



**City of Lake Dallas**

**Parks & Recreation Board Meeting**

**City Hall**

**212 Main Street, Lake Dallas Texas 75065**

**Tuesday, August 17, 2021 at 7:00 p.m.**

**Section I – Presentations**

1. Call to Order & Determination of Quorum.
2. Pledges of Allegiance.
3. Receive Citizen Public Comment – An opportunity for citizens to address the Parks and Recreation Board on matters which are not scheduled for consideration by the Board. The Texas Open Meeting Act prohibits deliberation by the Board of any subject which is not on the posted agenda, therefore the Board will not be able to discuss or take any action on items brought up during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.
4. Approval of the July 20, 2021 minutes.
5. Directors Report/ Announcements
  - a. Park Improvement Projects FY21-22
  - b. Master Plan Update
6. Hold a discussion and make a recommendation to City Council regarding the appointment of members to the City of Lake Dallas Parks and Recreation Board/Keep Lake Dallas Beautiful Committee.
7. Announcements or Requests for future agenda items.

**Section IV – Adjournment**

8. Adjournment.

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on August 13, 2021 before 5:00 p.m.

*Codi Delcambre*

Codi Delcambre, 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 two (2) working days prior to the meeting so that appropriate arrangements can be made.



**Parks & Recreation Board Meeting Minutes**

**From: Tuesday, July 20, 2021**

**At 7:00p.m. at City Hall Council Chambers**

**212 Main Street, Lake Dallas, TX 75065**

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1. The City of Lake Dallas Park & Recreation Board met in a regular meeting on July 20, 2021 in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Lester Raborn called the meeting to order at **7:08p.m.**

2. Call to Order:

a) Layne Cline conducted roll call. The following members were present-

Present Members:

Kristy Bleau– Member

Lester Raborn – Member

Rachel Fitzpatrick – Member

Ramona Jansen – Member

Absent:

Kristy Gilbert- Member

Paul Forgey - Member

b) Staff Present: Interim City Manager Mike Wilson, Public Works Superintendent Layne Cline, Code Compliance Officer Daniel Rusnak, Management Assistant Hayden Scarnato.

3. Hold a discussion and take appropriate action on electing a Chairman and Vice-Chairman for the Parks and Recreation Board and Keep Lake Dallas Beautiful Committee.

- Member Bleau states she would be interested in serving as Vice-Chair.
- Member Jensen motions to appoint Kristy Bleau as Vice-Chair. Member Fitzpatrick seconds.

Ayes: Member Bleau, Member Raborn, Member Fitzpatrick, Member Jensen

Noes: None.

**Motion Passed 4-0**

4. Citizen Public Comment – None.

5. Approval of Minutes from June 15, 2021:

- Member Raborn made a motion to approve the minutes, Member Bleau seconds the motion.

Ayes: Member Bleau, Member Raborn, Member Fitzpatrick, Member Jensen

Noes: None.

**Motion Passed 4-0**

6. Director's Report/Announcements:

- Layne delivers the Director's report with the following information:

- Park Projects/CIP List Update. Member Jensen asks for clarification on removal of fishing pier concrete posts. Mike Wilson offers information about American Relief Fund information coming out of Washington. Member Fitzpatrick asks about occupancy rates at Willow Grove. Member Bleau asks about light bulb replacements at Willow Grove. Member Bleau asks about CDC and Pickleball funding. Member Bleau asks if watering truck has been visiting. Member Fitzpatrick states she thought TXDOT is farming out the task of ROW maintenance.
  - Master Plan Update. Member Raborn requests print out of 2003 Master Plan. Member Bleau asks if she can share survey links on various social media pages.
7. Hold a discussion about the operations of the boat ramp and dock at Willow Grove Park.
- Member Jensen asks for clarification about funding required for to construct new boat ramp and dock. Member Fitzpatrick asks about kiosk and entry.
8. Receive a report, hold a discussion, and select another member to the Parks Collaboration Subcommittee (current Members: Lester Raborn and Kristy Gilbert).
- Layne recommends removing the sub-committee based on restrictions Hickory Creek has in place prohibiting this type of sub-committee.
9. Announcements or Requests for future agenda items.
- None
10. Adjournment- **7:52 p.m.**

11. Minutes submitted by:

Print: Layne Cline

Signature: \_\_\_\_\_

12. Minutes approved by:

Print: Lester Raborn

Signature: \_\_\_\_\_



**PARKS AND RECREATION  
AGENDA MEMO**

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Prepared By: Layne Cline, Public Works Superintendent

August 17, 2021

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Park Improvement Projects Funding

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**DESCRIPTION:**

Receive a report and hold a discussion regarding park improvement projects to various parks in FY21-22.

**BACKGROUND INFORMATION:**

Historically, the Community Development Corporation (CDC) makes an annual contribution to the general fund for capital improvement projects at various city parks, excluding Willow Grove Park. At the August 9<sup>th</sup> CDC meeting, it was agreed upon to not make any contributions for the parks in FY21-22.

Staff is still looking at other grant options to continue improvements in the future. The intended projects are listed and proposed in the 5-year CIP Plan.

**FINANCIAL CONSIDERATION:**

None.

**RECOMMENDED MOTIONS:**

None. Discussion only.

**ATTACHMENT(S):**

1. Parks 5-year CIP

**Parks 5-Year Capital  
Improvements Plan**

<b>PARKS</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>NOTES</b>
City Park	10,300	35,900	19,900	26,400	29,400	
River Oaks Park	10,400	7,400	17,300	7,300	7,300	
Community Park	2,200	5,800	99,400	16,800	11,400	
Thousand Oak Park	2,600	5,300	103,600	7,300	14,400	
Willow Grove Park	41,000	79,321	67,725	70,725	175,400	
<b>Total Requests</b>	<b>\$66,500</b>	<b>\$133,721</b>	<b>\$307,925</b>	<b>\$128,525</b>	<b>\$237,900</b>	
<b>Total Funded Requests</b>	<b>\$41,000</b>					

**Willow Grove Park**

<b>Capital Project</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>NOTES</b>
Replace Bollards		2,000	2,000			
<i>Remove concrete piers/Replace Fishing Pier</i>	19,500	56,596				<i>*TML insurance claim reimbursement</i>
Additional Garbage Cans(30)	2,500	2,500	2,500	2,500	2,500	<i>\$467.50 each</i>
Add Additional Picnic Tables (18, make 6 ADA)		3,500	3,500	3,500	3,500	<i>\$998.85 each \$1,098.85 each ADA</i>
Improve Boat Dock and Walkway						<i>*funding discussion needed</i>
Concrete Walking Trail			30,000	30,000	30,000	<i>complete in phases</i>
Install turnaround road	16,000					
Install Additional Camera System			8,000			
Repair Bird Viewpoint				3,500		
Tree Replacement	3,000	3,000	3,000	3,000	3,000	

Signage for Parks		1,500	1,500			
Replace Pavilion Shade			9,000			
Add Playground Shades (2)				10,000	10,000	
Dog Waste Stations (5)		825	825	825		\$350 each
Benches (15)		1,400	1,400	1,400	1,400	\$655 each
Additional Concrete Restroom					125,000	Water-less, need weekly service
Playground equipment		8,000	6,000	6,000		
Firewood vending machine				10,000		
<b>Total Requests</b>	<b>\$41,000</b>	<b>\$79,321</b>	<b>\$67,725</b>	<b>\$70,725</b>	<b>\$175,400</b>	

### City Park

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
Install Field Lighting (work with local sport Assoc)						\$380,000 *need to discuss with LCSA
Install Irrigation (work with local sport Assoc)	***					\$20,000*need to discuss with LCSA
Grade Soccer Fields (work with local sport Assoc)	***					\$20,000*need to discuss with LCSA
Adding Wind Screens for Tennis Courts		10,000				waiting on estimate
Concrete Walking Trail around Park Stage/Amphitheater						\$125,000
Parking Lot Sealing and Stripping						Covered by CO's
Work Out Equipment/ Flat Work Cost						\$15,000- to be completed after walking trail
Tree Replacement	3,000	2,000	2,000	2,000	2,000	
Soccer Field Improvements						*need to discuss with LCSA
Tennis Courts- Bleacher Seats	1,500	1,500				
Improvements to Basketball Court						

Sun Screen for Play Ground			9,000			<i>*waiting on estimate (1 new in 2020)</i>
New Tennis Nets (4)		900	900	900	900	
Benches (12 - 6 replaced, 1 new, 5 projected for walking trail)	800	800	800	800	800	<i>\$655 each</i>
New Garbage Receptacles (Replace 12)	1,500		1,500		1,500	<i>\$467.50 each</i>
Picnic Tables (4)	1,200	1,200	1,200	1,200	1,200	<i>\$998.85 each. \$1,098.85 each ADA</i>
Dog Waste Stations (4)	500	500	500	500		<i>\$350each</i>
Replace playground equipment		4,000	4,000	6,000	8,000	
Pickleball (storage box and equip.)	1,800	15,000				<i>Resurface for Pickleball markings</i>
Resurface tennis courts				15,000	15,000	<i>30k total, half at a time</i>
<b>Total Requests</b>	<b>\$10,300</b>	<b>\$35,900</b>	<b>\$19,900</b>	<b>\$26,400</b>	<b>\$29,400</b>	

### River Oak Park

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
Add Additional Trees		1,500				
Replace Park Bench	800	800	800	800	800	<i>\$655 each</i>
Swing Set	9,000					
New Garbage Receptacles (2)	600	600				<i>\$467.50 each</i>
Replace playground equipment		4,000	4,000	6,000	6,000	
Install solar lighting			12,000			
Dog Waste Stations (5)		500	500	500	500	<i>\$350 each</i>
<b>Total Requests</b>	<b>\$10,400</b>	<b>\$7,400</b>	<b>\$17,300</b>	<b>\$7,300</b>	<b>\$7,300</b>	

### Community Park

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
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Picnic Tables (replace 2)		1,200	1,200	1,200	1,200	\$998.85 each \$1,098.85 each ADA
Garbage Receptacles (3 - replace 2, add 1)	600	600	600	600	600	\$467.50 each
Park Benches (3)	800		800		800	\$655 each
Walking Path			90,000			
Tree Replacement						
Replace playground equipment		4,000	6,000	6,000	8,000	
Sun Screen for playground				9,000		
Water Fountain Replacement	800		800		800	
<b>Total Requests</b>	<b>\$2,200</b>	<b>\$5,800</b>	<b>\$99,400</b>	<b>\$16,800</b>	<b>\$11,400</b>	

### Thousand Oak Park

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
Install concrete Walking Tail			95,000			
New playground equipment		4,000	6,000	6,000	8,000	
Benches (Replace 5)	800	800	800	800	800	\$655 each
Garbage Cans (3)	600		600		600	\$467.50 each
Water Fountain Replacement					3,800	
Picnic tables (2)	1,200		1,200		1,200	\$998.85 each \$1,098.85 each ADA
Dog Waste Station (1)		500		500		\$350 each
<b>Total Requests</b>	<b>\$2,600</b>	<b>\$5,300</b>	<b>\$103,600</b>	<b>\$7,300</b>	<b>\$14,400</b>	



**Parks 5-Year Capital Improvements Plan  
Willow Grove Park**

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
<b>Repair Lights</b>						
Replace Bollards		\$2,000	\$2,000			
<b>Remove concrete piers/Replace Fishing Pier</b>	\$19,500	\$56,596				<i>*TML insurance claim reimbursement</i>
<b>Improve RV Campsite Surface</b>						
<b>Additional Picnic Tables</b>						
Additional Garbage Cans(30)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	<i>\$467.50/ea.</i>
Add Additional Picnic Tables (18, make 6 ADA)		\$3,500	\$3,500	\$3,500	\$3,500	<i>\$998.85/ea. \$1,098.85/ea. ADA</i>
Improve Boat Dock and Walkway						<i>*need to have a funding discussion</i>
Concrete Walking Trail			\$30,000	\$30,000	\$30,000	<i>complete in phases</i>
<b>Install turnaround road</b>	\$16,000					
Install Additional Camera System			\$8,000			
Repair Bird Viewpoint				\$3,500		
<b>Tree Replacement</b>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Signage for Parks		\$1,500	\$1,500			
Replace Pavilion Shade			\$9,000			
Add Playground Shades (2)				\$10,000	\$10,000	
Dog Waste Stations (5)		\$825	\$825	\$825		<i>\$350/ea.</i>
Benches (15)		\$1,400	\$1,400	\$1,400	\$1,400	<i>\$655/ea.</i>
Additional Concrete Restroom Facility					\$125,000	<i>Water-less, will need weekly servicing, by pavillion</i>
Playground equipment		\$8,000	\$6,000	\$6,000		
Firewood vending machine				\$10,000		
<b>Total</b>	<b>\$41,000</b>	<b>\$79,321</b>	<b>\$67,725</b>	<b>\$70,725</b>	<b>\$175,400</b>	

**Parks 5-Year Capital Improvements Plan  
City Park**

Capital Project	FY 2019-2020 Funded Projects	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Install Field Lighting (work with local sport Assoc)							
Install Irrigation (work with local sport Assoc)			***CO's				
Grade Soccer Fields (work with local sport Assoc)			***CO's				
Adding Wind Screens for Tennis Courts				\$10,000			
Concrete Walking Trail around Park							
Stage/Amphitheater							
Parking Lot Sealing and Stripping		\$16,000					
Work Out Equipment/ Flat Work Cost							
Tree Replacement	\$3,000	\$3,000	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000
Soccer Field Improvements							
Tennis Courts- Bleacher Seats			\$1,500	\$1,500			
Improvements to Basketball Court		\$300					
Sun Screen for Play Ground					\$9,000		
New Tennis Nets (4)				\$900	\$900	\$900	\$900

Benches (12 - 6 replaced, 1 new, 5 projected for walking trail)			\$800	\$800	\$800	\$800	\$800
New Garbage Receptacles (Replace 12)			\$1,500		\$1,500		\$1,500
Picnic Tables (4)			\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Dog Waste Stations (4)			\$500	\$500	\$500	\$500	
Replace playground equipment				\$4,000	\$4,000	\$6,000	\$8,000
Pickleball (storage box and equip.)			1,800	15,000			
Resurface tennis courts						\$15,000	\$15,000
<b>Total</b>		<b>\$3,000</b>	<b>\$19,300</b>	<b>\$10,300</b>	<b>\$35,900</b>	<b>\$19,900</b>	<b>\$26,400</b>

**NOTES**

*\$380,000 \*need to discuss with LCSA*

*\$20,000\*need to discuss with LCSA*

*\$100,000\*need to discuss with LCSA*

*waiting on estimate*

*\$125,000*

*???*

*Covered by CO's*

*\$15,000- to be completed after walking trail*

*\*need to discuss with LCSA*

*\*waiting on estimate (1 new in 2020)*

*\$655/ea.*

*\$467.50/ea.*

*\$998.85/ea.*

*\$1,098.85/ea. ADA*

*\$350/ea.*

*Resurface for Pickleball markings*

*30k total, half at a time*

**Parks 5-Year Capital Improvements Plan  
River Oaks Park**

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
Add Additional Trees		\$1,500				
Replace Park Bench	\$800	\$800	\$800	\$800	\$800	\$655/ea.
Swing Set	\$9,000					*waiting on estimate
New Garbage Receptacles (2)	\$600	\$600				\$467.50/ea.
Replace playground equipment		\$4,000	\$4,000	\$6,000	\$6,000	
Install solar lighting			\$12,000			
Dog Waste Stations (5)		\$500	\$500	\$500	500	\$350/ea.
<b>Total</b>	<b>\$10,400</b>	<b>\$7,400</b>	<b>\$17,300</b>	<b>\$7,300</b>	<b>\$7,300</b>	

**Parks 5-Year Capital Improvements Plan  
Community Park**

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
Picnic Tables (replace 2)		\$1,200	\$1,200	\$1,200	\$1,200	\$998.85/ea. \$1,098.85/ea. ADA
Garbage Receptacles (3 - replace 2, add 1)	\$600	\$600	\$600	\$600	\$600	\$467.50/ea.
Park Benches (3)	\$800		\$800		\$800	\$655/ea.
Walking Path			\$90,000			
Tree Replacement						
Replace playground equipment		\$4,000	\$6,000	\$6,000	\$8,000	
Sun Screen for playground				\$9,000		
Benches (15)	\$800		\$800		800	\$655/ea.
<b>Total</b>	<b>\$2,200</b>	<b>\$5,800</b>	<b>\$99,400</b>	<b>\$16,800</b>	<b>\$11,400</b>	

**Parks 5-Year Capital Improvements Plan  
Thousand Oak Park**

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	NOTES
Install concrete Walking Tail			\$95,000			
New playground equipment		\$4,000	\$6,000	\$6,000	\$8,000	
Benches (Replace 5)	\$800	\$800	\$800	\$800	\$800	\$655/ea.
Garbage Cans (3)	\$600		\$600		\$600	\$467.50/ea.
Water Fountain Replacement					\$3,800	Still researching, it is operating properly.
Picnic tables (2)	\$1,200		\$1,200		\$1,200	\$998.85/ea. \$1,098.85/ea. ADA
Dog Waste Station (1)		\$500		\$500		\$350/ea.
<b>Total</b>	<b>\$2,600</b>	<b>\$5,300</b>	<b>\$103,600</b>	<b>\$7,300</b>	<b>\$14,400</b>	



**Parks 5-Year Capital Improvements Plan**

<b>PARKS Capital Project</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>NOTES</b>
City Park	\$8,500.00	\$20,900.00	\$19,900.00	\$26,400.00	\$29,400.00	
River Oaks Park	\$10,400.00	\$7,400.00	\$17,300.00	\$7,300.00	\$7,300.00	
Community Park	\$2,200.00	\$5,800.00	\$99,400.00	\$16,800.00	\$11,400.00	
Thousand Oak Park	\$2,600.00	\$5,300.00	\$103,600.00	\$7,300.00	\$14,400.00	
<b>Total</b>	<b>\$23,700.00</b>	<b>\$39,400.00</b>	<b>\$240,200.00</b>	<b>\$57,800.00</b>	<b>\$62,500.00</b>	
<b>Willow Grove Park</b>	<b>\$41,000.00</b>	<b>\$79,320.76</b>	<b>\$67,725.00</b>	<b>\$70,725.00</b>	<b>\$175,400.00</b>	

**Parks 5-Year**

<b>PARKS Capital Project</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>NOTES</b>
City Park	\$19,300.00	\$10,300.00	\$35,900.00	\$19,900.00	\$26,400.00	\$29,400.00	
River Oaks Park	\$1,500.00	\$10,400.00	\$7,400.00	\$17,300.00	\$7,300.00	\$7,300.00	
Community Park	\$1,500.00	\$2,200.00	\$5,800.00	\$99,400.00	\$16,800.00	\$11,400.00	
Thousand Oak Park	\$2,700.00	\$2,600.00	\$5,300.00	\$103,600.00	\$7,300.00	\$14,400.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Willow Grove Park</b>	<b>\$54,000.00</b>	<b>\$41,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	Funded by Willow Grove Park Special Revenue Fund



**PARKS & RECREATION BOARD  
AGENDA MEMO**

Prepared By: Layne Cline Public Works Superintendent

August 17, 2021

**Board Appointment**

**DESCRIPTION:**

Hold a discussion and make a recommendation to City Council regarding the appointment of members to the City of Lake Dallas Parks and Recreation Board/Keep Lake Dallas Beautiful Committee.

**BACKGROUND INFORMATION:**

On February 13, 2020, the City Council had a discussion on amending the application and appointment process for city Boards and Commissions. Staff was directed to bring any application to the respective board or commission to obtain their recommendation before bringing the application before the city council. The City Council has the authority to appoint members of the Planning and Zoning Commission, Parks and Recreation Board, Keep Lake Dallas Beautiful Committee, Board of Adjustment, Library Board, Animal Shelter Advisory Board, Appeals Board and Community Development Corporation. This process began on April 1, 2020.

The Parks and Recreation Board has four (3) vacancies currently.

Applications received for appointment to this board or commission:

- Jennifer Nichols

<b><u>Current Board Members</u></b>	<b><u>Place</u></b>	<b><u>Term</u></b>
Kristy Bleau(Vice Chair)	Member, Place 1	October 2022
Lester Raborn(Chair)	Member, Place 2	October 2021
<b>Vacant</b>	<b>Member, Place 3</b>	<b>October 2022</b>
Paul Forgey	Member, Place 4	October 2021
Rachel Fitzpatrick	Member, Place 5	October 2022
Ramona Jansen	Member, Place 6	October 2021
Kristy Gilbert	Member, Place 7	October 2022
<b>Vacant</b>	<b>Alternate 1</b>	<b>October 2021</b>
<b>Vacant</b>	<b>Alternate 2</b>	<b>October 2022</b>

**RECOMMENDED MOTIONS:**

I move to **approve/deny** the application of \_\_\_\_\_ to serve in Place \_\_\_ of the Parks and Recreation Board/Keep Lake Dallas Beautiful Committee.

**ATTACHMENT(S):**

1. Jennifer Nichols Application

CITY OF LAKE DALLAS  
212 Main Street, Lake Dallas, Texas 75065

APPLICATION TO SERVE ON BOARD OR COMMISSION

Notice: The City of Lake Dallas requires that all potential candidates for a City Board or Commission undergo a background check to ensure that no one with a criminal background or with inappropriate social media content is representing the city in any capacity. By signing this application you agree to undergo such background check and social media scrutiny. The applicant must also meet the requirements specified on the back of this form.

An acknowledgement and consent to a background check must be signed on the back of this form.

Name: Jennifer Nichols Date: 2/24/21

Street Address: 752 Oakdale Ave, Lake Dallas 75065

Mailing Address: See above

Employer: Unemployed Home/Cell Phone: 512.824.6840

E-mail address: jnichols70@gmail.com

Length of time as resident 6 Yrs 5 Months Date of Birth 11/9/70

Please number your choice of the boards, commissions or committee you would like to serve on by numbering your first, second and third choices:

- |   |   |
|---|---|
| <input type="checkbox"/> Board of Adjustment (Building)             | <input type="checkbox"/> Community Development Corporation    |
| <input type="checkbox"/> Planning & Zoning Commission               | <input checked="" type="checkbox"/> 1 Park & Recreation Board |
| <input type="checkbox"/> Board of Appeals                           | <input checked="" type="checkbox"/> 2 Library Board           |
| <input checked="" type="checkbox"/> 3 Animal Shelter Advisory Board |   |

List any board, commission or committee you currently serve on: \_\_\_\_\_

Please provide any education, experience, memberships or knowledge that you wish to be considered for your request to be appointed to the above: \_\_\_\_\_

Hello. Thank you in advance for your consideration.  
My education extends to a BS in Radio/TV/Film  
from the University of N. Texas. I am currently  
volunteer at my church, Church of the Enunciation in  
Lewisville. I have traveled all over the world + lived  
in London England for 5 years where I was a member

Boards, commissions, and committees meet a minimum of one night each month and the meetings typically last 2 - 4 hours.

Please see reverse side

*perspective to any board  
that I may serve on.  
Kind regards,  
Jennifer*

**City of Lake Dallas  
Boards and Commissions Requirements**

All applicants for Boards or Commissions must meet the following requirements:

1. Must be a qualified (registered) voter.
2. Must be at least twenty-one (21) years of age.
3. Must be a resident of the city for at least six months preceding the appointment.
4. Must be current on payment of all taxes.
5. Must be of good moral character.
6. Must agree to comply with the attendance policy for Board and Commission meetings as outlined below.
7. Must interview with the City Council. (You will be contacted when an interview is scheduled)

**Attendance / Conduct Policy:**

If you choose to apply, it must be understood that as a member of a City Board or Commission you are a government representative and must conduct yourself in a professional and ethical manner at all times.

Furthermore, it is necessary that you accept your responsibilities and make every effort to attend each of the meetings as called and posted, generally once per month. We understand that there will be occasions when it is not possible to be in attendance, but establishing a quorum (the number of members necessary to hold a legal meeting) is often difficult if members do not make the necessary commitment to attend meetings.

Your service to the City is greatly appreciated and highly regarded since the City could not conduct all of the City's official duties without volunteers who willingly give time to our Boards and Commissions. But if you cannot meet the meeting requirement it would be in the best interest of the applicant as well as the City if you reconsider your application.

Currently, a position to a Board or Commission is relinquished if three consecutive meetings are missed or more than five in any calendar year.

**Permission for Background Checks:**

I (Print Name) Jennifer Nichols, understand the meeting requirement and that by signing this form I am granting the City of Lake Dallas, through its officers, agents and administrative staff, permission to conduct a third party criminal history check. The results of the check will be utilized only to determine eligibility for membership to a City Board or Commission. Furthermore, I will agree to befriend a designated agent of the City to any and all Social Media Networks to which I belong including Facebook, Twitter, Skype or any other to which I am a member. I understand that the posting of inappropriate content on any social media as determined by the City of Lake Dallas is grounds for disqualification to any Board or Commission. Any false statement made in this application is also grounds for disqualification for membership to any City Board or Commission.

**By signing this form I also acknowledge my commitment to serve if selected.**

Signature: Jennifer S. Nichols Date 2/24/21

**List All Social Media Memberships:**

Facebook  
LinkedIn