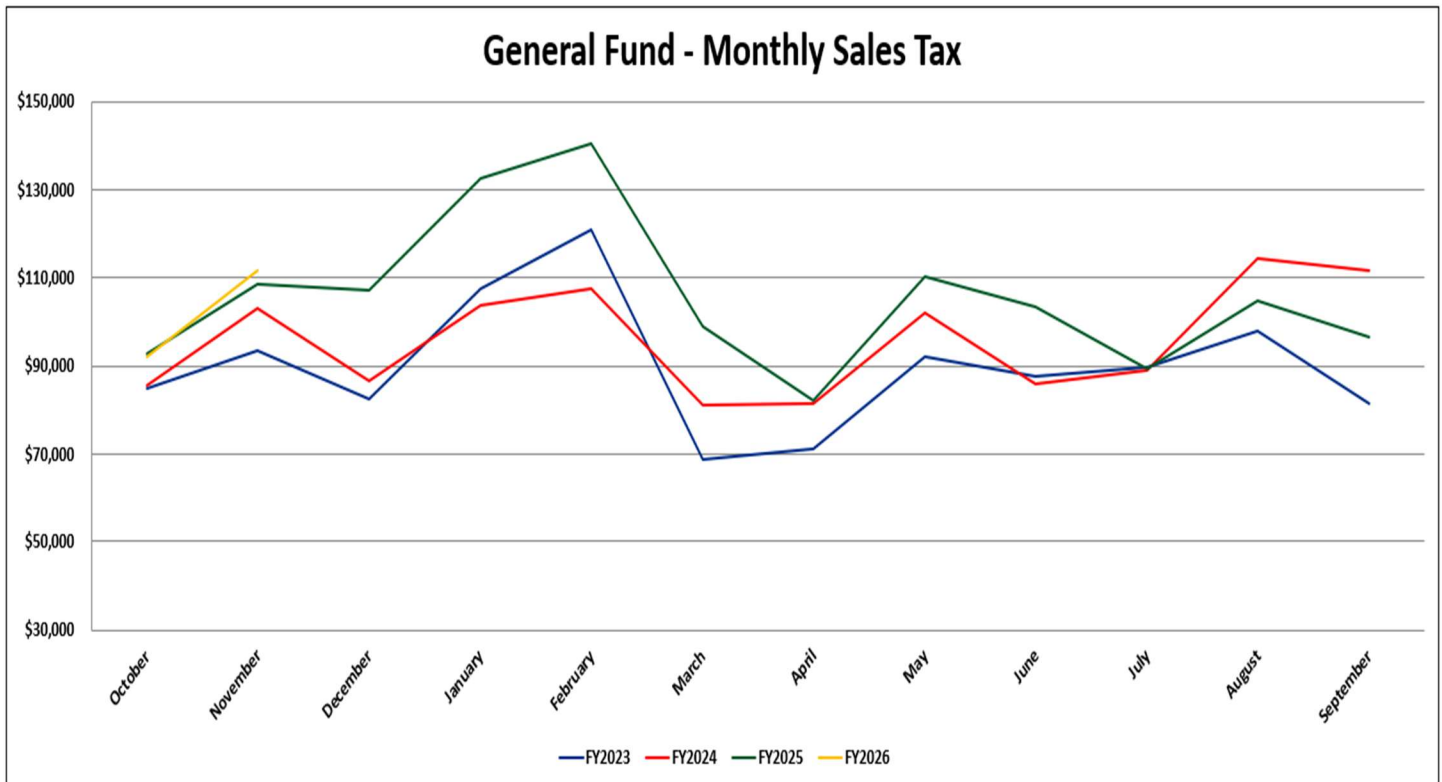
**City of Lake Dallas  
General Fund Property Tax Revenue**

	FY2023	FY2024	FY2025	FY2026
October	\$ 75,095	\$ 19,352	\$ 22,492	\$ 18,937
November	157,293	95,060	65,921	52,982
December	1,855,918	1,998,281	2,038,817	
January	695,829	1,029,226	1,049,656	
February	516,229	427,038	510,727	
March	75,019	31,333	42,012	
April	25,386	22,173	26,276	
May	44,368	26,086	12,792	
June	17,898	11,926	38,714	
July	1,139	650	54,696	
August	11,994	7,031	10,401	
September	9,166	9,987	5,428	
<b>Total</b>	<b>\$3,485,334</b>	<b>\$ 3,678,142</b>	<b>\$ 3,877,929</b>	<b>\$ 71,919</b>



**City of Lake Dallas  
General Fund Sales Tax Revenue**

	FY2023	FY2024	FY2025	FY2026
October	\$ 85,090	\$ 85,669	\$ 92,941	\$ 92,022
November	93,364	103,128	108,630	111,636
December	82,417	86,818	107,190	
January	107,655	103,955	132,605	
February	120,929	107,683	140,423	
March	68,884	81,222	99,131	
April	71,084	81,486	82,182	
May	92,250	102,271	110,188	
June	87,651	86,075	103,410	
July	89,789	88,919	89,334	
August	97,952	114,514	104,676	
September	81,616	111,776	96,608	
<b>Total</b>	<b>\$ 1,078,682</b>	<b>\$ 1,153,518</b>	<b>\$ 1,267,318</b>	<b>\$ 203,658</b>



**City of Lake Dallas  
Investment Pool**

Account Name	Book Value 11/30/2025
<b>TEXPOOL</b>	
General Investment Fund	110,203
GF Capital Improvement Unrestricted	4,156,398
Debt Service I & S	249,038
Road Repair and Maintenance Fund	559,152
Park Improvement Fee	2,427
GF Capital Projects Fund	407,376
<b>TOTAL</b>	<b>\$ 5,484,593</b>
<b>LOGIC</b>	
Community Development Corporation	259,868
Municipal Court Technology	10,679
Municipal Court Building Security	54,412
Police Department LEOSE	1,695
Municipal Court Child Safety	11,385
Municipal Court Juvenile Case Mgmt	199,643
Seized Funds	1,614
Kids N Cops	332
Willow Grove Park	156,816
Animal Rescue	7,071
Stormwater Drainage Fund	728,822
Opioid Abatement Fund	7,656
Tree Preservation Fund	8,750
Series 2023 CO & Revenue Bond	2,687,225
Series 2025 CO & Revenue Bond	7,108,595
<b>TOTAL</b>	<b>\$ 11,244,563</b>
<b>TEXSTAR</b>	
Hotel Occupancy Tax	222,242
Library Donations	10,461
<b>TOTAL</b>	<b>\$ 232,704</b>
<b>TEXASCLASS</b>	
CSLFRF Grant Fund	311,922
<b>TOTAL</b>	<b>\$ 311,922</b>
<b>TOTAL of Funds Invested</b>	<b>\$ 17,273,782</b>

**Lake Dallas Community Development Corporation**  
**Monthly Financial Summary**  
**November 2026**

This table represents the second month of the first quarter of operations for Fiscal Year 2026.

CDC Fund	Original Budget	Current Month	Year to Date	YTD %
Revenues	803,385	56,763	104,486	13.01%
Expenditures	803,385	(7,602)	365,633	45.51%
<b>Net</b>	<b>-</b>	<b>64,365</b>	<b>(261,147)</b>	

The year-to-date total revenues and expenditures for Lake Dallas Community Development Corporation are \$104,486 and \$365,633, respectively. They represent 13.01% and 45.51% of the budget.

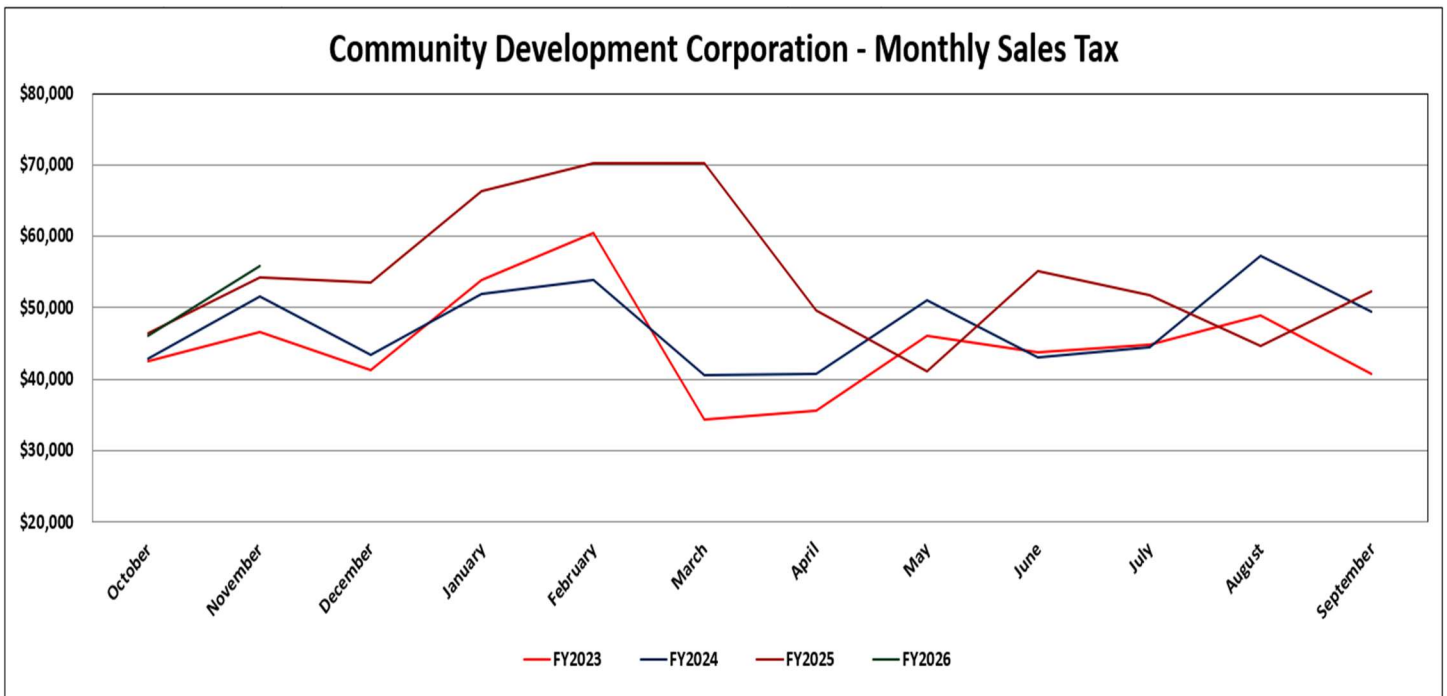
Sales Tax Revenue for November 2025 was \$55,818. As of November 30, 2025, 14.89% of the budgeted sales tax was collected.

Community Development Corporation has the following cash and investments available as of November 30, 2025.

CDC Investments	\$ 259,868
CDC Cash at Bank	<u>\$ 252,415</u>
<b>Total Cash and Investments</b>	<b>\$ 512,283</b>

**City of Lake Dallas  
Community Development Corporation  
Sales Tax Revenue**

	FY2023	FY2024	FY2025	FY2026
October	\$ 42,545	\$ 42,835	\$ 46,470	\$ 46,010
November	46,682	51,564	54,315	55,818
December	41,208	43,409	53,595	
January	53,827	51,978	66,303	
February	60,465	53,842	70,212	
March	34,442	40,611	70,212	
April	35,542	40,743	49,566	
May	46,125	51,135	41,091	
June	43,826	43,038	55,094	
July	44,894	44,459	51,705	
August	48,976	57,257	44,667	
September	40,808	49,501	52,338	
<b>Total</b>	<b>\$ 539,340</b>	<b>\$ 570,372</b>	<b>\$ 655,568</b>	<b>\$ 101,828</b>





**Details of Budget  
Revenues and Expenditures  
As of November 30, 2025**



# Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">100-000-41000</a>	PROPERTY TAXES - CURRENT	3,895,070.00	3,895,070.00	54,322.64	68,112.72	-3,826,957.28	98.25 %
<a href="#">100-000-41001</a>	PROPERTY TAXES - DELINQUENT	25,000.00	25,000.00	-2,618.73	1,584.08	-23,415.92	93.66 %
<a href="#">100-000-41002</a>	PROPERTY TAXES - P&I	20,000.00	20,000.00	1,278.35	2,222.14	-17,777.86	88.89 %
<a href="#">100-000-41101</a>	SALES TAX	1,351,701.00	1,351,701.00	111,636.05	203,658.00	-1,148,043.00	84.93 %
<a href="#">100-000-41102</a>	MIXED BEVERAGE	34,000.00	34,000.00	3,966.45	6,046.12	-27,953.88	82.22 %
<a href="#">100-000-41105</a>	SALES TAX - PROPERTY TAX REDUCT...	244,175.00	244,175.00	27,909.01	50,914.50	-193,260.50	79.15 %
<a href="#">100-000-41201</a>	FRANCHISE - ATMOS GAS	70,000.00	70,000.00	0.00	0.00	-70,000.00	100.00 %
<a href="#">100-000-41202</a>	FRANCHISE - TELECOMMUNICATIO...	2,000.00	2,000.00	-217.57	-139.57	-2,139.57	106.98 %
<a href="#">100-000-41203</a>	FRANCHISE - ELECTRIC	220,000.00	220,000.00	0.00	0.00	-220,000.00	100.00 %
<a href="#">100-000-41204</a>	FRANCHISE - CABLE	53,000.00	53,000.00	0.00	0.00	-53,000.00	100.00 %
<a href="#">100-000-41205</a>	FRANCHISE - SOLID WASTE	104,000.00	104,000.00	0.00	0.00	-104,000.00	100.00 %
<a href="#">100-000-41206</a>	FRANCHISE - MISCELLANEOUS	2,000.00	2,000.00	131.74	139.57	-1,860.43	93.02 %
<a href="#">100-000-42001</a>	PERMITS - BUILDING NEW RESIDEN...	68,200.00	68,200.00	410.00	4,465.00	-63,735.00	93.45 %
<a href="#">100-000-42002</a>	PERMITS - BUILDING NEW COMME...	0.00	0.00	125.00	125.00	125.00	0.00 %
<a href="#">100-000-42004</a>	PERMITS - CERTIFICATE OF OCCUP...	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
<a href="#">100-000-42101</a>	PERMITS - APPLICATION FEE ADM/...	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
<a href="#">100-000-42102</a>	PERMITS - MOBILE HOMES	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
<a href="#">100-000-42103</a>	PERMITS - HEALTH PERMITS AND IN...	20,000.00	20,000.00	1,770.00	1,770.00	-18,230.00	91.15 %
<a href="#">100-000-42104</a>	PERMITS - LIQUOR LICENSE	1,800.00	1,800.00	0.00	0.00	-1,800.00	100.00 %
<a href="#">100-000-42105</a>	PERMITS - ALARMS	4,500.00	4,500.00	50.00	62.94	-4,437.06	98.60 %
<a href="#">100-000-42107</a>	PERMITS - OTHER	13,000.00	13,000.00	1,150.00	3,733.97	-9,266.03	71.28 %
<a href="#">100-000-42109</a>	PERMITS - CONTRACTOR REGISTRAT..	7,000.00	7,000.00	500.00	800.00	-6,200.00	88.57 %
<a href="#">100-000-42110</a>	PERMITS - PLAN REVEIW FEE	12,000.00	12,000.00	11,975.00	13,225.00	1,225.00	110.21 %
<a href="#">100-000-44001</a>	MC COURT FINES/BONDS	110,000.00	110,000.00	5,935.05	16,351.85	-93,648.15	85.13 %
<a href="#">100-000-44101</a>	FINES - LIBRARY	1,000.00	1,000.00	129.30	233.20	-766.80	76.68 %
<a href="#">100-000-44204</a>	MC ADMIN FEES	8,000.00	8,000.00	-473.00	-203.00	-8,203.00	102.54 %
<a href="#">100-000-44205</a>	MC ARREST/WARRANT FEES	7,500.00	7,500.00	424.00	1,011.00	-6,489.00	86.52 %
<a href="#">100-000-44206</a>	MC MVBA COLLECTION AGENCY FEE	9,000.00	9,000.00	599.70	1,235.00	-7,765.00	86.28 %
<a href="#">100-000-44208</a>	MC OMNI - CITY	500.00	500.00	28.00	84.00	-416.00	83.20 %
<a href="#">100-000-45101</a>	SRO REIMBURSEMENT	157,000.00	157,000.00	0.00	0.00	-157,000.00	100.00 %
<a href="#">100-000-45103</a>	POLICE REPORTS	1,100.00	1,100.00	60.18	131.18	-968.82	88.07 %
<a href="#">100-000-45202</a>	LIBRARY MEMBERSHIPS	1,000.00	1,000.00	79.87	240.00	-760.00	76.00 %
<a href="#">100-000-45203</a>	LIBRARY - CORINTH MEMBERSHIPS	1,500.00	1,500.00	400.00	400.00	-1,100.00	73.33 %
<a href="#">100-000-45301</a>	FEES - VENDORS	2,150.00	2,150.00	0.00	0.00	-2,150.00	100.00 %
<a href="#">100-000-45302</a>	FEES - ENTRY FEES	220.00	220.00	0.00	0.00	-220.00	100.00 %
<a href="#">100-000-46001</a>	RENTAL - PARKS	200.00	200.00	0.00	0.00	-200.00	100.00 %
<a href="#">100-000-46004</a>	RENTAL - FIRE STATION	50,730.00	50,730.00	0.00	50,730.08	0.08	100.00 %
<a href="#">100-000-46100</a>	INTEREST INCOME	180,000.00	180,000.00	13,941.30	29,357.48	-150,642.52	83.69 %
<a href="#">100-000-46201</a>	DONATIONS - SPONSORSHIPS	10,500.00	10,500.00	0.00	0.00	-10,500.00	100.00 %
<a href="#">100-000-46202</a>	DONATIONS - POLICE	100.00	100.00	750.00	750.00	650.00	750.00 %
<a href="#">100-000-46207</a>	DONATIONS - LIBRARY	0.00	0.00	197.24	197.24	197.24	0.00 %
<a href="#">100-000-46300</a>	OTHER REVENUE	5,000.00	5,000.00	0.01	372.98	-4,627.02	92.54 %
<a href="#">100-000-46303</a>	FIREWORKS	14,000.00	14,000.00	0.00	0.00	-14,000.00	100.00 %
<a href="#">100-000-46306</a>	CASH OVER/SHORT	0.00	0.00	-0.17	-0.17	-0.17	0.00 %
<a href="#">100-000-49310</a>	TRANSFER FROM WILLOW GROVE ...	40,000.00	40,000.00	0.00	0.00	-40,000.00	100.00 %
<a href="#">100-000-49510</a>	TRANSFER FROM CDC	80,000.00	80,000.00	-50,000.00	20,000.00	-60,000.00	75.00 %
	<b>Department: 000 - 000 Total:</b>	<b>6,834,446.00</b>	<b>6,834,446.00</b>	<b>184,459.42</b>	<b>477,610.31</b>	<b>-6,356,835.69</b>	<b>93.01%</b>
	<b>Revenue Total:</b>	<b>6,834,446.00</b>	<b>6,834,446.00</b>	<b>184,459.42</b>	<b>477,610.31</b>	<b>-6,356,835.69</b>	<b>93.01%</b>

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<b>Expense</b>							
<b>Department: 100 - ADMINISTRATION</b>							
<a href="#">100-100-50000</a>	SALARIES - FULL TIME	516,957.00	516,957.00	38,793.92	73,629.83	443,327.17	85.76 %
<a href="#">100-100-50002</a>	OVERTIME	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-100-50003</a>	CERTIFICATION PAY	1,200.00	1,200.00	92.32	175.41	1,024.59	85.38 %
<a href="#">100-100-50004</a>	CAR ALLOWANCE	6,000.00	6,000.00	553.84	1,052.30	4,947.70	82.46 %
<a href="#">100-100-50005</a>	LONGEVITY	732.00	732.00	732.00	732.00	0.00	0.00 %
<a href="#">100-100-50100</a>	RETIREMENT/TMRS	78,623.00	78,623.00	6,073.30	11,385.89	67,237.11	85.52 %
<a href="#">100-100-50101</a>	PAYROLL TAXES	7,600.00	7,600.00	574.33	1,080.54	6,519.46	85.78 %
<a href="#">100-100-50102</a>	EMPLOYEE INSURANCE	74,973.00	74,973.00	2,187.74	8,168.72	66,804.28	89.10 %
<a href="#">100-100-50103</a>	UNEMPLOYMENT	968.00	968.00	0.00	0.00	968.00	100.00 %
<a href="#">100-100-50104</a>	WORKERS COMP	2,149.00	2,149.00	115.68	217.68	1,931.32	89.87 %
<a href="#">100-100-50105</a>	PHYSICALS & EVALUATIONS	35.00	35.00	0.00	0.00	35.00	100.00 %
<a href="#">100-100-51000</a>	UTILITIES	48,300.00	48,300.00	1,236.14	3,554.85	44,745.15	92.64 %
<a href="#">100-100-51001</a>	TELEPHONE- MOBILE	3,989.00	3,989.00	0.00	221.67	3,767.33	94.44 %
<a href="#">100-100-52000</a>	OFFICE SUPPLIES	5,341.00	5,341.00	164.81	584.73	4,756.27	89.05 %
<a href="#">100-100-52001</a>	PRINTING	2,021.00	2,021.00	0.00	0.00	2,021.00	100.00 %
<a href="#">100-100-52003</a>	OFFICE EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-100-52201</a>	OTHER SUPPLIES	8,500.00	8,500.00	574.37	574.37	7,925.63	93.24 %
<a href="#">100-100-52202</a>	POSTAGE & SHIPPING SUPPLIES	1,880.00	1,880.00	0.00	285.09	1,594.91	84.84 %
<a href="#">100-100-52204</a>	UNIFORMS	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-100-52212</a>	FLOWERS/GIFTS/PLAQUES	600.00	600.00	0.00	0.00	600.00	100.00 %
<a href="#">100-100-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	1,200.00	1,200.00	15.99	15.99	1,184.01	98.67 %
<a href="#">100-100-53102</a>	FACILITIES MAINTENANCE	42,000.00	42,000.00	82.40	1,044.77	40,955.23	97.51 %
<a href="#">100-100-53104</a>	SOFTWARE LICENSES & MAINTENA...	58,997.00	58,997.00	3,440.12	20,546.72	38,450.28	65.17 %
<a href="#">100-100-53111</a>	FD BUILDING MAINTENANCE	0.00	0.00	0.00	3,118.19	-3,118.19	0.00 %
<a href="#">100-100-54001</a>	ACCOUNTING & AUDITOR	26,250.00	26,250.00	0.00	0.00	26,250.00	100.00 %
<a href="#">100-100-54002</a>	LEGAL SERVICES	90,000.00	90,000.00	2,917.15	2,917.15	87,082.85	96.76 %
<a href="#">100-100-54006</a>	CONSULTING SERVICES	143,601.00	143,601.00	0.00	0.00	143,601.00	100.00 %
<a href="#">100-100-54104</a>	ELECTION SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-100-54105</a>	PROP TAX COLLECTIONS	35,000.00	35,000.00	0.00	7,594.26	27,405.74	78.30 %
<a href="#">100-100-54107</a>	FIRE SERVICE CONTRACT	1,482,314.00	1,482,314.00	123,526.17	247,052.33	1,235,261.67	83.33 %
<a href="#">100-100-54116</a>	JANITORIAL SERVICES	26,258.00	26,258.00	1,042.00	2,084.00	24,174.00	92.06 %
<a href="#">100-100-54118</a>	BENEFITS ADMINISTRATION SERVIC...	2,400.00	2,400.00	178.40	178.40	2,221.60	92.57 %
<a href="#">100-100-54119</a>	ANIMAL RESCUE SERVICES	79,000.00	79,000.00	196.01	6,729.65	72,270.35	91.48 %
<a href="#">100-100-54201</a>	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-100-54202</a>	CODIFICATION/FILING FEES	764.00	764.00	0.00	0.00	764.00	100.00 %
<a href="#">100-100-54203</a>	SHREDDING SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<a href="#">100-100-54204</a>	SPAN	26,000.00	26,000.00	9,654.00	9,654.00	16,346.00	62.87 %
<a href="#">100-100-54206</a>	WEBSITE SERVICES	10,000.00	10,000.00	0.00	9,386.14	613.86	6.14 %
<a href="#">100-100-54207</a>	BANK SERVICES/CC FEES	0.00	0.00	8.39	8.39	-8.39	0.00 %
<a href="#">100-100-54212</a>	PROPERTY AND LIABILITY INSURAN...	85,652.00	85,652.00	23,653.75	23,653.75	61,998.25	72.38 %
<a href="#">100-100-55000</a>	TRAVEL & TRAINING	21,600.00	21,600.00	2,629.20	9,885.25	11,714.75	54.23 %
<a href="#">100-100-55100</a>	DUES & MEMBERSHIPS	12,271.00	12,271.00	880.19	1,351.08	10,919.92	88.99 %
<a href="#">100-100-56201</a>	CAPITAL OUTLAY - INFORMATION-T...	2,312.00	2,312.00	0.00	0.00	2,312.00	100.00 %
<a href="#">100-100-56302</a>	PRINTERS & COPIERS LEASE	14,560.00	14,560.00	932.18	932.18	13,627.82	93.60 %
<a href="#">100-100-56400</a>	LAND LEASE	1,628.00	1,628.00	0.00	0.00	1,628.00	100.00 %
<a href="#">100-100-57100</a>	CAPITAL OUTLAY - BUILDINGS-FACIL...	85,500.00	85,500.00	0.00	0.00	85,500.00	100.00 %
<b>Department: 100 - ADMINISTRATION Total:</b>		<b>3,024,875.00</b>	<b>3,024,875.00</b>	<b>220,254.40</b>	<b>447,815.33</b>	<b>2,577,059.67</b>	<b>85.20%</b>
<b>Department: 107 - CITY COUNCIL</b>							
<a href="#">100-107-52000</a>	OFFICE SUPPLIES	110.00	110.00	0.00	0.00	110.00	100.00 %
<a href="#">100-107-52204</a>	UNIFORMS	630.00	630.00	0.00	0.00	630.00	100.00 %
<a href="#">100-107-52212</a>	FLOWERS/GIFTS/PLAQUES	160.00	160.00	125.53	125.53	34.47	21.54 %
<a href="#">100-107-54211</a>	LEGISLATIVE EFFORTS	4,750.00	4,750.00	0.00	0.00	4,750.00	100.00 %
<a href="#">100-107-55000</a>	TRAVEL & TRAINING	10,400.00	10,400.00	1,046.86	2,628.86	7,771.14	74.72 %
<a href="#">100-107-55100</a>	DUES & MEMBERSHIPS	7,350.00	7,350.00	1,750.00	1,750.00	5,600.00	76.19 %
<b>Department: 107 - CITY COUNCIL Total:</b>		<b>23,400.00</b>	<b>23,400.00</b>	<b>2,922.39</b>	<b>4,504.39</b>	<b>18,895.61</b>	<b>80.75%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Department: 209 - MUNICIPAL COURT</b>							
<a href="#">100-209-50000</a>	SALARIES - FULL TIME	57,120.00	57,120.00	4,740.00	8,556.00	48,564.00	85.02 %
<a href="#">100-209-50100</a>	RETIREMENT/TMRS	8,568.00	8,568.00	711.00	1,283.40	7,284.60	85.02 %
<a href="#">100-209-50101</a>	PAYROLL TAXES	828.00	828.00	59.35	109.37	718.63	86.79 %
<a href="#">100-209-50102</a>	EMPLOYEE INSURANCE	10,021.00	10,021.00	1,312.76	2,569.21	7,451.79	74.36 %
<a href="#">100-209-50103</a>	UNEMPLOYMENT	63.00	63.00	0.00	0.00	63.00	100.00 %
<a href="#">100-209-50104</a>	WORKERS COMP	234.00	234.00	13.66	24.66	209.34	89.46 %
<a href="#">100-209-52000</a>	OFFICE SUPPLIES	900.00	900.00	54.30	54.30	845.70	93.97 %
<a href="#">100-209-52001</a>	PRINTING	800.00	800.00	0.00	0.00	800.00	100.00 %
<a href="#">100-209-52202</a>	POSTAGE & SHIPPING SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-209-52204</a>	UNIFORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-209-53104</a>	SOFTWARE LICENSES & MAINTENA...	3,439.00	3,439.00	385.00	4,715.58	-1,276.58	-37.12 %
<a href="#">100-209-54002</a>	LEGAL SERVICES	0.00	0.00	941.30	941.30	-941.30	0.00 %
<a href="#">100-209-54007</a>	MUNICIPAL JUDGE/MAGISTRATE	14,400.00	14,400.00	2,400.00	3,600.00	10,800.00	75.00 %
<a href="#">100-209-54008</a>	PROSECUTOR	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00 %
<a href="#">100-209-54111</a>	MC COLLECTION FEES	10,000.00	10,000.00	635.30	1,261.60	8,738.40	87.38 %
<a href="#">100-209-54112</a>	JURY FEE	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-209-55000</a>	TRAVEL & TRAINING	1,350.00	1,350.00	0.00	890.40	459.60	34.04 %
<a href="#">100-209-55100</a>	DUES & MEMBERSHIPS	2,005.00	2,005.00	975.00	975.00	1,030.00	51.37 %
<a href="#">100-209-56201</a>	CAPITAL OUTLAY - INFORMATION-T...	890.00	890.00	156.48	156.48	733.52	82.42 %
<a href="#">100-209-56302</a>	PRINTERS & COPIERS LEASE	688.00	688.00	466.09	466.09	221.91	32.25 %
<b>Department: 209 - MUNICIPAL COURT Total:</b>		<b>126,406.00</b>	<b>126,406.00</b>	<b>12,850.24</b>	<b>25,603.39</b>	<b>100,802.61</b>	<b>79.75%</b>
<b>Department: 308 - DEVELOPMENT SERVICES</b>							
<a href="#">100-308-50000</a>	SALARIES - FULL TIME	96,533.00	96,533.00	7,272.00	13,816.80	82,716.20	85.69 %
<a href="#">100-308-50002</a>	OVERTIME	1,500.00	1,500.00	109.98	183.30	1,316.70	87.78 %
<a href="#">100-308-50003</a>	CERTIFICATION PAY	2,600.00	2,600.00	0.00	0.00	2,600.00	100.00 %
<a href="#">100-308-50005</a>	LONGEVITY	618.00	618.00	618.00	618.00	0.00	0.00 %
<a href="#">100-308-50100</a>	RETIREMENT/TMRS	14,868.00	14,868.00	1,200.00	2,192.72	12,675.28	85.25 %
<a href="#">100-308-50101</a>	PAYROLL TAXES	1,438.00	1,438.00	111.02	202.50	1,235.50	85.92 %
<a href="#">100-308-50102</a>	EMPLOYEE INSURANCE	30,736.00	30,736.00	2,344.46	4,616.73	26,119.27	84.98 %
<a href="#">100-308-50103</a>	UNEMPLOYMENT	126.00	126.00	0.00	5.93	120.07	95.29 %
<a href="#">100-308-50104</a>	WORKERS COMP	618.00	618.00	34.57	64.01	553.99	89.64 %
<a href="#">100-308-51001</a>	TELEPHONE- MOBILE	1,200.00	1,200.00	0.00	81.25	1,118.75	93.23 %
<a href="#">100-308-52000</a>	OFFICE SUPPLIES	400.00	400.00	54.28	54.28	345.72	86.43 %
<a href="#">100-308-52001</a>	PRINTING	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-308-52003</a>	OFFICE EQUIPMENT	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-308-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-308-52201</a>	OTHER SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-308-52202</a>	POSTAGE & SHIPPING SUPPLIES	400.00	400.00	0.00	0.00	400.00	100.00 %
<a href="#">100-308-52204</a>	UNIFORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-308-52208</a>	VEHICLE FUEL	1,200.00	1,200.00	77.02	77.02	1,122.98	93.58 %
<a href="#">100-308-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	0.99	0.99	-0.99	0.00 %
<a href="#">100-308-52223</a>	KEEP LAKE DALLAS BEAUTIFUL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-308-53100</a>	VEHICLE MAINTENANCE	1,000.00	1,000.00	45.15	80.30	919.70	91.97 %
<a href="#">100-308-53104</a>	SOFTWARE LICENSES & MAINTENA...	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00 %
<a href="#">100-308-54003</a>	ENGINEERING SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-308-54006</a>	CONSULTING SERVICES	53,024.00	53,024.00	0.00	0.00	53,024.00	100.00 %
<a href="#">100-308-54110</a>	INSPECTION SERVICES	55,310.00	55,310.00	100.00	35,198.21	20,111.79	36.36 %
<a href="#">100-308-54117</a>	HEALTH INSPECTION SERVICES	8,225.00	8,225.00	850.00	850.00	7,375.00	89.67 %
<a href="#">100-308-54201</a>	ADVERTISING	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-308-54225</a>	PROPERTY ABATEMENTS	4,000.00	4,000.00	595.00	595.00	3,405.00	85.13 %
<a href="#">100-308-55000</a>	TRAVEL & TRAINING	2,195.00	2,195.00	50.00	600.00	1,595.00	72.67 %
<a href="#">100-308-55100</a>	DUES & MEMBERSHIPS	325.00	325.00	17.50	17.50	307.50	94.62 %
<a href="#">100-308-56301</a>	VEHICLE LEASE	6,800.00	6,800.00	503.45	1,006.90	5,793.10	85.19 %
<b>Department: 308 - DEVELOPMENT SERVICES Total:</b>		<b>304,716.00</b>	<b>304,716.00</b>	<b>13,983.42</b>	<b>64,261.44</b>	<b>240,454.56</b>	<b>78.91%</b>
<b>Department: 405 - SPECIAL EVENTS</b>							
<a href="#">100-405-52221</a>	COMMUNITY EVENTS SUPPLIES	8,950.00	8,950.00	557.51	557.51	8,392.49	93.77 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">100-405-52226</a>	FIREWORKS	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<b>Department: 405 - SPECIAL EVENTS Total:</b>		<b>33,950.00</b>	<b>33,950.00</b>	<b>557.51</b>	<b>557.51</b>	<b>33,392.49</b>	<b>98.36%</b>
<b>Department: 416 - PARKS AND FACILITIES</b>							
<a href="#">100-416-50000</a>	SALARIES - FULL TIME	39,520.00	39,520.00	0.00	1,364.50	38,155.50	96.55 %
<a href="#">100-416-50002</a>	OVERTIME	2,500.00	2,500.00	0.00	91.20	2,408.80	96.35 %
<a href="#">100-416-50009</a>	CELL PHONE ALLOWANCE	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-416-50100</a>	RETIREMENT/TMRS	5,982.00	5,982.00	0.00	218.35	5,763.65	96.35 %
<a href="#">100-416-50101</a>	PAYROLL TAXES	578.00	578.00	0.00	20.53	557.47	96.45 %
<a href="#">100-416-50102</a>	EMPLOYEE INSURANCE	9,908.00	9,908.00	0.00	290.98	9,617.02	97.06 %
<a href="#">100-416-50103</a>	UNEMPLOYMENT	105.00	105.00	0.00	0.00	105.00	100.00 %
<a href="#">100-416-50104</a>	WORKERS COMP	3,039.00	3,039.00	0.00	9.50	3,029.50	99.69 %
<a href="#">100-416-51001</a>	TELEPHONE- MOBILE	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-416-52000</a>	OFFICE SUPPLIES	80.00	80.00	0.00	0.00	80.00	100.00 %
<a href="#">100-416-52102</a>	EQUIPMENT- FIELD	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<a href="#">100-416-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-416-52201</a>	OTHER SUPPLIES	400.00	400.00	0.00	0.00	400.00	100.00 %
<a href="#">100-416-52204</a>	UNIFORMS	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
<a href="#">100-416-52208</a>	VEHICLE FUEL	2,800.00	2,800.00	154.92	154.92	2,645.08	94.47 %
<a href="#">100-416-53100</a>	VEHICLE MAINTENANCE	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
<a href="#">100-416-53101</a>	EQUIPMENT MAINTENANCE	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00 %
<a href="#">100-416-53102</a>	FACILITIES MAINTENANCE	1,000.00	1,000.00	0.00	2,553.14	-1,553.14	-155.31 %
<a href="#">100-416-53103</a>	PARK MAINTENANCE	15,000.00	15,000.00	295.07	295.07	14,704.93	98.03 %
<a href="#">100-416-54121</a>	MOWING CONTRACT	16,800.00	16,800.00	1,758.78	1,758.78	15,041.22	89.53 %
<a href="#">100-416-55000</a>	TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-416-58002</a>	LEASE PRINCIPAL	2,378.00	2,378.00	2,377.66	2,377.66	0.34	0.01 %
<a href="#">100-416-58102</a>	LEASE INTEREST	76.00	76.00	81.97	81.97	-5.97	-7.86 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>		<b>113,276.00</b>	<b>113,276.00</b>	<b>4,668.40</b>	<b>9,216.60</b>	<b>104,059.40</b>	<b>91.86%</b>
<b>Department: 418 - COMMUNITY SERVICES</b>							
<a href="#">100-418-50000</a>	SALARIES - FULL TIME	0.00	0.00	4,492.80	8,310.98	-8,310.98	0.00 %
<a href="#">100-418-50001</a>	SALARIES - PART-TIME	94,572.00	94,572.00	2,712.45	5,035.42	89,536.58	94.68 %
<a href="#">100-418-50002</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-418-50100</a>	RETIREMENT/TMRS	14,186.00	14,186.00	1,080.79	2,001.88	12,184.12	85.89 %
<a href="#">100-418-50101</a>	PAYROLL TAXES	1,371.00	1,371.00	104.47	193.52	1,177.48	85.88 %
<a href="#">100-418-50102</a>	EMPLOYEE INSURANCE	189.00	189.00	20.96	20.96	168.04	88.91 %
<a href="#">100-418-50103</a>	UNEMPLOYMENT	968.00	968.00	0.00	0.00	968.00	100.00 %
<a href="#">100-418-50104</a>	WORKERS COMP	315.00	315.00	23.99	44.43	270.57	85.90 %
<a href="#">100-418-50105</a>	PHYSICALS & EVALUATIONS	50.00	50.00	0.00	0.00	50.00	100.00 %
<a href="#">100-418-51000</a>	UTILITIES	12,722.00	12,722.00	706.30	1,345.66	11,376.34	89.42 %
<a href="#">100-418-51001</a>	TELEPHONE- MOBILE	520.00	520.00	0.00	0.00	520.00	100.00 %
<a href="#">100-418-52000</a>	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-418-52201</a>	OTHER SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-418-52202</a>	POSTAGE & SHIPPING SUPPLIES	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">100-418-52204</a>	UNIFORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-418-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	6,340.00	6,340.00	0.00	44.00	6,296.00	99.31 %
<a href="#">100-418-52215</a>	LIBRARY BOOKS/MATERIALS	12,500.00	12,500.00	232.30	630.84	11,869.16	94.95 %
<a href="#">100-418-53102</a>	FACILITIES MAINTENANCE	5,000.00	5,000.00	176.00	476.00	4,524.00	90.48 %
<a href="#">100-418-53104</a>	SOFTWARE LICENSES & MAINTENA...	12,000.00	12,000.00	743.57	2,065.96	9,934.04	82.78 %
<a href="#">100-418-54114</a>	SECURITY SYSTEM	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
<a href="#">100-418-54201</a>	ADVERTISING	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-418-55000</a>	TRAVEL & TRAINING	835.00	835.00	0.00	0.00	835.00	100.00 %
<a href="#">100-418-55100</a>	DUES & MEMBERSHIPS	2,890.00	2,890.00	0.00	2,330.00	560.00	19.38 %
<a href="#">100-418-56302</a>	PRINTERS & COPIERS LEASE	2,000.00	2,000.00	74.09	74.09	1,925.91	96.30 %
<b>Department: 418 - COMMUNITY SERVICES Total:</b>		<b>172,108.00</b>	<b>172,108.00</b>	<b>10,367.72</b>	<b>22,573.74</b>	<b>149,534.26</b>	<b>86.88%</b>
<b>Department: 517 - STREETS AND DRAINAGE</b>							
<a href="#">100-517-50000</a>	SALARIES - FULL TIME	291,368.00	291,368.00	11,796.60	22,693.02	268,674.98	92.21 %
<a href="#">100-517-50002</a>	OVERTIME	17,160.00	17,160.00	897.17	2,045.59	15,114.41	88.08 %
<a href="#">100-517-50003</a>	CERTIFICATION PAY	300.00	300.00	23.08	43.85	256.15	85.38 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<a href="#">100-517-50005</a>	LONGEVITY	1,074.00	1,074.00	1,074.00	1,074.00	0.00	0.00 %
<a href="#">100-517-50009</a>	CELL PHONE ALLOWANCE	1,799.00	1,799.00	0.00	-5.54	1,804.54	100.31 %
<a href="#">100-517-50100</a>	RETIREMENT/TMRS	44,020.00	44,020.00	2,076.94	3,894.27	40,125.73	91.15 %
<a href="#">100-517-50101</a>	PAYROLL TAXES	4,255.00	4,255.00	192.19	360.13	3,894.87	91.54 %
<a href="#">100-517-50102</a>	EMPLOYEE INSURANCE	85,468.00	85,468.00	3,630.94	7,222.59	78,245.41	91.55 %
<a href="#">100-517-50103</a>	UNEMPLOYMENT	730.00	730.00	0.00	0.00	730.00	100.00 %
<a href="#">100-517-50104</a>	WORKERS COMP	22,362.00	22,362.00	800.52	1,499.64	20,862.36	93.29 %
<a href="#">100-517-50105</a>	PHYSICALS & EVALUATIONS	150.00	150.00	0.00	0.00	150.00	100.00 %
<a href="#">100-517-51000</a>	UTILITIES	6,300.00	6,300.00	157.94	487.73	5,812.27	92.26 %
<a href="#">100-517-51001</a>	TELEPHONE- MOBILE	0.00	0.00	55.36	210.08	-210.08	0.00 %
<a href="#">100-517-51002</a>	STREET LIGHTING	61,320.00	61,320.00	0.00	5,395.68	55,924.32	91.20 %
<a href="#">100-517-52000</a>	OFFICE SUPPLIES	285.00	285.00	0.00	0.00	285.00	100.00 %
<a href="#">100-517-52102</a>	EQUIPMENT- FIELD	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00 %
<a href="#">100-517-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	735.00	735.00	0.00	0.00	735.00	100.00 %
<a href="#">100-517-52201</a>	OTHER SUPPLIES	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
<a href="#">100-517-52204</a>	UNIFORMS	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-517-52208</a>	VEHICLE FUEL	8,800.00	8,800.00	447.64	447.64	8,352.36	94.91 %
<a href="#">100-517-53100</a>	VEHICLE MAINTENANCE	15,250.00	15,250.00	201.65	359.25	14,890.75	97.64 %
<a href="#">100-517-53101</a>	EQUIPMENT MAINTENANCE	14,474.00	14,474.00	0.00	0.00	14,474.00	100.00 %
<a href="#">100-517-53102</a>	FACILITIES MAINTENANCE	6,670.00	6,670.00	0.00	0.00	6,670.00	100.00 %
<a href="#">100-517-53104</a>	SOFTWARE LICENSES & MAINTENA...	2,700.00	2,700.00	366.00	2,334.12	365.88	13.55 %
<a href="#">100-517-53106</a>	TREE MAINTENANCE	11,435.00	11,435.00	0.00	2,275.00	9,160.00	80.10 %
<a href="#">100-517-53108</a>	STREET MAINTENANCE	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00 %
<a href="#">100-517-53110</a>	SIGN MAINTENANCE	6,000.00	6,000.00	1,100.00	1,100.00	4,900.00	81.67 %
<a href="#">100-517-53113</a>	TRAFFIC SIGNAL MAINTENANCE	5,250.00	5,250.00	0.00	0.00	5,250.00	100.00 %
<a href="#">100-517-54003</a>	ENGINEERING SERVICES	31,945.00	31,945.00	10,888.75	10,888.75	21,056.25	65.91 %
<a href="#">100-517-54006</a>	CONSULTING SERVICES	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-517-54101</a>	RENTALS	5,000.00	5,000.00	350.00	350.00	4,650.00	93.00 %
<a href="#">100-517-55000</a>	TRAVEL & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-517-55100</a>	DUES & MEMBERSHIPS	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-517-56000</a>	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	863.79	1,739.85	13,260.15	88.40 %
<a href="#">100-517-56301</a>	VEHICLE LEASE	37,622.00	37,622.00	2,259.25	4,518.50	33,103.50	87.99 %
<a href="#">100-517-58002</a>	LEASE PRINCIPAL	10,105.00	10,105.00	7,727.41	7,727.41	2,377.59	23.53 %
<a href="#">100-517-58102</a>	LEASE INTEREST	322.00	322.00	266.40	266.40	55.60	17.27 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>		<b>868,199.00</b>	<b>868,199.00</b>	<b>45,175.63</b>	<b>76,927.96</b>	<b>791,271.04</b>	<b>91.14%</b>
<b>Department: 713 - POLICE DEPARTMENT</b>							
<a href="#">100-713-50000</a>	SALARIES - FULL TIME	1,411,287.00	1,411,287.00	88,220.77	166,180.64	1,245,106.36	88.22 %
<a href="#">100-713-50002</a>	OVERTIME	48,880.00	48,880.00	7,441.39	10,893.83	37,986.17	77.71 %
<a href="#">100-713-50003</a>	CERTIFICATION PAY	9,300.00	9,300.00	346.20	657.78	8,642.22	92.93 %
<a href="#">100-713-50005</a>	LONGEVITY	3,984.00	3,984.00	3,984.00	3,984.00	0.00	0.00 %
<a href="#">100-713-50100</a>	RETIREMENT/TMRS	213,088.00	213,088.00	14,754.16	25,453.83	187,634.17	88.05 %
<a href="#">100-713-50101</a>	PAYROLL TAXES	20,599.00	20,599.00	1,529.45	3,306.89	17,292.11	83.95 %
<a href="#">100-713-50102</a>	EMPLOYEE INSURANCE	288,899.00	288,899.00	14,485.58	27,485.34	261,413.66	90.49 %
<a href="#">100-713-50103</a>	UNEMPLOYMENT	2,190.00	2,190.00	96.48	121.72	2,068.28	94.44 %
<a href="#">100-713-50104</a>	WORKERS COMP	55,262.00	55,262.00	2,649.35	4,774.37	50,487.63	91.36 %
<a href="#">100-713-50105</a>	PHYSICALS & EVALUATIONS	2,443.00	2,443.00	115.00	1,920.00	523.00	21.41 %
<a href="#">100-713-50109</a>	PSYCHOLOGICAL SERVICES	1,240.00	1,240.00	0.00	0.00	1,240.00	100.00 %
<a href="#">100-713-50110</a>	BACKGROUND CHECKS	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-713-51000</a>	UTILITIES	15,000.00	15,000.00	1,007.34	1,729.17	13,270.83	88.47 %
<a href="#">100-713-51001</a>	TELEPHONE- MOBILE	10,200.00	10,200.00	0.00	1,002.74	9,197.26	90.17 %
<a href="#">100-713-52000</a>	OFFICE SUPPLIES	3,500.00	3,500.00	199.07	723.97	2,776.03	79.32 %
<a href="#">100-713-52001</a>	PRINTING	1,000.00	1,000.00	142.78	277.78	722.22	72.22 %
<a href="#">100-713-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	12,100.00	12,100.00	0.00	0.00	12,100.00	100.00 %
<a href="#">100-713-52201</a>	OTHER SUPPLIES	4,500.00	4,500.00	677.77	677.77	3,822.23	84.94 %
<a href="#">100-713-52202</a>	POSTAGE & SHIPPING SUPPLIES	1,000.00	1,000.00	31.53	31.53	968.47	96.85 %
<a href="#">100-713-52204</a>	UNIFORMS	21,000.00	21,000.00	2,755.82	2,755.82	18,244.18	86.88 %
<a href="#">100-713-52205</a>	EMPLOYEE APPRECIATION	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
<a href="#">100-713-52208</a>	VEHICLE FUEL	45,000.00	45,000.00	2,406.01	2,406.01	42,593.99	94.65 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<a href="#">100-713-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	10,800.00	10,800.00	191.94	6,112.18	4,687.82	43.41 %
<a href="#">100-713-52219</a>	EMERGENCY RESPONSE SUPPLIES	569.00	569.00	0.00	0.00	569.00	100.00 %
<a href="#">100-713-52224</a>	FIREARM SUPPLIES AND AMMO	12,627.00	12,627.00	0.00	0.00	12,627.00	100.00 %
<a href="#">100-713-53100</a>	VEHICLE MAINTENANCE	26,000.00	26,000.00	2,148.12	2,424.57	23,575.43	90.67 %
<a href="#">100-713-53101</a>	EQUIPMENT MAINTENANCE	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
<a href="#">100-713-53102</a>	FACILITIES MAINTENANCE	3,272.00	3,272.00	146.22	6,891.82	-3,619.82	-110.63 %
<a href="#">100-713-53104</a>	SOFTWARE LICENSES & MAINTENA...	43,575.00	43,575.00	3,363.10	6,703.20	36,871.80	84.62 %
<a href="#">100-713-54002</a>	LEGAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-713-54004</a>	COMMUNICATIONS SERVICES	44,000.00	44,000.00	0.00	12,516.51	31,483.49	71.55 %
<a href="#">100-713-54006</a>	CONSULTING SERVICES	6,000.00	6,000.00	0.00	9,551.80	-3,551.80	-59.20 %
<a href="#">100-713-54108</a>	JAIL SERVICE CONTRACT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-713-54116</a>	JANITORIAL SERVICES	9,000.00	9,000.00	1,042.00	2,084.00	6,916.00	76.84 %
<a href="#">100-713-54201</a>	ADVERTISING	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-713-55000</a>	TRAVEL & TRAINING	53,500.00	53,500.00	7,449.96	11,786.95	41,713.05	77.97 %
<a href="#">100-713-55100</a>	DUES & MEMBERSHIPS	4,500.00	4,500.00	0.00	2,000.00	2,500.00	55.56 %
<a href="#">100-713-56000</a>	CAPITAL OUTLAY - VEHICLES	67,500.00	67,500.00	0.00	0.00	67,500.00	100.00 %
<a href="#">100-713-56201</a>	CAPITAL OUTLAY - INFORMATION-T...	40,000.00	40,000.00	0.00	25,465.00	14,535.00	36.34 %
<a href="#">100-713-56203</a>	CAPITAL OUTLAY - CRIMES	33,150.00	33,150.00	21,730.51	21,730.51	11,419.49	34.45 %
<a href="#">100-713-56301</a>	VEHICLE LEASE	145,797.00	145,797.00	10,928.19	21,856.38	123,940.62	85.01 %
<a href="#">100-713-56302</a>	PRINTERS & COPIERS LEASE	3,000.00	3,000.00	1,568.00	1,568.00	1,432.00	47.73 %
<a href="#">100-713-58002</a>	LEASE PRINCIPAL	10,105.00	10,105.00	9,708.79	9,708.79	396.21	3.92 %
<a href="#">100-713-58102</a>	LEASE INTEREST	322.00	322.00	334.70	334.70	-12.70	-3.94 %
<b>Department: 713 - POLICE DEPARTMENT Total:</b>		<b>2,707,889.00</b>	<b>2,707,889.00</b>	<b>199,454.23</b>	<b>395,117.60</b>	<b>2,312,771.40</b>	<b>85.41%</b>
<b>Expense Total:</b>		<b>7,374,819.00</b>	<b>7,374,819.00</b>	<b>510,233.94</b>	<b>1,046,577.96</b>	<b>6,328,241.04</b>	<b>85.81%</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>-540,373.00</b>	<b>-540,373.00</b>	<b>-325,774.52</b>	<b>-568,967.65</b>	<b>-28,594.65</b>	<b>-5.29%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">220-000-41104</a>	SALES TAX - ROAD MAINTENANCE	326,681.00	326,681.00	27,909.01	50,914.50	-275,766.50	84.41 %
<a href="#">220-000-46100</a>	INTEREST INCOME	24,878.00	24,878.00	1,827.05	3,780.65	-21,097.35	84.80 %
<b>Department: 000 - 000 Total:</b>		<b>351,559.00</b>	<b>351,559.00</b>	<b>29,736.06</b>	<b>54,695.15</b>	<b>-296,863.85</b>	<b>84.44%</b>
<b>Revenue Total:</b>		<b>351,559.00</b>	<b>351,559.00</b>	<b>29,736.06</b>	<b>54,695.15</b>	<b>-296,863.85</b>	<b>84.44%</b>
<b>Expense</b>							
<b>Department: 517 - STREETS AND DRAINAGE</b>							
<a href="#">220-517-53109</a>	STREET REPAIRS	785,000.00	785,000.00	65,946.31	65,946.31	719,053.69	91.60 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>		<b>785,000.00</b>	<b>785,000.00</b>	<b>65,946.31</b>	<b>65,946.31</b>	<b>719,053.69</b>	<b>91.60%</b>
<b>Expense Total:</b>		<b>785,000.00</b>	<b>785,000.00</b>	<b>65,946.31</b>	<b>65,946.31</b>	<b>719,053.69</b>	<b>91.60%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX Surplus (Deficit):</b>		<b>-433,441.00</b>	<b>-433,441.00</b>	<b>-36,210.25</b>	<b>-11,251.16</b>	<b>422,189.84</b>	<b>97.40%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">221-000-41300</a>	HOTEL OCCUPANCY TAX	74,745.00	74,745.00	0.00	-22,383.77	-97,128.77	129.95 %
<a href="#">221-000-46100</a>	INTEREST INCOME	9,870.00	9,870.00	724.67	1,496.46	-8,373.54	84.84 %
<b>Department: 000 - 000 Total:</b>		<b>84,615.00</b>	<b>84,615.00</b>	<b>724.67</b>	<b>-20,887.31</b>	<b>-105,502.31</b>	<b>124.69%</b>
<b>Revenue Total:</b>		<b>84,615.00</b>	<b>84,615.00</b>	<b>724.67</b>	<b>-20,887.31</b>	<b>-105,502.31</b>	<b>124.69%</b>
<b>Expense</b>							
<b>Department: 405 - SPECIAL EVENTS</b>							
<a href="#">221-405-52221</a>	COMMUNITY EVENTS SUPPLIES	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">221-405-55100</a>	DUES & MEMBERSHIPS	0.00	0.00	0.00	446.00	-446.00	0.00 %
<b>Department: 405 - SPECIAL EVENTS Total:</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>446.00</b>	<b>149,554.00</b>	<b>99.70%</b>
<b>Expense Total:</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>446.00</b>	<b>149,554.00</b>	<b>99.70%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX Surplus (Deficit):</b>		<b>-65,385.00</b>	<b>-65,385.00</b>	<b>724.67</b>	<b>-21,333.31</b>	<b>44,051.69</b>	<b>67.37%</b>

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 222 - COURT TECHNOLOGY</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">222-000-44201</a>	MC COURT TECHNOLOGY FEE	2,577.00	2,577.00	0.00	68.91	-2,508.09 97.33 %
<a href="#">222-000-46100</a>	INTEREST INCOME	335.00	335.00	35.78	73.98	-261.02 77.92 %
	<b>Department: 000 - 000 Total:</b>	<b>2,912.00</b>	<b>2,912.00</b>	<b>35.78</b>	<b>142.89</b>	<b>-2,769.11 95.09%</b>
	<b>Revenue Total:</b>	<b>2,912.00</b>	<b>2,912.00</b>	<b>35.78</b>	<b>142.89</b>	<b>-2,769.11 95.09%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">222-209-54005</a>	INFORMATION TECHNOLOGY SERVI...	7,830.00	7,830.00	0.00	0.00	7,830.00 100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>7,830.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,830.00 100.00%</b>
	<b>Expense Total:</b>	<b>7,830.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,830.00 100.00%</b>
	<b>Fund: 222 - COURT TECHNOLOGY Surplus (Deficit):</b>	<b>-4,918.00</b>	<b>-4,918.00</b>	<b>35.78</b>	<b>142.89</b>	<b>5,060.89 102.91%</b>
<b>Fund: 223 - COURT SECURITY</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">223-000-44202</a>	MC COURT BUILDING SECURITY FEE	2,000.00	2,000.00	0.00	0.00	-2,000.00 100.00 %
<a href="#">223-000-44210</a>	MC LOCAL COURT BUILDING SECUR...	0.00	0.00	0.00	64.13	64.13 0.00 %
<a href="#">223-000-46100</a>	INTEREST INCOME	1,655.00	1,655.00	182.27	376.91	-1,278.09 77.23 %
	<b>Department: 000 - 000 Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>182.27</b>	<b>441.04</b>	<b>-3,213.96 87.93%</b>
	<b>Revenue Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>182.27</b>	<b>441.04</b>	<b>-3,213.96 87.93%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">223-209-52015</a>	Office Expenses	3,655.00	3,655.00	0.00	0.00	3,655.00 100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,655.00 100.00%</b>
	<b>Expense Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,655.00 100.00%</b>
	<b>Fund: 223 - COURT SECURITY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>182.27</b>	<b>441.04</b>	<b>441.04 0.00%</b>
<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">224-000-43104</a>	GRANTS - LEOSE REVENUE	4,941.00	4,941.00	0.00	0.00	-4,941.00 100.00 %
<a href="#">224-000-46100</a>	INTEREST INCOME	77.00	77.00	5.69	11.78	-65.22 84.70 %
	<b>Department: 000 - 000 Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>5.69</b>	<b>11.78</b>	<b>-5,006.22 99.77%</b>
	<b>Revenue Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>5.69</b>	<b>11.78</b>	<b>-5,006.22 99.77%</b>
<b>Expense</b>						
<b>Department: 713 - POLICE DEPARTMENT</b>						
<a href="#">224-713-55000</a>	TRAVEL & TRAINING	5,018.00	5,018.00	0.00	0.00	5,018.00 100.00 %
	<b>Department: 713 - POLICE DEPARTMENT Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,018.00 100.00%</b>
	<b>Expense Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,018.00 100.00%</b>
	<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5.69</b>	<b>11.78</b>	<b>11.78 0.00%</b>
<b>Fund: 225 - CHILD SAFETY</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">225-000-44203</a>	MC CHILD SAFETY FEE	12,139.00	12,139.00	50.00	116.88	-12,022.12 99.04 %
<a href="#">225-000-46100</a>	INTEREST INCOME	520.00	520.00	38.13	78.87	-441.13 84.83 %
	<b>Department: 000 - 000 Total:</b>	<b>12,659.00</b>	<b>12,659.00</b>	<b>88.13</b>	<b>195.75</b>	<b>-12,463.25 98.45%</b>
	<b>Revenue Total:</b>	<b>12,659.00</b>	<b>12,659.00</b>	<b>88.13</b>	<b>195.75</b>	<b>-12,463.25 98.45%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">225-209-54217</a>	MC CHILD SAFETY PROGRAM	15,000.00	15,000.00	0.00	0.00	15,000.00 100.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">225-209-59228</a> TRANSFER TO KID N COPS	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100.00%</b>
<b>Fund: 225 - CHILD SAFETY Surplus (Deficit):</b>	<b>-12,341.00</b>	<b>-12,341.00</b>	<b>88.13</b>	<b>195.75</b>	<b>12,536.75</b>	<b>101.59%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">226-000-44209</a> MC JUVENILE CASE MANAGMENT F...	3,517.00	3,517.00	0.00	0.00	-3,517.00	100.00 %
<a href="#">226-000-44211</a> MC LOCAL TRUANCY PREVENTION&...	0.00	0.00	152.24	395.09	395.09	0.00 %
<a href="#">226-000-46100</a> INTEREST INCOME	9,110.00	9,110.00	668.75	1,382.99	-7,727.01	84.82 %
<b>Department: 000 - 000 Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>820.99</b>	<b>1,778.08</b>	<b>-10,848.92</b>	<b>85.92%</b>
<b>Revenue Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>820.99</b>	<b>1,778.08</b>	<b>-10,848.92</b>	<b>85.92%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">226-209-54219</a> MC JUVENILE CASE MANAGER PRO...	12,627.00	12,627.00	0.00	0.00	12,627.00	100.00 %
<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,627.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,627.00</b>	<b>100.00%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>820.99</b>	<b>1,778.08</b>	<b>1,778.08</b>	<b>0.00%</b>
<b>Fund: 227 - DRUG SEIZURE</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">227-000-46100</a> INTEREST INCOME	0.00	0.00	5.41	11.23	11.23	0.00 %
<b>Department: 000 - 000 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.41</b>	<b>11.23</b>	<b>11.23</b>	<b>0.00%</b>
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.41</b>	<b>11.23</b>	<b>11.23</b>	<b>0.00%</b>
<b>Fund: 227 - DRUG SEIZURE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.41</b>	<b>11.23</b>	<b>11.23</b>	<b>0.00%</b>
<b>Fund: 228 - KIDS N COPS</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">228-000-46100</a> INTEREST INCOME	164.00	164.00	1.14	2.36	-161.64	98.56 %
<a href="#">228-000-46200</a> DONATIONS	1,536.00	1,536.00	0.00	0.00	-1,536.00	100.00 %
<a href="#">228-000-49225</a> TRANSFER FROM CHILD SAFEY FUND	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
<b>Department: 000 - 000 Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>1.14</b>	<b>2.36</b>	<b>-11,697.64</b>	<b>99.98%</b>
<b>Revenue Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>1.14</b>	<b>2.36</b>	<b>-11,697.64</b>	<b>99.98%</b>
<b>Expense</b>						
<b>Department: 713 - POLICE DEPARTMENT</b>						
<a href="#">228-713-54218</a> SHOP WITH A COP PROGRAM	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00 %
<a href="#">228-713-54221</a> KIDS N COPS PROGRAM	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00 %
<b>Department: 713 - POLICE DEPARTMENT Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,700.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,700.00</b>	<b>100.00%</b>
<b>Fund: 228 - KIDS N COPS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1.14</b>	<b>2.36</b>	<b>2.36</b>	<b>0.00%</b>
<b>Fund: 232 - ANIMAL RESCUE</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">232-000-46100</a> INTEREST INCOME	266.00	266.00	23.69	49.00	-217.00	81.58 %
<b>Department: 000 - 000 Total:</b>	<b>266.00</b>	<b>266.00</b>	<b>23.69</b>	<b>49.00</b>	<b>-217.00</b>	<b>81.58%</b>
<b>Revenue Total:</b>	<b>266.00</b>	<b>266.00</b>	<b>23.69</b>	<b>49.00</b>	<b>-217.00</b>	<b>81.58%</b>

**Budget Report**

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
<b>Department: 715 - ANIMAL SERVICES</b>						
<a href="#">232-715-54119</a>	ANIMAL RESCUE SERIVES	2,814.00	2,814.00	0.00	0.00	2,814.00 100.00 %
<b>Department: 715 - ANIMAL SERVICES Total:</b>		<b>2,814.00</b>	<b>2,814.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,814.00 100.00%</b>
<b>Expense Total:</b>		<b>2,814.00</b>	<b>2,814.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,814.00 100.00%</b>
<b>Fund: 232 - ANIMAL RESCUE Surplus (Deficit):</b>		<b>-2,548.00</b>	<b>-2,548.00</b>	<b>23.69</b>	<b>49.00</b>	<b>2,597.00 101.92%</b>
<b>Fund: 233 - LIBRARY DONATIONS</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">233-000-43101</a>	GRANTS - LIBRARY	0.00	0.00	0.00	500.00	500.00 0.00 %
<a href="#">233-000-46100</a>	INTEREST INCOME	465.00	465.00	34.13	70.45	-394.55 84.85 %
<a href="#">233-000-46207</a>	DONATIONS - LIBRARY	8,548.00	8,548.00	0.00	0.00	-8,548.00 100.00 %
<b>Department: 000 - 000 Total:</b>		<b>9,013.00</b>	<b>9,013.00</b>	<b>34.13</b>	<b>570.45</b>	<b>-8,442.55 93.67%</b>
<b>Revenue Total:</b>		<b>9,013.00</b>	<b>9,013.00</b>	<b>34.13</b>	<b>570.45</b>	<b>-8,442.55 93.67%</b>
<b>Expense</b>						
<b>Department: 418 - COMMUNITY SERVICES</b>						
<a href="#">233-418-52000</a>	OFFICE SUPPLIES	6,512.00	6,512.00	0.00	0.00	6,512.00 100.00 %
<a href="#">233-418-52201</a>	OTHER SUPPLIES	5,988.00	5,988.00	0.00	0.00	5,988.00 100.00 %
<a href="#">233-418-52234</a>	LIBRARY GRANT - TAKE FLIGHT	0.00	0.00	233.17	233.17	-233.17 0.00 %
<b>Department: 418 - COMMUNITY SERVICES Total:</b>		<b>12,500.00</b>	<b>12,500.00</b>	<b>233.17</b>	<b>233.17</b>	<b>12,266.83 98.13%</b>
<b>Expense Total:</b>		<b>12,500.00</b>	<b>12,500.00</b>	<b>233.17</b>	<b>233.17</b>	<b>12,266.83 98.13%</b>
<b>Fund: 233 - LIBRARY DONATIONS Surplus (Deficit):</b>		<b>-3,487.00</b>	<b>-3,487.00</b>	<b>-199.04</b>	<b>337.28</b>	<b>3,824.28 109.67%</b>
<b>Fund: 238 - HALLOWEEN EVENT</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">238-000-45301</a>	FEES - VENDORS	536.00	536.00	0.00	0.00	-536.00 100.00 %
<a href="#">238-000-45302</a>	FEES - ENTRY FEES	0.00	0.00	0.00	150.00	150.00 0.00 %
<a href="#">238-000-46200</a>	DONATIONS	4,464.00	4,464.00	0.00	0.00	-4,464.00 100.00 %
<a href="#">238-000-46201</a>	DONATIONS - SPONSORSHIPS	0.00	0.00	0.00	1,000.00	1,000.00 0.00 %
<b>Department: 000 - 000 Total:</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-3,850.00 77.00%</b>
<b>Revenue Total:</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-3,850.00 77.00%</b>
<b>Expense</b>						
<b>Department: 405 - SPECIAL EVENTS</b>						
<a href="#">238-405-52206</a>	SPECIAL EVENTS	5,000.00	5,000.00	435.40	3,955.40	1,044.60 20.89 %
<b>Department: 405 - SPECIAL EVENTS Total:</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>435.40</b>	<b>3,955.40</b>	<b>1,044.60 20.89%</b>
<b>Expense Total:</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>435.40</b>	<b>3,955.40</b>	<b>1,044.60 20.89%</b>
<b>Fund: 238 - HALLOWEEN EVENT Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-435.40</b>	<b>-2,805.40</b>	<b>-2,805.40 0.00%</b>
<b>Fund: 239 - CHRISTMAS EVENT</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">239-000-45302</a>	FEES - ENTRY FEES	0.00	0.00	10.00	10.00	10.00 0.00 %
<a href="#">239-000-46201</a>	DONATIONS - SPONSORSHIPS	1,288.00	1,288.00	0.00	0.00	-1,288.00 100.00 %
<b>Department: 000 - 000 Total:</b>		<b>1,288.00</b>	<b>1,288.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-1,278.00 99.22%</b>
<b>Revenue Total:</b>		<b>1,288.00</b>	<b>1,288.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-1,278.00 99.22%</b>
<b>Expense</b>						
<b>Department: 405 - SPECIAL EVENTS</b>						
<a href="#">239-405-52206</a>	SPECIAL EVENTS	4,359.00	4,359.00	3,518.77	3,518.77	840.23 19.28 %
<b>Department: 405 - SPECIAL EVENTS Total:</b>		<b>4,359.00</b>	<b>4,359.00</b>	<b>3,518.77</b>	<b>3,518.77</b>	<b>840.23 19.28%</b>
<b>Expense Total:</b>		<b>4,359.00</b>	<b>4,359.00</b>	<b>3,518.77</b>	<b>3,518.77</b>	<b>840.23 19.28%</b>
<b>Fund: 239 - CHRISTMAS EVENT Surplus (Deficit):</b>		<b>-3,071.00</b>	<b>-3,071.00</b>	<b>-3,508.77</b>	<b>-3,508.77</b>	<b>-437.77 -14.25%</b>

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 240 - OPIOID ABATEMENT FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">240-000-43103</a>	GRANT - OPIOID ABATEMENT FUNDS	7,919.00	7,919.00	0.00	0.00	-7,919.00 100.00 %
<a href="#">240-000-46100</a>	INTEREST INCOME	340.00	340.00	25.64	53.00	-287.00 84.41 %
	<b>Department: 000 - 000 Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>25.64</b>	<b>53.00</b>	<b>-8,206.00 99.36%</b>
	<b>Revenue Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>25.64</b>	<b>53.00</b>	<b>-8,206.00 99.36%</b>
<b>Expense</b>						
<b>Department: 713 - POLICE DEPARTMENT</b>						
<a href="#">240-713-54223</a>	OPIOID ABATEMENT	8,259.00	8,259.00	0.00	0.00	8,259.00 100.00 %
	<b>Department: 713 - POLICE DEPARTMENT Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,259.00 100.00%</b>
	<b>Expense Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,259.00 100.00%</b>
	<b>Fund: 240 - OPIOID ABATEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>25.64</b>	<b>53.00</b>	<b>53.00 0.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">241-000-46100</a>	INTEREST INCOME	390.00	390.00	29.31	60.63	-329.37 84.45 %
	<b>Department: 000 - 000 Total:</b>	<b>390.00</b>	<b>390.00</b>	<b>29.31</b>	<b>60.63</b>	<b>-329.37 84.45%</b>
	<b>Revenue Total:</b>	<b>390.00</b>	<b>390.00</b>	<b>29.31</b>	<b>60.63</b>	<b>-329.37 84.45%</b>
<b>Expense</b>						
<b>Department: 416 - PARKS AND FACILITIES</b>						
<a href="#">241-416-53106</a>	TREE MAINTENANCE	4,000.00	4,000.00	0.00	0.00	4,000.00 100.00 %
	<b>Department: 416 - PARKS AND FACILITIES Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00 100.00%</b>
	<b>Expense Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00 100.00%</b>
	<b>Fund: 241 - TREE PRESERVATION FUND Surplus (Deficit):</b>	<b>-3,610.00</b>	<b>-3,610.00</b>	<b>29.31</b>	<b>60.63</b>	<b>3,670.63 101.68%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">242-000-44213</a>	MC BUILDING SECURITY & TECHNO...	420.00	420.00	270.97	633.14	213.14 150.75 %
<a href="#">242-000-46100</a>	INTEREST INCOME	10.00	10.00	0.00	0.00	-10.00 100.00 %
	<b>Department: 000 - 000 Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>270.97</b>	<b>633.14</b>	<b>203.14 47.24%</b>
	<b>Revenue Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>270.97</b>	<b>633.14</b>	<b>203.14 47.24%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">242-209-52015</a>	OFFICE EXPENSES	430.00	430.00	0.00	0.00	430.00 100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>430.00 100.00%</b>
	<b>Expense Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>430.00 100.00%</b>
	<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY Surplus (Def..</b>	<b>0.00</b>	<b>0.00</b>	<b>270.97</b>	<b>633.14</b>	<b>633.14 0.00%</b>
<b>Fund: 310 - WILLOW GROVE PARK</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">310-000-45201</a>	WILLOW GROVE PARK CAMPING A...	131,675.00	131,675.00	10,874.78	24,343.23	-107,331.77 81.51 %
<a href="#">310-000-46100</a>	INTEREST INCOME	5,000.00	5,000.00	525.32	1,086.35	-3,913.65 78.27 %
	<b>Department: 000 - 000 Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>11,400.10</b>	<b>25,429.58</b>	<b>-111,245.42 81.39%</b>
	<b>Revenue Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>11,400.10</b>	<b>25,429.58</b>	<b>-111,245.42 81.39%</b>
<b>Expense</b>						
<b>Department: 416 - PARKS AND FACILITIES</b>						
<a href="#">310-416-52201</a>	OTHER SUPPLIES	4,200.00	4,200.00	0.00	0.00	4,200.00 100.00 %
<a href="#">310-416-53103</a>	PARK MAINTENANCE	65,984.00	65,984.00	1,716.84	4,106.62	61,877.38 93.78 %
<a href="#">310-416-53104</a>	SOFTWARE MAINTENANCE	0.00	0.00	967.25	967.25	-967.25 0.00 %
<a href="#">310-416-57100</a>	CAPITAL OUTLAY - BUILDINGS-FACIL...	26,491.00	26,491.00	0.00	0.00	26,491.00 100.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">310-416-59100</a>	TRANSFER TO GENERAL FUND	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>		<b>136,675.00</b>	<b>136,675.00</b>	<b>2,684.09</b>	<b>5,073.87</b>	<b>131,601.13</b>	<b>96.29%</b>
<b>Expense Total:</b>		<b>136,675.00</b>	<b>136,675.00</b>	<b>2,684.09</b>	<b>5,073.87</b>	<b>131,601.13</b>	<b>96.29%</b>
<b>Fund: 310 - WILLOW GROVE PARK Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>8,716.01</b>	<b>20,355.71</b>	<b>20,355.71</b>	<b>0.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S)</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">400-000-41000</a>	PROPERTY TAXES - CURRENT	893,497.00	893,497.00	12,318.82	15,446.00	-878,051.00	98.27 %
<a href="#">400-000-41001</a>	PROPERTY TAXES - DELINQUENT	702.00	702.00	-296.66	223.69	-478.31	68.14 %
<a href="#">400-000-41002</a>	PROPERTY TAXES - P&I	800.00	800.00	175.00	291.87	-508.13	63.52 %
<a href="#">400-000-46100</a>	INTEREST INCOME	2,000.00	2,000.00	720.54	1,012.67	-987.33	49.37 %
<a href="#">400-000-49510</a>	TRANSFER FROM CDC	231,085.00	231,085.00	0.00	0.00	-231,085.00	100.00 %
<b>Department: 000 - 000 Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>12,917.70</b>	<b>16,974.23</b>	<b>-1,111,109.77</b>	<b>98.50%</b>
<b>Revenue Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>12,917.70</b>	<b>16,974.23</b>	<b>-1,111,109.77</b>	<b>98.50%</b>
<b>Expense</b>							
<b>Department: 100 - ADMINISTRATION</b>							
<a href="#">400-100-58093</a>	2025 CO BOND PRINCIPAL	305,608.00	305,608.00	0.00	0.00	305,608.00	100.00 %
<a href="#">400-100-58094</a>	2019 CDC REVENUE BOND PRINCIP...	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
<a href="#">400-100-58095</a>	2008 GO STREET BOND PRINCIPAL	70,000.00	70,000.00	0.00	0.00	70,000.00	100.00 %
<a href="#">400-100-58096</a>	2018 GO REFUNDING BOND PRINCIP...	175,000.00	175,000.00	0.00	0.00	175,000.00	100.00 %
<a href="#">400-100-58097</a>	2019 GO REFUNDING BOND PRINCIP...	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
<a href="#">400-100-58098</a>	2019 CO BOND PRINCIPAL	165,000.00	165,000.00	0.00	0.00	165,000.00	100.00 %
<a href="#">400-100-58099</a>	2023 CO BOND PRINCIPAL	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00 %
<a href="#">400-100-58194</a>	2019 CDC REVENUE BOND INTEREST	20,160.00	20,160.00	0.00	0.00	20,160.00	100.00 %
<a href="#">400-100-58195</a>	2008 GO STREETS BOND INTEREST	9,051.00	9,051.00	0.00	0.00	9,051.00	100.00 %
<a href="#">400-100-58196</a>	2018 GO REFUNDING BOND INTERE...	8,009.00	8,009.00	0.00	0.00	8,009.00	100.00 %
<a href="#">400-100-58197</a>	2019 GO REFUNDING BOND INTERE...	5,766.00	5,766.00	0.00	0.00	5,766.00	100.00 %
<a href="#">400-100-58198</a>	2019 CO BOND INTEREST	13,015.00	13,015.00	0.00	0.00	13,015.00	100.00 %
<a href="#">400-100-58199</a>	2023 CO BOND INTEREST	132,975.00	132,975.00	0.00	0.00	132,975.00	100.00 %
<a href="#">400-100-58200</a>	PAYING AGENT FEES	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<b>Department: 100 - ADMINISTRATION Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,084.00</b>	<b>100.00%</b>
<b>Expense Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,084.00</b>	<b>100.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S) Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>12,917.70</b>	<b>16,974.23</b>	<b>16,974.23</b>	<b>0.00%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">510-000-41103</a>	SALES TAX - TYPE B	683,690.00	683,690.00	55,818.03	101,829.01	-581,860.99	85.11 %
<a href="#">510-000-46100</a>	INTEREST INCOME	23,087.00	23,087.00	945.11	2,657.07	-20,429.93	88.49 %
<b>Department: 000 - 000 Total:</b>		<b>706,777.00</b>	<b>706,777.00</b>	<b>56,763.14</b>	<b>104,486.08</b>	<b>-602,290.92</b>	<b>85.22%</b>
<b>Revenue Total:</b>		<b>706,777.00</b>	<b>706,777.00</b>	<b>56,763.14</b>	<b>104,486.08</b>	<b>-602,290.92</b>	<b>85.22%</b>
<b>Expense</b>							
<b>Department: 100 - ADMINISTRATION</b>							
<a href="#">510-100-51000</a>	UTILITIES	6,180.00	6,180.00	7,559.62	8,141.37	-1,961.37	-31.74 %
<a href="#">510-100-53103</a>	PARK MAINTENANCE	0.00	0.00	1,000.00	1,000.00	-1,000.00	0.00 %
<a href="#">510-100-54001</a>	ACCOUNTING & AUDITOR	4,120.00	4,120.00	0.00	0.00	4,120.00	100.00 %
<a href="#">510-100-54002</a>	LEGAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">510-100-54006</a>	CONSULTING SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">510-100-54214</a>	DOWNTOWN BIG GRANTS	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">510-100-54215</a>	CITY PARK GRANT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">510-100-55100</a>	DUES & MEMBERSHIPS	0.00	0.00	70.00	290.00	-290.00	0.00 %
<a href="#">510-100-57202</a>	CAPITAL OUTLAY - CDC-PROJECTS	400,000.00	400,000.00	33,768.98	336,202.00	63,798.00	15.95 %
<a href="#">510-100-59100</a>	TRANSFER TO GENERAL FUND	0.00	0.00	-50,000.00	20,000.00	-20,000.00	0.00 %

**Budget Report**

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">510-100-59400</a> TRANSFER TO DEBT SERVICE FUND	231,085.00	231,085.00	0.00	0.00	231,085.00	100.00 %
<b>Department: 100 - ADMINISTRATION Total:</b>	<b>723,385.00</b>	<b>723,385.00</b>	<b>-7,601.40</b>	<b>365,633.37</b>	<b>357,751.63</b>	<b>49.46%</b>
<b>Expense Total:</b>	<b>723,385.00</b>	<b>723,385.00</b>	<b>-7,601.40</b>	<b>365,633.37</b>	<b>357,751.63</b>	<b>49.46%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION Surplus (D...</b>	<b>-16,608.00</b>	<b>-16,608.00</b>	<b>64,364.54</b>	<b>-261,147.29</b>	<b>-244,539.29</b>	<b>-1,472.42%</b>
<b>Fund: 634 - PARK IMPROVEMENTS</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">634-000-46100</a> INTEREST INCOME	105.00	105.00	7.89	16.30	-88.70	84.48 %
<b>Department: 000 - 000 Total:</b>	<b>105.00</b>	<b>105.00</b>	<b>7.89</b>	<b>16.30</b>	<b>-88.70</b>	<b>84.48%</b>
<b>Revenue Total:</b>	<b>105.00</b>	<b>105.00</b>	<b>7.89</b>	<b>16.30</b>	<b>-88.70</b>	<b>84.48%</b>
<b>Expense</b>						
<b>Department: 416 - PARKS AND FACILITIES</b>						
<a href="#">634-416-53103</a> PARK MAINTENANCE	2,846.00	2,846.00	0.00	0.00	2,846.00	100.00 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>	<b>2,846.00</b>	<b>2,846.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,846.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>2,846.00</b>	<b>2,846.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,846.00</b>	<b>100.00%</b>
<b>Fund: 634 - PARK IMPROVEMENTS Surplus (Deficit):</b>	<b>-2,741.00</b>	<b>-2,741.00</b>	<b>7.89</b>	<b>16.30</b>	<b>2,757.30</b>	<b>100.59%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">636-000-46100</a> INTEREST INCOME	100.00	100.00	1,051.04	3,567.67	3,467.67	3,567.67 %
<b>Department: 000 - 000 Total:</b>	<b>100.00</b>	<b>100.00</b>	<b>1,051.04</b>	<b>3,567.67</b>	<b>3,467.67</b>	<b>3,467.67%</b>
<b>Revenue Total:</b>	<b>100.00</b>	<b>100.00</b>	<b>1,051.04</b>	<b>3,567.67</b>	<b>3,467.67</b>	<b>3,467.67%</b>
<b>Expense</b>						
<b>Department: 100 - ADMINISTRATION</b>						
<a href="#">636-100-54006</a> CONSULTING SERVICES	0.00	0.00	11,995.24	11,995.24	-11,995.24	0.00 %
<a href="#">636-100-56201</a> CAPITAL OUTLAY PROJECTS	799,612.00	799,612.00	24,514.19	541,392.65	258,219.35	32.29 %
<b>Department: 100 - ADMINISTRATION Total:</b>	<b>799,612.00</b>	<b>799,612.00</b>	<b>36,509.43</b>	<b>553,387.89</b>	<b>246,224.11</b>	<b>30.79%</b>
<b>Expense Total:</b>	<b>799,612.00</b>	<b>799,612.00</b>	<b>36,509.43</b>	<b>553,387.89</b>	<b>246,224.11</b>	<b>30.79%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT Surplus (Deficit):</b>	<b>-799,512.00</b>	<b>-799,512.00</b>	<b>-35,458.39</b>	<b>-549,820.22</b>	<b>249,691.78</b>	<b>31.23%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">637-000-45003</a> FEES - DRAINAGE IMPROVEMENTS	207,000.00	207,000.00	0.00	0.00	-207,000.00	100.00 %
<a href="#">637-000-46100</a> INTEREST INCOME	9,700.00	9,700.00	2,441.45	5,048.91	-4,651.09	47.95 %
<b>Department: 000 - 000 Total:</b>	<b>216,700.00</b>	<b>216,700.00</b>	<b>2,441.45</b>	<b>5,048.91</b>	<b>-211,651.09</b>	<b>97.67%</b>
<b>Revenue Total:</b>	<b>216,700.00</b>	<b>216,700.00</b>	<b>2,441.45</b>	<b>5,048.91</b>	<b>-211,651.09</b>	<b>97.67%</b>
<b>Expense</b>						
<b>Department: 517 - STREETS AND DRAINAGE</b>						
<a href="#">637-517-52202</a> POSTAGE & SHIPPING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">637-517-53112</a> DRAINAGE MAINTENANCE	365,000.00	365,000.00	0.00	0.00	365,000.00	100.00 %
<a href="#">637-517-54006</a> CONSULTING SERVICES	131,483.00	131,483.00	0.00	0.00	131,483.00	100.00 %
<a href="#">637-517-56000</a> CAPITAL OUTLAY - VEHICLES	0.00	0.00	863.80	1,739.86	-1,739.86	0.00 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>	<b>497,483.00</b>	<b>497,483.00</b>	<b>863.80</b>	<b>1,739.86</b>	<b>495,743.14</b>	<b>99.65%</b>
<b>Expense Total:</b>	<b>497,483.00</b>	<b>497,483.00</b>	<b>863.80</b>	<b>1,739.86</b>	<b>495,743.14</b>	<b>99.65%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND Surplus (Deficit):</b>	<b>-280,783.00</b>	<b>-280,783.00</b>	<b>1,577.65</b>	<b>3,309.05</b>	<b>284,092.05</b>	<b>101.18%</b>
<b>Fund: 660 - GENERAL CAPITAL PROJECTS</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">660-000-43201</a> GRANTS - DENTON COUNTY FUNDI...	9,132,788.00	9,132,788.00	0.00	0.00	-9,132,788.00	100.00 %
<a href="#">660-000-43202</a> GRANTS - LCMUA	1,750,000.00	1,750,000.00	0.00	0.00	-1,750,000.00	100.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 11/30/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">660-000-46100</a> INTEREST INCOME	25,000.00	25,000.00	1,414.86	3,717.71	-21,282.29	85.13 %
<b>Department: 000 - 000 Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>1,414.86</b>	<b>3,717.71</b>	<b>-10,904,070.29</b>	<b>99.97%</b>
<b>Revenue Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>1,414.86</b>	<b>3,717.71</b>	<b>-10,904,070.29</b>	<b>99.97%</b>
<b>Expense</b>						
<b>Department: 517 - STREETS AND DRAINAGE</b>						
<a href="#">660-517-57300</a> CAPITAL OUTLAY - CONSTRUCTION	9,157,788.00	9,157,788.00	75,771.25	75,771.25	9,082,016.75	99.17 %
<a href="#">660-517-57302</a> GRANTS - LCMUA EXPENSES	1,750,000.00	1,750,000.00	0.00	0.00	1,750,000.00	100.00 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>75,771.25</b>	<b>75,771.25</b>	<b>10,832,016.75</b>	<b>99.31%</b>
<b>Expense Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>75,771.25</b>	<b>75,771.25</b>	<b>10,832,016.75</b>	<b>99.31%</b>
<b>Fund: 660 - GENERAL CAPITAL PROJECTS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-74,356.39</b>	<b>-72,053.54</b>	<b>-72,053.54</b>	<b>0.00%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">662-000-43201</a> GRANTS - DENTON COUNTY FUNDI...	3,735,140.00	3,735,140.00	0.00	0.00	-3,735,140.00	100.00 %
<a href="#">662-000-46100</a> INTEREST INCOME	100,000.00	100,000.00	9,056.60	19,244.65	-80,755.35	80.76 %
<b>Department: 000 - 000 Total:</b>	<b>3,835,140.00</b>	<b>3,835,140.00</b>	<b>9,056.60</b>	<b>19,244.65</b>	<b>-3,815,895.35</b>	<b>99.50%</b>
<b>Revenue Total:</b>	<b>3,835,140.00</b>	<b>3,835,140.00</b>	<b>9,056.60</b>	<b>19,244.65</b>	<b>-3,815,895.35</b>	<b>99.50%</b>
<b>Expense</b>						
<b>Department: 517 - STREETS AND DRAINAGE</b>						
<a href="#">662-517-53109</a> STREET REPAIRS	1,867,570.00	1,867,570.00	0.00	0.00	1,867,570.00	100.00 %
<a href="#">662-517-53112</a> DRAINAGE MAINTENANCE	1,867,570.00	1,867,570.00	0.00	0.00	1,867,570.00	100.00 %
<a href="#">662-517-57300</a> CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	22,963.75	22,963.75	-22,963.75	0.00 %
<a href="#">662-517-57301</a> CAPITAL OUTLAY - STREET PROJECTS	3,835,140.00	3,835,140.00	0.00	0.00	3,835,140.00	100.00 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>	<b>7,570,280.00</b>	<b>7,570,280.00</b>	<b>22,963.75</b>	<b>22,963.75</b>	<b>7,547,316.25</b>	<b>99.70%</b>
<b>Expense Total:</b>	<b>7,570,280.00</b>	<b>7,570,280.00</b>	<b>22,963.75</b>	<b>22,963.75</b>	<b>7,547,316.25</b>	<b>99.70%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-3,735,140.00</b>	<b>-3,735,140.00</b>	<b>-13,907.15</b>	<b>-3,719.10</b>	<b>3,731,420.90</b>	<b>99.90%</b>
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">663-000-46100</a> INTEREST INCOME	200,000.00	200,000.00	23,812.89	49,244.85	-150,755.15	75.38 %
<b>Department: 000 - 000 Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>23,812.89</b>	<b>49,244.85</b>	<b>-150,755.15</b>	<b>75.38%</b>
<b>Revenue Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>23,812.89</b>	<b>49,244.85</b>	<b>-150,755.15</b>	<b>75.38%</b>
<b>Expense</b>						
<b>Department: 100 - ADMINISTRATION</b>						
<a href="#">663-100-57301</a> CAPITAL OUTLAY - STREET PROJECTS	6,965,000.00	6,965,000.00	0.00	0.00	6,965,000.00	100.00 %
<b>Department: 100 - ADMINISTRATION Total:</b>	<b>6,965,000.00</b>	<b>6,965,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,965,000.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>6,965,000.00</b>	<b>6,965,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,965,000.00</b>	<b>100.00%</b>
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-6,765,000.00</b>	<b>-6,765,000.00</b>	<b>23,812.89</b>	<b>49,244.85</b>	<b>6,814,244.85</b>	<b>100.73%</b>
<b>Report Surplus (Deficit):</b>	<b>-12,668,958.00</b>	<b>-12,668,958.00</b>	<b>-376,239.54</b>	<b>-1,400,990.12</b>	<b>11,267,967.88</b>	<b>88.94%</b>

**Group Summary**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenue</b>						
000 - 000	6,834,446.00	6,834,446.00	184,459.42	477,610.31	-6,356,835.69	93.01%
<b>Revenue Total:</b>	<b>6,834,446.00</b>	<b>6,834,446.00</b>	<b>184,459.42</b>	<b>477,610.31</b>	<b>-6,356,835.69</b>	<b>93.01%</b>
<b>Expense</b>						
100 - ADMINISTRATION	3,024,875.00	3,024,875.00	220,254.40	447,815.33	2,577,059.67	85.20%
107 - CITY COUNCIL	23,400.00	23,400.00	2,922.39	4,504.39	18,895.61	80.75%
209 - MUNICIPAL COURT	126,406.00	126,406.00	12,850.24	25,603.39	100,802.61	79.75%
308 - DEVELOPMENT SERVICES	304,716.00	304,716.00	13,983.42	64,261.44	240,454.56	78.91%
405 - SPECIAL EVENTS	33,950.00	33,950.00	557.51	557.51	33,392.49	98.36%
416 - PARKS AND FACILITIES	113,276.00	113,276.00	4,668.40	9,216.60	104,059.40	91.86%
418 - COMMUNITY SERVICES	172,108.00	172,108.00	10,367.72	22,573.74	149,534.26	86.88%
517 - STREETS AND DRAINAGE	868,199.00	868,199.00	45,175.63	76,927.96	791,271.04	91.14%
713 - POLICE DEPARTMENT	2,707,889.00	2,707,889.00	199,454.23	395,117.60	2,312,771.40	85.41%
<b>Expense Total:</b>	<b>7,374,819.00</b>	<b>7,374,819.00</b>	<b>510,233.94</b>	<b>1,046,577.96</b>	<b>6,328,241.04</b>	<b>85.81%</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>-540,373.00</b>	<b>-540,373.00</b>	<b>-325,774.52</b>	<b>-568,967.65</b>	<b>-28,594.65</b>	<b>-5.29%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX</b>						
<b>Revenue</b>						
000 - 000	351,559.00	351,559.00	29,736.06	54,695.15	-296,863.85	84.44%
<b>Revenue Total:</b>	<b>351,559.00</b>	<b>351,559.00</b>	<b>29,736.06</b>	<b>54,695.15</b>	<b>-296,863.85</b>	<b>84.44%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	785,000.00	785,000.00	65,946.31	65,946.31	719,053.69	91.60%
<b>Expense Total:</b>	<b>785,000.00</b>	<b>785,000.00</b>	<b>65,946.31</b>	<b>65,946.31</b>	<b>719,053.69</b>	<b>91.60%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX Surplus (Deficit):</b>	<b>-433,441.00</b>	<b>-433,441.00</b>	<b>-36,210.25</b>	<b>-11,251.16</b>	<b>422,189.84</b>	<b>97.40%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX</b>						
<b>Revenue</b>						
000 - 000	84,615.00	84,615.00	724.67	-20,887.31	-105,502.31	124.69%
<b>Revenue Total:</b>	<b>84,615.00</b>	<b>84,615.00</b>	<b>724.67</b>	<b>-20,887.31</b>	<b>-105,502.31</b>	<b>124.69%</b>
<b>Expense</b>						
405 - SPECIAL EVENTS	150,000.00	150,000.00	0.00	446.00	149,554.00	99.70%
<b>Expense Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>446.00</b>	<b>149,554.00</b>	<b>99.70%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX Surplus (Deficit):</b>	<b>-65,385.00</b>	<b>-65,385.00</b>	<b>724.67</b>	<b>-21,333.31</b>	<b>44,051.69</b>	<b>67.37%</b>
<b>Fund: 222 - COURT TECHNOLOGY</b>						
<b>Revenue</b>						
000 - 000	2,912.00	2,912.00	35.78	142.89	-2,769.11	95.09%
<b>Revenue Total:</b>	<b>2,912.00</b>	<b>2,912.00</b>	<b>35.78</b>	<b>142.89</b>	<b>-2,769.11</b>	<b>95.09%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	7,830.00	7,830.00	0.00	0.00	7,830.00	100.00%
<b>Expense Total:</b>	<b>7,830.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,830.00</b>	<b>100.00%</b>
<b>Fund: 222 - COURT TECHNOLOGY Surplus (Deficit):</b>	<b>-4,918.00</b>	<b>-4,918.00</b>	<b>35.78</b>	<b>142.89</b>	<b>5,060.89</b>	<b>102.91%</b>
<b>Fund: 223 - COURT SECURITY</b>						
<b>Revenue</b>						
000 - 000	3,655.00	3,655.00	182.27	441.04	-3,213.96	87.93%
<b>Revenue Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>182.27</b>	<b>441.04</b>	<b>-3,213.96</b>	<b>87.93%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	3,655.00	3,655.00	0.00	0.00	3,655.00	100.00%
<b>Expense Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,655.00</b>	<b>100.00%</b>
<b>Fund: 223 - COURT SECURITY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>182.27</b>	<b>441.04</b>	<b>441.04</b>	<b>0.00%</b>
<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION</b>						
<b>Revenue</b>						
000 - 000	5,018.00	5,018.00	5.69	11.78	-5,006.22	99.77%

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>5.69</b>	<b>11.78</b>	<b>-5,006.22</b>	<b>99.77%</b>
<b>Expense</b>						
713 - POLICE DEPARTMENT	5,018.00	5,018.00	0.00	0.00	5,018.00	100.00%
<b>Expense Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,018.00</b>	<b>100.00%</b>
<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5.69</b>	<b>11.78</b>	<b>11.78</b>	<b>0.00%</b>
<b>Fund: 225 - CHILD SAFETY</b>						
<b>Revenue</b>						
000 - 000	12,659.00	12,659.00	88.13	195.75	-12,463.25	98.45%
<b>Revenue Total:</b>	<b>12,659.00</b>	<b>12,659.00</b>	<b>88.13</b>	<b>195.75</b>	<b>-12,463.25</b>	<b>98.45%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%
<b>Expense Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100.00%</b>
<b>Fund: 225 - CHILD SAFETY Surplus (Deficit):</b>	<b>-12,341.00</b>	<b>-12,341.00</b>	<b>88.13</b>	<b>195.75</b>	<b>12,536.75</b>	<b>101.59%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT</b>						
<b>Revenue</b>						
000 - 000	12,627.00	12,627.00	820.99	1,778.08	-10,848.92	85.92%
<b>Revenue Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>820.99</b>	<b>1,778.08</b>	<b>-10,848.92</b>	<b>85.92%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	12,627.00	12,627.00	0.00	0.00	12,627.00	100.00%
<b>Expense Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,627.00</b>	<b>100.00%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>820.99</b>	<b>1,778.08</b>	<b>1,778.08</b>	<b>0.00%</b>
<b>Fund: 227 - DRUG SEIZURE</b>						
<b>Revenue</b>						
000 - 000	0.00	0.00	5.41	11.23	11.23	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.41</b>	<b>11.23</b>	<b>11.23</b>	<b>0.00%</b>
<b>Fund: 227 - DRUG SEIZURE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.41</b>	<b>11.23</b>	<b>11.23</b>	<b>0.00%</b>
<b>Fund: 228 - KIDS N COPS</b>						
<b>Revenue</b>						
000 - 000	11,700.00	11,700.00	1.14	2.36	-11,697.64	99.98%
<b>Revenue Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>1.14</b>	<b>2.36</b>	<b>-11,697.64</b>	<b>99.98%</b>
<b>Expense</b>						
713 - POLICE DEPARTMENT	11,700.00	11,700.00	0.00	0.00	11,700.00	100.00%
<b>Expense Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,700.00</b>	<b>100.00%</b>
<b>Fund: 228 - KIDS N COPS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1.14</b>	<b>2.36</b>	<b>2.36</b>	<b>0.00%</b>
<b>Fund: 232 - ANIMAL RESCUE</b>						
<b>Revenue</b>						
000 - 000	266.00	266.00	23.69	49.00	-217.00	81.58%
<b>Revenue Total:</b>	<b>266.00</b>	<b>266.00</b>	<b>23.69</b>	<b>49.00</b>	<b>-217.00</b>	<b>81.58%</b>
<b>Expense</b>						
715 - ANIMAL SERVICES	2,814.00	2,814.00	0.00	0.00	2,814.00	100.00%
<b>Expense Total:</b>	<b>2,814.00</b>	<b>2,814.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,814.00</b>	<b>100.00%</b>
<b>Fund: 232 - ANIMAL RESCUE Surplus (Deficit):</b>	<b>-2,548.00</b>	<b>-2,548.00</b>	<b>23.69</b>	<b>49.00</b>	<b>2,597.00</b>	<b>101.92%</b>
<b>Fund: 233 - LIBRARY DONATIONS</b>						
<b>Revenue</b>						
000 - 000	9,013.00	9,013.00	34.13	570.45	-8,442.55	93.67%
<b>Revenue Total:</b>	<b>9,013.00</b>	<b>9,013.00</b>	<b>34.13</b>	<b>570.45</b>	<b>-8,442.55</b>	<b>93.67%</b>
<b>Expense</b>						
418 - COMMUNITY SERVICES	12,500.00	12,500.00	233.17	233.17	12,266.83	98.13%
<b>Expense Total:</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>233.17</b>	<b>233.17</b>	<b>12,266.83</b>	<b>98.13%</b>
<b>Fund: 233 - LIBRARY DONATIONS Surplus (Deficit):</b>	<b>-3,487.00</b>	<b>-3,487.00</b>	<b>-199.04</b>	<b>337.28</b>	<b>3,824.28</b>	<b>109.67%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 238 - HALLOWEEN EVENT</b>						
<b>Revenue</b>						
000 - 000	5,000.00	5,000.00	0.00	1,150.00	-3,850.00	77.00%
<b>Revenue Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-3,850.00</b>	<b>77.00%</b>
<b>Expense</b>						
405 - SPECIAL EVENTS	5,000.00	5,000.00	435.40	3,955.40	1,044.60	20.89%
<b>Expense Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>435.40</b>	<b>3,955.40</b>	<b>1,044.60</b>	<b>20.89%</b>
<b>Fund: 238 - HALLOWEEN EVENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-435.40</b>	<b>-2,805.40</b>	<b>-2,805.40</b>	<b>0.00%</b>
<b>Fund: 239 - CHRISTMAS EVENT</b>						
<b>Revenue</b>						
000 - 000	1,288.00	1,288.00	10.00	10.00	-1,278.00	99.22%
<b>Revenue Total:</b>	<b>1,288.00</b>	<b>1,288.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-1,278.00</b>	<b>99.22%</b>
<b>Expense</b>						
405 - SPECIAL EVENTS	4,359.00	4,359.00	3,518.77	3,518.77	840.23	19.28%
<b>Expense Total:</b>	<b>4,359.00</b>	<b>4,359.00</b>	<b>3,518.77</b>	<b>3,518.77</b>	<b>840.23</b>	<b>19.28%</b>
<b>Fund: 239 - CHRISTMAS EVENT Surplus (Deficit):</b>	<b>-3,071.00</b>	<b>-3,071.00</b>	<b>-3,508.77</b>	<b>-3,508.77</b>	<b>-437.77</b>	<b>-14.25%</b>
<b>Fund: 240 - OPIOID ABATEMENT FUND</b>						
<b>Revenue</b>						
000 - 000	8,259.00	8,259.00	25.64	53.00	-8,206.00	99.36%
<b>Revenue Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>25.64</b>	<b>53.00</b>	<b>-8,206.00</b>	<b>99.36%</b>
<b>Expense</b>						
713 - POLICE DEPARTMENT	8,259.00	8,259.00	0.00	0.00	8,259.00	100.00%
<b>Expense Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,259.00</b>	<b>100.00%</b>
<b>Fund: 240 - OPIOID ABATEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>25.64</b>	<b>53.00</b>	<b>53.00</b>	<b>0.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND</b>						
<b>Revenue</b>						
000 - 000	390.00	390.00	29.31	60.63	-329.37	84.45%
<b>Revenue Total:</b>	<b>390.00</b>	<b>390.00</b>	<b>29.31</b>	<b>60.63</b>	<b>-329.37</b>	<b>84.45%</b>
<b>Expense</b>						
416 - PARKS AND FACILITIES	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%
<b>Expense Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>100.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND Surplus (Deficit):</b>	<b>-3,610.00</b>	<b>-3,610.00</b>	<b>29.31</b>	<b>60.63</b>	<b>3,670.63</b>	<b>101.68%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY</b>						
<b>Revenue</b>						
000 - 000	430.00	430.00	270.97	633.14	203.14	47.24%
<b>Revenue Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>270.97</b>	<b>633.14</b>	<b>203.14</b>	<b>47.24%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	430.00	430.00	0.00	0.00	430.00	100.00%
<b>Expense Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>430.00</b>	<b>100.00%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY Surplus (Def..)</b>	<b>0.00</b>	<b>0.00</b>	<b>270.97</b>	<b>633.14</b>	<b>633.14</b>	<b>0.00%</b>
<b>Fund: 310 - WILLOW GROVE PARK</b>						
<b>Revenue</b>						
000 - 000	136,675.00	136,675.00	11,400.10	25,429.58	-111,245.42	81.39%
<b>Revenue Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>11,400.10</b>	<b>25,429.58</b>	<b>-111,245.42</b>	<b>81.39%</b>
<b>Expense</b>						
416 - PARKS AND FACILITIES	136,675.00	136,675.00	2,684.09	5,073.87	131,601.13	96.29%
<b>Expense Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>2,684.09</b>	<b>5,073.87</b>	<b>131,601.13</b>	<b>96.29%</b>
<b>Fund: 310 - WILLOW GROVE PARK Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>8,716.01</b>	<b>20,355.71</b>	<b>20,355.71</b>	<b>0.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S)</b>						
<b>Revenue</b>						
000 - 000	1,128,084.00	1,128,084.00	12,917.70	16,974.23	-1,111,109.77	98.50%
<b>Revenue Total:</b>	<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>12,917.70</b>	<b>16,974.23</b>	<b>-1,111,109.77</b>	<b>98.50%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
100 - ADMINISTRATION	1,128,084.00	1,128,084.00	0.00	0.00	1,128,084.00	100.00%
<b>Expense Total:</b>	<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,084.00</b>	<b>100.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S) Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>12,917.70</b>	<b>16,974.23</b>	<b>16,974.23</b>	<b>0.00%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION</b>						
<b>Revenue</b>						
000 - 000	706,777.00	706,777.00	56,763.14	104,486.08	-602,290.92	85.22%
<b>Revenue Total:</b>	<b>706,777.00</b>	<b>706,777.00</b>	<b>56,763.14</b>	<b>104,486.08</b>	<b>-602,290.92</b>	<b>85.22%</b>
<b>Expense</b>						
100 - ADMINISTRATION	723,385.00	723,385.00	-7,601.40	365,633.37	357,751.63	49.46%
<b>Expense Total:</b>	<b>723,385.00</b>	<b>723,385.00</b>	<b>-7,601.40</b>	<b>365,633.37</b>	<b>357,751.63</b>	<b>49.46%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION Surplus (D...</b>	<b>-16,608.00</b>	<b>-16,608.00</b>	<b>64,364.54</b>	<b>-261,147.29</b>	<b>-244,539.29</b>	<b>-1,472.42%</b>
<b>Fund: 634 - PARK IMPROVEMENTS</b>						
<b>Revenue</b>						
000 - 000	105.00	105.00	7.89	16.30	-88.70	84.48%
<b>Revenue Total:</b>	<b>105.00</b>	<b>105.00</b>	<b>7.89</b>	<b>16.30</b>	<b>-88.70</b>	<b>84.48%</b>
<b>Expense</b>						
416 - PARKS AND FACILITIES	2,846.00	2,846.00	0.00	0.00	2,846.00	100.00%
<b>Expense Total:</b>	<b>2,846.00</b>	<b>2,846.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,846.00</b>	<b>100.00%</b>
<b>Fund: 634 - PARK IMPROVEMENTS Surplus (Deficit):</b>	<b>-2,741.00</b>	<b>-2,741.00</b>	<b>7.89</b>	<b>16.30</b>	<b>2,757.30</b>	<b>100.59%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT</b>						
<b>Revenue</b>						
000 - 000	100.00	100.00	1,051.04	3,567.67	3,467.67	3,467.67%
<b>Revenue Total:</b>	<b>100.00</b>	<b>100.00</b>	<b>1,051.04</b>	<b>3,567.67</b>	<b>3,467.67</b>	<b>3,467.67%</b>
<b>Expense</b>						
100 - ADMINISTRATION	799,612.00	799,612.00	36,509.43	553,387.89	246,224.11	30.79%
<b>Expense Total:</b>	<b>799,612.00</b>	<b>799,612.00</b>	<b>36,509.43</b>	<b>553,387.89</b>	<b>246,224.11</b>	<b>30.79%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT Surplus (Deficit):</b>	<b>-799,512.00</b>	<b>-799,512.00</b>	<b>-35,458.39</b>	<b>-549,820.22</b>	<b>249,691.78</b>	<b>31.23%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND</b>						
<b>Revenue</b>						
000 - 000	216,700.00	216,700.00	2,441.45	5,048.91	-211,651.09	97.67%
<b>Revenue Total:</b>	<b>216,700.00</b>	<b>216,700.00</b>	<b>2,441.45</b>	<b>5,048.91</b>	<b>-211,651.09</b>	<b>97.67%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	497,483.00	497,483.00	863.80	1,739.86	495,743.14	99.65%
<b>Expense Total:</b>	<b>497,483.00</b>	<b>497,483.00</b>	<b>863.80</b>	<b>1,739.86</b>	<b>495,743.14</b>	<b>99.65%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND Surplus (Deficit):</b>	<b>-280,783.00</b>	<b>-280,783.00</b>	<b>1,577.65</b>	<b>3,309.05</b>	<b>284,092.05</b>	<b>101.18%</b>
<b>Fund: 660 - GENERAL CAPITAL PROJECTS</b>						
<b>Revenue</b>						
000 - 000	10,907,788.00	10,907,788.00	1,414.86	3,717.71	-10,904,070.29	99.97%
<b>Revenue Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>1,414.86</b>	<b>3,717.71</b>	<b>-10,904,070.29</b>	<b>99.97%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	10,907,788.00	10,907,788.00	75,771.25	75,771.25	10,832,016.75	99.31%
<b>Expense Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>75,771.25</b>	<b>75,771.25</b>	<b>10,832,016.75</b>	<b>99.31%</b>
<b>Fund: 660 - GENERAL CAPITAL PROJECTS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-74,356.39</b>	<b>-72,053.54</b>	<b>-72,053.54</b>	<b>0.00%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
000 - 000	3,835,140.00	3,835,140.00	9,056.60	19,244.65	-3,815,895.35	99.50%
<b>Revenue Total:</b>	<b>3,835,140.00</b>	<b>3,835,140.00</b>	<b>9,056.60</b>	<b>19,244.65</b>	<b>-3,815,895.35</b>	<b>99.50%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	7,570,280.00	7,570,280.00	22,963.75	22,963.75	7,547,316.25	99.70%
<b>Expense Total:</b>	<b>7,570,280.00</b>	<b>7,570,280.00</b>	<b>22,963.75</b>	<b>22,963.75</b>	<b>7,547,316.25</b>	<b>99.70%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-3,735,140.00</b>	<b>-3,735,140.00</b>	<b>-13,907.15</b>	<b>-3,719.10</b>	<b>3,731,420.90</b>	<b>99.90%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 11/30/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
000 - 000	200,000.00	200,000.00	23,812.89	49,244.85	-150,755.15	75.38%
<b>Revenue Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>23,812.89</b>	<b>49,244.85</b>	<b>-150,755.15</b>	<b>75.38%</b>
<b>Expense</b>						
100 - ADMINISTRATION	6,965,000.00	6,965,000.00	0.00	0.00	6,965,000.00	100.00%
<b>Expense Total:</b>	<b>6,965,000.00</b>	<b>6,965,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,965,000.00</b>	<b>100.00%</b>
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-6,765,000.00</b>	<b>-6,765,000.00</b>	<b>23,812.89</b>	<b>49,244.85</b>	<b>6,814,244.85</b>	<b>100.73%</b>
<b>Report Surplus (Deficit):</b>	<b>-12,668,958.00</b>	<b>-12,668,958.00</b>	<b>-376,239.54</b>	<b>-1,400,990.12</b>	<b>11,267,967.88</b>	<b>88.94%</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-540,373.00	-540,373.00	-325,774.52	-568,967.65	-28,594.65
220 - STREET MAINTENANCE SALE	-433,441.00	-433,441.00	-36,210.25	-11,251.16	422,189.84
221 - HOTEL OCCUPANCY TAX	-65,385.00	-65,385.00	724.67	-21,333.31	44,051.69
222 - COURT TECHNOLOGY	-4,918.00	-4,918.00	35.78	142.89	5,060.89
223 - COURT SECURITY	0.00	0.00	182.27	441.04	441.04
224 - LEOSE-LAW ENFORCEMENT I	0.00	0.00	5.69	11.78	11.78
225 - CHILD SAFETY	-12,341.00	-12,341.00	88.13	195.75	12,536.75
226 - JUVENILE CASE MANAGEME	0.00	0.00	820.99	1,778.08	1,778.08
227 - DRUG SEIZURE	0.00	0.00	5.41	11.23	11.23
228 - KIDS N COPS	0.00	0.00	1.14	2.36	2.36
232 - ANIMAL RESCUE	-2,548.00	-2,548.00	23.69	49.00	2,597.00
233 - LIBRARY DONATIONS	-3,487.00	-3,487.00	-199.04	337.28	3,824.28
238 - HALLOWEEN EVENT	0.00	0.00	-435.40	-2,805.40	-2,805.40
239 - CHRISTMAS EVENT	-3,071.00	-3,071.00	-3,508.77	-3,508.77	-437.77
240 - OPIOID ABATEMENT FUND	0.00	0.00	25.64	53.00	53.00
241 - TREE PRESERVATION FUND	-3,610.00	-3,610.00	29.31	60.63	3,670.63
242 - MC BUILDING SECURITY ANC	0.00	0.00	270.97	633.14	633.14
310 - WILLOW GROVE PARK	0.00	0.00	8,716.01	20,355.71	20,355.71
400 - DEBT SERVICE FUND (I&S)	0.00	0.00	12,917.70	16,974.23	16,974.23
510 - COMMUNITY DEVELOPMEN	-16,608.00	-16,608.00	64,364.54	-261,147.29	-244,539.29
634 - PARK IMPROVEMENTS	-2,741.00	-2,741.00	7.89	16.30	2,757.30
636 - CSLFRF - ARPA GRANT	-799,512.00	-799,512.00	-35,458.39	-549,820.22	249,691.78
637 - STORMWATER DRAINAGE FL	-280,783.00	-280,783.00	1,577.65	3,309.05	284,092.05
660 - GENERAL CAPITAL PROJECTS	0.00	0.00	-74,356.39	-72,053.54	-72,053.54
662 - 2023 CO & REVENUE BOND I	-3,735,140.00	-3,735,140.00	-13,907.15	-3,719.10	3,731,420.90
663 - 2025 CO & REVENUE BOND I	-6,765,000.00	-6,765,000.00	23,812.89	49,244.85	6,814,244.85
<b>Report Surplus (Deficit):</b>	<b>-12,668,958.00</b>	<b>-12,668,958.00</b>	<b>-376,239.54</b>	<b>-1,400,990.12</b>	<b>11,267,967.88</b>



# Monthly Financial Report

**December 2025**

**City of Lake Dallas**  
**Monthly Financial Summary**  
**December 2025**

This report represents the third month of the first quarter of the Fiscal Year 2026. Items in a normal operating cycle should be 25% complete. Some revenues and expenditures are more seasonal in nature. For example, most property taxes are collected between December and February. In addition, some expenses are higher during the fall and spring months.

General Fund	Original Budget	Current Month	Year to Date	YTD %
Revenues	7,374,819	2,273,239	2,750,849	37.30%
Expenditures	7,374,819	608,445	1,655,023	22.44%
<b>Net</b>	-	<b>1,664,794</b>	<b>1,095,826</b>	

The fiscal year-to-date total revenues and expenditures are \$2,750,849 and \$1,655,023 respectively. They represent 37.30% and 22.44% of the budget.

Property Tax Revenues received year-to-date are \$2,059,377 for General Fund operations and \$486,989 for Debt Service. As of December 31, 2025, 52.27% of the General Fund property tax budget has been collected.

Sales Tax Revenue received year-to-date is \$606,520. Sales Tax Revenue for December totaled \$199,204. The General Fund received \$99,602 for general operations; \$24,901 for property tax reduction; \$24,901 for road maintenance and repair, and \$49,801 for the Community Development Corporation. Year-to-date receipts are down 2% to prior year receipts.

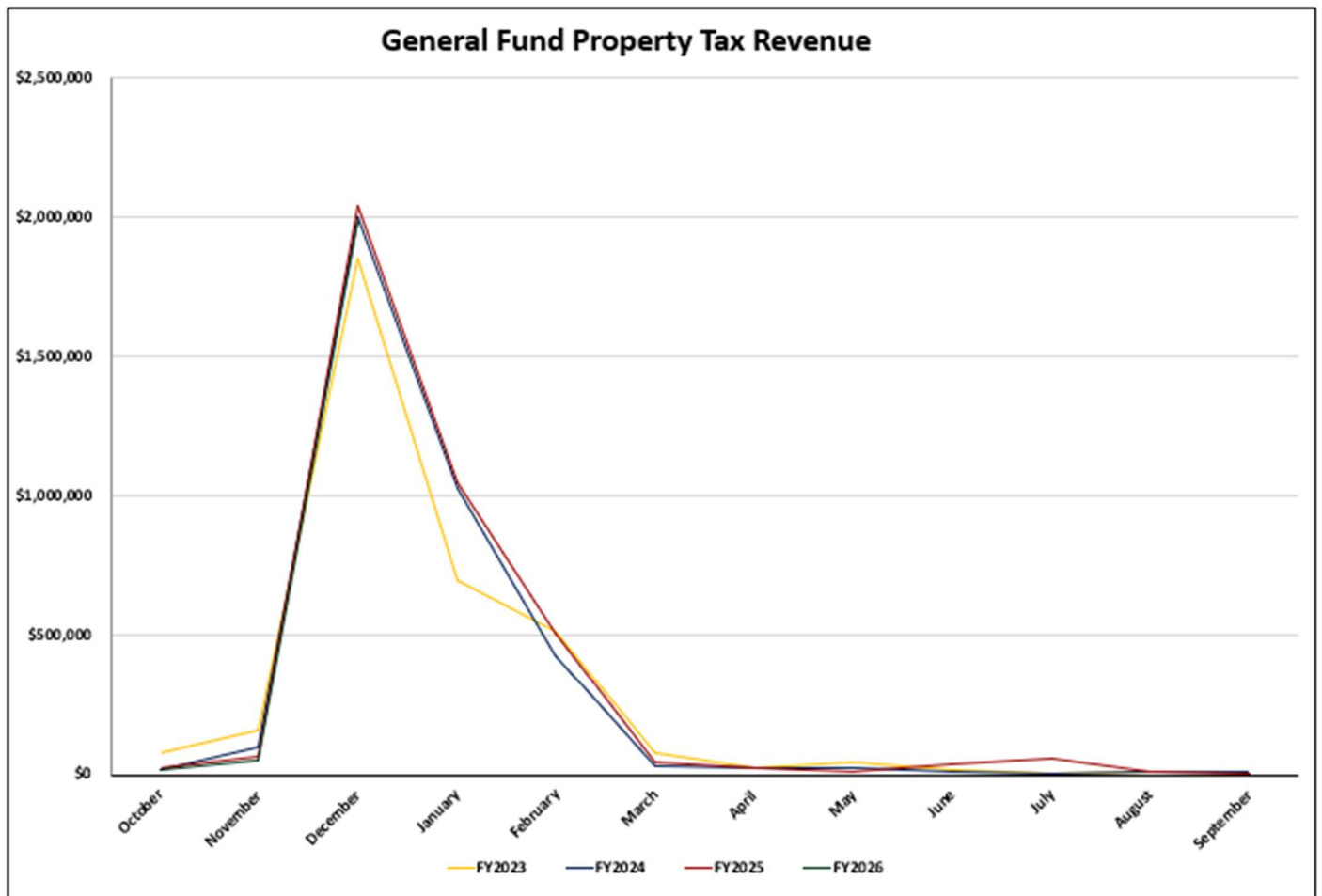
The City has the following cash and investments available as of December 31, 2025:

City Fund Investments	\$ 17,802,621
Bank Balance in Funds	<u>\$ 1,877,630</u>
<b>Total Cash and Investments</b>	<b>\$ 19,680,251</b>

Revenues for Willow Grove Park year-to-date are \$34,996.

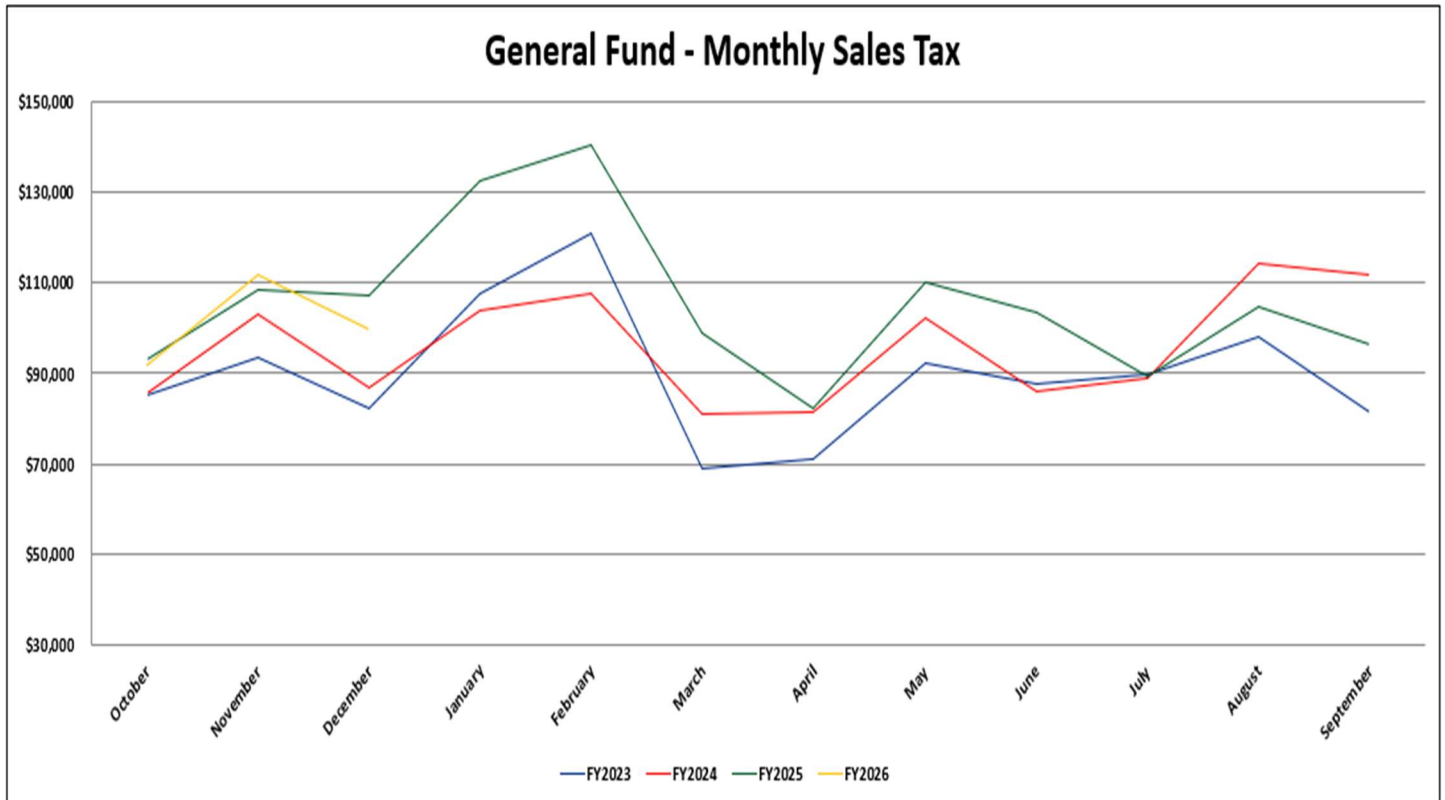
**City of Lake Dallas  
General Fund Property Tax Revenue**

	FY2023	FY2024	FY2025	FY2026
October	\$ 75,095	\$ 19,352	\$ 22,492	\$ 18,937
November	157,293	95,060	65,921	52,982
December	1,855,918	1,998,281	2,038,817	1,987,458
January	695,829	1,029,226	1,049,656	
February	516,229	427,038	510,727	
March	75,019	31,333	42,012	
April	25,386	22,173	26,276	
May	44,368	26,086	12,792	
June	17,898	11,926	38,714	
July	1,139	650	54,696	
August	11,994	7,031	10,401	
September	9,166	9,987	5,428	
<b>Total</b>	<b>\$3,485,334</b>	<b>\$ 3,678,142</b>	<b>\$ 3,877,929</b>	<b>\$ 2,059,377</b>



**City of Lake Dallas  
General Fund Sales Tax Revenue**

	FY2023	FY2024	FY2025	FY2026
October	\$ 85,090	\$ 85,669	\$ 92,941	\$ 92,022
November	93,364	103,128	108,630	111,636
December	82,417	86,818	107,190	99,602
January	107,655	103,955	132,605	
February	120,929	107,683	140,423	
March	68,884	81,222	99,131	
April	71,084	81,486	82,182	
May	92,250	102,271	110,188	
June	87,651	86,075	103,410	
July	89,789	88,919	89,334	
August	97,952	114,514	104,676	
September	81,616	111,776	96,608	
<b>Total</b>	<b>\$ 1,078,682</b>	<b>\$1,153,518</b>	<b>\$1,267,318</b>	<b>\$ 303,260</b>



**City of Lake Dallas  
Investment Pool**

<b>Account Name</b>	<b>Book Value 12/31/2025</b>
<b>TEXPOOL</b>	
General Investment Fund	110,561
GF Capital Improvement Unrestricted	4,169,908
Debt Service I & S	721,312
Road Repair and Maintenance Fund	560,969
Park Improvement Fee	2,435
GF Capital Projects Fund	408,700
<b>TOTAL</b>	<b>\$ 5,973,884</b>
<b>LOGIC</b>	
Community Development Corporation	260,741
Municipal Court Technology	10,714
Municipal Court Building Security	54,595
Police Department LEOSE	1,701
Municipal Court Child Safety	11,423
Municipal Court Juvenile Case Mgmt	200,313
Seized Funds	1,620
Kids N Cops	333
Willow Grove Park	157,342
Animal Rescue	7,094
Stormwater Drainage Fund	731,269
Opioid Abatement Fund	7,682
Tree Preservation Fund	8,780
Series 2023 CO & Revenue Bond	2,696,244
Series 2025 CO & Revenue Bond	7,132,452
<b>TOTAL</b>	<b>\$ 11,282,301</b>
<b>TEXSTAR</b>	
Hotel Occupancy Tax	222,964
Library Donations	10,495
<b>TOTAL</b>	<b>\$ 233,460</b>
<b>TEXASCLASS</b>	
CSLFRF Grant Fund	312,975
<b>TOTAL</b>	<b>\$ 312,975</b>
<b>TOTAL of Funds Invested</b>	<b>\$ 17,802,621</b>

**Lake Dallas Community Development Corporation**  
**Monthly Financial Summary**  
**December 2026**

This table represents the third month of the first quarter of operations for Fiscal Year 2026.

CDC Fund	Original Budget	Current Month	Year to Date	YTD %
Revenues	803,385	50,673	155,159	19.31%
Expenditures	803,385	29,471	395,104	49.18%
<b>Net</b>	-	<b>21,202</b>	<b>(239,945)</b>	

The year-to-date total revenues and expenditures for Lake Dallas Community Development Corporation are \$155,159 and \$395,104, respectively. They represent 19.31% and 49.18% of the budget.

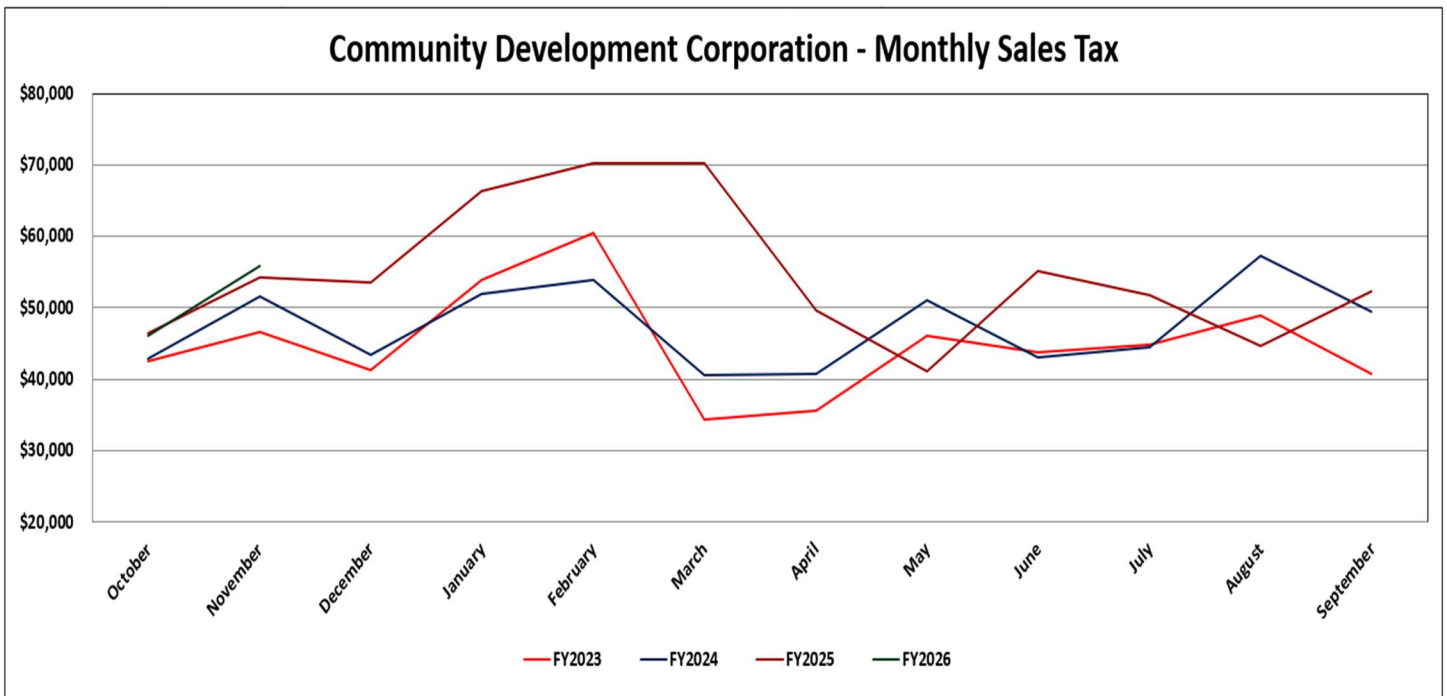
Sales Tax Revenue for December 2025 was \$49,801. As of December 30, 2025, 22.18% of the budgeted sales tax was collected.

Community Development Corporation has the following cash and investments available as of December 30, 2025.

CDC Investments	\$ 260,741
CDC Cash at Bank	<u>\$ 247,982</u>
<b>Total Cash and Investments</b>	<b>\$ 508,723</b>

**City of Lake Dallas  
Community Development Corporation  
Sales Tax Revenue**

	FY2023	FY2024	FY2025	FY2026
October	\$ 42,545	\$ 42,835	\$ 46,470	\$ 46,010
November	46,682	51,564	54,315	55,818
December	41,208	43,409	53,595	
January	53,827	51,978	66,303	
February	60,465	53,842	70,212	
March	34,442	40,611	70,212	
April	35,542	40,743	49,566	
May	46,125	51,135	41,091	
June	43,826	43,038	55,094	
July	44,894	44,459	51,705	
August	48,976	57,257	44,667	
September	40,808	49,501	52,338	
<b>Total</b>	<b>\$ 539,340</b>	<b>\$ 570,372</b>	<b>\$ 655,568</b>	<b>\$ 101,828</b>





**Details of Budget  
Revenues and Expenditures  
As of December 30, 2025**



# Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">100-000-41000</a>	PROPERTY TAXES - CURRENT	3,895,070.00	3,895,070.00	2,088,908.11	2,157,020.83	-1,738,049.17	44.62 %
<a href="#">100-000-41001</a>	PROPERTY TAXES - DELINQUENT	25,000.00	25,000.00	-21,883.78	-20,299.70	-45,299.70	181.20 %
<a href="#">100-000-41002</a>	PROPERTY TAXES - P&I	20,000.00	20,000.00	433.52	2,655.66	-17,344.34	86.72 %
<a href="#">100-000-41101</a>	SALES TAX	1,351,701.00	1,351,701.00	99,602.11	303,260.11	-1,048,440.89	77.56 %
<a href="#">100-000-41102</a>	MIXED BEVERAGE	34,000.00	34,000.00	931.76	6,977.88	-27,022.12	79.48 %
<a href="#">100-000-41105</a>	SALES TAX - PROPERTY TAX REDUCT...	244,175.00	244,175.00	24,900.53	75,815.03	-168,359.97	68.95 %
<a href="#">100-000-41201</a>	FRANCHISE - ATMOS GAS	70,000.00	70,000.00	0.00	0.00	-70,000.00	100.00 %
<a href="#">100-000-41202</a>	FRANCHISE - TELECOMMUNICATIO...	2,000.00	2,000.00	0.00	-139.57	-2,139.57	106.98 %
<a href="#">100-000-41203</a>	FRANCHISE - ELECTRIC	220,000.00	220,000.00	0.00	0.00	-220,000.00	100.00 %
<a href="#">100-000-41204</a>	FRANCHISE - CABLE	53,000.00	53,000.00	0.00	0.00	-53,000.00	100.00 %
<a href="#">100-000-41205</a>	FRANCHISE - SOLID WASTE	104,000.00	104,000.00	17,495.82	17,495.82	-86,504.18	83.18 %
<a href="#">100-000-41206</a>	FRANCHISE - MISCELLANEOUS	2,000.00	2,000.00	0.00	139.57	-1,860.43	93.02 %
<a href="#">100-000-42001</a>	PERMITS - BUILDING NEW RESIDEN...	68,200.00	68,200.00	500.16	4,965.16	-63,234.84	92.72 %
<a href="#">100-000-42002</a>	PERMITS - BUILDING NEW COMME...	0.00	0.00	0.00	125.00	125.00	0.00 %
<a href="#">100-000-42004</a>	PERMITS - CERTIFICATE OF OCCUP...	2,500.00	2,500.00	125.00	125.00	-2,375.00	95.00 %
<a href="#">100-000-42101</a>	PERMITS - APPLICATION FEE ADM/...	1,500.00	1,500.00	75.00	75.00	-1,425.00	95.00 %
<a href="#">100-000-42102</a>	PERMITS - MOBILE HOMES	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
<a href="#">100-000-42103</a>	PERMITS - HEALTH PERMITS AND IN...	20,000.00	20,000.00	7,000.00	8,770.00	-11,230.00	56.15 %
<a href="#">100-000-42104</a>	PERMITS - LIQUOR LICENSE	1,800.00	1,800.00	0.00	0.00	-1,800.00	100.00 %
<a href="#">100-000-42105</a>	PERMITS - ALARMS	4,500.00	4,500.00	1,850.00	1,912.94	-2,587.06	57.49 %
<a href="#">100-000-42107</a>	PERMITS - OTHER	13,000.00	13,000.00	1,955.00	5,688.97	-7,311.03	56.24 %
<a href="#">100-000-42108</a>	PERMITS - FOOD TRUCKS	0.00	0.00	85.00	85.00	85.00	0.00 %
<a href="#">100-000-42109</a>	PERMITS - CONTRACTOR REGISTRAT..	7,000.00	7,000.00	300.00	1,100.00	-5,900.00	84.29 %
<a href="#">100-000-42110</a>	PERMITS - PLAN REVEIW FEE	12,000.00	12,000.00	525.10	13,750.10	1,750.10	114.58 %
<a href="#">100-000-42112</a>	PERMITS - ROOFING	0.00	0.00	125.00	125.00	125.00	0.00 %
<a href="#">100-000-42113</a>	PERMITS - MECHANICAL AND ELEC...	0.00	0.00	325.00	325.00	325.00	0.00 %
<a href="#">100-000-42114</a>	PERMITS - PLUMBING	0.00	0.00	705.00	705.00	705.00	0.00 %
<a href="#">100-000-42115</a>	PERMITS - SIGNS	0.00	0.00	25.00	25.00	25.00	0.00 %
<a href="#">100-000-44001</a>	MC COURT FINES/BONDS	110,000.00	110,000.00	8,771.26	25,123.11	-84,876.89	77.16 %
<a href="#">100-000-44101</a>	FINES - LIBRARY	1,000.00	1,000.00	92.95	326.15	-673.85	67.39 %
<a href="#">100-000-44204</a>	MC ADMIN FEES	8,000.00	8,000.00	2,581.80	2,378.80	-5,621.20	70.27 %
<a href="#">100-000-44205</a>	MC ARREST/WARRANT FEES	7,500.00	7,500.00	250.00	1,261.00	-6,239.00	83.19 %
<a href="#">100-000-44206</a>	MC MVBA COLLECTION AGENCY FEE	9,000.00	9,000.00	453.30	1,688.30	-7,311.70	81.24 %
<a href="#">100-000-44208</a>	MC OMNI - CITY	500.00	500.00	28.00	112.00	-388.00	77.60 %
<a href="#">100-000-45101</a>	SRO REIMBURSEMENT	157,000.00	157,000.00	0.00	0.00	-157,000.00	100.00 %
<a href="#">100-000-45103</a>	POLICE REPORTS	1,100.00	1,100.00	98.00	229.18	-870.82	79.17 %
<a href="#">100-000-45202</a>	LIBRARY MEMBERSHIPS	1,000.00	1,000.00	120.00	360.00	-640.00	64.00 %
<a href="#">100-000-45203</a>	LIBRARY - CORINTH MEMBERSHIPS	1,500.00	1,500.00	250.00	650.00	-850.00	56.67 %
<a href="#">100-000-45301</a>	FEES - VENDORS	2,150.00	2,150.00	0.00	0.00	-2,150.00	100.00 %
<a href="#">100-000-45302</a>	FEES - ENTRY FEES	220.00	220.00	0.00	0.00	-220.00	100.00 %
<a href="#">100-000-46001</a>	RENTAL - PARKS	200.00	200.00	0.00	0.00	-200.00	100.00 %
<a href="#">100-000-46004</a>	RENTAL - FIRE STATION	50,730.00	50,730.00	0.00	50,730.08	0.08	100.00 %
<a href="#">100-000-46100</a>	INTEREST INCOME	180,000.00	180,000.00	13,868.01	43,225.49	-136,774.51	75.99 %
<a href="#">100-000-46201</a>	DONATIONS - SPONSORSHIPS	10,500.00	10,500.00	0.00	0.00	-10,500.00	100.00 %
<a href="#">100-000-46202</a>	DONATIONS - POLICE	100.00	100.00	0.00	750.00	650.00	750.00 %
<a href="#">100-000-46207</a>	DONATIONS - LIBRARY	0.00	0.00	0.00	197.24	197.24	0.00 %
<a href="#">100-000-46300</a>	OTHER REVENUE	5,000.00	5,000.00	1,075.14	1,448.12	-3,551.88	71.04 %
<a href="#">100-000-46301</a>	INSURANCE PROCEEDS	0.00	0.00	1,667.06	1,667.06	1,667.06	0.00 %
<a href="#">100-000-46303</a>	FIREWORKS	14,000.00	14,000.00	0.00	0.00	-14,000.00	100.00 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<a href="#">100-000-46306</a>	CASH OVER/SHORT	0.00	0.00	-0.12	-0.29	-0.29	0.00 %
<a href="#">100-000-49310</a>	TRANSFER FROM WILLOW GROVE ...	40,000.00	40,000.00	0.00	0.00	-40,000.00	100.00 %
<a href="#">100-000-49510</a>	TRANSFER FROM CDC	80,000.00	80,000.00	20,000.00	40,000.00	-40,000.00	50.00 %
	<b>Department: 000 - 000 Total:</b>	<b>6,834,446.00</b>	<b>6,834,446.00</b>	<b>2,273,238.73</b>	<b>2,750,849.04</b>	<b>-4,083,596.96</b>	<b>59.75%</b>
	<b>Revenue Total:</b>	<b>6,834,446.00</b>	<b>6,834,446.00</b>	<b>2,273,238.73</b>	<b>2,750,849.04</b>	<b>-4,083,596.96</b>	<b>59.75%</b>

**Expense**

**Department: 100 - ADMINISTRATION**

<a href="#">100-100-50000</a>	SALARIES - FULL TIME	516,957.00	516,957.00	39,252.98	112,882.81	404,074.19	78.16 %
<a href="#">100-100-50002</a>	OVERTIME	2,000.00	2,000.00	152.94	152.94	1,847.06	92.35 %
<a href="#">100-100-50003</a>	CERTIFICATION PAY	1,200.00	1,200.00	92.32	267.73	932.27	77.69 %
<a href="#">100-100-50004</a>	CAR ALLOWANCE	6,000.00	6,000.00	553.84	1,606.14	4,393.86	73.23 %
<a href="#">100-100-50005</a>	LONGEVITY	732.00	732.00	0.00	732.00	0.00	0.00 %
<a href="#">100-100-50100</a>	RETIREMENT/TMRS	78,623.00	78,623.00	6,007.80	17,393.69	61,229.31	77.88 %
<a href="#">100-100-50101</a>	PAYROLL TAXES	7,600.00	7,600.00	572.59	1,653.13	5,946.87	78.25 %
<a href="#">100-100-50102</a>	EMPLOYEE INSURANCE	74,973.00	74,973.00	5,833.77	14,002.49	60,970.51	81.32 %
<a href="#">100-100-50103</a>	UNEMPLOYMENT	968.00	968.00	0.00	0.00	968.00	100.00 %
<a href="#">100-100-50104</a>	WORKERS COMP	2,149.00	2,149.00	115.34	333.02	1,815.98	84.50 %
<a href="#">100-100-50105</a>	PHYSICALS & EVALUATIONS	35.00	35.00	0.00	0.00	35.00	100.00 %
<a href="#">100-100-51000</a>	UTILITIES	48,300.00	48,300.00	3,237.21	6,792.06	41,507.94	85.94 %
<a href="#">100-100-51001</a>	TELEPHONE- MOBILE	3,989.00	3,989.00	443.34	665.01	3,323.99	83.33 %
<a href="#">100-100-52000</a>	OFFICE SUPPLIES	5,341.00	5,341.00	915.83	1,500.56	3,840.44	71.90 %
<a href="#">100-100-52001</a>	PRINTING	2,021.00	2,021.00	0.00	0.00	2,021.00	100.00 %
<a href="#">100-100-52003</a>	OFFICE EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-100-52201</a>	OTHER SUPPLIES	8,500.00	8,500.00	88.02	662.39	7,837.61	92.21 %
<a href="#">100-100-52202</a>	POSTAGE & SHIPPING SUPPLIES	1,880.00	1,880.00	0.00	285.09	1,594.91	84.84 %
<a href="#">100-100-52204</a>	UNIFORMS	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-100-52212</a>	FLOWERS/GIFTS/PLAQUES	600.00	600.00	0.00	0.00	600.00	100.00 %
<a href="#">100-100-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	1,200.00	1,200.00	49.48	65.47	1,134.53	94.54 %
<a href="#">100-100-52220</a>	MISC OPERATING SUPPLIES	0.00	0.00	52.84	52.84	-52.84	0.00 %
<a href="#">100-100-53102</a>	FACILITIES MAINTENANCE	42,000.00	42,000.00	23.28	1,068.05	40,931.95	97.46 %
<a href="#">100-100-53104</a>	SOFTWARE LICENSES & MAINTENA...	58,997.00	58,997.00	3,620.05	24,166.77	34,830.23	59.04 %
<a href="#">100-100-53111</a>	FD BUILDING MAINTENANCE	0.00	0.00	0.00	3,118.19	-3,118.19	0.00 %
<a href="#">100-100-54001</a>	ACCOUNTING & AUDITOR	26,250.00	26,250.00	0.00	0.00	26,250.00	100.00 %
<a href="#">100-100-54002</a>	LEGAL SERVICES	90,000.00	90,000.00	4,445.40	7,362.55	82,637.45	91.82 %
<a href="#">100-100-54006</a>	CONSULTING SERVICES	143,601.00	143,601.00	2,351.70	2,351.70	141,249.30	98.36 %
<a href="#">100-100-54104</a>	ELECTION SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-100-54105</a>	PROP TAX COLLECTIONS	35,000.00	35,000.00	13,523.31	21,117.57	13,882.43	39.66 %
<a href="#">100-100-54107</a>	FIRE SERVICE CONTRACT	1,482,314.00	1,482,314.00	123,526.17	370,578.50	1,111,735.50	75.00 %
<a href="#">100-100-54116</a>	JANITORIAL SERVICES	26,258.00	26,258.00	1,042.00	3,126.00	23,132.00	88.10 %
<a href="#">100-100-54118</a>	BENEFITS ADMINISTRATION SERVIC...	2,400.00	2,400.00	170.00	348.40	2,051.60	85.48 %
<a href="#">100-100-54119</a>	ANIMAL RESCUE SERVICES	79,000.00	79,000.00	13,459.30	20,188.95	58,811.05	74.44 %
<a href="#">100-100-54201</a>	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-100-54202</a>	CODIFICATION/FILING FEES	764.00	764.00	0.00	0.00	764.00	100.00 %
<a href="#">100-100-54203</a>	SHREDDING SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<a href="#">100-100-54204</a>	SPAN	26,000.00	26,000.00	0.00	9,654.00	16,346.00	62.87 %
<a href="#">100-100-54206</a>	WEBSITE SERVICES	10,000.00	10,000.00	0.00	9,386.14	613.86	6.14 %
<a href="#">100-100-54207</a>	BANK SERVICES/CC FEES	0.00	0.00	9.08	17.47	-17.47	0.00 %
<a href="#">100-100-54212</a>	PROPERTY AND LIABILITY INSURAN...	85,652.00	85,652.00	0.00	23,653.75	61,998.25	72.38 %
<a href="#">100-100-55000</a>	TRAVEL & TRAINING	21,600.00	21,600.00	160.00	10,045.25	11,554.75	53.49 %
<a href="#">100-100-55100</a>	DUES & MEMBERSHIPS	12,271.00	12,271.00	2,639.89	3,990.97	8,280.03	67.48 %
<a href="#">100-100-56201</a>	CAPITAL OUTLAY - INFORMATION-T...	2,312.00	2,312.00	0.00	0.00	2,312.00	100.00 %
<a href="#">100-100-56302</a>	PRINTERS & COPIERS LEASE	14,560.00	14,560.00	548.80	1,480.98	13,079.02	89.83 %
<a href="#">100-100-56400</a>	LAND LEASE	1,628.00	1,628.00	0.00	0.00	1,628.00	100.00 %
<a href="#">100-100-57100</a>	CAPITAL OUTLAY - BUILDINGS-FACIL...	85,500.00	85,500.00	0.00	0.00	85,500.00	100.00 %
	<b>Department: 100 - ADMINISTRATION Total:</b>	<b>3,024,875.00</b>	<b>3,024,875.00</b>	<b>222,887.28</b>	<b>670,702.61</b>	<b>2,354,172.39</b>	<b>77.83%</b>

**Department: 107 - CITY COUNCIL**

<a href="#">100-107-52000</a>	OFFICE SUPPLIES	110.00	110.00	0.00	0.00	110.00	100.00 %
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**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	<b>Percent</b>
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>(Unfavorable)</b>	<b>Remaining</b>
<a href="#">100-107-52001</a>	PRINTING	0.00	0.00	114.90	114.90	-114.90	0.00 %
<a href="#">100-107-52204</a>	UNIFORMS	630.00	630.00	4.00	4.00	626.00	99.37 %
<a href="#">100-107-52212</a>	FLOWERS/GIFTS/PLAQUES	160.00	160.00	0.00	125.53	34.47	21.54 %
<a href="#">100-107-54211</a>	LEGISLATIVE EFFORTS	4,750.00	4,750.00	0.00	0.00	4,750.00	100.00 %
<a href="#">100-107-55000</a>	TRAVEL & TRAINING	10,400.00	10,400.00	0.00	2,628.86	7,771.14	74.72 %
<a href="#">100-107-55100</a>	DUES & MEMBERSHIPS	7,350.00	7,350.00	0.00	1,750.00	5,600.00	76.19 %
<b>Department: 107 - CITY COUNCIL Total:</b>		<b>23,400.00</b>	<b>23,400.00</b>	<b>118.90</b>	<b>4,623.29</b>	<b>18,776.71</b>	<b>80.24%</b>
<b>Department: 209 - MUNICIPAL COURT</b>							
<a href="#">100-209-50000</a>	SALARIES - FULL TIME	57,120.00	57,120.00	4,240.00	12,796.00	44,324.00	77.60 %
<a href="#">100-209-50100</a>	RETIREMENT/TMRS	8,568.00	8,568.00	636.00	1,919.40	6,648.60	77.60 %
<a href="#">100-209-50101</a>	PAYROLL TAXES	828.00	828.00	56.03	165.40	662.60	80.02 %
<a href="#">100-209-50102</a>	EMPLOYEE INSURANCE	10,021.00	10,021.00	1,295.92	3,865.13	6,155.87	61.43 %
<a href="#">100-209-50103</a>	UNEMPLOYMENT	63.00	63.00	0.00	0.00	63.00	100.00 %
<a href="#">100-209-50104</a>	WORKERS COMP	234.00	234.00	12.22	36.88	197.12	84.24 %
<a href="#">100-209-51000</a>	UTILITIES	0.00	0.00	47.90	47.90	-47.90	0.00 %
<a href="#">100-209-52000</a>	OFFICE SUPPLIES	900.00	900.00	112.25	166.55	733.45	81.49 %
<a href="#">100-209-52001</a>	PRINTING	800.00	800.00	0.00	0.00	800.00	100.00 %
<a href="#">100-209-52202</a>	POSTAGE & SHIPPING SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-209-52204</a>	UNIFORMS	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-209-53104</a>	SOFTWARE LICENSES & MAINTENA...	3,439.00	3,439.00	454.21	5,169.79	-1,730.79	-50.33 %
<a href="#">100-209-54002</a>	LEGAL SERVICES	0.00	0.00	0.00	941.30	-941.30	0.00 %
<a href="#">100-209-54007</a>	MUNICIPAL JUDGE/MAGISTRATE	14,400.00	14,400.00	1,200.00	4,800.00	9,600.00	66.67 %
<a href="#">100-209-54008</a>	PROSECUTOR	14,000.00	14,000.00	1,591.30	1,591.30	12,408.70	88.63 %
<a href="#">100-209-54111</a>	MC COLLECTION FEES	10,000.00	10,000.00	393.30	1,654.90	8,345.10	83.45 %
<a href="#">100-209-54112</a>	JURY FEE	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-209-55000</a>	TRAVEL & TRAINING	1,350.00	1,350.00	617.55	1,507.95	-157.95	-11.70 %
<a href="#">100-209-55100</a>	DUES & MEMBERSHIPS	2,005.00	2,005.00	0.00	975.00	1,030.00	51.37 %
<a href="#">100-209-56201</a>	CAPITAL OUTLAY - INFORMATION-T...	890.00	890.00	0.00	156.48	733.52	82.42 %
<a href="#">100-209-56302</a>	PRINTERS & COPIERS LEASE	688.00	688.00	196.00	662.09	25.91	3.77 %
<b>Department: 209 - MUNICIPAL COURT Total:</b>		<b>126,406.00</b>	<b>126,406.00</b>	<b>10,852.68</b>	<b>36,456.07</b>	<b>89,949.93</b>	<b>71.16%</b>
<b>Department: 308 - DEVELOPMENT SERVICES</b>							
<a href="#">100-308-50000</a>	SALARIES - FULL TIME	96,533.00	96,533.00	7,272.00	21,088.80	75,444.20	78.15 %
<a href="#">100-308-50002</a>	OVERTIME	1,500.00	1,500.00	100.82	284.12	1,215.88	81.06 %
<a href="#">100-308-50003</a>	CERTIFICATION PAY	2,600.00	2,600.00	0.00	0.00	2,600.00	100.00 %
<a href="#">100-308-50005</a>	LONGEVITY	618.00	618.00	0.00	618.00	0.00	0.00 %
<a href="#">100-308-50100</a>	RETIREMENT/TMRS	14,868.00	14,868.00	1,105.92	3,298.64	11,569.36	77.81 %
<a href="#">100-308-50101</a>	PAYROLL TAXES	1,438.00	1,438.00	101.92	304.42	1,133.58	78.83 %
<a href="#">100-308-50102</a>	EMPLOYEE INSURANCE	30,736.00	30,736.00	2,330.27	6,947.00	23,789.00	77.40 %
<a href="#">100-308-50103</a>	UNEMPLOYMENT	126.00	126.00	0.00	5.93	120.07	95.29 %
<a href="#">100-308-50104</a>	WORKERS COMP	618.00	618.00	32.77	96.78	521.22	84.34 %
<a href="#">100-308-51000</a>	UTILITIES	0.00	0.00	47.91	47.91	-47.91	0.00 %
<a href="#">100-308-51001</a>	TELEPHONE- MOBILE	1,200.00	1,200.00	162.50	243.75	956.25	79.69 %
<a href="#">100-308-52000</a>	OFFICE SUPPLIES	400.00	400.00	303.74	358.02	41.98	10.50 %
<a href="#">100-308-52001</a>	PRINTING	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-308-52003</a>	OFFICE EQUIPMENT	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-308-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-308-52201</a>	OTHER SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-308-52202</a>	POSTAGE & SHIPPING SUPPLIES	400.00	400.00	0.00	0.00	400.00	100.00 %
<a href="#">100-308-52204</a>	UNIFORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-308-52208</a>	VEHICLE FUEL	1,200.00	1,200.00	37.43	114.45	1,085.55	90.46 %
<a href="#">100-308-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	1.98	2.97	-2.97	0.00 %
<a href="#">100-308-52223</a>	KEEP LAKE DALLAS BEAUTIFUL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-308-53100</a>	VEHICLE MAINTENANCE	1,000.00	1,000.00	39.04	119.34	880.66	88.07 %
<a href="#">100-308-53104</a>	SOFTWARE LICENSES & MAINTENA...	4,000.00	4,000.00	69.21	4,069.21	-69.21	-1.73 %
<a href="#">100-308-54003</a>	ENGINEERING SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">100-308-54006</a>	CONSULTING SERVICES	53,024.00	53,024.00	0.00	0.00	53,024.00	100.00 %
<a href="#">100-308-54110</a>	INSPECTION SERVICES	55,310.00	55,310.00	4,893.34	40,091.55	15,218.45	27.51 %
<a href="#">100-308-54117</a>	HEALTH INSPECTION SERVICES	8,225.00	8,225.00	3,175.00	4,025.00	4,200.00	51.06 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<a href="#">100-308-54201</a>	ADVERTISING	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-308-54225</a>	PROPERTY ABATEMENTS	4,000.00	4,000.00	0.00	595.00	3,405.00	85.13 %
<a href="#">100-308-55000</a>	TRAVEL & TRAINING	2,195.00	2,195.00	50.00	650.00	1,545.00	70.39 %
<a href="#">100-308-55100</a>	DUES & MEMBERSHIPS	325.00	325.00	17.50	35.00	290.00	89.23 %
<a href="#">100-308-56301</a>	VEHICLE LEASE	6,800.00	6,800.00	503.45	1,510.35	5,289.65	77.79 %
<a href="#">100-308-57400</a>	CAPITAL OUTLAY - PROPERTY ABAT...	0.00	0.00	105.00	105.00	-105.00	0.00 %
<b>Department: 308 - DEVELOPMENT SERVICES Total:</b>		<b>304,716.00</b>	<b>304,716.00</b>	<b>20,349.80</b>	<b>84,611.24</b>	<b>220,104.76</b>	<b>72.23%</b>
<b>Department: 405 - SPECIAL EVENTS</b>							
<a href="#">100-405-52221</a>	COMMUNITY EVENTS SUPPLIES	8,950.00	8,950.00	0.00	557.51	8,392.49	93.77 %
<a href="#">100-405-52226</a>	FIREWORKS	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<b>Department: 405 - SPECIAL EVENTS Total:</b>		<b>33,950.00</b>	<b>33,950.00</b>	<b>0.00</b>	<b>557.51</b>	<b>33,392.49</b>	<b>98.36%</b>
<b>Department: 416 - PARKS AND FACILITIES</b>							
<a href="#">100-416-50000</a>	SALARIES - FULL TIME	39,520.00	39,520.00	0.00	1,364.50	38,155.50	96.55 %
<a href="#">100-416-50002</a>	OVERTIME	2,500.00	2,500.00	0.00	91.20	2,408.80	96.35 %
<a href="#">100-416-50009</a>	CELL PHONE ALLOWANCE	360.00	360.00	0.00	0.00	360.00	100.00 %
<a href="#">100-416-50100</a>	RETIREMENT/TMRS	5,982.00	5,982.00	0.00	218.35	5,763.65	96.35 %
<a href="#">100-416-50101</a>	PAYROLL TAXES	578.00	578.00	0.00	20.53	557.47	96.45 %
<a href="#">100-416-50102</a>	EMPLOYEE INSURANCE	9,908.00	9,908.00	0.00	290.98	9,617.02	97.06 %
<a href="#">100-416-50103</a>	UNEMPLOYMENT	105.00	105.00	0.00	0.00	105.00	100.00 %
<a href="#">100-416-50104</a>	WORKERS COMP	3,039.00	3,039.00	0.00	9.50	3,029.50	99.69 %
<a href="#">100-416-51001</a>	TELEPHONE- MOBILE	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">100-416-52000</a>	OFFICE SUPPLIES	80.00	80.00	0.00	0.00	80.00	100.00 %
<a href="#">100-416-52102</a>	EQUIPMENT- FIELD	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<a href="#">100-416-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-416-52201</a>	OTHER SUPPLIES	400.00	400.00	0.00	0.00	400.00	100.00 %
<a href="#">100-416-52204</a>	UNIFORMS	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
<a href="#">100-416-52208</a>	VEHICLE FUEL	2,800.00	2,800.00	106.99	261.91	2,538.09	90.65 %
<a href="#">100-416-53100</a>	VEHICLE MAINTENANCE	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
<a href="#">100-416-53101</a>	EQUIPMENT MAINTENANCE	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00 %
<a href="#">100-416-53102</a>	FACILITIES MAINTENANCE	1,000.00	1,000.00	0.00	2,553.14	-1,553.14	-155.31 %
<a href="#">100-416-53103</a>	PARK MAINTENANCE	15,000.00	15,000.00	195.53	490.60	14,509.40	96.73 %
<a href="#">100-416-54121</a>	MOWING CONTRACT	16,800.00	16,800.00	0.00	1,758.78	15,041.22	89.53 %
<a href="#">100-416-55000</a>	TRAVEL & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">100-416-58002</a>	LEASE PRINCIPAL	2,378.00	2,378.00	0.00	2,377.66	0.34	0.01 %
<a href="#">100-416-58102</a>	LEASE INTEREST	76.00	76.00	0.00	81.97	-5.97	-7.86 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>		<b>113,276.00</b>	<b>113,276.00</b>	<b>302.52</b>	<b>9,519.12</b>	<b>103,756.88</b>	<b>91.60%</b>
<b>Department: 418 - COMMUNITY SERVICES</b>							
<a href="#">100-418-50000</a>	SALARIES - FULL TIME	0.00	0.00	4,463.16	12,774.14	-12,774.14	0.00 %
<a href="#">100-418-50001</a>	SALARIES - PART-TIME	94,572.00	94,572.00	2,350.79	7,386.21	87,185.79	92.19 %
<a href="#">100-418-50002</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">100-418-50100</a>	RETIREMENT/TMRS	14,186.00	14,186.00	1,022.09	3,023.97	11,162.03	78.68 %
<a href="#">100-418-50101</a>	PAYROLL TAXES	1,371.00	1,371.00	98.80	292.32	1,078.68	78.68 %
<a href="#">100-418-50102</a>	EMPLOYEE INSURANCE	189.00	189.00	0.00	20.96	168.04	88.91 %
<a href="#">100-418-50103</a>	UNEMPLOYMENT	968.00	968.00	0.00	0.00	968.00	100.00 %
<a href="#">100-418-50104</a>	WORKERS COMP	315.00	315.00	22.67	67.10	247.90	78.70 %
<a href="#">100-418-50105</a>	PHYSICALS & EVALUATIONS	50.00	50.00	0.00	0.00	50.00	100.00 %
<a href="#">100-418-51000</a>	UTILITIES	12,722.00	12,722.00	3,252.40	4,598.06	8,123.94	63.86 %
<a href="#">100-418-51001</a>	TELEPHONE- MOBILE	520.00	520.00	0.00	0.00	520.00	100.00 %
<a href="#">100-418-52000</a>	OFFICE SUPPLIES	1,000.00	1,000.00	326.36	326.36	673.64	67.36 %
<a href="#">100-418-52201</a>	OTHER SUPPLIES	1,500.00	1,500.00	156.41	156.41	1,343.59	89.57 %
<a href="#">100-418-52202</a>	POSTAGE & SHIPPING SUPPLIES	250.00	250.00	71.89	71.89	178.11	71.24 %
<a href="#">100-418-52204</a>	UNIFORMS	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">100-418-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	6,340.00	6,340.00	0.00	44.00	6,296.00	99.31 %
<a href="#">100-418-52215</a>	LIBRARY BOOKS/MATERIALS	12,500.00	12,500.00	1,574.99	2,205.83	10,294.17	82.35 %
<a href="#">100-418-53102</a>	FACILITIES MAINTENANCE	5,000.00	5,000.00	406.63	882.63	4,117.37	82.35 %
<a href="#">100-418-53104</a>	SOFTWARE LICENSES & MAINTENA...	12,000.00	12,000.00	812.78	2,878.74	9,121.26	76.01 %
<a href="#">100-418-54114</a>	SECURITY SYSTEM	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<a href="#">100-418-54201</a>	ADVERTISING	500.00	500.00	49.00	49.00	451.00	90.20 %
<a href="#">100-418-55000</a>	TRAVEL & TRAINING	835.00	835.00	771.76	771.76	63.24	7.57 %
<a href="#">100-418-55100</a>	DUES & MEMBERSHIPS	2,890.00	2,890.00	4,888.67	7,218.67	-4,328.67	-149.78 %
<a href="#">100-418-56302</a>	PRINTERS & COPIERS LEASE	2,000.00	2,000.00	588.00	662.09	1,337.91	66.90 %
<b>Department: 418 - COMMUNITY SERVICES Total:</b>		<b>172,108.00</b>	<b>172,108.00</b>	<b>20,856.40</b>	<b>43,430.14</b>	<b>128,677.86</b>	<b>74.77%</b>
<b>Department: 517 - STREETS AND DRAINAGE</b>							
<a href="#">100-517-50000</a>	SALARIES - FULL TIME	291,368.00	291,368.00	11,726.40	34,419.42	256,948.58	88.19 %
<a href="#">100-517-50002</a>	OVERTIME	17,160.00	17,160.00	1,261.94	3,307.53	13,852.47	80.73 %
<a href="#">100-517-50003</a>	CERTIFICATION PAY	300.00	300.00	23.08	66.93	233.07	77.69 %
<a href="#">100-517-50005</a>	LONGEVITY	1,074.00	1,074.00	0.00	1,074.00	0.00	0.00 %
<a href="#">100-517-50009</a>	CELL PHONE ALLOWANCE	1,799.00	1,799.00	55.36	49.82	1,749.18	97.23 %
<a href="#">100-517-50100</a>	RETIREMENT/TMRS	44,020.00	44,020.00	1,960.03	5,854.30	38,165.70	86.70 %
<a href="#">100-517-50101</a>	PAYROLL TAXES	4,255.00	4,255.00	180.87	541.00	3,714.00	87.29 %
<a href="#">100-517-50102</a>	EMPLOYEE INSURANCE	85,468.00	85,468.00	3,460.51	10,683.10	74,784.90	87.50 %
<a href="#">100-517-50103</a>	UNEMPLOYMENT	730.00	730.00	0.00	0.00	730.00	100.00 %
<a href="#">100-517-50104</a>	WORKERS COMP	22,362.00	22,362.00	745.52	2,245.16	20,116.84	89.96 %
<a href="#">100-517-50105</a>	PHYSICALS & EVALUATIONS	150.00	150.00	0.00	0.00	150.00	100.00 %
<a href="#">100-517-51000</a>	UTILITIES	6,300.00	6,300.00	857.80	1,345.53	4,954.47	78.64 %
<a href="#">100-517-51001</a>	TELEPHONE- MOBILE	0.00	0.00	198.72	408.80	-408.80	0.00 %
<a href="#">100-517-51002</a>	STREET LIGHTING	61,320.00	61,320.00	10,640.15	16,035.83	45,284.17	73.85 %
<a href="#">100-517-52000</a>	OFFICE SUPPLIES	285.00	285.00	6.79	6.79	278.21	97.62 %
<a href="#">100-517-52102</a>	EQUIPMENT- FIELD	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00 %
<a href="#">100-517-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	735.00	735.00	0.00	0.00	735.00	100.00 %
<a href="#">100-517-52201</a>	OTHER SUPPLIES	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
<a href="#">100-517-52204</a>	UNIFORMS	4,000.00	4,000.00	237.54	237.54	3,762.46	94.06 %
<a href="#">100-517-52208</a>	VEHICLE FUEL	8,800.00	8,800.00	520.72	968.36	7,831.64	89.00 %
<a href="#">100-517-52220</a>	MISC OPERATING SUPPLIES	0.00	0.00	393.71	393.71	-393.71	0.00 %
<a href="#">100-517-53100</a>	VEHICLE MAINTENANCE	15,250.00	15,250.00	171.21	530.46	14,719.54	96.52 %
<a href="#">100-517-53101</a>	EQUIPMENT MAINTENANCE	14,474.00	14,474.00	166.78	166.78	14,307.22	98.85 %
<a href="#">100-517-53102</a>	FACILITIES MAINTENANCE	6,670.00	6,670.00	244.37	244.37	6,425.63	96.34 %
<a href="#">100-517-53104</a>	SOFTWARE LICENSES & MAINTENA...	2,700.00	2,700.00	4,263.00	6,597.12	-3,897.12	-144.34 %
<a href="#">100-517-53106</a>	TREE MAINTENANCE	11,435.00	11,435.00	0.00	2,275.00	9,160.00	80.10 %
<a href="#">100-517-53108</a>	STREET MAINTENANCE	100,000.00	100,000.00	138.24	138.24	99,861.76	99.86 %
<a href="#">100-517-53109</a>	STREET REPAIRS	0.00	0.00	4,116.10	4,116.10	-4,116.10	0.00 %
<a href="#">100-517-53110</a>	SIGN MAINTENANCE	6,000.00	6,000.00	297.50	1,397.50	4,602.50	76.71 %
<a href="#">100-517-53113</a>	TRAFFIC SIGNAL MAINTENANCE	5,250.00	5,250.00	0.00	0.00	5,250.00	100.00 %
<a href="#">100-517-54003</a>	ENGINEERING SERVICES	31,945.00	31,945.00	9,637.50	20,526.25	11,418.75	35.75 %
<a href="#">100-517-54006</a>	CONSULTING SERVICES	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">100-517-54101</a>	RENTALS	5,000.00	5,000.00	3,053.75	3,403.75	1,596.25	31.93 %
<a href="#">100-517-55000</a>	TRAVEL & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">100-517-55100</a>	DUES & MEMBERSHIPS	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-517-56000</a>	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	881.43	2,621.28	12,378.72	82.52 %
<a href="#">100-517-56301</a>	VEHICLE LEASE	37,622.00	37,622.00	2,259.25	6,777.75	30,844.25	81.98 %
<a href="#">100-517-58002</a>	LEASE PRINCIPAL	10,105.00	10,105.00	0.00	7,727.41	2,377.59	23.53 %
<a href="#">100-517-58102</a>	LEASE INTEREST	322.00	322.00	0.00	266.40	55.60	17.27 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>		<b>868,199.00</b>	<b>868,199.00</b>	<b>57,498.27</b>	<b>134,426.23</b>	<b>733,772.77</b>	<b>84.52%</b>
<b>Department: 713 - POLICE DEPARTMENT</b>							
<a href="#">100-713-50000</a>	SALARIES - FULL TIME	1,411,287.00	1,411,287.00	94,022.70	260,203.34	1,151,083.66	81.56 %
<a href="#">100-713-50002</a>	OVERTIME	48,880.00	48,880.00	6,653.87	17,547.70	31,332.30	64.10 %
<a href="#">100-713-50003</a>	CERTIFICATION PAY	9,300.00	9,300.00	369.28	1,027.06	8,272.94	88.96 %
<a href="#">100-713-50005</a>	LONGEVITY	3,984.00	3,984.00	0.00	3,984.00	0.00	0.00 %
<a href="#">100-713-50100</a>	RETIREMENT/TMRS	213,088.00	213,088.00	15,136.48	40,590.31	172,497.69	80.95 %
<a href="#">100-713-50101</a>	PAYROLL TAXES	20,599.00	20,599.00	1,422.22	4,729.11	15,869.89	77.04 %
<a href="#">100-713-50102</a>	EMPLOYEE INSURANCE	288,899.00	288,899.00	15,759.68	43,245.02	245,653.98	85.03 %
<a href="#">100-713-50103</a>	UNEMPLOYMENT	2,190.00	2,190.00	62.07	183.79	2,006.21	91.61 %
<a href="#">100-713-50104</a>	WORKERS COMP	55,262.00	55,262.00	2,688.80	7,463.17	47,798.83	86.49 %
<a href="#">100-713-50105</a>	PHYSICALS & EVALUATIONS	2,443.00	2,443.00	115.00	2,035.00	408.00	16.70 %
<a href="#">100-713-50109</a>	PSYCHOLOGICAL SERVICES	1,240.00	1,240.00	0.00	0.00	1,240.00	100.00 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		<b>Original</b>	<b>Current</b>	<b>Period</b>	<b>Fiscal</b>	<b>Variance</b>	
		<b>Total Budget</b>	<b>Total Budget</b>	<b>Activity</b>	<b>Activity</b>	<b>Favorable</b>	<b>Percent</b>
						<b>(Unfavorable)</b>	<b>Remaining</b>
<a href="#">100-713-50110</a>	BACKGROUND CHECKS	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">100-713-51000</a>	UTILITIES	15,000.00	15,000.00	2,594.33	4,323.50	10,676.50	71.18 %
<a href="#">100-713-51001</a>	TELEPHONE- MOBILE	10,200.00	10,200.00	2,105.80	3,108.54	7,091.46	69.52 %
<a href="#">100-713-52000</a>	OFFICE SUPPLIES	3,500.00	3,500.00	235.33	959.30	2,540.70	72.59 %
<a href="#">100-713-52001</a>	PRINTING	1,000.00	1,000.00	45.00	322.78	677.22	67.72 %
<a href="#">100-713-52103</a>	SAFETY EQUIPMENT AND SUPPLIES	12,100.00	12,100.00	5,886.58	5,886.58	6,213.42	51.35 %
<a href="#">100-713-52201</a>	OTHER SUPPLIES	4,500.00	4,500.00	3,869.62	4,547.39	-47.39	-1.05 %
<a href="#">100-713-52202</a>	POSTAGE & SHIPPING SUPPLIES	1,000.00	1,000.00	30.00	61.53	938.47	93.85 %
<a href="#">100-713-52204</a>	UNIFORMS	21,000.00	21,000.00	11,443.57	14,199.39	6,800.61	32.38 %
<a href="#">100-713-52205</a>	EMPLOYEE APPRECIATION	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
<a href="#">100-713-52208</a>	VEHICLE FUEL	45,000.00	45,000.00	2,571.04	4,977.05	40,022.95	88.94 %
<a href="#">100-713-52213</a>	SUBSCRIPTIONS & PUBLICATIONS	10,800.00	10,800.00	684.00	6,796.18	4,003.82	37.07 %
<a href="#">100-713-52219</a>	EMERGENCY RESPONSE SUPPLIES	569.00	569.00	0.00	0.00	569.00	100.00 %
<a href="#">100-713-52224</a>	FIREARM SUPPLIES AND AMMO	12,627.00	12,627.00	0.00	0.00	12,627.00	100.00 %
<a href="#">100-713-53100</a>	VEHICLE MAINTENANCE	26,000.00	26,000.00	452.54	2,877.11	23,122.89	88.93 %
<a href="#">100-713-53101</a>	EQUIPMENT MAINTENANCE	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
<a href="#">100-713-53102</a>	FACILITIES MAINTENANCE	3,272.00	3,272.00	0.00	6,891.82	-3,619.82	-110.63 %
<a href="#">100-713-53104</a>	SOFTWARE LICENSES & MAINTENA...	43,575.00	43,575.00	3,526.45	10,229.65	33,345.35	76.52 %
<a href="#">100-713-54002</a>	LEGAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">100-713-54004</a>	COMMUNICATIONS SERVICES	44,000.00	44,000.00	9,996.50	22,513.01	21,486.99	48.83 %
<a href="#">100-713-54006</a>	CONSULTING SERVICES	6,000.00	6,000.00	1,892.00	11,443.80	-5,443.80	-90.73 %
<a href="#">100-713-54108</a>	JAIL SERVICE CONTRACT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">100-713-54116</a>	JANITORIAL SERVICES	9,000.00	9,000.00	1,042.00	3,126.00	5,874.00	65.27 %
<a href="#">100-713-54201</a>	ADVERTISING	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">100-713-55000</a>	TRAVEL & TRAINING	53,500.00	53,500.00	2,312.26	14,099.21	39,400.79	73.65 %
<a href="#">100-713-55100</a>	DUES & MEMBERSHIPS	4,500.00	4,500.00	1,477.00	3,477.00	1,023.00	22.73 %
<a href="#">100-713-56000</a>	CAPITAL OUTLAY - VEHICLES	67,500.00	67,500.00	0.00	0.00	67,500.00	100.00 %
<a href="#">100-713-56201</a>	CAPITAL OUTLAY - INFORMATION-T...	40,000.00	40,000.00	40,618.89	66,083.89	-26,083.89	-65.21 %
<a href="#">100-713-56203</a>	CAPITAL OUTLAY - CRIMES	33,150.00	33,150.00	36,854.15	58,584.66	-25,434.66	-76.73 %
<a href="#">100-713-56301</a>	VEHICLE LEASE	145,797.00	145,797.00	10,928.19	32,784.57	113,012.43	77.51 %
<a href="#">100-713-56302</a>	PRINTERS & COPIERS LEASE	3,000.00	3,000.00	784.00	2,352.00	648.00	21.60 %
<a href="#">100-713-58002</a>	LEASE PRINCIPAL	10,105.00	10,105.00	0.00	9,708.79	396.21	3.92 %
<a href="#">100-713-58102</a>	LEASE INTEREST	322.00	322.00	0.00	334.70	-12.70	-3.94 %
<b>Department: 713 - POLICE DEPARTMENT Total:</b>		<b>2,707,889.00</b>	<b>2,707,889.00</b>	<b>275,579.35</b>	<b>670,696.95</b>	<b>2,037,192.05</b>	<b>75.23%</b>
<b>Expense Total:</b>		<b>7,374,819.00</b>	<b>7,374,819.00</b>	<b>608,445.20</b>	<b>1,655,023.16</b>	<b>5,719,795.84</b>	<b>77.56%</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>-540,373.00</b>	<b>-540,373.00</b>	<b>1,664,793.53</b>	<b>1,095,825.88</b>	<b>1,636,198.88</b>	<b>302.79%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">220-000-41104</a>	SALES TAX - ROAD MAINTENANCE	326,681.00	326,681.00	24,900.53	75,815.03	-250,865.97	76.79 %
<a href="#">220-000-46100</a>	INTEREST INCOME	24,878.00	24,878.00	1,817.44	5,598.09	-19,279.91	77.50 %
<b>Department: 000 - 000 Total:</b>		<b>351,559.00</b>	<b>351,559.00</b>	<b>26,717.97</b>	<b>81,413.12</b>	<b>-270,145.88</b>	<b>76.84%</b>
<b>Revenue Total:</b>		<b>351,559.00</b>	<b>351,559.00</b>	<b>26,717.97</b>	<b>81,413.12</b>	<b>-270,145.88</b>	<b>76.84%</b>
<b>Expense</b>							
<b>Department: 517 - STREETS AND DRAINAGE</b>							
<a href="#">220-517-53105</a>	SIDEWALK MAINTENANCE	0.00	0.00	173.55	173.55	-173.55	0.00 %
<a href="#">220-517-53109</a>	STREET REPAIRS	785,000.00	785,000.00	29,258.50	95,204.81	689,795.19	87.87 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>		<b>785,000.00</b>	<b>785,000.00</b>	<b>29,432.05</b>	<b>95,378.36</b>	<b>689,621.64</b>	<b>87.85%</b>
<b>Expense Total:</b>		<b>785,000.00</b>	<b>785,000.00</b>	<b>29,432.05</b>	<b>95,378.36</b>	<b>689,621.64</b>	<b>87.85%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX Surplus (Deficit):</b>		<b>-433,441.00</b>	<b>-433,441.00</b>	<b>-2,714.08</b>	<b>-13,965.24</b>	<b>419,475.76</b>	<b>96.78%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">221-000-41300</a>	HOTEL OCCUPANCY TAX	74,745.00	74,745.00	36,289.00	13,905.23	-60,839.77	81.40 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">221-000-46100</a>	INTEREST INCOME	9,870.00	9,870.00	721.91	2,218.37	-7,651.63	77.52 %
	<b>Department: 000 - 000 Total:</b>	<b>84,615.00</b>	<b>84,615.00</b>	<b>37,010.91</b>	<b>16,123.60</b>	<b>-68,491.40</b>	<b>80.94%</b>
	<b>Revenue Total:</b>	<b>84,615.00</b>	<b>84,615.00</b>	<b>37,010.91</b>	<b>16,123.60</b>	<b>-68,491.40</b>	<b>80.94%</b>
<b>Expense</b>							
<b>Department: 405 - SPECIAL EVENTS</b>							
<a href="#">221-405-52221</a>	COMMUNITY EVENTS SUPPLIES	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
<a href="#">221-405-55100</a>	DUES & MEMBERSHIPS	0.00	0.00	0.00	446.00	-446.00	0.00 %
	<b>Department: 405 - SPECIAL EVENTS Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>446.00</b>	<b>149,554.00</b>	<b>99.70%</b>
	<b>Expense Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>446.00</b>	<b>149,554.00</b>	<b>99.70%</b>
	<b>Fund: 221 - HOTEL OCCUPANCY TAX Surplus (Deficit):</b>	<b>-65,385.00</b>	<b>-65,385.00</b>	<b>37,010.91</b>	<b>15,677.60</b>	<b>81,062.60</b>	<b>123.98%</b>
<b>Fund: 222 - COURT TECHNOLOGY</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">222-000-44201</a>	MC COURT TECHNOLOGY FEE	2,577.00	2,577.00	0.00	68.91	-2,508.09	97.33 %
<a href="#">222-000-46100</a>	INTEREST INCOME	335.00	335.00	35.84	109.82	-225.18	67.22 %
	<b>Department: 000 - 000 Total:</b>	<b>2,912.00</b>	<b>2,912.00</b>	<b>35.84</b>	<b>178.73</b>	<b>-2,733.27</b>	<b>93.86%</b>
	<b>Revenue Total:</b>	<b>2,912.00</b>	<b>2,912.00</b>	<b>35.84</b>	<b>178.73</b>	<b>-2,733.27</b>	<b>93.86%</b>
<b>Expense</b>							
<b>Department: 209 - MUNICIPAL COURT</b>							
<a href="#">222-209-54005</a>	INFORMATION TECHNOLOGY SERVI...	7,830.00	7,830.00	0.00	0.00	7,830.00	100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>7,830.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,830.00</b>	<b>100.00%</b>
	<b>Expense Total:</b>	<b>7,830.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,830.00</b>	<b>100.00%</b>
	<b>Fund: 222 - COURT TECHNOLOGY Surplus (Deficit):</b>	<b>-4,918.00</b>	<b>-4,918.00</b>	<b>35.84</b>	<b>178.73</b>	<b>5,096.73</b>	<b>103.63%</b>
<b>Fund: 223 - COURT SECURITY</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">223-000-44202</a>	MC COURT BUILDING SECURITY FEE	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
<a href="#">223-000-44210</a>	MC LOCAL COURT BUILDING SECUR...	0.00	0.00	0.00	64.13	64.13	0.00 %
<a href="#">223-000-46100</a>	INTEREST INCOME	1,655.00	1,655.00	182.60	559.51	-1,095.49	66.19 %
	<b>Department: 000 - 000 Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>182.60</b>	<b>623.64</b>	<b>-3,031.36</b>	<b>82.94%</b>
	<b>Revenue Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>182.60</b>	<b>623.64</b>	<b>-3,031.36</b>	<b>82.94%</b>
<b>Expense</b>							
<b>Department: 209 - MUNICIPAL COURT</b>							
<a href="#">223-209-52015</a>	Office Expenses	3,655.00	3,655.00	0.00	0.00	3,655.00	100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,655.00</b>	<b>100.00%</b>
	<b>Expense Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,655.00</b>	<b>100.00%</b>
	<b>Fund: 223 - COURT SECURITY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>182.60</b>	<b>623.64</b>	<b>623.64</b>	<b>0.00%</b>
<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">224-000-43104</a>	GRANTS - LEOSE REVENUE	4,941.00	4,941.00	0.00	0.00	-4,941.00	100.00 %
<a href="#">224-000-46100</a>	INTEREST INCOME	77.00	77.00	5.67	17.45	-59.55	77.34 %
	<b>Department: 000 - 000 Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>5.67</b>	<b>17.45</b>	<b>-5,000.55</b>	<b>99.65%</b>
	<b>Revenue Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>5.67</b>	<b>17.45</b>	<b>-5,000.55</b>	<b>99.65%</b>
<b>Expense</b>							
<b>Department: 713 - POLICE DEPARTMENT</b>							
<a href="#">224-713-55000</a>	TRAVEL & TRAINING	5,018.00	5,018.00	0.00	0.00	5,018.00	100.00 %
	<b>Department: 713 - POLICE DEPARTMENT Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,018.00</b>	<b>100.00%</b>
	<b>Expense Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,018.00</b>	<b>100.00%</b>
	<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5.67</b>	<b>17.45</b>	<b>17.45</b>	<b>0.00%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 225 - CHILD SAFETY</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">225-000-44203</a>	MC CHILD SAFETY FEE	12,139.00	12,139.00	0.00	116.88	-12,022.12 99.04 %
<a href="#">225-000-46100</a>	INTEREST INCOME	520.00	520.00	38.23	117.10	-402.90 77.48 %
	<b>Department: 000 - 000 Total:</b>	<b>12,659.00</b>	<b>12,659.00</b>	<b>38.23</b>	<b>233.98</b>	<b>-12,425.02 98.15%</b>
	<b>Revenue Total:</b>	<b>12,659.00</b>	<b>12,659.00</b>	<b>38.23</b>	<b>233.98</b>	<b>-12,425.02 98.15%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">225-209-54217</a>	MC CHILD SAFETY PROGRAM	15,000.00	15,000.00	0.00	0.00	15,000.00 100.00 %
<a href="#">225-209-59228</a>	TRANSFER TO KID N COPS	10,000.00	10,000.00	0.00	0.00	10,000.00 100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00 100.00%</b>
	<b>Expense Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00 100.00%</b>
	<b>Fund: 225 - CHILD SAFETY Surplus (Deficit):</b>	<b>-12,341.00</b>	<b>-12,341.00</b>	<b>38.23</b>	<b>233.98</b>	<b>12,574.98 101.90%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">226-000-44209</a>	MC JUVENILE CASE MANAGMENT F...	3,517.00	3,517.00	0.00	0.00	-3,517.00 100.00 %
<a href="#">226-000-44211</a>	MC LOCAL TRUANCY PREVENTION&...	0.00	0.00	359.23	754.32	754.32 0.00 %
<a href="#">226-000-46100</a>	INTEREST INCOME	9,110.00	9,110.00	670.02	2,053.01	-7,056.99 77.46 %
	<b>Department: 000 - 000 Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>1,029.25</b>	<b>2,807.33</b>	<b>-9,819.67 77.77%</b>
	<b>Revenue Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>1,029.25</b>	<b>2,807.33</b>	<b>-9,819.67 77.77%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">226-209-54219</a>	MC JUVENILE CASE MANAGER PRO...	12,627.00	12,627.00	0.00	0.00	12,627.00 100.00 %
	<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,627.00 100.00%</b>
	<b>Expense Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,627.00 100.00%</b>
	<b>Fund: 226 - JUVENILE CASE MANAGEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,029.25</b>	<b>2,807.33</b>	<b>2,807.33 0.00%</b>
<b>Fund: 227 - DRUG SEIZURE</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">227-000-46100</a>	INTEREST INCOME	0.00	0.00	5.39	16.62	16.62 0.00 %
	<b>Department: 000 - 000 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.39</b>	<b>16.62</b>	<b>16.62 0.00%</b>
	<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.39</b>	<b>16.62</b>	<b>16.62 0.00%</b>
	<b>Fund: 227 - DRUG SEIZURE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.39</b>	<b>16.62</b>	<b>16.62 0.00%</b>
<b>Fund: 228 - KIDS N COPS</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">228-000-46100</a>	INTEREST INCOME	164.00	164.00	1.19	3.55	-160.45 97.84 %
<a href="#">228-000-46200</a>	DONATIONS	1,536.00	1,536.00	0.00	0.00	-1,536.00 100.00 %
<a href="#">228-000-46204</a>	DONATIONS - SHOP WITH A COP	0.00	0.00	100.00	100.00	100.00 0.00 %
<a href="#">228-000-49225</a>	TRANSFER FROM CHILD SAFEY FUND	10,000.00	10,000.00	0.00	0.00	-10,000.00 100.00 %
	<b>Department: 000 - 000 Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>101.19</b>	<b>103.55</b>	<b>-11,596.45 99.11%</b>
	<b>Revenue Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>101.19</b>	<b>103.55</b>	<b>-11,596.45 99.11%</b>
<b>Expense</b>						
<b>Department: 713 - POLICE DEPARTMENT</b>						
<a href="#">228-713-54218</a>	SHOP WITH A COP PROGRAM	2,200.00	2,200.00	1,806.97	1,806.97	393.03 17.87 %
<a href="#">228-713-54221</a>	KIDS N COPS PROGRAM	9,500.00	9,500.00	0.00	0.00	9,500.00 100.00 %
	<b>Department: 713 - POLICE DEPARTMENT Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>1,806.97</b>	<b>1,806.97</b>	<b>9,893.03 84.56%</b>
	<b>Expense Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>1,806.97</b>	<b>1,806.97</b>	<b>9,893.03 84.56%</b>
	<b>Fund: 228 - KIDS N COPS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,705.78</b>	<b>-1,703.42</b>	<b>-1,703.42 0.00%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 232 - ANIMAL RESCUE</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">232-000-46100</a>	INTEREST INCOME	266.00	266.00	23.71	72.71	-193.29	72.67 %
	<b>Department: 000 - 000 Total:</b>	<b>266.00</b>	<b>266.00</b>	<b>23.71</b>	<b>72.71</b>	<b>-193.29</b>	<b>72.67%</b>
	<b>Revenue Total:</b>	<b>266.00</b>	<b>266.00</b>	<b>23.71</b>	<b>72.71</b>	<b>-193.29</b>	<b>72.67%</b>
<b>Expense</b>							
<b>Department: 715 - ANIMAL SERVICES</b>							
<a href="#">232-715-54119</a>	ANIMAL RESCUE SERIVES	2,814.00	2,814.00	0.00	0.00	2,814.00	100.00 %
	<b>Department: 715 - ANIMAL SERVICES Total:</b>	<b>2,814.00</b>	<b>2,814.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,814.00</b>	<b>100.00%</b>
	<b>Expense Total:</b>	<b>2,814.00</b>	<b>2,814.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,814.00</b>	<b>100.00%</b>
	<b>Fund: 232 - ANIMAL RESCUE Surplus (Deficit):</b>	<b>-2,548.00</b>	<b>-2,548.00</b>	<b>23.71</b>	<b>72.71</b>	<b>2,620.71</b>	<b>102.85%</b>
<b>Fund: 233 - LIBRARY DONATIONS</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">233-000-43101</a>	GRANTS - LIBRARY	0.00	0.00	0.00	500.00	500.00	0.00 %
<a href="#">233-000-46100</a>	INTEREST INCOME	465.00	465.00	34.00	104.45	-360.55	77.54 %
<a href="#">233-000-46207</a>	DONATIONS - LIBRARY	8,548.00	8,548.00	0.00	0.00	-8,548.00	100.00 %
	<b>Department: 000 - 000 Total:</b>	<b>9,013.00</b>	<b>9,013.00</b>	<b>34.00</b>	<b>604.45</b>	<b>-8,408.55</b>	<b>93.29%</b>
	<b>Revenue Total:</b>	<b>9,013.00</b>	<b>9,013.00</b>	<b>34.00</b>	<b>604.45</b>	<b>-8,408.55</b>	<b>93.29%</b>
<b>Expense</b>							
<b>Department: 418 - COMMUNITY SERVICES</b>							
<a href="#">233-418-52000</a>	OFFICE SUPPLIES	6,512.00	6,512.00	0.00	0.00	6,512.00	100.00 %
<a href="#">233-418-52201</a>	OTHER SUPPLIES	5,988.00	5,988.00	0.00	0.00	5,988.00	100.00 %
<a href="#">233-418-52234</a>	LIBRARY GRANT - TAKE FLIGHT	0.00	0.00	0.00	233.17	-233.17	0.00 %
	<b>Department: 418 - COMMUNITY SERVICES Total:</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>233.17</b>	<b>12,266.83</b>	<b>98.13%</b>
	<b>Expense Total:</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>233.17</b>	<b>12,266.83</b>	<b>98.13%</b>
	<b>Fund: 233 - LIBRARY DONATIONS Surplus (Deficit):</b>	<b>-3,487.00</b>	<b>-3,487.00</b>	<b>34.00</b>	<b>371.28</b>	<b>3,858.28</b>	<b>110.65%</b>
<b>Fund: 238 - HALLOWEEN EVENT</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">238-000-45301</a>	FEES - VENDORS	536.00	536.00	0.00	0.00	-536.00	100.00 %
<a href="#">238-000-45302</a>	FEES - ENTRY FEES	0.00	0.00	0.00	150.00	150.00	0.00 %
<a href="#">238-000-46200</a>	DONATIONS	4,464.00	4,464.00	0.00	0.00	-4,464.00	100.00 %
<a href="#">238-000-46201</a>	DONATIONS - SPONSORSHIPS	0.00	0.00	0.00	1,000.00	1,000.00	0.00 %
	<b>Department: 000 - 000 Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-3,850.00</b>	<b>77.00%</b>
	<b>Revenue Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-3,850.00</b>	<b>77.00%</b>
<b>Expense</b>							
<b>Department: 405 - SPECIAL EVENTS</b>							
<a href="#">238-405-52206</a>	SPECIAL EVENTS	5,000.00	5,000.00	863.30	4,818.70	181.30	3.63 %
	<b>Department: 405 - SPECIAL EVENTS Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>863.30</b>	<b>4,818.70</b>	<b>181.30</b>	<b>3.63%</b>
	<b>Expense Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>863.30</b>	<b>4,818.70</b>	<b>181.30</b>	<b>3.63%</b>
	<b>Fund: 238 - HALLOWEEN EVENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-863.30</b>	<b>-3,668.70</b>	<b>-3,668.70</b>	<b>0.00%</b>
<b>Fund: 239 - CHRISTMAS EVENT</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">239-000-45302</a>	FEES - ENTRY FEES	0.00	0.00	70.00	80.00	80.00	0.00 %
<a href="#">239-000-46201</a>	DONATIONS - SPONSORSHIPS	1,288.00	1,288.00	0.00	0.00	-1,288.00	100.00 %
	<b>Department: 000 - 000 Total:</b>	<b>1,288.00</b>	<b>1,288.00</b>	<b>70.00</b>	<b>80.00</b>	<b>-1,208.00</b>	<b>93.79%</b>
	<b>Revenue Total:</b>	<b>1,288.00</b>	<b>1,288.00</b>	<b>70.00</b>	<b>80.00</b>	<b>-1,208.00</b>	<b>93.79%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
<b>Department: 405 - SPECIAL EVENTS</b>						
<a href="#">239-405-52206</a> SPECIAL EVENTS	4,359.00	4,359.00	4,593.47	8,112.24	-3,753.24	-86.10 %
<b>Department: 405 - SPECIAL EVENTS Total:</b>	<b>4,359.00</b>	<b>4,359.00</b>	<b>4,593.47</b>	<b>8,112.24</b>	<b>-3,753.24</b>	<b>-86.10%</b>
<b>Expense Total:</b>	<b>4,359.00</b>	<b>4,359.00</b>	<b>4,593.47</b>	<b>8,112.24</b>	<b>-3,753.24</b>	<b>-86.10%</b>
<b>Fund: 239 - CHRISTMAS EVENT Surplus (Deficit):</b>	<b>-3,071.00</b>	<b>-3,071.00</b>	<b>-4,523.47</b>	<b>-8,032.24</b>	<b>-4,961.24</b>	<b>-161.55%</b>
<b>Fund: 240 - OPIOID ABATEMENT FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">240-000-43103</a> GRANT - OPIOID ABATEMENT FUNDS	7,919.00	7,919.00	0.00	0.00	-7,919.00	100.00 %
<a href="#">240-000-46100</a> INTEREST INCOME	340.00	340.00	25.73	78.73	-261.27	76.84 %
<b>Department: 000 - 000 Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>25.73</b>	<b>78.73</b>	<b>-8,180.27</b>	<b>99.05%</b>
<b>Revenue Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>25.73</b>	<b>78.73</b>	<b>-8,180.27</b>	<b>99.05%</b>
<b>Expense</b>						
<b>Department: 713 - POLICE DEPARTMENT</b>						
<a href="#">240-713-54223</a> OPIOID ABATEMENT	8,259.00	8,259.00	0.00	0.00	8,259.00	100.00 %
<b>Department: 713 - POLICE DEPARTMENT Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,259.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,259.00</b>	<b>100.00%</b>
<b>Fund: 240 - OPIOID ABATEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>25.73</b>	<b>78.73</b>	<b>78.73</b>	<b>0.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">241-000-46100</a> INTEREST INCOME	390.00	390.00	29.35	89.98	-300.02	76.93 %
<b>Department: 000 - 000 Total:</b>	<b>390.00</b>	<b>390.00</b>	<b>29.35</b>	<b>89.98</b>	<b>-300.02</b>	<b>76.93%</b>
<b>Revenue Total:</b>	<b>390.00</b>	<b>390.00</b>	<b>29.35</b>	<b>89.98</b>	<b>-300.02</b>	<b>76.93%</b>
<b>Expense</b>						
<b>Department: 416 - PARKS AND FACILITIES</b>						
<a href="#">241-416-53106</a> TREE MAINTENANCE	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>100.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND Surplus (Deficit):</b>	<b>-3,610.00</b>	<b>-3,610.00</b>	<b>29.35</b>	<b>89.98</b>	<b>3,699.98</b>	<b>102.49%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">242-000-44213</a> MC BUILDING SECURITY & TECHNO...	420.00	420.00	639.41	1,272.55	852.55	302.99 %
<a href="#">242-000-46100</a> INTEREST INCOME	10.00	10.00	0.00	0.00	-10.00	100.00 %
<b>Department: 000 - 000 Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>639.41</b>	<b>1,272.55</b>	<b>842.55</b>	<b>195.94%</b>
<b>Revenue Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>639.41</b>	<b>1,272.55</b>	<b>842.55</b>	<b>195.94%</b>
<b>Expense</b>						
<b>Department: 209 - MUNICIPAL COURT</b>						
<a href="#">242-209-52015</a> OFFICE EXPENSES	430.00	430.00	0.00	0.00	430.00	100.00 %
<b>Department: 209 - MUNICIPAL COURT Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>430.00</b>	<b>100.00%</b>
<b>Expense Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>430.00</b>	<b>100.00%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY Surplus (Def..)</b>	<b>0.00</b>	<b>0.00</b>	<b>639.41</b>	<b>1,272.55</b>	<b>1,272.55</b>	<b>0.00%</b>
<b>Fund: 310 - WILLOW GROVE PARK</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">310-000-45201</a> WILLOW GROVE PARK CAMPING A...	131,675.00	131,675.00	9,040.51	33,383.74	-98,291.26	74.65 %
<a href="#">310-000-46100</a> INTEREST INCOME	5,000.00	5,000.00	526.32	1,612.67	-3,387.33	67.75 %
<b>Department: 000 - 000 Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>9,566.83</b>	<b>34,996.41</b>	<b>-101,678.59</b>	<b>74.39%</b>
<b>Revenue Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>9,566.83</b>	<b>34,996.41</b>	<b>-101,678.59</b>	<b>74.39%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Expense</b>							
<b>Department: 416 - PARKS AND FACILITIES</b>							
<a href="#">310-416-52201</a>	OTHER SUPPLIES	4,200.00	4,200.00	473.00	473.00	3,727.00	88.74 %
<a href="#">310-416-53103</a>	PARK MAINTENANCE	65,984.00	65,984.00	3,947.40	8,054.02	57,929.98	87.79 %
<a href="#">310-416-53104</a>	SOFTWARE MAINTENANCE	0.00	0.00	0.00	967.25	-967.25	0.00 %
<a href="#">310-416-57100</a>	CAPITAL OUTLAY - BUILDINGS-FACIL...	26,491.00	26,491.00	17.25	17.25	26,473.75	99.93 %
<a href="#">310-416-59100</a>	TRANSFER TO GENERAL FUND	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>		<b>136,675.00</b>	<b>136,675.00</b>	<b>4,437.65</b>	<b>9,511.52</b>	<b>127,163.48</b>	<b>93.04%</b>
<b>Expense Total:</b>		<b>136,675.00</b>	<b>136,675.00</b>	<b>4,437.65</b>	<b>9,511.52</b>	<b>127,163.48</b>	<b>93.04%</b>
<b>Fund: 310 - WILLOW GROVE PARK Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>5,129.18</b>	<b>25,484.89</b>	<b>25,484.89</b>	<b>0.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S)</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">400-000-41000</a>	PROPERTY TAXES - CURRENT	893,497.00	893,497.00	473,705.82	489,151.82	-404,345.18	45.25 %
<a href="#">400-000-41001</a>	PROPERTY TAXES - DELINQUENT	702.00	702.00	-2,707.72	-2,484.03	-3,186.03	453.85 %
<a href="#">400-000-41002</a>	PROPERTY TAXES - P&I	800.00	800.00	29.46	321.33	-478.67	59.83 %
<a href="#">400-000-46100</a>	INTEREST INCOME	2,000.00	2,000.00	1,246.30	2,258.97	258.97	112.95 %
<a href="#">400-000-49510</a>	TRANSFER FROM CDC	231,085.00	231,085.00	0.00	0.00	-231,085.00	100.00 %
<b>Department: 000 - 000 Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>472,273.86</b>	<b>489,248.09</b>	<b>-638,835.91</b>	<b>56.63%</b>
<b>Revenue Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>472,273.86</b>	<b>489,248.09</b>	<b>-638,835.91</b>	<b>56.63%</b>
<b>Expense</b>							
<b>Department: 100 - ADMINISTRATION</b>							
<a href="#">400-100-58093</a>	2025 CO BOND PRINCIPAL	305,608.00	305,608.00	0.00	0.00	305,608.00	100.00 %
<a href="#">400-100-58094</a>	2019 CDC REVENUE BOND PRINCIP...	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00 %
<a href="#">400-100-58095</a>	2008 GO STREET BOND PRINCIPAL	70,000.00	70,000.00	0.00	0.00	70,000.00	100.00 %
<a href="#">400-100-58096</a>	2018 GO REFUNDING BOND PRINCI...	175,000.00	175,000.00	0.00	0.00	175,000.00	100.00 %
<a href="#">400-100-58097</a>	2019 GO REFUNDING BOND PRINCI...	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00 %
<a href="#">400-100-58098</a>	2019 CO BOND PRINCIPAL	165,000.00	165,000.00	0.00	0.00	165,000.00	100.00 %
<a href="#">400-100-58099</a>	2023 CO BOND PRINCIPAL	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00 %
<a href="#">400-100-58194</a>	2019 CDC REVENUE BOND INTEREST	20,160.00	20,160.00	0.00	0.00	20,160.00	100.00 %
<a href="#">400-100-58195</a>	2008 GO STREETS BOND INTEREST	9,051.00	9,051.00	0.00	0.00	9,051.00	100.00 %
<a href="#">400-100-58196</a>	2018 GO REFUNDING BOND INTERE...	8,009.00	8,009.00	0.00	0.00	8,009.00	100.00 %
<a href="#">400-100-58197</a>	2019 GO REFUNDING BOND INTERE...	5,766.00	5,766.00	0.00	0.00	5,766.00	100.00 %
<a href="#">400-100-58198</a>	2019 CO BOND INTEREST	13,015.00	13,015.00	0.00	0.00	13,015.00	100.00 %
<a href="#">400-100-58199</a>	2023 CO BOND INTEREST	132,975.00	132,975.00	0.00	0.00	132,975.00	100.00 %
<a href="#">400-100-58200</a>	PAYING AGENT FEES	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<b>Department: 100 - ADMINISTRATION Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,084.00</b>	<b>100.00%</b>
<b>Expense Total:</b>		<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,084.00</b>	<b>100.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S) Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>472,273.86</b>	<b>489,248.09</b>	<b>489,248.09</b>	<b>0.00%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">510-000-41103</a>	SALES TAX - TYPE B	683,690.00	683,690.00	49,801.06	151,630.07	-532,059.93	77.82 %
<a href="#">510-000-46100</a>	INTEREST INCOME	23,087.00	23,087.00	872.18	3,529.25	-19,557.75	84.71 %
<b>Department: 000 - 000 Total:</b>		<b>706,777.00</b>	<b>706,777.00</b>	<b>50,673.24</b>	<b>155,159.32</b>	<b>-551,617.68</b>	<b>78.05%</b>
<b>Revenue Total:</b>		<b>706,777.00</b>	<b>706,777.00</b>	<b>50,673.24</b>	<b>155,159.32</b>	<b>-551,617.68</b>	<b>78.05%</b>
<b>Expense</b>							
<b>Department: 100 - ADMINISTRATION</b>							
<a href="#">510-100-51000</a>	UTILITIES	6,180.00	6,180.00	7,417.47	15,558.84	-9,378.84	-151.76 %
<a href="#">510-100-53103</a>	PARK MAINTENANCE	0.00	0.00	0.00	1,000.00	-1,000.00	0.00 %
<a href="#">510-100-54001</a>	ACCOUNTING & AUDITOR	4,120.00	4,120.00	0.00	0.00	4,120.00	100.00 %
<a href="#">510-100-54002</a>	LEGAL SERVICES	10,000.00	10,000.00	55.00	55.00	9,945.00	99.45 %
<a href="#">510-100-54006</a>	CONSULTING SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">510-100-54201</a>	ADVERTISING	0.00	0.00	338.50	338.50	-338.50	0.00 %
<a href="#">510-100-54214</a>	DOWNTOWN BIG GRANTS	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">510-100-54215</a>	CITY PARK GRANT	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">510-100-55100</a>	DUES & MEMBERSHIPS	0.00	0.00	150.00	440.00	-440.00	0.00 %
<a href="#">510-100-57202</a>	CAPITAL OUTLAY - CDC-PROJECTS	400,000.00	400,000.00	1,509.98	337,711.98	62,288.02	15.57 %
<a href="#">510-100-59100</a>	TRANSFER TO GENERAL FUND	0.00	0.00	20,000.00	40,000.00	-40,000.00	0.00 %
<a href="#">510-100-59400</a>	TRANSFER TO DEBT SERVICE FUND	231,085.00	231,085.00	0.00	0.00	231,085.00	100.00 %
<b>Department: 100 - ADMINISTRATION Total:</b>		<b>723,385.00</b>	<b>723,385.00</b>	<b>29,470.95</b>	<b>395,104.32</b>	<b>328,280.68</b>	<b>45.38%</b>
<b>Expense Total:</b>		<b>723,385.00</b>	<b>723,385.00</b>	<b>29,470.95</b>	<b>395,104.32</b>	<b>328,280.68</b>	<b>45.38%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION Surplus (D...</b>		<b>-16,608.00</b>	<b>-16,608.00</b>	<b>21,202.29</b>	<b>-239,945.00</b>	<b>-223,337.00</b>	<b>-1,344.76%</b>
<b>Fund: 634 - PARK IMPROVEMENTS</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">634-000-46100</a>	INTEREST INCOME	105.00	105.00	7.87	24.17	-80.83	76.98 %
<b>Department: 000 - 000 Total:</b>		<b>105.00</b>	<b>105.00</b>	<b>7.87</b>	<b>24.17</b>	<b>-80.83</b>	<b>76.98%</b>
<b>Revenue Total:</b>		<b>105.00</b>	<b>105.00</b>	<b>7.87</b>	<b>24.17</b>	<b>-80.83</b>	<b>76.98%</b>
<b>Expense</b>							
<b>Department: 416 - PARKS AND FACILITIES</b>							
<a href="#">634-416-53103</a>	PARK MAINTENANCE	2,846.00	2,846.00	0.00	0.00	2,846.00	100.00 %
<b>Department: 416 - PARKS AND FACILITIES Total:</b>		<b>2,846.00</b>	<b>2,846.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,846.00</b>	<b>100.00%</b>
<b>Expense Total:</b>		<b>2,846.00</b>	<b>2,846.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,846.00</b>	<b>100.00%</b>
<b>Fund: 634 - PARK IMPROVEMENTS Surplus (Deficit):</b>		<b>-2,741.00</b>	<b>-2,741.00</b>	<b>7.87</b>	<b>24.17</b>	<b>2,765.17</b>	<b>100.88%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">636-000-46100</a>	INTEREST INCOME	100.00	100.00	1,053.10	4,620.77	4,520.77	4,620.77 %
<b>Department: 000 - 000 Total:</b>		<b>100.00</b>	<b>100.00</b>	<b>1,053.10</b>	<b>4,620.77</b>	<b>4,520.77</b>	<b>4,520.77%</b>
<b>Revenue Total:</b>		<b>100.00</b>	<b>100.00</b>	<b>1,053.10</b>	<b>4,620.77</b>	<b>4,520.77</b>	<b>4,520.77%</b>
<b>Expense</b>							
<b>Department: 100 - ADMINISTRATION</b>							
<a href="#">636-100-54006</a>	CONSULTING SERVICES	0.00	0.00	21,964.80	33,960.04	-33,960.04	0.00 %
<a href="#">636-100-56201</a>	CAPITAL OUTLAY PROJECTS	799,612.00	799,612.00	6,676.00	548,068.65	251,543.35	31.46 %
<b>Department: 100 - ADMINISTRATION Total:</b>		<b>799,612.00</b>	<b>799,612.00</b>	<b>28,640.80</b>	<b>582,028.69</b>	<b>217,583.31</b>	<b>27.21%</b>
<b>Expense Total:</b>		<b>799,612.00</b>	<b>799,612.00</b>	<b>28,640.80</b>	<b>582,028.69</b>	<b>217,583.31</b>	<b>27.21%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT Surplus (Deficit):</b>		<b>-799,512.00</b>	<b>-799,512.00</b>	<b>-27,587.70</b>	<b>-577,407.92</b>	<b>222,104.08</b>	<b>27.78%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND</b>							
<b>Revenue</b>							
<b>Department: 000 - 000</b>							
<a href="#">637-000-45003</a>	FEES - DRAINAGE IMPROVEMENTS	207,000.00	207,000.00	0.00	0.00	-207,000.00	100.00 %
<a href="#">637-000-46100</a>	INTEREST INCOME	9,700.00	9,700.00	2,446.05	7,494.96	-2,205.04	22.73 %
<b>Department: 000 - 000 Total:</b>		<b>216,700.00</b>	<b>216,700.00</b>	<b>2,446.05</b>	<b>7,494.96</b>	<b>-209,205.04</b>	<b>96.54%</b>
<b>Revenue Total:</b>		<b>216,700.00</b>	<b>216,700.00</b>	<b>2,446.05</b>	<b>7,494.96</b>	<b>-209,205.04</b>	<b>96.54%</b>
<b>Expense</b>							
<b>Department: 517 - STREETS AND DRAINAGE</b>							
<a href="#">637-517-52202</a>	POSTAGE & SHIPPING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">637-517-53112</a>	DRAINAGE MAINTENANCE	365,000.00	365,000.00	0.00	0.00	365,000.00	100.00 %
<a href="#">637-517-54006</a>	CONSULTING SERVICES	131,483.00	131,483.00	0.00	0.00	131,483.00	100.00 %
<a href="#">637-517-56000</a>	CAPITAL OUTLAY - VEHICLES	0.00	0.00	881.44	2,621.30	-2,621.30	0.00 %
<b>Department: 517 - STREETS AND DRAINAGE Total:</b>		<b>497,483.00</b>	<b>497,483.00</b>	<b>881.44</b>	<b>2,621.30</b>	<b>494,861.70</b>	<b>99.47%</b>
<b>Expense Total:</b>		<b>497,483.00</b>	<b>497,483.00</b>	<b>881.44</b>	<b>2,621.30</b>	<b>494,861.70</b>	<b>99.47%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND Surplus (Deficit):</b>		<b>-280,783.00</b>	<b>-280,783.00</b>	<b>1,564.61</b>	<b>4,873.66</b>	<b>285,656.66</b>	<b>101.74%</b>

Budget Report

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 660 - GENERAL CAPITAL PROJECTS</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">660-000-43201</a>	GRANTS - DENTON COUNTY FUNDI...	9,132,788.00	9,132,788.00	0.00	0.00	-9,132,788.00 100.00 %
<a href="#">660-000-43202</a>	GRANTS - LCMUA	1,750,000.00	1,750,000.00	0.00	0.00	-1,750,000.00 100.00 %
<a href="#">660-000-46100</a>	INTEREST INCOME	25,000.00	25,000.00	1,324.10	5,041.81	-19,958.19 79.83 %
	<b>Department: 000 - 000 Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>1,324.10</b>	<b>5,041.81</b>	<b>-10,902,746.19 99.95%</b>
	<b>Revenue Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>1,324.10</b>	<b>5,041.81</b>	<b>-10,902,746.19 99.95%</b>
<b>Expense</b>						
<b>Department: 517 - STREETS AND DRAINAGE</b>						
<a href="#">660-517-57300</a>	CAPITAL OUTLAY - CONSTRUCTION	9,157,788.00	9,157,788.00	23,870.00	99,641.25	9,058,146.75 98.91 %
<a href="#">660-517-57302</a>	GRANTS - LCMUA EXPENSES	1,750,000.00	1,750,000.00	0.00	0.00	1,750,000.00 100.00 %
	<b>Department: 517 - STREETS AND DRAINAGE Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>23,870.00</b>	<b>99,641.25</b>	<b>10,808,146.75 99.09%</b>
	<b>Expense Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>23,870.00</b>	<b>99,641.25</b>	<b>10,808,146.75 99.09%</b>
	<b>Fund: 660 - GENERAL CAPITAL PROJECTS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,545.90</b>	<b>-94,599.44</b>	<b>-94,599.44 0.00%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">662-000-43201</a>	GRANTS - DENTON COUNTY FUNDI...	3,735,140.00	3,735,140.00	0.00	0.00	-3,735,140.00 100.00 %
<a href="#">662-000-46100</a>	INTEREST INCOME	100,000.00	100,000.00	9,018.73	28,263.38	-71,736.62 71.74 %
	<b>Department: 000 - 000 Total:</b>	<b>3,835,140.00</b>	<b>3,835,140.00</b>	<b>9,018.73</b>	<b>28,263.38</b>	<b>-3,806,876.62 99.26%</b>
	<b>Revenue Total:</b>	<b>3,835,140.00</b>	<b>3,835,140.00</b>	<b>9,018.73</b>	<b>28,263.38</b>	<b>-3,806,876.62 99.26%</b>
<b>Expense</b>						
<b>Department: 517 - STREETS AND DRAINAGE</b>						
<a href="#">662-517-53109</a>	STREET REPAIRS	1,867,570.00	1,867,570.00	0.00	0.00	1,867,570.00 100.00 %
<a href="#">662-517-53112</a>	DRAINAGE MAINTENANCE	1,867,570.00	1,867,570.00	0.00	0.00	1,867,570.00 100.00 %
<a href="#">662-517-57300</a>	CAPITAL OUTLAY - CONSTRUCTION	0.00	0.00	3,950.00	26,913.75	-26,913.75 0.00 %
<a href="#">662-517-57301</a>	CAPITAL OUTLAY - STREET PROJECTS	3,835,140.00	3,835,140.00	0.00	0.00	3,835,140.00 100.00 %
	<b>Department: 517 - STREETS AND DRAINAGE Total:</b>	<b>7,570,280.00</b>	<b>7,570,280.00</b>	<b>3,950.00</b>	<b>26,913.75</b>	<b>7,543,366.25 99.64%</b>
	<b>Expense Total:</b>	<b>7,570,280.00</b>	<b>7,570,280.00</b>	<b>3,950.00</b>	<b>26,913.75</b>	<b>7,543,366.25 99.64%</b>
	<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-3,735,140.00</b>	<b>-3,735,140.00</b>	<b>5,068.73</b>	<b>1,349.63</b>	<b>3,736,489.63 100.04%</b>
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
<b>Department: 000 - 000</b>						
<a href="#">663-000-46100</a>	INTEREST INCOME	200,000.00	200,000.00	23,857.48	73,102.33	-126,897.67 63.45 %
	<b>Department: 000 - 000 Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>23,857.48</b>	<b>73,102.33</b>	<b>-126,897.67 63.45%</b>
	<b>Revenue Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>23,857.48</b>	<b>73,102.33</b>	<b>-126,897.67 63.45%</b>
<b>Expense</b>						
<b>Department: 100 - ADMINISTRATION</b>						
<a href="#">663-100-57301</a>	CAPITAL OUTLAY - STREET PROJECTS	6,965,000.00	6,965,000.00	0.00	0.00	6,965,000.00 100.00 %
	<b>Department: 100 - ADMINISTRATION Total:</b>	<b>6,965,000.00</b>	<b>6,965,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,965,000.00 100.00%</b>
	<b>Expense Total:</b>	<b>6,965,000.00</b>	<b>6,965,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,965,000.00 100.00%</b>
	<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-6,765,000.00</b>	<b>-6,765,000.00</b>	<b>23,857.48</b>	<b>73,102.33</b>	<b>6,838,102.33 101.08%</b>
	<b>Report Surplus (Deficit):</b>	<b>-12,668,958.00</b>	<b>-12,668,958.00</b>	<b>2,173,017.41</b>	<b>772,027.29</b>	<b>13,440,985.29 106.09%</b>

**Group Summary**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenue</b>						
000 - 000	6,834,446.00	6,834,446.00	2,273,238.73	2,750,849.04	-4,083,596.96	59.75%
<b>Revenue Total:</b>	<b>6,834,446.00</b>	<b>6,834,446.00</b>	<b>2,273,238.73</b>	<b>2,750,849.04</b>	<b>-4,083,596.96</b>	<b>59.75%</b>
<b>Expense</b>						
100 - ADMINISTRATION	3,024,875.00	3,024,875.00	222,887.28	670,702.61	2,354,172.39	77.83%
107 - CITY COUNCIL	23,400.00	23,400.00	118.90	4,623.29	18,776.71	80.24%
209 - MUNICIPAL COURT	126,406.00	126,406.00	10,852.68	36,456.07	89,949.93	71.16%
308 - DEVELOPMENT SERVICES	304,716.00	304,716.00	20,349.80	84,611.24	220,104.76	72.23%
405 - SPECIAL EVENTS	33,950.00	33,950.00	0.00	557.51	33,392.49	98.36%
416 - PARKS AND FACILITIES	113,276.00	113,276.00	302.52	9,519.12	103,756.88	91.60%
418 - COMMUNITY SERVICES	172,108.00	172,108.00	20,856.40	43,430.14	128,677.86	74.77%
517 - STREETS AND DRAINAGE	868,199.00	868,199.00	57,498.27	134,426.23	733,772.77	84.52%
713 - POLICE DEPARTMENT	2,707,889.00	2,707,889.00	275,579.35	670,696.95	2,037,192.05	75.23%
<b>Expense Total:</b>	<b>7,374,819.00</b>	<b>7,374,819.00</b>	<b>608,445.20</b>	<b>1,655,023.16</b>	<b>5,719,795.84</b>	<b>77.56%</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>-540,373.00</b>	<b>-540,373.00</b>	<b>1,664,793.53</b>	<b>1,095,825.88</b>	<b>1,636,198.88</b>	<b>302.79%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX</b>						
<b>Revenue</b>						
000 - 000	351,559.00	351,559.00	26,717.97	81,413.12	-270,145.88	76.84%
<b>Revenue Total:</b>	<b>351,559.00</b>	<b>351,559.00</b>	<b>26,717.97</b>	<b>81,413.12</b>	<b>-270,145.88</b>	<b>76.84%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	785,000.00	785,000.00	29,432.05	95,378.36	689,621.64	87.85%
<b>Expense Total:</b>	<b>785,000.00</b>	<b>785,000.00</b>	<b>29,432.05</b>	<b>95,378.36</b>	<b>689,621.64</b>	<b>87.85%</b>
<b>Fund: 220 - STREET MAINTENANCE SALES TAX Surplus (Deficit):</b>	<b>-433,441.00</b>	<b>-433,441.00</b>	<b>-2,714.08</b>	<b>-13,965.24</b>	<b>419,475.76</b>	<b>96.78%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX</b>						
<b>Revenue</b>						
000 - 000	84,615.00	84,615.00	37,010.91	16,123.60	-68,491.40	80.94%
<b>Revenue Total:</b>	<b>84,615.00</b>	<b>84,615.00</b>	<b>37,010.91</b>	<b>16,123.60</b>	<b>-68,491.40</b>	<b>80.94%</b>
<b>Expense</b>						
405 - SPECIAL EVENTS	150,000.00	150,000.00	0.00	446.00	149,554.00	99.70%
<b>Expense Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>446.00</b>	<b>149,554.00</b>	<b>99.70%</b>
<b>Fund: 221 - HOTEL OCCUPANCY TAX Surplus (Deficit):</b>	<b>-65,385.00</b>	<b>-65,385.00</b>	<b>37,010.91</b>	<b>15,677.60</b>	<b>81,062.60</b>	<b>123.98%</b>
<b>Fund: 222 - COURT TECHNOLOGY</b>						
<b>Revenue</b>						
000 - 000	2,912.00	2,912.00	35.84	178.73	-2,733.27	93.86%
<b>Revenue Total:</b>	<b>2,912.00</b>	<b>2,912.00</b>	<b>35.84</b>	<b>178.73</b>	<b>-2,733.27</b>	<b>93.86%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	7,830.00	7,830.00	0.00	0.00	7,830.00	100.00%
<b>Expense Total:</b>	<b>7,830.00</b>	<b>7,830.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,830.00</b>	<b>100.00%</b>
<b>Fund: 222 - COURT TECHNOLOGY Surplus (Deficit):</b>	<b>-4,918.00</b>	<b>-4,918.00</b>	<b>35.84</b>	<b>178.73</b>	<b>5,096.73</b>	<b>103.63%</b>
<b>Fund: 223 - COURT SECURITY</b>						
<b>Revenue</b>						
000 - 000	3,655.00	3,655.00	182.60	623.64	-3,031.36	82.94%
<b>Revenue Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>182.60</b>	<b>623.64</b>	<b>-3,031.36</b>	<b>82.94%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	3,655.00	3,655.00	0.00	0.00	3,655.00	100.00%
<b>Expense Total:</b>	<b>3,655.00</b>	<b>3,655.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,655.00</b>	<b>100.00%</b>
<b>Fund: 223 - COURT SECURITY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>182.60</b>	<b>623.64</b>	<b>623.64</b>	<b>0.00%</b>
<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION</b>						
<b>Revenue</b>						
000 - 000	5,018.00	5,018.00	5.67	17.45	-5,000.55	99.65%

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>5.67</b>	<b>17.45</b>	<b>-5,000.55</b>	<b>99.65%</b>
<b>Expense</b>						
713 - POLICE DEPARTMENT	5,018.00	5,018.00	0.00	0.00	5,018.00	100.00%
<b>Expense Total:</b>	<b>5,018.00</b>	<b>5,018.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,018.00</b>	<b>100.00%</b>
<b>Fund: 224 - LEOSE-LAW ENFORCEMENT EDUCATION Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5.67</b>	<b>17.45</b>	<b>17.45</b>	<b>0.00%</b>
<b>Fund: 225 - CHILD SAFETY</b>						
<b>Revenue</b>						
000 - 000	12,659.00	12,659.00	38.23	233.98	-12,425.02	98.15%
<b>Revenue Total:</b>	<b>12,659.00</b>	<b>12,659.00</b>	<b>38.23</b>	<b>233.98</b>	<b>-12,425.02</b>	<b>98.15%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%
<b>Expense Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100.00%</b>
<b>Fund: 225 - CHILD SAFETY Surplus (Deficit):</b>	<b>-12,341.00</b>	<b>-12,341.00</b>	<b>38.23</b>	<b>233.98</b>	<b>12,574.98</b>	<b>101.90%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT</b>						
<b>Revenue</b>						
000 - 000	12,627.00	12,627.00	1,029.25	2,807.33	-9,819.67	77.77%
<b>Revenue Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>1,029.25</b>	<b>2,807.33</b>	<b>-9,819.67</b>	<b>77.77%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	12,627.00	12,627.00	0.00	0.00	12,627.00	100.00%
<b>Expense Total:</b>	<b>12,627.00</b>	<b>12,627.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,627.00</b>	<b>100.00%</b>
<b>Fund: 226 - JUVENILE CASE MANAGEMENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,029.25</b>	<b>2,807.33</b>	<b>2,807.33</b>	<b>0.00%</b>
<b>Fund: 227 - DRUG SEIZURE</b>						
<b>Revenue</b>						
000 - 000	0.00	0.00	5.39	16.62	16.62	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.39</b>	<b>16.62</b>	<b>16.62</b>	<b>0.00%</b>
<b>Fund: 227 - DRUG SEIZURE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>5.39</b>	<b>16.62</b>	<b>16.62</b>	<b>0.00%</b>
<b>Fund: 228 - KIDS N COPS</b>						
<b>Revenue</b>						
000 - 000	11,700.00	11,700.00	101.19	103.55	-11,596.45	99.11%
<b>Revenue Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>101.19</b>	<b>103.55</b>	<b>-11,596.45</b>	<b>99.11%</b>
<b>Expense</b>						
713 - POLICE DEPARTMENT	11,700.00	11,700.00	1,806.97	1,806.97	9,893.03	84.56%
<b>Expense Total:</b>	<b>11,700.00</b>	<b>11,700.00</b>	<b>1,806.97</b>	<b>1,806.97</b>	<b>9,893.03</b>	<b>84.56%</b>
<b>Fund: 228 - KIDS N COPS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,705.78</b>	<b>-1,703.42</b>	<b>-1,703.42</b>	<b>0.00%</b>
<b>Fund: 232 - ANIMAL RESCUE</b>						
<b>Revenue</b>						
000 - 000	266.00	266.00	23.71	72.71	-193.29	72.67%
<b>Revenue Total:</b>	<b>266.00</b>	<b>266.00</b>	<b>23.71</b>	<b>72.71</b>	<b>-193.29</b>	<b>72.67%</b>
<b>Expense</b>						
715 - ANIMAL SERVICES	2,814.00	2,814.00	0.00	0.00	2,814.00	100.00%
<b>Expense Total:</b>	<b>2,814.00</b>	<b>2,814.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,814.00</b>	<b>100.00%</b>
<b>Fund: 232 - ANIMAL RESCUE Surplus (Deficit):</b>	<b>-2,548.00</b>	<b>-2,548.00</b>	<b>23.71</b>	<b>72.71</b>	<b>2,620.71</b>	<b>102.85%</b>
<b>Fund: 233 - LIBRARY DONATIONS</b>						
<b>Revenue</b>						
000 - 000	9,013.00	9,013.00	34.00	604.45	-8,408.55	93.29%
<b>Revenue Total:</b>	<b>9,013.00</b>	<b>9,013.00</b>	<b>34.00</b>	<b>604.45</b>	<b>-8,408.55</b>	<b>93.29%</b>
<b>Expense</b>						
418 - COMMUNITY SERVICES	12,500.00	12,500.00	0.00	233.17	12,266.83	98.13%
<b>Expense Total:</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>233.17</b>	<b>12,266.83</b>	<b>98.13%</b>
<b>Fund: 233 - LIBRARY DONATIONS Surplus (Deficit):</b>	<b>-3,487.00</b>	<b>-3,487.00</b>	<b>34.00</b>	<b>371.28</b>	<b>3,858.28</b>	<b>110.65%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 238 - HALLOWEEN EVENT</b>						
<b>Revenue</b>						
000 - 000	5,000.00	5,000.00	0.00	1,150.00	-3,850.00	77.00%
<b>Revenue Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-3,850.00</b>	<b>77.00%</b>
<b>Expense</b>						
405 - SPECIAL EVENTS	5,000.00	5,000.00	863.30	4,818.70	181.30	3.63%
<b>Expense Total:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>863.30</b>	<b>4,818.70</b>	<b>181.30</b>	<b>3.63%</b>
<b>Fund: 238 - HALLOWEEN EVENT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-863.30</b>	<b>-3,668.70</b>	<b>-3,668.70</b>	<b>0.00%</b>
<b>Fund: 239 - CHRISTMAS EVENT</b>						
<b>Revenue</b>						
000 - 000	1,288.00	1,288.00	70.00	80.00	-1,208.00	93.79%
<b>Revenue Total:</b>	<b>1,288.00</b>	<b>1,288.00</b>	<b>70.00</b>	<b>80.00</b>	<b>-1,208.00</b>	<b>93.79%</b>
<b>Expense</b>						
405 - SPECIAL EVENTS	4,359.00	4,359.00	4,593.47	8,112.24	-3,753.24	-86.10%
<b>Expense Total:</b>	<b>4,359.00</b>	<b>4,359.00</b>	<b>4,593.47</b>	<b>8,112.24</b>	<b>-3,753.24</b>	<b>-86.10%</b>
<b>Fund: 239 - CHRISTMAS EVENT Surplus (Deficit):</b>	<b>-3,071.00</b>	<b>-3,071.00</b>	<b>-4,523.47</b>	<b>-8,032.24</b>	<b>-4,961.24</b>	<b>-161.55%</b>
<b>Fund: 240 - OPIOID ABATEMENT FUND</b>						
<b>Revenue</b>						
000 - 000	8,259.00	8,259.00	25.73	78.73	-8,180.27	99.05%
<b>Revenue Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>25.73</b>	<b>78.73</b>	<b>-8,180.27</b>	<b>99.05%</b>
<b>Expense</b>						
713 - POLICE DEPARTMENT	8,259.00	8,259.00	0.00	0.00	8,259.00	100.00%
<b>Expense Total:</b>	<b>8,259.00</b>	<b>8,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,259.00</b>	<b>100.00%</b>
<b>Fund: 240 - OPIOID ABATEMENT FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>25.73</b>	<b>78.73</b>	<b>78.73</b>	<b>0.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND</b>						
<b>Revenue</b>						
000 - 000	390.00	390.00	29.35	89.98	-300.02	76.93%
<b>Revenue Total:</b>	<b>390.00</b>	<b>390.00</b>	<b>29.35</b>	<b>89.98</b>	<b>-300.02</b>	<b>76.93%</b>
<b>Expense</b>						
416 - PARKS AND FACILITIES	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%
<b>Expense Total:</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>100.00%</b>
<b>Fund: 241 - TREE PRESERVATION FUND Surplus (Deficit):</b>	<b>-3,610.00</b>	<b>-3,610.00</b>	<b>29.35</b>	<b>89.98</b>	<b>3,699.98</b>	<b>102.49%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY</b>						
<b>Revenue</b>						
000 - 000	430.00	430.00	639.41	1,272.55	842.55	195.94%
<b>Revenue Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>639.41</b>	<b>1,272.55</b>	<b>842.55</b>	<b>195.94%</b>
<b>Expense</b>						
209 - MUNICIPAL COURT	430.00	430.00	0.00	0.00	430.00	100.00%
<b>Expense Total:</b>	<b>430.00</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>430.00</b>	<b>100.00%</b>
<b>Fund: 242 - MC BUILDING SECURITY AND TECHNOLOGY Surplus (Def..)</b>	<b>0.00</b>	<b>0.00</b>	<b>639.41</b>	<b>1,272.55</b>	<b>1,272.55</b>	<b>0.00%</b>
<b>Fund: 310 - WILLOW GROVE PARK</b>						
<b>Revenue</b>						
000 - 000	136,675.00	136,675.00	9,566.83	34,996.41	-101,678.59	74.39%
<b>Revenue Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>9,566.83</b>	<b>34,996.41</b>	<b>-101,678.59</b>	<b>74.39%</b>
<b>Expense</b>						
416 - PARKS AND FACILITIES	136,675.00	136,675.00	4,437.65	9,511.52	127,163.48	93.04%
<b>Expense Total:</b>	<b>136,675.00</b>	<b>136,675.00</b>	<b>4,437.65</b>	<b>9,511.52</b>	<b>127,163.48</b>	<b>93.04%</b>
<b>Fund: 310 - WILLOW GROVE PARK Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>5,129.18</b>	<b>25,484.89</b>	<b>25,484.89</b>	<b>0.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S)</b>						
<b>Revenue</b>						
000 - 000	1,128,084.00	1,128,084.00	472,273.86	489,248.09	-638,835.91	56.63%
<b>Revenue Total:</b>	<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>472,273.86</b>	<b>489,248.09</b>	<b>-638,835.91</b>	<b>56.63%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
100 - ADMINISTRATION	1,128,084.00	1,128,084.00	0.00	0.00	1,128,084.00	100.00%
<b>Expense Total:</b>	<b>1,128,084.00</b>	<b>1,128,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,128,084.00</b>	<b>100.00%</b>
<b>Fund: 400 - DEBT SERVICE FUND (I&amp;S) Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>472,273.86</b>	<b>489,248.09</b>	<b>489,248.09</b>	<b>0.00%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION</b>						
<b>Revenue</b>						
000 - 000	706,777.00	706,777.00	50,673.24	155,159.32	-551,617.68	78.05%
<b>Revenue Total:</b>	<b>706,777.00</b>	<b>706,777.00</b>	<b>50,673.24</b>	<b>155,159.32</b>	<b>-551,617.68</b>	<b>78.05%</b>
<b>Expense</b>						
100 - ADMINISTRATION	723,385.00	723,385.00	29,470.95	395,104.32	328,280.68	45.38%
<b>Expense Total:</b>	<b>723,385.00</b>	<b>723,385.00</b>	<b>29,470.95</b>	<b>395,104.32</b>	<b>328,280.68</b>	<b>45.38%</b>
<b>Fund: 510 - COMMUNITY DEVELOPMENT CORPORATION Surplus (D...</b>	<b>-16,608.00</b>	<b>-16,608.00</b>	<b>21,202.29</b>	<b>-239,945.00</b>	<b>-223,337.00</b>	<b>-1,344.76%</b>
<b>Fund: 634 - PARK IMPROVEMENTS</b>						
<b>Revenue</b>						
000 - 000	105.00	105.00	7.87	24.17	-80.83	76.98%
<b>Revenue Total:</b>	<b>105.00</b>	<b>105.00</b>	<b>7.87</b>	<b>24.17</b>	<b>-80.83</b>	<b>76.98%</b>
<b>Expense</b>						
416 - PARKS AND FACILITIES	2,846.00	2,846.00	0.00	0.00	2,846.00	100.00%
<b>Expense Total:</b>	<b>2,846.00</b>	<b>2,846.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,846.00</b>	<b>100.00%</b>
<b>Fund: 634 - PARK IMPROVEMENTS Surplus (Deficit):</b>	<b>-2,741.00</b>	<b>-2,741.00</b>	<b>7.87</b>	<b>24.17</b>	<b>2,765.17</b>	<b>100.88%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT</b>						
<b>Revenue</b>						
000 - 000	100.00	100.00	1,053.10	4,620.77	4,520.77	4,520.77%
<b>Revenue Total:</b>	<b>100.00</b>	<b>100.00</b>	<b>1,053.10</b>	<b>4,620.77</b>	<b>4,520.77</b>	<b>4,520.77%</b>
<b>Expense</b>						
100 - ADMINISTRATION	799,612.00	799,612.00	28,640.80	582,028.69	217,583.31	27.21%
<b>Expense Total:</b>	<b>799,612.00</b>	<b>799,612.00</b>	<b>28,640.80</b>	<b>582,028.69</b>	<b>217,583.31</b>	<b>27.21%</b>
<b>Fund: 636 - CSLFRF - ARPA GRANT Surplus (Deficit):</b>	<b>-799,512.00</b>	<b>-799,512.00</b>	<b>-27,587.70</b>	<b>-577,407.92</b>	<b>222,104.08</b>	<b>27.78%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND</b>						
<b>Revenue</b>						
000 - 000	216,700.00	216,700.00	2,446.05	7,494.96	-209,205.04	96.54%
<b>Revenue Total:</b>	<b>216,700.00</b>	<b>216,700.00</b>	<b>2,446.05</b>	<b>7,494.96</b>	<b>-209,205.04</b>	<b>96.54%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	497,483.00	497,483.00	881.44	2,621.30	494,861.70	99.47%
<b>Expense Total:</b>	<b>497,483.00</b>	<b>497,483.00</b>	<b>881.44</b>	<b>2,621.30</b>	<b>494,861.70</b>	<b>99.47%</b>
<b>Fund: 637 - STORMWATER DRAINAGE FUND Surplus (Deficit):</b>	<b>-280,783.00</b>	<b>-280,783.00</b>	<b>1,564.61</b>	<b>4,873.66</b>	<b>285,656.66</b>	<b>101.74%</b>
<b>Fund: 660 - GENERAL CAPITAL PROJECTS</b>						
<b>Revenue</b>						
000 - 000	10,907,788.00	10,907,788.00	1,324.10	5,041.81	-10,902,746.19	99.95%
<b>Revenue Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>1,324.10</b>	<b>5,041.81</b>	<b>-10,902,746.19</b>	<b>99.95%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	10,907,788.00	10,907,788.00	23,870.00	99,641.25	10,808,146.75	99.09%
<b>Expense Total:</b>	<b>10,907,788.00</b>	<b>10,907,788.00</b>	<b>23,870.00</b>	<b>99,641.25</b>	<b>10,808,146.75</b>	<b>99.09%</b>
<b>Fund: 660 - GENERAL CAPITAL PROJECTS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-22,545.90</b>	<b>-94,599.44</b>	<b>-94,599.44</b>	<b>0.00%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
000 - 000	3,835,140.00	3,835,140.00	9,018.73	28,263.38	-3,806,876.62	99.26%
<b>Revenue Total:</b>	<b>3,835,140.00</b>	<b>3,835,140.00</b>	<b>9,018.73</b>	<b>28,263.38</b>	<b>-3,806,876.62</b>	<b>99.26%</b>
<b>Expense</b>						
517 - STREETS AND DRAINAGE	7,570,280.00	7,570,280.00	3,950.00	26,913.75	7,543,366.25	99.64%
<b>Expense Total:</b>	<b>7,570,280.00</b>	<b>7,570,280.00</b>	<b>3,950.00</b>	<b>26,913.75</b>	<b>7,543,366.25</b>	<b>99.64%</b>
<b>Fund: 662 - 2023 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-3,735,140.00</b>	<b>-3,735,140.00</b>	<b>5,068.73</b>	<b>1,349.63</b>	<b>3,736,489.63</b>	<b>100.04%</b>

**Budget Report**

**For Fiscal: 2025-2026 Period Ending: 12/31/2025**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND</b>						
<b>Revenue</b>						
000 - 000	200,000.00	200,000.00	23,857.48	73,102.33	-126,897.67	63.45%
<b>Revenue Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>23,857.48</b>	<b>73,102.33</b>	<b>-126,897.67</b>	<b>63.45%</b>
<b>Expense</b>						
100 - ADMINISTRATION	6,965,000.00	6,965,000.00	0.00	0.00	6,965,000.00	100.00%
<b>Expense Total:</b>	<b>6,965,000.00</b>	<b>6,965,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,965,000.00</b>	<b>100.00%</b>
<b>Fund: 663 - 2025 CO &amp; REVENUE BOND FUND Surplus (Deficit):</b>	<b>-6,765,000.00</b>	<b>-6,765,000.00</b>	<b>23,857.48</b>	<b>73,102.33</b>	<b>6,838,102.33</b>	<b>101.08%</b>
<b>Report Surplus (Deficit):</b>	<b>-12,668,958.00</b>	<b>-12,668,958.00</b>	<b>2,173,017.41</b>	<b>772,027.29</b>	<b>13,440,985.29</b>	<b>106.09%</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-540,373.00	-540,373.00	1,664,793.53	1,095,825.88	1,636,198.88
220 - STREET MAINTENANCE SALE	-433,441.00	-433,441.00	-2,714.08	-13,965.24	419,475.76
221 - HOTEL OCCUPANCY TAX	-65,385.00	-65,385.00	37,010.91	15,677.60	81,062.60
222 - COURT TECHNOLOGY	-4,918.00	-4,918.00	35.84	178.73	5,096.73
223 - COURT SECURITY	0.00	0.00	182.60	623.64	623.64
224 - LEOSE-LAW ENFORCEMENT I	0.00	0.00	5.67	17.45	17.45
225 - CHILD SAFETY	-12,341.00	-12,341.00	38.23	233.98	12,574.98
226 - JUVENILE CASE MANAGEME	0.00	0.00	1,029.25	2,807.33	2,807.33
227 - DRUG SEIZURE	0.00	0.00	5.39	16.62	16.62
228 - KIDS N COPS	0.00	0.00	-1,705.78	-1,703.42	-1,703.42
232 - ANIMAL RESCUE	-2,548.00	-2,548.00	23.71	72.71	2,620.71
233 - LIBRARY DONATIONS	-3,487.00	-3,487.00	34.00	371.28	3,858.28
238 - HALLOWEEN EVENT	0.00	0.00	-863.30	-3,668.70	-3,668.70
239 - CHRISTMAS EVENT	-3,071.00	-3,071.00	-4,523.47	-8,032.24	-4,961.24
240 - OPIOID ABATEMENT FUND	0.00	0.00	25.73	78.73	78.73
241 - TREE PRESERVATION FUND	-3,610.00	-3,610.00	29.35	89.98	3,699.98
242 - MC BUILDING SECURITY ANC	0.00	0.00	639.41	1,272.55	1,272.55
310 - WILLOW GROVE PARK	0.00	0.00	5,129.18	25,484.89	25,484.89
400 - DEBT SERVICE FUND (I&S)	0.00	0.00	472,273.86	489,248.09	489,248.09
510 - COMMUNITY DEVELOPME	-16,608.00	-16,608.00	21,202.29	-239,945.00	-223,337.00
634 - PARK IMPROVEMENTS	-2,741.00	-2,741.00	7.87	24.17	2,765.17
636 - CSLFRF - ARPA GRANT	-799,512.00	-799,512.00	-27,587.70	-577,407.92	222,104.08
637 - STORMWATER DRAINAGE FL	-280,783.00	-280,783.00	1,564.61	4,873.66	285,656.66
660 - GENERAL CAPITAL PROJECTS	0.00	0.00	-22,545.90	-94,599.44	-94,599.44
662 - 2023 CO & REVENUE BOND I	-3,735,140.00	-3,735,140.00	5,068.73	1,349.63	3,736,489.63
663 - 2025 CO & REVENUE BOND I	-6,765,000.00	-6,765,000.00	23,857.48	73,102.33	6,838,102.33
<b>Report Surplus (Deficit):</b>	<b>-12,668,958.00</b>	<b>-12,668,958.00</b>	<b>2,173,017.41</b>	<b>772,027.29</b>	<b>13,440,985.29</b>



City Council  
Agenda Memo

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Prepared By: Codi Delcambre,  
Director of Administrative  
Services/City Secretary

April 23, 2026

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**Consider and act on an Ordinance of the City of Lake Dallas, Texas, amending the Code of Ordinances of Lake Dallas by repealing and replacing in the its entirely Chapter 78 "Peddler and Solicitors".**

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**Description:**

Consider and act on an Ordinance of the City of Lake Dallas, Texas, amending the Code of Ordinances of Lake Dallas by repealing and replacing in the its entirely Chapter 78 "Peddler and Solicitors".

**Background Information:**

At a previous City Council meeting, Council directed staff to review and amend the City's existing regulations governing peddlers, solicitors, and itinerant merchants. The request was made to address identified gaps, clarify enforcement provisions, and improve the overall effectiveness of the ordinance.

The current Chapter 78 of the Code of Ordinances regulates door-to-door solicitation, mobile sales, and handbill distribution; however, staff has identified areas where additional clarity, modernization, and consistency are needed.

**Purpose of the Amendment**

The proposed ordinance amendments are intended to:

- Strengthen protections for residents from unwanted solicitation;
- Clarify permitting requirements and enforcement authority;
- Enhance public safety, particularly in public rights-of-way;
- Update operational standards for peddlers, solicitors, and itinerant merchants;
- Ensure the ordinance aligns with applicable state and federal law.

**Summary of Key Amendments**

The proposed revisions to Chapter 78 include the following significant updates:

- **Expanded and Clarified Definitions:**  
The ordinance refines definitions for key terms such as "Peddler," "Solicitor," "Itinerant Merchant," and "Handbill Distributor" to eliminate ambiguity and improve enforceability.
- **Residential Solicitation Protections:**  
Reinforces the right of residents to restrict solicitation through clearly posted "No Soliciting" signage and establishes explicit requirements for visibility and compliance.
- **Public Right-of-Way Restrictions:**  
Prohibits solicitation and sales activities within public rights-of-way, including interactions with occupants of vehicles, except where expressly authorized or permitted by state law or City approval.
- **Permitting Requirements:**  
Requires all peddlers, solicitors, and itinerant merchants to obtain a City-issued permit prior to engaging in business activities. Permits are non-transferable, valid for one year, and must be carried at all times

while operating.

- **Application and Background Review:**

Establishes a more detailed application process, including background checks and business history review, to ensure applicants do not pose a risk to public health, safety, or welfare.

- **Operational Regulations:**

Sets permissible hours for solicitation, prohibits Sunday and holiday solicitation, and requires visible identification badges for all permittees and their agents.

- **Enforcement and Penalties:**

Provides clear standards for permit denial, suspension, and revocation, along with an appeal process through the City Manager.

- **Handbill Distribution Regulations:**

Restricts the distribution of handbills on residential properties while allowing limited exceptions, and reinforces property owner rights to prohibit such distribution.

**Financial Consideration:**

**Recommended Motions:**

I made a motion to approve/deny an Ordinance of the City of Lake Dallas, Texas, amending the Code of Ordinances of Lake Dallas by repealing and replacing in the its entirety Chapter 78 "Peddler and Solicitors".

**Attachments:**

1. Lake Dallas - Ordinance - Amending Chapter 78, Art. III (Solicitation)

**CITY OF LAKE DALLAS, TEXAS  
ORDINANCE NO. 2026-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE CODE OF ORDINANCES OF LAKE DALLAS BY REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 78 “PEDDLERS AND SOLICITORS” ; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED NO/100 DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, many citizens of the City of Lake Dallas expect their local government to assist them in preserving their privacy and avoid petty annoyances that disrupt their quiet enjoyment of their homes; and

**WHEREAS**, the Supreme Court of the United States has consistently recognized the right and obligation of local governments to protect their citizens from fraud and harassment, particularly when solicitation of money is involved; and

**WHEREAS**, it is the responsibility of all units of government to balance these competing interests in a manner consistent with the Constitution of the United States and of Texas, while attempting to minimize fraud, prevent crime, and protect the privacy of our citizens; and

**WHEREAS**, the City Council has determined it necessary and in the public interest to protect the health, safety and welfare of its citizens to adopt guidelines and requirements for persons who engage in solicitation to sell goods and/or services to the residents of the City of Lake Dallas; and

**WHEREAS**, the City Council has determined that requiring background investigation for persons who will be selling goods and/or services on a temporary basis, whether soliciting door-to-door, from a vehicle, or from a temporary stand or structure is beneficial to the protection of the health, safety and welfare of its residents; and

**WHEREAS**, the City Council recognizes that citizens have a right to enjoy the tranquility of their homes and neighborhoods and to be free from unwanted interruptions by solicitors knocking on doors; and

**WHEREAS**, the City Council has also determined that regulating and allowing a resident to make a choice regarding solicitation at the front door of their homes allows parents to limit the interaction of their children with strangers and serves the purpose of keeping residents and children safe in their homes; and

**WHEREAS**, the City Council finds it reasonable to regulate the time, place and manner of itinerant commerce and solicitation, and is tailored to serve a significant governmental interest without unduly burdening constitutionally protected speech or commerce;

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

**SECTION 1.** That the Code of Ordinances of the City of Lake Dallas be amended by repealing in its entirety Chapter 78 titled “Peddlers and Solicitors,” and adopting a new Chapter 78 titled “Peddlers and Solicitors” to read as follows:

## “Chapter 78 – PEDDLERS AND SOLICITORS

### ARTICLE I. – IN GENERAL

#### Sec. 78-1. – Definitions.

The following words, terms, and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Applicant* means a Person who files an Application with the City under this Chapter.

*Application* means an application filed with the City by a Person seeking to engage in activities allowed by this Chapter.

*Business* means the business carried on by any Person who is an itinerant merchant, peddler, or solicitor as defined in this section.

*Goods* means merchandise of any description whatsoever, and includes, but is not restricted to, wares and foodstuffs.

*Handbill* means and includes any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter or literature.

*Handbill distributor* means and includes any person engaging or engaged in the business for hire or gain of distributing handbills, other than newspapers distributed to subscribers thereof, and any person receiving compensation directly or indirectly for the distribution of such handbills.

*Handbill sponsor* means and includes any person who uses a handbill as a medium of advertising or spreading a message.

*Itinerant Merchant or Hawker* means any Person, whether as owner, agent, or consignee, who sets up and operates a temporary business on privately owned property, whether improved or unimproved for the purpose of soliciting, selling, or taking orders for, or offering to sell or take orders for any goods or services, whether solicitation is from a stand, vehicle, or freestanding structure. For purposes of this definition, a temporary business is one that continues for a period of less than forty-five (45) days.

*Occupant* means an occupant which resides, dwells, lives, or uses residential property.

*Permit* means a permit issued by the City authorizing a Person to engage in activities authorized by this Chapter.

*Permittee* means any Peddler, Solicitor, or Itinerant Merchant or Hawker as defined by this Chapter and the term includes the employees and/or third-party contractors, whether paid or unpaid, of the Permittee who are engaging in or performing activities on behalf of the Permittee as a Peddler, Solicitor, or Itinerant Merchant or Hawker.

*Peddler* means any Person, not an Itinerant Merchant, who attempts to make personal contact with a resident at his/her residence without prior specific invitation or appointment from the resident, for the primary purpose of attempting to sell a good or service.

*Residential property* means any lot or tract of land on which a dwelling is located.

*Sign* means a sign or placard meeting the requirements of Section 78.31(b).

*Solicitor* means any Person who attempts to make personal contact with a resident at his/her residence without prior specific invitation or appointment from the resident, for the primary purpose of:

(1) Attempting to obtain a donation to a particular patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, charitable, political or religious purpose, even if incidental to such purpose there is the sale of some good or service, or

(2) Distributing a handbill or flyer advertising a commercial event or service who travels by any means from place to place, taking or attempting to take orders for sale of goods to be delivered in the future or for services to be performed in the future. A person who is a solicitor is not a peddler.

*Vehicle* means a motor vehicle, truck, motorcycle, or other vehicle operated via a motor or manually, including a self-propelled vehicle and a vehicle with two or more wheels designed to transport a person or property.

**Secs. 78-2 – 78.30. – Reserved**

## **ARTICLE II. – SOLICITATION.**

### **78.31. – Policy – Soliciting at Residences; “No Solicitors” Signs.**

(a) *Policy.* It is hereby declared to be the policy of the City that the Owners and Occupants of residential property in the City shall make the determination of whether Solicitors or Peddlers shall be, or shall not be, invited to or allowed upon the Owner’s or Occupant’s residential property. Owners and Occupants shall be entitled to post a Sign pursuant to this Section, and such Sign shall serve as notice to Solicitors and Peddlers that the Solicitor or Peddler is not authorized to contact the Owner or Occupant of the residential property.

(b) *Posting of Notice – Visibility Requirements.*

(1) Notice of the refusal of invitation to Solicitors or Peddlers to any residence shall be given on a Sign which shall be a minimum of three inches by four inches in size, exhibited upon or near the main entrance door to the residence, indicating the determination by the Owner or Occupant, containing the applicable one of the following phrases:

(i) “NO SOLICITORS INVITED”;

(ii) “NO SOLICITING”; or

(iii) “NO SOLICITATION ALLOWED”.

(2) The letters of the notice required by subparagraph (1) of this Section shall be at least 2/3 inch in height and shall be designed to be visible to persons approaching the main entrance door of a residence.

- (3) The signage so exhibited shall constitute sufficient notice to any Solicitor or Peddler of the determination by the Owner or Occupant of the residence of the information contained thereon.
- (c) *Obedience to Notice: Duty to Leave Premises Upon Request.*
  - (1) It shall be the duty of every Solicitor or Peddler upon going onto any residential property in the City to first examine the notice provided for in subsection (b) of this section, if any is attached, to such residence on the residential property, and be governed by the statement contained thereon. If the notice states any of the language included in section (b)(1), then the Solicitor, whether registered or not, shall immediately and peacefully depart from the residential property.
  - (2) Any Solicitor or Peddler who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the residential property when requested to do so by the Owner or Occupant.
- (d) *Prohibited acts.* It shall be unlawful and shall constitute a nuisance for any person to go upon any residential property and ring the doorbell upon or near any door, or rap or knock upon the door, or create any sound in any manner calculated to attract the attention of the Owner or Occupant of such residence, for the purpose of securing an audience with the Owner or Occupant thereof and engage in soliciting in violation of the notice exhibited at the residence in accordance with subsection (b) of this section.

**78.32. – Use of Public Right-of-Way.**

- (a) *Solicitation of Persons in Vehicles.* Except as permitted by State law or expressly exempted by this Ordinance, it shall be unlawful for any Person to peddle, sell, offer, or exhibit for sale any merchandise or service, whether for profit, for a charitable purpose or otherwise to any person in a motor vehicle, truck, motorcycle, or other vehicle (collective hereafter “vehicle”) while the vehicle is located within a public right-of-way.
- (b) *Solicitation in a Public Right-of-Way.* Except as permitted by State law or expressly exempted by this Ordinance, it shall be unlawful for any Person to solicit funds, donations, contributions, employment, business or a ride, whether for profit, for a charitable purpose or otherwise, upon any public street, street right-of-way, median, traffic island, parkway, or other public right-of-way, excluding sidewalks designed for pedestrian use, within the City.
- (b) *City Sponsored Solicitation.* A Person may solicit for a charitable contribution in a Public Right-of-Way if the persons to be engaged in the solicitation are employees or agents of the City and the Person seeking authorization files a written application with the City not later than the 11<sup>th</sup> day before the date the solicitation is to begin. The application must include the following information:
  - (1) the date or dates and times when the solicitation is to occur;
  - (2) each location at which solicitation is to occur;
  - (3) the number of solicitors to be involved in solicitation at each location; and

- (4) written proof of liability insurance in the amount of at least \$1 million to cover claims against the Person and claims against the City that result from or arise out of the solicitation.
- (d) *Selling or Attempting to Sell on Sidewalk/Right-of-Way.* It shall be unlawful for any Person to peddle, sell, offer, or exhibit for sale any merchandise or service, whether for profit, for a charitable purpose or otherwise upon or from a public sidewalk or road without previous authorization granted by the police chief, or his/her designee pursuant to this Article. The criteria for determining whether to authorize is the same criteria in Subsection 78.36(b).

**78.33. – Permit; Required Fee; Transfer; Expiration.**

- (a) Any Person who is a Peddler, Solicitor, or Itinerant Merchant or Hawker shall obtain a Permit before engaging in such activity within the City.  
or
- (b) The fee for the Permit required by this Article shall be set from time to time by the City Council.
- (c) All Permits issued under this Article shall expire one year after the date of issuance thereof.
- (d) It shall be unlawful for any Person to go upon any residential property and ring the doorbell, or rap or knock upon the door, or create any sound in a manner calculated to attract the attention of the Occupant of the residence for the purpose of engaging in or attempting to engage in a home solicitation transaction without first obtaining a Permit from the City.
- (e) Each Person engaging in or attempting to engage in a home solicitation transaction must have a Permit issued under the terms of this Article, and such Permit shall be personal to the applicant and shall not be reproduced, assigned, or transferred to any other person. Any such attempted transfer or reproduction shall render the Permit void.
- (f) It shall be unlawful for any Peddler, Solicitor, or Itinerant Merchant or Hawker to sell or solicit goods or services in the City without obtaining and carrying an identification card issued by the City in accordance with this Article while engaged in such soliciting or selling or goods or services. A Permittee shall, at all times, have in his/her possession the said identification card issued by the City in accordance with this Article.

**78.34. – Exemptions.**

- (a) The provisions of this Article shall not apply to public utility companies or others operating under franchises granted by the City, insurance salespeople, real estate salespeople, and others licensed by the state, or to members of religious, political groups or organizations which are subject to financial disclosure under State or Federal law.
- (b) The provisions of this Article shall not apply to commercial agents dealing with local business establishments in the usual course of business.
- (c) The provisions of this Article shall not apply to the occasional sale of lemonade, baked goods, or similar items by a minor (under the age of 18) operating on private property with the consent of the property owner, provided such activity is not conducted as part of a commercial enterprise or on behalf of a business entity.

- (d) The provisions of this Article do not apply to food trucks or vendors at City sponsored events that are permitted by the City through that event.

**78.35. – Application.**

- (a) All Applicants for Permits required by this Article shall file an Application with the Police Department. This Application shall be signed by the Applicant, or if an entity, an individual authorized to sign and act on such entity’s behalf. The Applicant may be requested to provide information concerning the following items:
  - (1) The name, address, driver’s license number and state issued, social security number and photograph of the Applicant;
  - (2) The name of the individual having management authority or supervision of the Applicant’s business during the time that it is proposed to be carried on in the city;
  - (3) The local address of such individual;
  - (4) The permanent address of such individual;
  - (5) The capacity in which such individual will act;
  - (6) The name and address of the person, if any, for whose purpose the business will be carried on, and, if a corporation, the state of incorporation;
  - (7) The time period or periods during which it is proposed to carry on the applicant’s business;
  - (8) The nature, character, and quality of the goods or services to be offered for sale or delivered;
  - (9) If goods, their invoice value and whether they are to be sold by sample as well as from stock;
  - (10) If goods, where and by whom such goods are manufactured or grown, and where such goods are at the time of Application;
  - (11) The nature of the advertising proposed to be done for the business;
  - (12) Whether or not the Applicant, or the individual identified in subsection (a)(2) above, or the person identified in subsection (a)(6), has been convicted of any crime or misdemeanor and, if so, the nature of each offense and the penalty assessed for each offense.
  - (13) All applications must be accompanied by a non-refundable registration fee of \$100.00. Applications for replacement unexpired but lost permits or badges must be accompanied by a fee of \$10.00.
- (b) Applicants for Permits required by this Article may be required to provide further information concerning the following items, in addition to that requested under subsection (a) above:

- (1) A description of the Applicant;
- (2) A description of any vehicle proposed to be used in the business, including its registration number, if any.
- (c) All Applicants for Permits required by this Article shall attach to their Application, if required by the City, credentials from the person, if any, for which the Applicant proposes to do business, authorizing the Applicant to act as such representative.
- (d) Applicants who propose to handle foodstuffs shall also attach to their Application, in addition to any attachments required under subsection (c), a statement from a licensed physician, dated not more than ten (10) days prior to the date of Application, certifying the Applicant to be free of contagious or communicable disease.

**78.36. – Investigation; Issuance or Denial.**

- (a) Upon receipt of an Application with fee, an investigation of the Applicant’s business history and the criminal history of the Applicant and the Applicant’s employees and contractors who will be working for the Applicant shall be made. A fee shall be established based upon the number of persons who will be working pursuant to the Permit issued to the Applicant.
- (b) The Application shall be approved unless such investigation discloses tangible evidence that the conduct of the Applicant’s business would pose a substantial threat to the public health, safety, morals, or general welfare. In particular, tangible evidence that the Applicant has committed any of the following will constitute valid reasons for disapproval of an application:
  - (1) Has been convicted of a crime of moral turpitude;
  - (2) Has made willful misstatements in the Application;
  - (3) Has committed prior violations of ordinances pertaining to itinerant merchants, peddlers, solicitors, and/or related ordinances or regulations;
  - (4) Has committed prior fraudulent acts; or
  - (5) Has a record of continual breaches of solicited contracts.

**78.37. – Revocation Procedure.**

Any Permit granted under this Article may be revoked by the police chief, or his/her designee, after hearing and notice, pursuant to the standards in section 78.38. Notice of hearing for revocation shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. Such notice shall be mailed to the Applicant at his or her address stated on the Application, at least ten (10) days prior to the date set for the hearing.

**78.38. – Grounds for Revocation.**

A Permit granted under this Article may be revoked for any of the following reasons:

- (a) Any fraud or misrepresentation contained in the Application;
- (b) Any fraud, misrepresentation, or false statement made in connection with the business being conducted under the Permit;
- (c) Any violation of this Article;
- (d) Conviction of the Permittee or of the Permittee's employees, agents, or contractors of any felony or of any misdemeanor involving moral turpitude; provided that a felony or misdemeanor conviction of an employee or contractor of Permittee shall result in the revocation of the authorization for such employee or contractor to work under the Permittee's Permit; or
- (d) Conducting the business in an unlawful manner or in such a way as to constitute a menace to the health, safety, morals, or general welfare of the public.

**78.39. – Appeal of Denial of Permit or Revocation of Permit.**

- (a) Any Person aggrieved by a decision under Sections 78.36, 78.37, or 78.38 of this Article shall have the right to appeal to the City Manager. The appeal shall be submitted in writing and shall be filed with the City Manager within ten (10) business days after date of the notice of denial or revocation has been mailed to the Applicant's address stated on the Application. The notice of appeal shall include a written statement setting forth the grounds for appeal. The City Manager shall set the time and place for a hearing and notice for such hearing shall be given to the Applicant by mailing same to the address for the Applicant as stated on the Application. At the hearing, the City Manager shall determine whether the preponderance of the evidence supports or does not support a decision that a denial or revocation of the Permit was appropriate under this Article.
- (b) The City Manager shall make a decision within ten (10) business days of the hearing. The Order of the City Manager after the hearing shall be final.

**78.40. – Posting; Possession.**

- (a) Any Permit issued to an Itinerant Merchant or Hawker under this Article shall be posted conspicuously in or at the place named therein. In the event more than one place within the City shall be used to conduct the business licensed, separate Permits shall be issued for each such place.
- (b) The Police Department shall issue a Permit to each Peddler or Solicitor under this Article. The Permit shall contain the words "Permitted Peddler" or "Permitted Solicitor," the expiration date and number of the Permit. The Permit shall be visible at all times by the Permittee during such time as he or she is engaged in the business permitted.

**78.41. – Permit Hours.**

No Person shall solicit, sell, or take orders for or offer to take orders for any item or service at a private residence in the City before 9:00 a.m. or after the earlier of 7:00 p.m. or sunset, Monday through Saturday, unless the transaction is the result of a request made to such person by the Owner or Occupant of such private residence. For the purposes of this section, "sunset" means the time of day identified by the

National Weather Service as the time for sunset for that day for the City. There shall be no solicitations on any Sunday, New Years Day, Memorial Day (observed), Fourth of July, Labor Day (observed), Thanksgiving Day, or Christmas Day. Any solicitation during the prohibited hours or on prohibited days is a violation of this Article.

**78.42. – Requirements that Badge be Displayed.**

Upon issuance of the Permit, an identification card will be issued by the City for the Permittee and for each employee, agent, or contractor providing services for Permittee pursuant to the Permit, and the following requirements shall apply:

- (a) The identification card issued shall be in such form and requirement so as to fully identify the person soliciting and will bear a photographic likeness of the solicitor and shall contain an expiration date.
- (b) The identification card shall be only for the person to whom it is issued (non-transferable). Each Solicitor is also required to carry a state approved photo identification card or a state driver’s license as proof of identification.
- (c) The identification card issued shall be carried/displayed by the Solicitor in plain sight while he or she is engaged in soliciting.
- (d) The identification card is and shall remain the property of the City and may be revoked and required to be surrendered at any time for any false or misleading information on the permit Application, for violation of any City ordinance, and for violation of State or Federal law.
- (e) The identification card shall be worn on the front of the outermost shirt, jacket, or top layer of similar clothing.

**Secs. 78-43 – 78.50. – Reserved**

**ARTICLE III. –HANDBILLS.**

**78.51. – Handbill Distribution on Residential Property.**

- (a) It shall be unlawful for any person, handbill distributor, and/or handbill sponsor to:
  - (1) Distribute, deposit, place, throw, scatter, or cast any handbill upon any residential property; or
  - (2) Cause to be distributed, deposited, placed, thrown, scattered, or cast any handbill upon any residential property.
- (b) It shall be a defense to a violation of subsection (a) if the person, handbill distributor, or handbill sponsor:
  - (1) Handed or transmitted the handbill directly to the owner, occupant, or any other person then present in or upon the residential property; or
  - (2) Placed such handbill in a mailbox and such placement was not prohibited by federal law or regulation.

- (c) It shall be unlawful for any person to distribute or cause to be distributed, deposited, placed, thrown, scattered, or cast any handbill upon any residential property:
  - (1) If requested by anyone present on such residential property to not distribute or cause to be distributed, deposited, placed, thrown, scattered, or cast such handbill upon such residential property;
  - (2) If a sign (as defined in this Chapter) or a no trespass(ing) sign is placed on such residential property in a conspicuous place upon or near the main entrance to the dwelling unit located on such residential property; or
  - (3) If the handbill is not placed or deposited within five feet (5') of the main entrance to the dwelling unit located on any residential property.

**Secs. 78-52 – 78.80. – Reserved.”**

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

**SECTION 3.** That should any sentence, paragraph, subdivision, clause, phrase, or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

**SECTION 4.** That an offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the ordinances of the City of Lake Dallas, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 5.** That any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Lake Dallas, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Five Hundred and No/100 Dollars (\$500.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 6.** That this Ordinance shall become effective from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**PASSED AND APPROVED this 23<sup>rd</sup> day of April 2026.**

\_\_\_\_\_  
**Kristy Bleau, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Codi Delcambre, City Secretary**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**Joseph J. Gorfida, Jr., City Attorney**



City Council  
Agenda Memo

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Prepared By: JEREMY WILKS, Public  
Works Director

April 23, 2026

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**Consider and act on authorizing the City Manager to negotiate and execute a contract for the turf program for the City Park soccer fields.**

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**Description:**

Consider and act on authorizing the City Manager to negotiate and execute a contract for the turf program for the City Park soccer fields.

**Background Information:**

The City Park soccer fields are a central feature of the City of Lake Dallas and serve as a hub for youth sports, community gatherings, and recreational activities. The City has already made a significant investment in leveling, grading, and resodding these fields with high-quality sports grass to create a premier playing surface for our community.

To protect and maximize this investment, we are proposing the implementation of a dedicated turf maintenance program for the City Park soccer fields. Without consistent, professional care, even the highest quality sports grass can quickly deteriorate under heavy use and changing weather conditions. A structured maintenance program will ensure the fields remain safe, visually appealing, and playable throughout the year.

This effort is about more than upkeep, preserving one of Lake Dallas's most important public assets. By maintaining these fields at a high standard, we provide our youth with a reliable and enjoyable place to play, promote community pride, and reinforce the City Park's role as a key destination within Lake Dallas. Investing in proper maintenance now will extend the life of the fields, reduce long-term repair costs, and ensure that this valuable community resource continues to serve residents at the highest level.

**Financial Consideration:**

Three quotes were submitted for the turf program for the City Park Soccer Fields. The submitted quotes were as follows...

Sports Field Solutions - \$24,467.60

Texas Multi-Chem - \$62,100.00

TruGreen – \$21,044.60

**Recommended Motions:**

I make a motion **approve/deny** authorizing the City Manager to negotiate and execute a contract for the turf program at the City Park soccer fields with Sports Field Solutions.

**Attachments:**

1. SFS.CityofLakeDallas-CulturalServices (Line Item Pricing).02.13.26
2. 2026pROLOSALexample.2.6.25
3. turfprogram\_v2\_0880885\_20260312114405



# **SPORTS FIELD**

## **SOLUTIONS**

**PARTNER WITH THE EXPERTS**

**SERVICE PROPOSAL**



# Service Proposal

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February 17, 2026 (Revised 4/6/2026)

Jeremy Wilks  
jwilks@lakedallas.com

Jeremy,

SFS is excited for the opportunity to partner with City of Lake Dallas on providing cultural services. This document contains our proposed turn-key solution for the work to be performed at City Park Athletic Fields. We are committed to ensuring project timelines, budgets, and expectations and look forward to working with you.

<b><u>Maintenance Applications (1x)</u></b>	<b><u>\$24,467.60</u></b>
<b><u>Fertility/Weed/Ant Control</u></b>	<b><u>\$7,611.55</u></b>
○ 2 granular fertilizer applications	
○ 2 granular pre-emergent + herbicide applications	
■ Product contains fertilizer coated in preemergent herbicide.	
○ Insecticide application	
■ Preventative treatment for fire ants.	
○ 2 post-emergent herbicide applications	
■ Treatment of nutsedge and broadleaf weeds.	
<b><u>Aeration</u></b>	<b><u>\$1,507.85</u></b>
○ Service approx. 196,000 sq ft. 1x	
○ Solid tines to be used for aeration	
<b><u>Topdressing</u></b>	<b><u>\$10,559.15</u></b>
○ Service approx. 196,000 sq ft. 1x	
○ Total tons of sports-field sand: 125 tons.	
○ Drag sand smooth	
○ Clean up as required	
<b><u>Overseeding</u></b>	<b><u>\$4,789.05</u></b>
○ Service approx. 196,000 sq ft. 1x	
○ Total bags of rye grass seed: 40 bags.	
○ Rate of application - 10lbs/1000 sqft	



# Service Map

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# Service Proposal

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## **Exclusions**

- Any item of work not specifically listed above.
- Any building permits or site inspection fees.
- Soils stabilization.
- Temporary irrigation.
- Irrigation repairs outside of this scope.
- Sod grow-in.
- Erosion control.
- Rock excavation.
- Sports lighting.
- Freight surcharge.
- Vendor price increases.
- Electrical work of any kind.
- Materials testing.
- SWPPP.
- Sales and/or use tax.
- Payment and performance bonds. Add 3.5% of contract value

If the owner elects to procure the above services and material, please communicate directly with SFS to determine scheduling compatibility.

Again, we are excited to provide you with this scope of work. Feel free to reach out if you have any clarifications or questions as you review the proposal. We look forward to partnering with you!

Best regards,

Eric Peckham  
(512) 658-9036  
Sports Field Solutions



[SportsFieldSolutions.com](https://SportsFieldSolutions.com)



Robert Nelson  
 445 E Jones St  
 Lewisville, TX 75067

Phone: (682) 215-5776

Customer Information

**BILL TO:**

City Of Lake Dallas  
 351 Betchan St  
 Lake Dallas, TX 75065

Phone: (940) 497-2226

BUY BOARD PROPOSAL # 726-24

Detail of Charges

Service Location	Line Item Description	Round #	Round Description	Total Price
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Lawn Service	1	Early Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)	\$742.00
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)	\$742.00
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$742.00
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Lawn Service	4	Late Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$742.00
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$742.00
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Lawn Service	7	Late Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent) ADD SPECTICLE	\$202.00
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Fall Seeding		MONACO Bermuda	\$4,832.60
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Aeration		Spring aeration to reduce thatch and alleviate compaction.	\$1,457.50
Lake Dallas City Park 101 W Hundley Dr Lake Dallas, TX 75065	Spring Seeding		Futura 2000	\$10,842.50

TOTAL \$21,044.60



## Turf Program Estimate

### City of Lake Dallas Soccer 26-27 (Estimate)

Contact Name **Jeremy Wilks**  
 Phone **214-972-5472 (mobile)**  
 Email **jwilks@lakedallas.com**

Program Year **2026-2027**  
 Field Size **260,000 sq ft**  
 Field Type **Soccer**  
 Sales Rep **Shayd Warr**

#### Turf Applications

Date*	Item / Treatment	Notes	Qty	UOM	Price	Total Price
10/01/2026	Super Rake	Verticut & vacuum	1.00	each	\$4850.00	\$4,850.00
10/01/2026	Sprout 10-12-8		30.00	bag	\$35.00	\$1,050.00
10/01/2026	TMC Super Sport Ryegrass Seed		2,800.00	pound	\$2.00	\$5,600.00
10/01/2026	Spread Seed & Fertilizer		1.00		\$1200.00	\$1,200.00
12/01/2026	All Star 15-5-10		30.00	bag	\$28.00	\$840.00
12/01/2026	Spread Fertilizer		1.00		\$450.00	\$450.00
02/01/2027	Prime Time 21-0-8		30.00	bag	\$37.00	\$1,110.00
02/01/2027	Spread Fertilizer		1.00		\$450.00	\$450.00
03/01/2027	Spray Application	Bifenthrin, Speedzone, Orbix Mix, Dimension HR. (Fire Ant, Weed Control, Pre-em, Fertilizer)	1.00	each	\$3200.00	\$3,200.00
04/01/2027	19-0-5 w/Dimension		30.00	bag	\$45.00	\$1,350.00
04/01/2027	Spread Fertilizer		1.00		\$450.00	\$450.00
04/01/2027	Super Rake	Verticut & Vacuum	1.00	each	\$4850.00	\$4,850.00
05/01/2027	Spray Application	Bifenthrin, Speedzone, Sertay, Coron Mix. (Fire Ant, Weed Control, Fertilizer)	1.00	each	\$3200.00	\$3,200.00
05/01/2027	Aeravate	Double Aeravate & Roll	1.00	each	\$3500.00	\$3,500.00
05/01/2027	Topdress	Topdress, Loader, & Travel	1.00	each	\$4250.00	\$4,250.00
05/01/2027	Topdressing Sand		225.00	ton	\$60.00	\$13,500.00
06/01/2027	Green Keeper 20-0-10		30.00	bag	\$48.00	\$1,440.00
06/01/2027	Spread Fertilizer		1.00		\$450.00	\$450.00
07/01/2027	Spray Application	Bifenthrin, Speedzone, Coron Mix. (Fire Ant, Weed Control, Fertilizer)	1.00	each	\$2450.00	\$2,450.00
08/01/2027	Aeravate	Double Aeravate & Roll	1.00	each	\$3500.00	\$3,500.00
08/01/2027	Prime Time 21-0-8		30.00	bag	\$37.00	\$1,110.00
08/01/2027	Spread Fertilizer		1.00		\$450.00	\$450.00



## Turf Program Estimate

### City of Lake Dallas Soccer 26-27 (Estimate)

Contact Name **Jeremy Wilks**  
 Phone **214-972-5472 (mobile)**  
 Email **jwilks@lakedallas.com**

Program Year **2026-2027**  
 Field Size **260,000 sq ft**  
 Field Type **Soccer**  
 Sales Rep **Shayd Warr**

#### Turf Applications

Date*	Item / Treatment	Notes	Qty	UOM	Price	Total Price
09/01/2027	Spray Application	Bifenthrin, Speedzone, Coron Mix, Prodiamine. (Fire Ant, Weed Control, Pre-em, Fertilizer)	1.00	each	\$2850.00	\$2,850.00

\* dates are approximate

<b>Program Total</b>	<b>\$62,100.00</b>
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#### Notes & N-P-K

##### Nutrient Levels per 1000 sq ft (N-P-K)

(N) Nitrogen: 6.12  
 (P) Phosphorus: .98  
 (K) Potassium: 2.83



City Council  
Agenda Memo

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Prepared By: Codi Delcambre,  
Director of Administrative  
Services/City Secretary

April 23, 2026

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**Consider and act on authorizing the City Manager to negotiate and execute a contract for the purchase of Automated External Defibrillator from AEDSuperstore.**

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**Description:**

Consider and act on authorizing the City Manager to negotiate and execute a contract for the purchase of AED from AEDSuperstore.

**Background Information:**

The City of Lake Dallas does not currently have any city owned AEDs. The purchase of this equipment will provide life-saving AEDs in municipal buildings, parks, and police cars. Funding for this project will come from the Opioid Fund, Willow Grove Park Fund, and the #runforDylan Foundation.

**Financial Consideration:**

The initial cost for four (4) automatic AEDs, two (2) semi-automatic AEDs, cabinets, and signs is \$13, 756.84.

**Recommended Motions:**

I make a motion to **approve/deny** authorizing the City Manager to negotiate and execute a contract for the purchase of Automated External Defibrillato from AEDSuperstore.

**Attachments:**

1. AED Invoices

## Quotation

Quotation#: QUO-58816-C5V8

Last Modified: 3/13/2026 8:37 AM

Customer PO #:

**Account Number:** C10407636

**Bill To:**

Lake Dallas Police Departments  
212 Main St  
Lake Dallas, TX 75065  
Billing Contact: Daniel Robb  
Billing Email: DRobb@lakedallaspd.org

Payment Terms:

**Ship To:**

Lake Dallas Police Departments  
212 Main St  
  
Lake Dallas, TX 75065  
Shipping Contact: Daniel Robb  
Shipping Email: DRobb@lakedallaspd.org

Item	Description	UOM	QTY	Your Price	Extended Price
99512-001268 WEXTRA	PC-AED CR2 Fully-Automatic, WIFI, English/Spanish, Handle	EA	4	\$2,261.00	\$9,044.00
AMP16SQ-B	CAB-Standard Surface Mount Basic Cabinet - Square Corners	EA	2	\$102.00	\$204.00
AMP16SQ-S	CAB-Standard Surface Mount Strobe & Alarm Cabinet - Square C	EA	2	\$119.00	\$238.00
99512-001261	Stryker LifePak CR2 AED Semi Automatic, WIFI, English, Bag	EA	2	\$2,110.00	\$4,220.00
AMP0500-RES	SIGN-Flexible AED Wall Sign for Resale	EA	4	\$12.71	\$50.84

**Subtotal: \$13,756.84**

**Freight: \$0.00**

**Tax: \$0.00**

**Quote Total: \$13,756.84**

**Quote Expiration Date: 4/13/2026**

Comments:

Quote valid for 30 days from the above date

Should there be any price increases, taxes, tariffs, duties, surcharges or other fees imposed by the government, manufacturer, and/or supplier on any product(s) included in this quote, Cardio Partners reserves the right to amend the pricing contained in the quote.

Prepared for you by:

Rocio Rodriguez  
Rocio.Rodriguez@cardiopartners.com  
614 652 5863

PROUD SUPPLIER TO THE US GOVERNMENT  
GSA/VA Contract Number: 36F79723D0173  
Contract Expiration Date: 08/31/2028  
DUNS #: 078 760 417  
CAGE Code: 6V6E4  
FEIN/TIN: 80-0874694  
Business Size Classification: Large



City Council  
Agenda Memo

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Prepared By: Codi Delcambre,  
Director of Administrative  
Services/City Secretary

April 23, 2026

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**Consider and act on an Ordinance amending the Code of Ordinances of Lake Dallas by amending Chapter 18 titled "Animals" Article VII Title "Mistreatment of Animals" by repealing Section 18-246 titled "Poisoning" and replacing it with a new Section 18-246 titled "Animal Traps and Poison".**

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**Description:**

Consider and act on an Ordinance amending the Code of Ordinances of Lake Dallas by amending Chapter 18 titled "Animals" Article VII Title "Mistreatment of Animals" by repealing Section 18-246 titled "Poisoning" and replacing it with a new Section 18-246 titled "Animal Traps and Poison".

**Background Information:**

At a previous City Council meeting, Council directed staff to draft an ordinance addressing the use of leg-hold and similar trapping devices within the City of Lake Dallas. The concern prompting this request centered on the potential harm these devices pose to domestic pets, wildlife, and public safety. Currently, Section 18-246 of the City Code addresses only the poisoning of animals. The proposed ordinance expands this section to regulate both animal traps and poisonous substances.

**Purpose of the Ordinance**

The purpose of this ordinance is to:

- Prohibit the use of inhumane and indiscriminate animal traps, including steel-jawed (leg-hold) traps, body-gripping traps (commonly known as Conibear traps), snares, and similar devices;
- Strengthen existing regulations regarding the unlawful poisoning of animals;
- Protect domestic animals, wildlife, and residents from unintended harm;
- Provide enforcement authority to confiscate illegal traps when found in violation.

**Summary of Proposed Changes**

The ordinance repeals the existing Section 18-246 ("Poisoning") and replaces it with a new Section 18-246 titled "Animal Traps and Poison." Key provisions include:

- **Prohibition of Certain Traps:**  
The ordinance makes it unlawful to place or allow the placement of traps designed to cause serious bodily injury or death, including leg-hold traps, body-hold traps, snares, and similar devices.
- **Enforcement Authority:**  
Any trap set in violation may be confiscated by a City enforcement agent and held as evidence.
- **Poisoning Restrictions:**  
The ordinance prohibits placing poison or toxic substances (including antifreeze) in areas accessible to people, pets, or wildlife with the intent to harm animals.

- **Limited Exception:**

A defense to prosecution is provided for the lawful extermination of rodents or insects using commercially available methods, provided:

- Use is in accordance with manufacturer instructions; and
- Reasonable precautions are taken to prevent unintended contact by humans or non-target animals.

**Financial Consideration:**

**Recommended Motions:**

I move to **approve/deny** an Ordinance amending the Code of Ordinances of Lake Dallas by amending Chapter 18 titled "Animals" Article VII Title "Mistreatment of Animals" by repealing Section 18-246 titled "Poisoning" and replacing it with a new Section 18-246 titled "Animal Traps and Poison".

**Attachments:**

1. Lake Dallas - Ordinance - Amending Chapter 18 Art. VII (Trapping) (002)

**CITY OF LAKE DALLAS, TEXAS  
ORDINANCE NO. 2026-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF LAKE DALLAS, TEXAS, AMENDING THE CODE OF ORDINANCES OF LAKE DALLAS BY AMENDING CHAPTER 18 TITLED "ANIMALS" ARTICLE VII TITLE "MISTREATMENT OF ANIMALS" BY REPEALING SECTION 18-246 TITLED "POISONING" AND REPLACING WITH A NEW SECTION 18-246 TITLE "ANIMAL TRAPS AND POISON"; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED NO/100 DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1.** That the Code of Ordinances of the City of Lake Dallas be amended by amending Chapter 18 titled "Animals," Article VII, titled "Mistreatment of Animals," by repealing section 18-246 titled "Poising" and replacing with a new Section 18-246 titled "Animal Traps and Poison" to read as follows:

**"Chapter 18 – ANIMALS**

...

**ARTICLE VII. – MISTREATMENT OF ANIMALS**

...

**Sec. 18-246. – Animal traps and poison.**

(a) *Trapping.* It is unlawful for any person to place, place and bait, or allow the placing or placing and baiting, of a steel-jawed trap (commonly known as a "bear trap," "wolf trap," "leg hold trap," or "coyote trap"), a body hold trap (commonly known as "connibear trap"), any snare trap, any noose-type trap, or any other trap designed, used, or adapted to be lethal or cause serious bodily injury or death of an animal.

(1) Any trap found to be set in violation of this section may be confiscated by a city enforcement agent and held as evidence in the case for the offense.

(b) *Poisoning.* It is unlawful for any person to place or allows the placing of any substance, article, or bait that has in any manner been treated with any poisonous or toxic substance, including anti-freeze, or any drug in any place accessible to human beings, birds, dogs, cats or other animals with the intent to kill or harm animals.

(c) It is a defense to prosecution under Subsections (a) and (b) that the trap or poison was placed, placed and baited, or allowed to be placed and baited, for extermination of rats, mice, other common rodents, or insects, through the use of traps, poisons, or other commercially available means when used in that person's residence, property, accessory structure, or commercial establishment and in accordance with the manufacturer's directions as long as reasonable precautions are taken to ensure that no human or animal, other than the targeted rodent or insect

species, comes into contact with the traps or poisons and that does not violate any other section of this article.”

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

**SECTION 3.** That should any sentence, paragraph, subdivision, clause, phrase, or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

**SECTION 4.** That an offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the ordinances of the City of Lake Dallas, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 5.** That any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Lake Dallas, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Five Hundred and No/100 Dollars (\$500.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 6.** That this Ordinance shall become effective from and after its passage and the publication of the caption, as the law and charter in such cases provide.

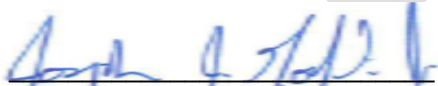
**PASSED AND APPROVED this 23<sup>rd</sup> day of April 2026.**

\_\_\_\_\_  
**Kristy Bleau, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Codi Delcambre, City Secretary**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**Joseph J. Gorfida, Jr., City Attorney**



City Council  
Agenda Memo

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Prepared By: Codi Delcambre,  
Director of Administrative  
Services/City Secretary

April 23, 2026

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**Consider and act on a Resolution authorizing membership in the Atmos Cities Steering Committee and authorizing the payment of four cents per capita to the Atmos Cities Steering Committee to fund regulatory and related to Atmos Energy Corporation.**

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**Description:**

Consider and act on a Resolution authorizing membership in the Atmos Cities Steering Committee and authorizing the payment of four cents per capita to the Atmos Cities Steering Committee to fund regulatory and related to Atmos Energy Corporation.

**Background Information:**

On December 11, 2026, the Atmos Cities Steering Committee ("ACSC") held a quarterly meeting with representatives from Atmos Energy. During the meeting, the group held a discussion of upcoming natural gas issues and approved the assessment for ACSC membership. Using the population-based assessment protocol previously adopted by ACSC, the assessment for 2026 is a per capita fee of \$0.04. This is a decrease of \$0.01 to the 2025 assessment.

ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of the residential and small commercial customers within the cities. Cities are the only consumer advocates that work to keep natural gas rates reasonable. The work undertaken by ACSC has saved ratepayers millions of dollars in unreasonable charges. In order to continue to be an effective voice at the Railroad Commission, at the Legislature, and in the courts, ACSC must have your support. Please take action to pay the membership assessment as soon as possible. Payment of the membership assessment fee shall be deemed to be in agreement with the terms of the ACSC participation agreement.

**Financial Consideration:**

The City's portion is \$324.96.

**Recommended Motions:**

I move to **approve/deny** a Resolution authorizing membership in the Atmos Cities Steering Committee and authorizing the payment of four cents per capita to the Atmos Cities Steering Committee to fund regulatory and related to Atmos Energy Corporation.

**Attachments:**

1. 2 ACSC 2026 Assessment Model Resolution
2. ACSC 2025 Year in review.
3. 2026 ACSC Invoice-Lake Dallas
4. ACSC Master City List (188 total) (10.9.25)(7589899.4)



CITY OF LAKE DALLAS, TEXAS  
RESOLUTION NO. 2026-

A RESOLUTION AUTHORIZING MEMBERSHIP IN THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FOUR CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION

WHEREAS, the City of Lake Dallas is a regulatory authority under the Gas Utility Regulatory Act (GURA) and has exclusive original jurisdiction over the rates and services of Atmos Energy Corporation, Mid-Tex Division (Atmos) within the municipal boundaries of the city; and

WHEREAS, the Atmos Cities Steering Committee (ACSC) has historically intervened in Atmos rate proceedings and gas utility related rulemakings to protect the interests of municipalities and gas customers residing within municipal boundaries; and

WHEREAS, ACSC is participating in Railroad Commission dockets and projects, as well as court proceedings and legislative activities, affecting gas utility rates; and

WHEREAS, the City would like to become a member of ACSC; and

WHEREAS, in order for ACSC to continue its participation in these activities which affects the provision of gas utility service and the rates to be charged, it must assess its members for such costs; NOW THEREFORE,

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

I.

That the City is authorized to become a member in the Atmos Cities Steering Committee to protect the interests of the City of Lake Dallas and protect the interests of the customers of Atmos Energy Corporation, Mid-Tex Division residing and conducting business within the City limits.

II.

The City is further authorized to pay its 2026 assessment to the ACSC in the amount of four cents (\$0.04) per capita.

III.

A copy of this Resolution and approved assessment fee payable to City of Arlington, C/O *Atmos Cities Steering Committee* shall be sent to:

City of Arlington  
Attn: Brandi Stigler  
C/O Atmos Cities Steering Committee  
PO Box 90231  
Arlington, Texas 76004

PRESENTED AND PASSED on this the 26<sup>th</sup> day of March, 2026.

\_\_\_\_\_  
Kristy Bleau  
Mayor

ATTEST:

\_\_\_\_\_  
Codi Delcambre  
City Secretary

APPROVED AS TO FORM:  
Courtney Morris

BY \_\_\_\_\_

# 2025 ACSC Newsletter



## 2025 YEAR IN REVIEW ISSUE

This past year was a busy one for ACSC. This annual review highlights the significant events of 2025 that impacted ACSC and what's on the horizon in 2026.



## Dallas Joins ACSC in 2025 as Largest Member With Other New Member McGregor, Coalition Reaches 188

The City of Dallas, the state's third most populous city, was among two new members joining the Steering Committee of Cities Served by Atmos in 2025. With the addition of the second addition, the city of McGregor located in McLennan and Coryell counties, ACSC now has 188 members.

The Dallas City Council authorized the city's ACSC membership on Oct. 8. Dallas has a population of 1.3 million and is now the largest member of the coalition.

McGregor, meanwhile, joined in June. The city near Waco has a population of about 5,800. It also was the site of the World War II-era Bluebonnet Ordnance Plant and has been the location of several rocket-making companies. SpaceX now has a rocket engine development and test facility in McGregor.

ACSC undertakes activities on behalf of its city members and their citizens relating to gas utility regulatory matters. These activities include participation in rate cases, rulemakings at the Texas Railroad Commission, and legislative efforts that impact natural gas rates.

Welcome Dallas and McGregor!

## 89th Texas Legislature Considers Gas Utility Bills in 2025

Lawmakers during the 89th Texas Legislature considered hundreds of energy related bills, including a handful relating to gas utility issues. Most of the energy-related bills failed during the session, although a few made it to the governor's desk.

Below we describe five important gas utility bills, including those that made it to the finish line and those that did not. The 89th Texas Legislature adjourned in June.

- HB 2166, by John Bryant, "relating to the establishment of an independent market monitor

for the natural gas market by the Public Utility Commission of Texas and an independent organization certified for a power region." This bill died in the House State Affairs committee.

- HB 4042, "relating to the applicability of certain safety provisions and regulatory fees administered by the RRC to gas distribution pipelines." This bill allows the RRC to establish an annual safety compliance fee for operators, set at \$1 for each service line in gas distribution systems and \$100 for each master metered system. Significantly, this bill also removes the term "natural" when referencing

gas distribution pipelines, thereby broadening the legislation’s applicability to all gas distribution systems. This bill went to the governor on May 26 and became law without his signature.

- HB 4384, Rep. Drew Darby, “relating to the recovery of a gas utility’s gross plant placed in service not yet being recovered in rates.” This bill allows a gas utility to include additional items in interim rate filings that are not subject to substantial contemporaneous review by the RRC. This legislation made it through the process and was signed by Gov. Greg Abbott on June 20. It became effective immediately.
- HB 5475, Ryan Guillan, “relating to a study and report on the Underground Facility Damage

Prevention and Safety Act.” This bill establishes a framework for enhancing the Underground Facility Damage Prevention and Safety Act in Texas through a comprehensive study and subsequent report. It empowers the RRC to collaborate with the Texas Underground Facility Notification Corporation to assess the state’s current systems related to underground facility safety. This bill died in the House Energy Resources Committee.

- SB 2635, Nathan Johnson, “relating to the name and governance of the Railroad Commission of Texas.” This bill would have renamed the Railroad Commission the “Texas Oil, Gas and Minerals Commission.” This bill died in the Senate Natural Resources Committee.

## Legislature in 2025 Delivers Additional Dollars to RRC

The Texas Railroad Commission, the state agency responsible for overseeing the oil and gas industry — including gas utilities — has received a \$593 million appropriation from the Texas Legislature.

The appropriation will finance agency operations for the 2026-2027 biennium. It represents a 23 percent increase from the \$481 million of the previous biennium, according to figures included in an earlier agency release.

The new two-year appropriation includes \$100 million for oil and gas well plugging, an amount described by the agency as the largest ever appropriation from the Texas Legislature for that purpose. The RRC’s “State Managed Plugging Program” has been responsible for the plugging of 46,000 wells since its inception in 1984, according to the agency.

The new legislative appropriation also includes \$16.7 million for data reporting systems to track produced water, authorized pits registrations, oversight, and safety regulatory filing and permitting. More than \$2 million also was allocated for upgrades to the agency’s cloud-based geographic information systems.

The RRC will receive \$1.3 million to establish an Underground Injection Well Investigation Team to help ensure injected fluids remain confined to the disposal formations and safeguard ground and surface fresh water. This team will supplement the RRC’s ongoing measures to mitigate seismicity and protect residents in areas including West Texas, according to the Railroad Commission.

The new appropriation was included in the state’s biennial budget, which was adopted as Senate Bill 1 during the 89th Texas Legislature that adjourned in June.

## ACSC in 2025 Calls for HB 4384 Rules to Protect Ratepayers

The Texas Railroad Commission should take action to mitigate ratepayer fallout from a potentially expensive new gas utility law, including through the consideration of savings from infrastructure retirements to offset the costs of new utility infrastructure. That was among the messages delivered by the Steering Committee of Cities Served by Atmos, a municipal coalition, in comments it filed Nov. 17, 2025, at the agency.

At issue are provisions of the newly adopted House Bill

4384 that allow gas utilities to classify certain capital and tax expenditures as “regulatory assets” in rate proceedings. Under the law, utilities can then quickly begin charging their customers for these assets.

In October, the commission launched a rulemaking proceeding to implement HB 4384, and various interested parties, including ACSC, have now filed their recommendations. In its comments, ACSC reiterated its previously stated concerns about the law: that it encourages

the expensive use of piecemeal ratemaking, for example, and that it continues to allow gas utilities to charge ratepayers for capital expenditures prior to any substantive review of those expenditures.

But HB 4384 also would have the effect of further reducing the lag time between when a utility spends money on capital projects and when the utility profits from such expenditures by recovering them in rates, according to ACSC. This is a problem because some amount of “regulatory lag” creates incentives for utilities to spend money in a more efficient manner.

“While ACSC acknowledges and values the importance of safe and reliable infrastructure, it has concerns about the impairment of regulatory lag, which plays a longstanding and important role in the regulated system,” wrote ACSC general counsel Thomas Brocato in the organization’s Nov. 17, 2025 comments.

### Recommendations

ACSC enumerated several recommendations to guide the agency’s ongoing rulemaking efforts. Chief among them was a recommendation relating to the treatment of “regulatory assets” under HB 4384. By definition, a regulatory asset can refer to various costs incurred by a utility that are not immediately expensed but rather deferred for later recovery through future rate increases. HB 4384 allows utilities to classify certain capital expenditures and taxes as regulatory assets and then quickly recover those expenditures through annual interim rate proceedings

without substantive prior review.

ACSC recommended that offsetting capital retirements (along with capital expenditures) also should be included in any calculation of regulatory assets. Otherwise, “utilities could have the advantage of fully recovering new plant in the regulatory asset and also earning a return on the retired plant,” ACSC noted in its comments. Furthermore, the inclusion of capital retirements in regulatory asset calculations “aligns with the Federal Energy Regulatory Commission Uniform System of Accounts, which supports the concept that gas plants should be reduced to reflect retirements,” ACSC noted.

ACSC also made the following recommendations:

- The rule implementing HB 4384 should include more clarity on how regulatory assets are handled in existing interim rate filings.
- When creating regulatory assets, gas utilities should use only approved values for return, depreciation, and taxes as determined in their most recent substantive rate case. That is, HB 4384 rules should bar utilities from using estimates for these values.
- The rule should require that utilities provide documentation supporting the in-service date for capital projects it includes in new regulatory assets.

The Railroad Commission is expected to issue a final rule in the coming months.

## Atmos Financial Report Shows More Spending, Profits in 2025

Atmos Energy made \$3.6 billion in capital expenditures during the 2025 fiscal year — an increase from the \$2.9 billion in capital expenditures it made during the prior fiscal year. The company also expects to make another \$4.2 billion in capital expenditures during the 2026 fiscal year. The average customer bill was \$80 for the 2025 fiscal year, up from around \$50 during the 2020 fiscal year. It projects average bills will continue increasing over the decade, reaching as much as \$121 by 2030. Those top-line capital expenditure numbers were among the highlights of a conference call conducted by Atmos executives on Nov. 6. Other details include:

### Fiscal Year Data (Fiscal Year Ending on Sept. 30)

- Atmos reports that about \$1.3 billion in 2025 capital spending — or 44 percent of this year’s \$3.6 billion total — was used to repair and replace transmission and distribution pipelines.

- Atmos reported \$963.4 million in distribution income and \$596.6 million in pipeline income during the 2025 fiscal year. That compares to \$854.5 million in distribution income and \$500.9 million in pipeline income during the prior fiscal year.
- Some of the key income drivers in 2025 were a \$184.1 million net increase from rate adjustments, \$26.7 million from residential and industrial growth — primarily in the Mid-Tex divine — and other factors.

### Regulatory Actions

- Atmos said that with the adoption of House Bill 4384 from the most recent Texas Legislature, that the company now expects to begin receiving recovery of 95 percent of its capital expenditures within six months of making them. HB 4384, which adjusts the regulatory process at the Texas Railroad

Commission, also means the company will receive recovery of 99 percent of its capital expenditures within one year of making them, according to Atmos.

- The company reported that its pipeline division implemented, on Nov. 1, a System Safety & Integrity Rider that allows for the recovery of certain safety and integrity costs. The authorized recovery from the 2025 rider is \$23 million, according to Atmos.

## 2025 Analysis by ACSC Shows Long-Term Increases in Atmos Spending, Revenues, and Bills

During a 2025 earnings call with investment analysts, officials at Dallas-based Atmos Energy boasted of delivering years of consistent dividend increases for their shareholders. In fiscal 2025, for instance, the year-over-year increase was 8.1 percent. This represented “the 41st consecutive year of rising dividends” for shareholders, according to the company.

But dividends aren’t the only thing on the rise at Atmos. An ACSC review of multiple financial filings also shows that it is spending ratepayer money at an unprecedented clip and that average gas bills have increased steadily. Moreover, average monthly gas bills could rise by as much as 50 percent over the next five years.

### About Atmos

Atmos Energy, the country’s largest natural gas-only distributor, serves more than 3.3 million distribution customers in over 1,400 communities across eight states. Atmos also manages proprietary pipeline and storage assets. Its most substantial holdings are in Texas, where the Texas Railroad Commission oversees its rates and operations.

As a publicly traded company, Atmos also hosts quarterly financial update calls in which it regularly touts almost clockwork-like increases in both its revenues and capital expenditures. These increases always come as good news to shareholders: revenue increases because they contribute to earnings-per-share growth, and capital expenditure increases because utilities receive a regulated rate of return on such expenditures. This means that, as a general matter, the more a utility spends on capital projects, the more revenue it is authorized to collect from customers.

Atmos notes, however, that customers benefit from its capital spending programs because they finance system safety and integrity efforts and because they help the company keep up with customer growth. The company also notes that while its average residential bills are on the rise, they nonetheless remain lower than bills charged by electric utilities.

### Rate and Spending Analysis

As noted, Atmos’s spending and revenues — and its monthly consumer bills — all have gone up in recent years. In some cases, the increases are substantial, according to a recent analysis of the company’s financial statements over the last 10 years. Here are some of the findings from that analysis.

#### Income

- Atmos reported net income in 2025 of nearly \$2 billion. That is more than five and a half times of its reported net income of \$345 million in 2016.
- The company’s annual net income increased by 91 percent between 2024 and 2025.
- The company reported increases in net income of 10 percent every year since 2017.

#### Spending

- The company estimated capital spending in 2025 of \$3.6 billion. That is more than triple the \$1.1 billion it reported in 2017.
- The company’s capital spending went up 21 percent between 2024 and 2025.
- The company’s capital spending has increased every year since 2017.

#### Rates

- Average bills across the company’s multi-state system went from \$72 last year to \$80 this year.
- Average bills are expected to increase to \$121 by 2030, an increase of more than 50 percent in five years.
- The company reports that average bills increased every year except for one since 2019.

# Atmos “SSI” Riders Explained: \$23 Million in 2025 Interim Charges Finance Pipeline Leak Testing

The pipeline division of Atmos Energy, the North Texas gas utility, has collected more than \$40 million in extra charges since 2024 to finance system safety testing, according to a review of regulatory filings.

Assessed through “System Safety and Integrity” riders, these charges accrue on top of other interim assessments made by Atmos outside its general rate cases.

Through System Safety and Integrity riders, or SSI, Atmos recovers from customers certain system safety costs that it incurs each year to maintain its pipeline system. As noted in Atmos filings, SSI is calculated as a monetary amount above a benchmark set during a preceding rate case — in this case, a pipeline proceeding from 2023 (Case No. OS-23-00013758).

In 2024, the SSI rider (under Case No. 00017667) added \$18.7 million to annual system costs. In 2025, it amounted to \$23 million (Case No. OS-25-0002811). These costs flow indirectly into home bills based on usage.

## Why SSI?

Federal law requires gas utilities to conduct intensive leak testing on their pipeline systems on a regular basis. This testing requires utilities to shut down individual lines on a rotating basis — typically every three to five years.

These integrity tests can cost millions of dollars on a systemwide basis, but they also vary widely from year to year. Gas utilities argue that these costs are too variable and unpredictable to include in relatively infrequent base rate cases and seek recovery through interim riders.

Under the SSI, Atmos receives authorization to collect system integrity costs on an annual basis, but these costs are subject to later refunds or surcharges to the extent they vary from actual costs as demonstrated through a subsequent true-up process. Atmos customers pay the SSI indirectly based on a calculation of both usage and the maximum daily quantity of gas flowing over the overall system.

Atmos does not receive a financial return on SSI expenditures. The Steering Committee of Cities Served by Atmos has not raised objections to Atmos’s use of safety-related SSI assessments.

## Other Charges

Atmos assesses the SSI in addition to other interim charges, including those associated with its annual capital spending. Overall, capital spending by Atmos has more than tripled since 2017, according to company financial reports. (See separate article on page 2).

## 2025 Rate Case Roundup

### Atmos RRM Rate Increase Reduced After City Intervention

In April, Atmos requested a \$245.2 million increase in revenues for its Mid-Tex Division, calculated on a system-wide basis. The request, made through the Rate Review Mechanism process, was subsequently reduced to \$225.6 million due to RRM tariff limitations.

Consultants with the Steering Committee of Cities Served by Atmos then prepared a report identifying additional potential reductions to the company’s rate request. After the intervention, Atmos agreed to settle the case for \$205.6 million — a reduction of almost \$40 million from the company’s initial request (and a \$20 million reduction from the company’s amended request). The settlement also includes payment of ACSC’s expenses.

The Rate Review Mechanism is a set of rules negotiated by ACSC cities that permit some regulatory oversight of utility rate



requests by cities. This contrasts with the parallel Gas Reliability Infrastructure Program (or “GRIP”) that exists under statute, but that does not allow meaningful advanced review of utility rate requests.

### **Dallas Negotiates Smaller Atmos Rate Increase for Area Residents**

The Dallas City Council has approved a negotiated 8 percent rate increase for residential Atmos Gas customers in the city, amounting to \$7.83 per month on average.

Atmos initially requested a total annual increase of \$31.4 million, but that amount was reduced to \$27.9 million after negotiations with the city. Atmos also will reimburse the city for its rate case expenses.

Atmos filed that initial request under the Dallas Area Rate Review process on Jan. 15, the Dallas City Council unanimously approved the settlement on May 28, and the rates went into effect on June 1.

Atmos Energy historically has been able to request a rate adjustment every year under the DARR process. However, unlike the separate Gas Reliability Infrastructure Process, DARR allows for substantive contemporaneous review of the rate filing by the city and negotiations.

### **Atmos Receives “GRIP” Increase for Pipeline Division**

On June 17, the Texas Railroad Commission approved an annual revenue increase of \$77,205,694 for Atmos Pipeline Texas under the rules of the state’s Gas Reliability Infrastructure Program, or “GRIP”.

In its initial Feb. 26 GRIP filing, the utility sought to recover costs for projects put in service during 2024. The GRIP tariffs will apply only to that portion of the system under the Railroad Commission’s original jurisdiction and will remain in effect until Atmos Pipeline-Texas’ next base rate case.

Under the Gas Reliability Infrastructure Program, the state’s monopoly gas utilities can hike rates without any substantive contemporaneous review. Cities have opposed GRIP because it allows gas utilities to increase rates even if the company’s overall spending is declining, or even if its revenues are increasing. Railroad Commissioners grant these hikes as a ministerial act.

More information can be found on the Railroad Commission website, under Case No. 00020448.

#### 2026 ACSC Meetings

March 5  
June 11 — Virtual  
September 10  
December 10— Virtual

#### 2025 Officers

Chair—Meg Jakubik (Flower Mound)  
Secretary—Chuong Phung (Grand Prairie)  
Treasurer—David Johnson (Arlington)

For more questions or concerns regarding any ACSC matter or communication, please contact the following representative, who will be happy to provide assistance:

City of Arlington  
 C/O Atmos Cities Steering Committee  
 Attn: Brandi Stigler  
 PO Box 90231  
 Arlington, TX 76004

# Invoice

Date	Invoice #
2/4/2026	26-96

Bill To
City of Lake Dallas

Item	Population	Per Capita	Amount
2026 Membership Assessment	8,124	0.04	324.96
Please make check payable to: City of Arlington, C/O Atmos Cities Steering Committee Attn: Brandi Stigler, PO Box 90231, Arlington, Texas 76004			<b>Total</b> \$324.96

## ACSC Master List of Members (188 Total)

- |                            |                           |                           |
|----------------------------|---------------------------|---------------------------|
| 1. Abilene                 | 63. Everman               | 125. New Fairview         |
| 2. Addison                 | 64. Fairview              | 126. Newark               |
| 3. Albany                  | 65. Farmers Branch        | 127. Nocona               |
| 4. Allen                   | 66. Farmersville          | 128. North Richland Hills |
| 5. Alvarado                | 67. Fate                  | 129. Northlake            |
| 6. Angus                   | 68. Flower Mound          | 130. Oak Leaf             |
| 7. Anna                    | 69. Forest Hill           | 131. Ovilla               |
| 8. Archer City             | 70. Forney                | 132. Palestine            |
| 9. Argyle                  | 71. Fort Worth            | 133. Pantego              |
| 10. Arlington              | 72. Frisco                | 134. Paris                |
| 11. Aubrey                 | 73. Frost                 | 135. Parker               |
| 12. Azle                   | 74. Gainesville           | 136. Pecan Hill           |
| 13. Bartonville            | 75. Garland               | 137. Petrolia             |
| 14. Bedford                | 76. Garrett               | 138. Plano                |
| 15. Bellmead               | 77. Georgetown            | 139. Ponder               |
| 16. Belton                 | 78. Glenn Heights         | 140. Pottsboro            |
| 17. Benbrook               | 79. Grand Prairie         | 141. Prosper              |
| 18. Beverly Hills          | 80. Grapevine             | 142. Quitman              |
| 19. Blossom                | 81. Groesbeck             | 143. Red Oak              |
| 20. Blue Ridge             | 82. Gunter                | 144. Reno (Parker County) |
| 21. Bowie                  | 83. Haltom City           | 145. Rhome                |
| 22. Boyd                   | 84. Harker Heights        | 146. Richardson           |
| 23. Bridgeport             | 85. Haskell               | 147. Richland             |
| 24. Brownwood              | 86. Haslet                | 148. Richland Hills       |
| 25. Bryan                  | 87. Hewitt                | 149. River Oaks           |
| 26. Buffalo                | 88. Highland Park         | 150. Roanoke              |
| 27. Burkburnett            | 89. Highland Village      | 151. Robinson             |
| 28. Burleson               | 90. Honey Grove           | 152. Rockwall             |
| 29. Caddo Mills            | 91. Hurst                 | 153. Roscoe               |
| 30. Canton                 | 92. Hutchins              | 154. Rowlett              |
| 31. Carrollton             | 93. Hutto                 | 155. Royse City           |
| 32. Cedar Hill             | 94. Iowa Park             | 156. Sachse               |
| 33. Celeste                | 95. Irving                | 157. Saginaw              |
| 34. Celina                 | 96. Justin                | 158. Sansom Park          |
| 35. Centerville            | 97. Kaufman               | 159. Seagoville           |
| 36. Cisco                  | 98. Keene                 | 160. Seymour              |
| 37. Clarksville            | 99. Keller                | 161. Sherman              |
| 38. Cleburne               | 100. Kemp                 | 162. Snyder               |
| 39. Clyde                  | 101. Kennedale            | 163. Southlake            |
| 40. College Station        | 102. Kerens               | 164. Springtown           |
| 41. Colleyville            | 103. Kerrville            | 165. Stamford             |
| 42. Colorado City          | 104. Killeen              | 166. Stephenville         |
| 43. Comanche               | 105. Krum                 | 167. Sulphur Springs      |
| 44. Coolidge               | 106. Lake Dallas          | 168. Sweetwater           |
| 45. Coppel                 | 107. Lake Worth           | 169. Temple               |
| 46. Corinth                | 108. Lakeside             | 170. Terrell              |
| 47. Corral City, Town of   | 109. Lancaster            | 171. The Colony           |
| 48. Crandall               | 110. Lavon                | 172. Trophy Club          |
| 49. Cross Roads            | 111. Lewisville           | 173. Tyler                |
| 50. Crowley                | 112. Little Elm           | 174. University Park      |
| 51. Dallas                 | 113. Little River Academy | 175. Venus                |
| 52. Dalworthington Gardens | 114. Llano                | 176. Vernon               |
| 53. Denison                | 115. Lorena               | 177. Waco                 |
| 54. Denton                 | 116. Madisonville         | 178. Watauga              |
| 55. DeSoto                 | 117. Malakoff             | 179. Waxahachie           |
| 56. Duncanville            | 118. Mansfield            | 180. Westlake             |
| 57. Early                  | 119. McGregor             | 181. Westover Hills       |
| 58. Eastland               | 120. McKinney             | 182. Westworth Village    |
| 59. Edgecliff Village      | 121. Melissa              | 183. White Settlement     |
| 60. Emory                  | 122. Mesquite             | 184. Whitesboro           |
| 61. Ennis                  | 123. Midlothian           | 185. Wichita Falls        |
| 62. Euless                 | 124. Murphy               | 186. Wilmer               |

ACSC Master List of Members (188 Total)

187. Woodway

188. Wylie

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

The Lake Dallas City Council met in a Regular meeting on December 11 ,2025 at 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.

**1. Roll Call**

Kristy Bleau	Mayor
Stephen Wohr	Councilmember 1 (arrived 6:10 p.m.)
Rachel Fitzpatrick	Councilmember 2
Rick Lewelling	Councilmember 3
Rudy Glynn Vrba	Councilmember 4
Randy Evans	Councilmember 5

**Absent: None**

**Staff Present:** City Manager Luke Olson, Director of Administrative Services/City Secretary Codi Delcambre, City Attorney Courtney Morris, Chief Daniel Robb and Finance Director Sarah Cochran.

**Open Session**

**1. Call to Order & Determination of Quorum.**

Mayor Bleau called the meeting to order at 6:00 p.m.

**2. Invocation and Pledges of Allegiance**

Pastor Lucas Pickard led the invocation and the pledges.

**3. Presentation:**

- a. Introduction of Officer Hunter Purser and Officer William Varvil.

**4. Citizen Agenda & Public Comments:**

Terry Lantrip, 109 Market Street, addressed the Council and stated that the City Charter requires an annual performance review of the City Manager. He further stated that the City Manager was handpicked for the position.

Mr. Lantrip commented that the City Secretary, rather than the City Manager, spoke at the Library's 50th Birthday celebration and at a Chamber event. He also stated that his project was delayed by the City Manager due to issues related to dumpster placement.

Mr. Lantrip noted that he raised the topic of tourism in March and believes no action has been taken since that time. He added that he has requested the installation of wayfinding signs in the downtown area, but no progress has been made. He stated that the existing kiosk signs should remain, but emphasized the need for additional wayfinding signage downtown.

Christina Watson, 5422 Prince Drive, addressed the Council and thanked the Mayor and City Manager for scheduling an appointment to meet. She stated that there is a need for a call to action and encouraged Council members to drive around the City during peak times to observe traffic issues firsthand. She specifically recommended traveling along Lake Dallas Drive near I-35 at approximately 7:30 a.m. and 5:15 p.m.

Mrs. Watson also expressed concern about children walking along the side of Shady Shores Road.

Scott Griffin, 312 Plantation Oaks, addressed the Council and stated that he agreed with the comments made by Terry Lantrip. He reported that he submitted an open records request regarding an election-related conversation and was informed that no records were found. He stated that he later spoke with Andi Nolan, who indicated that a conversation had occurred. Mr. Griffin noted that the response to his request came from the City Secretary rather than the City Manager. He shared that, having grown up in a small town, he expects a City Manager to be visible and engaged in the community, and expressed concern that this has not been the case.

He also stated that conditions on Shady Shores Road make it difficult to ride a bicycle safely. Mr. Griffin concluded by stating that he would like to see a new City Manager.

Alicia Christenson, of 275 Market Street, Suite 100, and 211 Main Street, Suite 100, addressed the Council and stated that she has owned and operated the Beatitudes Tea Room since 2017. She expressed a need for assistance in growing her business in Lake Dallas.

Mrs. Christenson stated that many business owners are frustrated with the lack of support from the City. She noted that the business directory on the City of Lake Dallas website needs to be updated, adding that her business is not currently listed and that this has resulted in lost opportunities. She concluded by stating that she would like to meet to further discuss these concerns.

**5. Mayor & Council Member Announcements**

- Councilmember Wohr- Attended a car show at Corinth- hosting a car show on Main Street in the future
- Councilmember Fitzpatrick- Schedule meeting with business meeting
- Councilmember Lewelling- Thanked City Staff for Merry on Main
- Councilmember Vrba- Agenda item to conduct the City Manager review
- Mayor Bleau- Thanked City Staff for Merry on Main
- Future Agenda item for Drainage Fee update
- Thanked City Staff for Merry on Main
- Thanked the City Manager for attending the Chamber Luncheon
- Thanked the Lake Dallas, Corinth, Shady Shore and Hickory Creek city volunteers for helping with the Senior Holiday Luncheon. Feed 144 senior from the Lake Cities area.
- Future agenda item for a HOT Tax presentation from third party to answer questions

## Update on Business Survey

### **6. City Manager's Report:**

- LCMUA has started the replacement of the waterline for the Shady Shore Bridge Project
- Finance software has gone live
- Payroll configuration January 12, 2026
- Cadet Graduation next week
- Staff did an after action on Merry on Main
- December 18 at 10:15 will the Minpitch Ceremony
- Review Business List

### **Work Session:**

#### **7. Hold a discussion regarding the city job opening.**

Council received an update from City Manager Luke Olson regarding current job openings within the City. He reported that there are presently two vacancies in the Police Department and three in Public Works.

#### **8. Hold a discussion regarding the contract with Corinth Police Department for police services.**

City Manager Luke Olson reported that the City utilized 16 hours of contract services in October and 32 hours in November to assist with shift coverage. He stated that it is not anticipated that the City will need to utilize these services in the coming months.

#### **9. Hold a discussion regarding the JAMAR Radar.**

Chief Robb reported that the department recently gained access to the account. He stated that the previous Chief had been the only individual with access, and there are now two authorized users. He explained that the technology allows for the allocation of resources to areas where violations are occurring and provides information on the timing of those violations. He added that this will be a valuable asset moving forward.

#### **10. Hold a discussion regarding the kiosk signs.**

City Manager Luke Olson stated that the agreement is outdated and needs to be revisited. He noted that some of the signs require maintenance and that the City will reach out to have those issues addressed.

#### **11. Consider and vote on the City of Lake Dallas Council's votes for membership to the Board of Directors of the Denton Central Appraisal District.**

**Motion:** motion was to allocate two votes to Ann Pomykal and one vote to Mike Hennefer to the Board of Directors of the Denton Central Appraisal District was made by Councilmember Vrba and second by Councilmember Wohr.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, Vrba and Evans.  
**Noes:** none

**Motion Passed 5-0.**

- 12. Discuss and consider adopting an ordinance amending the Code of Ordinances of the City of Lake Dallas by amending Article VII titled "Code of Conduct" by amending Section 2-306 titled "Additional Standards" to include additional rules of decorum for members of the City Council and boards and commissions.**

Council convened into Executive Session at 7:09 p.m. under section 551.071 of the Texas Government Code, for the purpose of seeking confidential legal advice from the City Attorney.

Council reconvened into Open Session at 7:41 p.m.

**Motion:** was made to table to this to the January 22, 2026 meeting was made by Councilmember Vrba and second by Councilmember Woehr.

**Ayes:** Councilmember Woehr, Evans, Fitzpatrick, Lewelling, and Vrba.  
**Noes:** None.

**Motion Passed 5-0.**

- 13. Consider and take action to award the contract to DDM Construction for the reconstruction of Hundley Drive and Shady Shores Road and authorize the City Manager to negotiate and execute the contract, as well as any additional change orders needed for the completion of the project.**

**Motion:** motion to award the contract to DDM Construction for the reconstruction of Hundley Drive and Shady Shores Road and authorize the City Manager to negotiate and execute the contract, as well as any additional change orders needed for the completion of the project was made by Councilmember Vrba and second by Councilmember Woehr.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, Vrba and Evans.  
**Noes:** none

**Motion Passed 5-0.**

**14. Consent Agenda**

- 1. Consider and approve the September 2025 Financial report.**
- 2. Consider and act on the approval of the October 9, 2025 City Council minutes.**

Staff pulled Item 2 from the Consent agenda.

**Motion:** was made to approve the consent agenda item 1 was made by Councilmember Vrba and second by Councilmember Fitzpatrick.

**Ayes:** Councilmember Woehr, Evans, Fitzpatrick, Lewelling, and Vrba.  
**Noes:** None.

**Motion Passed 5-0.**

15. **Executive Session:** As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the City Attorney on any agenda items listed above or herein.
16. **Discuss and take appropriate action, if any, resulting from the discussions conducted in Closed Session.**

**Adjournment**

Mayor Bleau adjourned the meeting at 7:57 p.m.

Approved:

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Kristy Bleau, Mayor

Attest:

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Codi Delcambre, City Secretary

DRAFT

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

The Lake Dallas City Council met in a Regular meeting on January 8, 2026 at 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.

**1. Roll Call**

Kristy Bleau	Mayor
Stephen Wohr	Councilmember 1
Rachel Fitzpatrick	Councilmember 2
Rick Lewelling	Councilmember 3
Rudy Glynn Vrba	Councilmember 4
Randy Evans	Councilmember 5

**Absent: None**

**Staff Present:** City Manager Luke Olson, Director of Administrative Services/City Secretary Codi Delcambre, City Attorney Courtney Morris, Chief Daniel Robb and Finance Director Sarah Cochran.

**Open Session**

**1. Call to Order & Determination of Quorum.**

Mayor Bleau called the meeting to order at 6:00 p.m.

**2. Invocation and Pledges of Allegiance**

Chance Phillips, LDISD Student President, led the invocation and the pledges.

**3. Presentation:**

**4. Citizen Agenda & Public Comments:**

Scott Griffin, 312 Plantation Oaks, addressed the Council and stated that he was upset about a social media post made by Councilmember Rachel Fitzpatrick. He also stated that he is not in favor of any new hires under the current City Manager or any City logo redesign.

Terry Lantrip, 109 Market Street, addressed the Council and stated that he commented on the City Manager's salary increase to \$175,000. He stated that it has been a year and a half with what he described as no leadership or plan, and referenced ongoing "hinder, block, and delay" concerns.

Mr. Lantrip stated that the Battery Company project was also hindered, blocked, and delayed, and emphasized that City management needs to work more closely with local businesses. He added that the City needs a City Manager who is more engaged in the community. He further stated that the City has a 2030 plan that cost approximately \$80,000 which he believes has not been utilized, and noted a lack of efforts to increase tourism. Mr. Lantrip

also stated that although there are many restaurants in Lake Dallas, a recent going-away party was held outside the City, which he viewed as a lack of support for local businesses.

Mr. Peabody also stated that Mr. Olson is addressing and correcting several mistakes left by the previous City Administrator. He added that while not everyone will be satisfied, progress is being made. He concluded by thanking staff and encouraging continued forward progress.

## 5. Mayor & Council Member Announcements

Councilmember Wohr-	Thanked Staff for setting up Business Meeting Thanked Mr. Peabody
Councilmember Fitzpatrick-	Thanked City Staff for Merry on Main
Councilmember Lewelling-	Requested copy of the Kiosk Sign contract
Councilmember Vrba-	Future Agenda item for Drainage Fee update
Councilmember Evans	June 13, 2024 discussion about Swisher sidewalks
Mayor Bleau-	National Law Enforcement Appreciation Day on Friday

## 6. City Manager's Report:

- Tennis Courts are still closed due to damage
- 29 responses from business meeting survey
- Almost fully staffed- two positions down

### Work Session:

## 7. Receive an update and hold a discussion regarding Garza Days.

City Manager Luke Olson stated that staff is seeking direction from the Council regarding Garza Day. He reported that there has been no response from citizens interested in serving on the Park Board. He added that staff needs guidance on the Council's vision for Garza Day, specifically whether it should be planned as a full-day event similar to the Fourth of July celebration or as a half-day event.

Terry Lantrip, 109 Market Street, addressed the Council and stated that Garza Day should focus on the history of Lake Dallas. He suggested reaching out to long-time residents to participate and share their experiences. He also noted that he could provide tours of his historic buildings.

Mr. Lantrip recommended that the event be held at Community Park to keep it centralized within the downtown area. He further stated that the event should be committee-driven.

Council directed staff to form a Garza Day committee composed of citizens, business owners, and members of Friends of the Library. The Council expressed that the event should be a 2–3 hour program held at Community Park in September. Council further stated that Garza Day will be committee-driven.

## 8. Hold a discussion regarding rebranding the City's logo.

City Manager Luke Olson stated that with the redesign of the City’s website, this would be a good opportunity to consider rebranding the City’s logo. He requested direction from the Council on whether this was something they would be interested in pursuing.

Council stated that they may consider rebranding after the road projects are complete.

**9. Hold a discussion regarding future road project.**

City Manager Luke Olson stated that the Hundley and Shady Shore project is scheduled to begin in early March with utility relocation work. He reported that staff are still working with Atmos on gas line relocations.

Council requested an update on Carlisle Road.

**10. Receive an update and hold a discussion on 312 Main Street.**

City Manager Luke Olson stated that the Community Development Corporation is in the process of extending the option period to September 2026. He noted that the government shutdown delayed the small business loan process.

**11. Consider and act on an Ordinance adopting amendments to the Fiscal Year 2024-2025 Budget.**

**Motion:** motion to approve an Ordinance adopting amendments to the Fiscal Year 2024-2025 Budget was made by Councilmember Vrba and second by Councilmember Wohr.

**Ayes:** Councilmember Wohr, Lewelling, Fitzpatrick, Vrba and Evans.

**Noes:** none

**Motion Passed 5-0.**

**12. Consider and act on a contract with McAdams to serve as our City Planner and City Engineer and authorize the City Manager to negotiate and execute said contract.**

**Motion:** A motion was made to approve a contract with McAdams to serve as our City Planner and City Engineer and authorize the City Manager to negotiate and execute said contract was made by Councilmember Vrba and second by Councilmember Wohr.

**Ayes:** Councilmember Wohr, Evans, Fitzpatrick, Lewelling, and Vrba.

**Noes:** None.

**Motion Passed 5-0.**

**13. Consider and Act on a resolution appointing members to various positions on the Board of Directors of the Lake Dallas Community Development Corporation.**

**Motion:** a motion was made to appoint Terry Tuck, Place 2, Francesco Murga, Place 4 and Mike Mayberry, Place 6 of the Board of Directors of the Lake Dallas Community Development Corporation was made by Councilmember Vrba and second by Councilmember Fitzpatrick.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, Vrba and Evans.  
**Noes:** None

**Motion Passed 5-0.**

**14. Consider and Act on a Resolution appointing members to various positions on the Planning and Zoning Commission.**

**Motion:** a motion was made to appoint Annette Fuller, Place 3 and Ron Smith, Place 5 of the Planning and Zoning Commission was made by Councilmember Vrba and second by Councilmember Woehr.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, Vrba and Evans.  
**Noes:** None

**Motion Passed 5-0.**

**15. Receive a report, hold a discussion, and consider approval of the City Manager's appointment and employment of the Public Works Director.**

**Motion:** a motion was made to authorize the City Manager appointment of Jeremy Wilks as Director of Public Works was made by Councilmember Vrba and second by Councilmember Woehr.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, Vrba and Evans.  
**Noes:** None

**Motion Passed 5-0.**

**16. Consent Agenda**

**1. Consider and act on the approval of the City Council minutes for October 9, 2025, and November 13, 2025.**

**Motion:** was made to approve the consent agenda item 1 was made by Councilmember Vrba and second by Councilmember Woehr

**Ayes:** Councilmember Woehr, Evans, Fitzpatrick, Lewelling, and Vrba.  
**Noes:** None.

**Motion Passed 5-0.**

- 17. Executive Session: As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the City Attorney on any agenda items listed above or herein.**
- a. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate on the appointment of people to the Lake Dallas CDC Board of Directors and Planning and Zoning Commission.**
  - b. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the appointment and/or employment of a public officer or employee: Public Works Director.**

- c. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the duties and conduct the annual evaluation of the City Manager.**

Council convened into Executive Session at 7:35 p.m. under section 551.074 of the Texas Government Code, to deliberate the duties and conduct the annual evaluation of the City Manager.

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

Council reconvened into Open Session at 7:53 p.m.

### **Adjournment**

Mayor Bleau adjourned the meeting at 7:53 p.m.

Approved:

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Kristy Bleau, Mayor

Attest:

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Codi Delcambre, City Secretary

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

The Lake Dallas City Council met in a Regular meeting on February 4, 2026 at 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.

**1. Roll Call**

Kristy Bleau	Mayor
Stephen Wohr	Councilmember 1
Rachel Fitzpatrick	Councilmember 2
Rick Lewelling	Councilmember 3
Rudy Glynn Vrba	Councilmember 4
Randy Evans	Councilmember 5 (left at 7:29 p.m.)

**Absent: None**

**Staff Present:** City Manager Luke Olson, Director of Administrative Services/City Secretary Codi Delcambre, Chief Daniel Robb and Finance Director Sarah Cochran.

**Open Session**

**1. Call to Order & Determination of Quorum.**

Mayor Bleau called the meeting to order at 6:02 p.m.

**3. Conduct a town hall meeting to discuss and receive public comment on the following topics:**

**A. Lake Dallas Business Survey**

Council received a presentation from City Manager Luke Olson and Director of Administrative Services/City Secretary Codi Delcambre regarding the results of the Business Survey.

The format was a Town Hall meeting, allowing the Council and business community to share feedback on what was working well, what needed improvement, and what assistance the business community needed.

The next Business Association meeting is scheduled for April 15, 2026, at 9:00 a.m. at City Hall.

**4. Citizen Agenda & Public Comments: No one signed up to speak.**

**Adjournment**

Mayor Bleau adjourned the meeting at 7:53 p.m.

Approved:

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Kristy Bleau, Mayor

Attest:

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Codi Delcambre, City Secretary

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

The Lake Dallas City Council met in a Regular meeting on February 12, 2026 at 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.

**1. Roll Call**

Kristy Bleau	Mayor
Stephen Wohr	Councilmember 1
Rachel Fitzpatrick	Councilmember 2
Rick Lewelling	Councilmember 3
Rudy Glynn Vrba	Councilmember 4
Randy Evans	Councilmember 5

**Absent: None**

**Staff Present:** City Manager Luke Olson, Director of Administrative Services/City Secretary Codi Delcambre, City Attorney Joe Gorfida, Chief Daniel Robb, Finance Director Sarah Cochran, Randi Rivera, City Planner and Marissa Brewer, City Planner

**Open Session**

**1. Call to Order & Determination of Quorum.**

Mayor Bleau called the meeting to order at 6:00 p.m.

**2. Invocation and Pledges of Allegiance**

Brandon Carter led the invocation and the pledges.

**3. Presentation:**

**4. Citizen Agenda & Public Comments:**

Terry Lantrip, 109 Market Street read a letter from Kevin Lively. See attachment.

**5. Mayor & Council Member Announcements**

Councilmember Wohr-  
Councilmember Vrba-

Executive Session Item for Mr. Lively complaint  
Saw Chief Robb out in the Ranger during the winter storm  
Thanked Officer Waters for an excellent job helping remove a special needs child from house due to shed in the backyard catching fire.

Councilmember Evans  
Mayor Bleau-

Agenda Item for Mr. Lively complaint  
Thanked Public Works for hard work during winter storm  
Thanked Chief, Luke and Codi for visiting Beatitudes Tea Room and Chasin' Tail BBQ on business anniversary.

**6. City Manager's Report:**

- Groundbreaking of the Tennis Court and Mini pitches
- Business Meeting with Staff and Council went well
- Flooding at the Library
- March 12 meeting will be the Audit and presentation from ZacTax regarding HOT Funds

**Work Session:**

**7. Hold a discussion and receive a presentation regarding the Comprehensive Plan.**

Council received a presentation from City Planners Randi Rivera and Marissa Brewer regarding the Comprehensive Plan.

**8. Hold a discussion regarding rental policy, procedures and fees for tennis/pickleball courts, mini-pitches, concession stand, soccer fields and/or City Park.**

City Manager Luke Olson discussed fees for tennis and pickleball courts, mini-pitches, the concession stand, soccer fields, and City Park. Council directed staff to include rental fees in the fee schedule. Council further stated that if residents want to guarantee a specific time to use any of the facilities, they must make a reservation; otherwise, the facilities will remain open to the public for shared use.

**9. Consider and act on an Interlocal Agreement with Lake Cities Municipal Utility Authority for the Hundley Drive, Shady Shores and Beck Avenue water and sewer project.**

This item was pulled from the agenda.

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

- a. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the duties and conduct the annual evaluation of the City Manager.**

Council convened into Executive Session at 7:28 p.m. under section 551.074 of the Texas Government Code, to deliberate the duties and conduct the annual evaluation of the City Manager.

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

Council reconvened into Open Session at 9:01 p.m.

**Adjournment**

Mayor Bleau adjourned the meeting at 9:01 p.m.

Approved:

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Kristy Bleau, Mayor

Attest:

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Codi Delcambre, City Secretary

To whom it may concern:

My name is Kevin Lively and I own the business at 721 E. Hundley Drive in Lake Dallas known as Mrs. Livelys Cajun Konnection. In late October or early November 2025, I was working at my restaurant and had a couple of people helping me part time/temporarily. One of the people helping Gerri Anspaugh, who works for The City Of Lake Dallas in the accounts payable department proceeded to discuss an event that occurred on Friday October 24<sup>th</sup> 2025, known as the "Nacho Average Farewell", a farewell to the interim Police Chief Lydia Alvarado. Apparently at this event alcohol was served along with food and other beverages. Gerri Anspaugh did not attend but stated had she known alcohol would be served she would have not missed it and laughed about it. Gerri also mentioned she received the bill for this event included a \$400 tip. She was asked to pay it with city funds. Gerri stated she did not feel comfortable paying this bill with city funds and hesitated, and went to Codi to discuss it. Codi told her to pay the bill, it will be ok. Gerri paid the bill.

I didn't think much about the whole situation. Around November 22<sup>nd</sup>, 2025, council member Rick Lewelling and his wife visited my restaurant for dinner. While he was there we discussed what Gerri Anspaugh had told me and I made a call to Gerri to confirm what she had said. While on speaker phone, Gerri repeated the above information, almost word for words, stating again that City Secretary Codi Delcambre had instructed her to pay this bill with city funds and Gerri paid the bill.

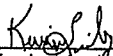
I am not a liar nor do I discuss information relayed to me that is not factual. I request a complete investigation and would request Gerri be questioned in regard to this matter in my presence. I will be out of town most of the month of February and will be available after Mid-March to discuss this, as well give city officials the opportunity to come clean. I hope all parties involved choose to do what's right.

In further discussion recently, with Council Member Rick Lewelling, it has been brought to my attention that the following has occurred:

Council member Rick Lewelling knew this was inappropriate and decided to follow up with City Manager Luke Olson around December 1<sup>st</sup>, 2025. Luke apparently denied the entire matter more than once and stated he paid the bill himself that was only \$313.87. Luke did not activate any kind of investigation as to who, where, when, or why Gerri would have told this story more than once in great detail, that he shared. Again, no investigation from City Manager Luke Olson, and he demanded this matter be closed, more than once. There is no logical explanation as to why Gerri would deny having this conversation, more than once, but in my opinion only to cover her continued employment status with The City Of Lake Dallas.

On January 5<sup>th</sup>, 2026 Council member Lewelling decided to follow up with Gerri Anspaugh by e/mail to give her a chance to tell her story again. At this time Gerri completely denied the incident in regards to the bill and how it was paid. Saying none of this ever happened. There are other witnesses to account for both instances where Gerri relayed this information.

Sincerely,



Kevin Lively (Feb 10, 2026 22:50:24 CST)

Kevin Lively-Mrs.Livelys Cajun Konnection

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

The Lake Dallas City Council met in a Regular meeting on February 26, 2026 at 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.

**1. Roll Call**

Kristy Bleau	Mayor
Stephen Wohr	Councilmember 1
Rachel Fitzpatrick	Councilmember 2
Rick Lewelling	Councilmember 3
Randy Evans	Councilmember 5

**Absent:**

Rudy Glynn Vrba	Councilmember 4
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**Staff Present:** City Manager Luke Olson, Director of Administrative Services/City Secretary Codi Delcambre, City Attorney Joe Godifa, Chief Daniel Robb, Finance Director Sarah Cochran, Randi Rivera, City Planner and Marissa Brewer, City Planner

**Open Session**

**1. Call to Order & Determination of Quorum.**

Mayor Bleau called the meeting to order at 6:00 p.m.

**2. Invocation and Pledges of Allegiance**

Shannon Grubbs led the invocation and the pledges.

**3. Presentation:**

**1. Recognition of American Legion Officer of the Year**

Judge Bean with the American Legion presented Sgt. Weir with the American Legion Officer of the Year Award.

**4. Citizen Agenda & Public Comments:**

Terry Lantrip, 109 Market Street, addressed the Council and stated that the Business Meeting with local business owners was a good start, but questioned who would be responsible for continuing the progress. He noted that the City engaged McAdams to present the Comprehensive Plan and expressed his opinion that the presentation could have been conducted by the City Manager.

Mr. Lantrip stated that it has been nearly a year since he raised the topic of tourism and believes no action has been taken, questioning who is responsible for that effort. He also stated that involving LDISD students is not a suitable option and emphasized that these responsibilities fall under the role of the City Manager.

## 5. Mayor & Council Member Announcements

Councilmember Wohr-	Attended the Boys and Girls Gala Thanked the Police Department for helping with the funeral procession
Councilmember Fitzpatrick-	Took a TML Webinar about Strengthening Council and City Manager Relationship- a lot of good information, highly encourage Council to watch it
Councilmember Evans	Agenda Item for Mr. Lively complaint
Mayor Bleau-	Thanked Councilmember Wohr for the invite to the Boys and Girls Gala Little Elm invited Lake Dallas to participate in the May 16 Shore Clean-up event.

## 6. City Manager's Report:

- April 11 Lake Dallas Clean-up Day
- Had pre-construction meeting for Hundley and Shady Shores Road project. DDM will create a webpage for all construction information
- Atmos will start the relocation of gas lines on April 1, 2026
- Library is still under construction from the bathroom flooding
- Tuesday the drilling for the water well will begin

### Work Session:

#### 7. **Hold a discussion regarding the use of animal trapping devices.**

City Manager Luke Olson stated that he was contacted by a resident regarding the use of certain animal trapping devices. He stated the resident was concerned about the leg breaking traps. He stated that our current ordinance does not address the use of this type of trap. Council directed staff to amend the Ordinance to prohibit the use of such traps.

#### 8. **Training Session: Council Training and Policy Discussion Regarding Review Authority, and Procedures Applicable to Development Applications and Recommendations Received from the Planning and Zoning Commission.**

Council received a presentation from City Planner Randi Rivera and Marissa Brewer over the Council authority and procedures regarding development applications and recommendations received from the Planning and Zoning Commission.

#### 9. **Consider and Act on a Resolution appointing members to various positions on the Parks and Recreation Board/ Keep Lake Dallas Beautiful Committee.**

**Motion:** a motion was made to appoint Chris Mooring, Place 2, Kyle Saner, Place 4 and Michael Vestal, Place 5 on the Parks and Recreation Board/ Keep Lake Dallas Beautiful Committee was made by Councilmember Wohr and second by Councilmember Fitzpatrick.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, and Evans.  
**Noes:** None

**Motion Passed 4-0.**

**10. Consent Agenda:**

- 1. Receive the Lake Dallas Police Department's Annual Compliance Report Regarding Racial Profiling required by Texas Code of Criminal Procedure Section 2.134.**

**Motion:** a motion approve the consent agenda was made by Councilmember Woehr and second by Councilmember Fitzpatrick.

**Ayes:** Councilmember Woehr, Lewelling, Fitzpatrick, and Evans.  
**Noes:** None

**Motion Passed 4-0.**

- 11. Executive Session: As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the City Attorney on any agenda items listed above or herein.
  - a. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate on the appointment of people to the Lake Dallas Parks and Recreation Board/ Keep Lake Dallas Beautiful Committee.****

No Executive Session.

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

**Adjournment**

Mayor Bleau adjourned the meeting at 7:10 p.m.

Approved:

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Kristy Bleau, Mayor

Attest:

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Codi Delcambre, City Secretary

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

The Lake Dallas City Council met in a Regular meeting on March 12, 2026 at 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.

**1. Roll Call**

Kristy Bleau	Mayor
Stephen Wohr	Councilmember 1
Rachel Fitzpatrick	Councilmember 2
Rick Lewelling	Councilmember 3
Rudy Glynn Vrba	Councilmember 4
Randy Evans	Councilmember 5

**Absent: None**

**Staff Present:** City Manager Luke Olson, Director of Administrative Services/City Secretary Codi Delcambre, City Attorney Joe Gorfida, Chief Daniel Robb, Finance Director Sarah Cochran, Randi Rivera, City Planner and Marissa Brewer, City Planner

**Open Session**

**1. Call to Order & Determination of Quorum.**

Mayor Bleau called the meeting to order at 6:00 p.m.

**2. Invocation and Pledges of Allegiance**

Hannah Graham led the invocation and the pledges.

**3. Presentation: None**

**4. Citizen Agenda & Public Comments:**

Terry Lantrip, 109 Market Street, addressed the Council and thanked them for the striping and installation of bumpers in the Fire Department parking lot. He requested that additional bumpers be installed in the adjacent grass area owned by LCMUA, noting that vehicles are parking in that space.

Mr. Lantrip also stated that he was contacted by an individual regarding his double-decker bus and was provided with historical photographs from when it was in service in England. He added that the individual plans to travel to the United States later this year and intends to visit the buses.

**5. Mayor & Council Member Announcements**

Councilmember Wohr- Will be attending the Mayor Prayer Breakfast

Councilmember Evans  
Mayor Bleau-

Does Public Works still help the elderly and disabled with items for the clean-up day.  
Agenda item for Swisher sidewalks and Short-term rentals  
Thanked Public Works for getting the lights working on the pickleball courts  
Please RSVP by Friday to the Mayor Prayer Breakfast  
Attended a virtual meeting with Little Elm for the Shoreline Clean-up event

**6. City Manager's Report:**

- Gound Breaking Ceremony for Hundley and Shady Shore this Friday.
- Oncor will be out checking the circuits along Lakeview Drive

**Work Session:**

**7. Receive a presentation from ZacTax regarding the expenditure of Hotel Occupancy Tax (HOT) funds.**

Council received a presentation from Robert Hanna with ZacTax regarding the expenditure of Hotel Occupancy Tax (HOT) funds.

**8. Hold a discussion regarding unsolicited newspapers and solicitors.**

City Manager Luke Olson stated that several Councilmembers have spoken with him regarding unsolicited newspapers being thrown in driveways and subsequently scattered throughout neighborhoods and roadways. He noted that several surrounding cities have revised their ordinances to address this issue.

Council directed staff to move forward with preparing an ordinance to address unsolicited newspaper distribution.

**9. Receive and accept the annual audited financial statements for Fiscal Year 2024-25.**

Council received a presentation from Carl Deaton regarding the annual audited financial statements for Fiscal Year 2024-25.

**Motion:** a motion was to receive and accept the annual audited financial statements for Fiscal Year 2024-25 made by Councilmember Vrba and second by Councilmember Wohr.

**Ayes:** Councilmember Wohr, Lewelling, Fitzpatrick, Vrba and Evans.

**Noes:** None

**Motion Passed 5-0.**

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

**A. Conduct a closed meeting pursuant to Texas Government Code Section 551.074 to deliberate the duties and conduct the annual evaluation of the City Manager.**

Council convened into Executive Session at 7:13 p.m. under section 551.074 of the Texas Government Code, to deliberate the duties and conduct the annual evaluation of the City Manager.

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

Council reconvened into Open Session at 8:53 p.m.

No action taken.

**Adjournment**

Mayor Bleau adjourned the meeting at 8:53 p.m.

Approved:

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Kristy Bleau, Mayor

Attest:

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Codi Delcambre, City Secretary