



Fiscal Year (FY) 2017-18  
Annual Budget

September 14, 2017



## **FY 2017-18 Budget Memo**

**Submitted to: The Mayor and City Council on August 10, 2017**

The following statement is provided in accordance with Texas Local Government Code 102.005:

This budget will raise more total property taxes than last year's budget by \$201,144 or 7.46% and of that amount \$14,854 is tax revenue to be raised from new property added to the tax roll this year.

**Prepared by:**

**John Cabrales Jr.**  
**Interim City Manager**

**Codi Delcambre**  
**City Secretary**

**Donna Boner**  
**Finance/Human Resource Director**

**Daniel Carolla**  
**Chief of Police**

**Devin Shields**  
**Public Works Manager**

**Joe Gunter**

**Librarian**

**Jennifer Henry**  
**Municipal Court Clerk**

**Julien Peralta**  
**Animal Services Director**

**Renee O'Neill**  
**Administrative Assistant/Deputy City Secretary**

**Donna Butler**  
**Administrative Assistant**

## **Elected Officials**

**Michael Barnhart, Mayor**  
**Term expires May 2019**

**Megan Ray, Council Member Place 1**  
**Term expires May 2018**

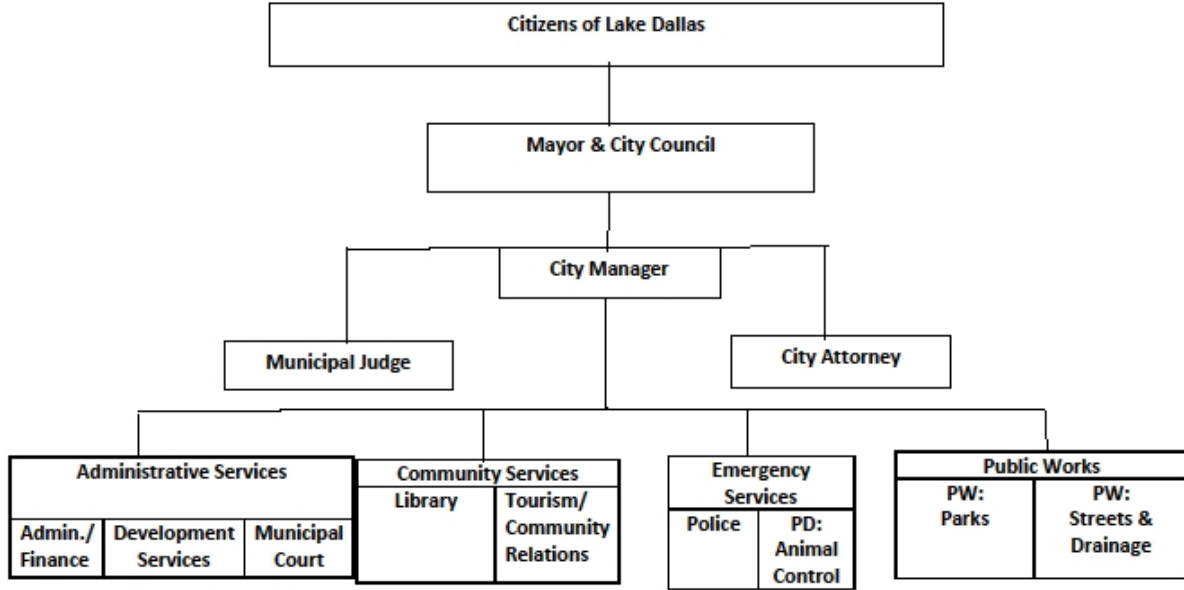
**Kathy Brownlee, Council Member Place 2**  
**Term expires May 2019**

**Cheryl McClain, Council Member Place 3**  
**Term expires May 2018**

**Charlie Price, Council Member Place 4**  
**Term expires May 2019**

**Andi Nolan, Council Member Place 5**  
**Term expires May 2018**

# Organizational Chart for FY 2017-18



## **Boards and Commissions**

### **The City of Lake Dallas Animal Shelter Advisory Board**

The Animal Shelter Advisory Board meets 3-5 times a year. Meetings allow the board to be briefed on the shelter's activity.

### **Board of Appeals**

The purpose of this board is to hear testimony of terminated City workers as well as for hearing charges of corruption, discrimination, abuse of power, or abuse of policies from active City workers or citizens.

### **Board of Adjustment**

Members of this board meet at the call of the chairperson within 30 days of receipt of written notice from anyone aggrieved as a result of the refusal of a building permit or administrative decision by the City Building Official.

### **Community Development Corporation**

The Community Development Corporation (CDC) was created in January 2003 to foster improvements in the commercial area of the city and to enhance the quality of life in the city as a tool for attracting new businesses and residents.

### **Parks and Recreation Board**

The members of the Parks, Recreation and Keep Lake Dallas Beautiful Board serve in an advisory capacity to the City Staff and Council on the planning and development of parks and recreation facilities and regulations governing their use and for the planning of special events.

### **Planning & Zoning Commission**

The Planning and Zoning Commission is charged with the responsibility of proposing plans, policies, and programs addressing the physical development and planning of the City.

## **Manager's Message**

**September 14, 2017**

### **TO THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

Pursuant to provisions of the City Charter and on behalf of the staff, I respectfully submit to you the Fiscal Year (FY) 2017-18 Annual Budget for your consideration. The Budget has been developed to allocate available resources to accomplish the goals and objectives of the City Council. The pace of growth in the General Fund for FY 2017-18 remains good for the coming year.

Certified Taxable Value for 2018 is \$437,893,906, which is an 8.49% increase from last year's value.

The proposed tax rate is a decrease from the current rate of \$0.668068 per \$100 of assessed valuation to \$0.661750 per \$100 of assessed valuation.

Sales tax revenues are expected to increase 4.5% over last year's budgeted amount to \$645,000. This modest increase is due to the continued impact to traffic access to our city because of the I-35 Express construction project.

Franchise Fees are expected to remain flat, with no significant increase since there have not been any new or significant utility improvements in the City that would affect this revenue source.

A Fine and Fee Schedule adjustment will be brought forward for City Council consideration along with the Budget. Staff has been determining operational costs for every fine and fee we charge, and they have also been benchmarking them to comparable communities. It appears that we can make improvements for cost recovery on some of these fees and fines so as not to require revenues from other areas, such as the General Fund, to supplement operational costs.

An increase of 20% has been included to cover the City's contribution to the Health Care Insurance. In December 2013, the City decided to move the annual start date from October to December in order to reduce the cost to the City by \$3,600. Unfortunately, this makes it difficult to budget for any cost increases for the next fiscal year because we will not know the true costs until mid – late September, after the budget is finalized. As a result, a 20% increase has been factored into the budget based on market trends and conversations with our consultant.

Four new special revenue funds have been created in the Budget. The Hotel Occupancy Tax (HOT) funds that are collected are legislatively restricted in how they can be used. We were not properly tracking the expenditures for the approved uses of HOT funds, so the revenues

and expenditures have been placed into a special revenue fund. Revenues from the one-quarter cent sales tax for street maintenance, and appropriate expenditures, have also been placed into a special revenue fund. Revenue generated from the ten percent (10%) fee on each new residential building permit for park development and maintenance, and appropriate expenditures, are being placed into a special revenue fund. Lastly, donations for the Library, and appropriate expenditures, are also being placed into a special revenue fund.

There are some expenditures for needed capital improvements that include \$10,000 for security enhancements to the police property room, \$30,000 for the replacement of an air conditioning unit and repair of the roof at the Library. The addition of a dump truck and street roller for Streets and Drainage Department to be used for street maintenance, and \$10,000 in improvements to the public works yard to assist with street maintenance materials storage. These will be cash funded from the Street Maintenance Special Revenue Fund. Also, the addition of a modular office building at the public works yard is proposed, and the loan payments will be taken from the Streets and Drainage Department budget over the next few years.

There is a net decrease of one (1) Full-Time Equivalent (FTE) in the budget from the prior year for a total of 36.5 FTE's. The budget does add one (1) FTE in the Streets and Drainage Department for planned increases in street maintenance projects. There is also a one-half (0.5) FTE increase to the Animal Services Department to assist with their increased workload. There was a decrease in FY 2016-17 of two and one-half (2.5) FTE's with the elimination of police dispatch operations.

There is a compensation increase of two percent (2%) for employees beginning on October 1, 2017. A cursory review of employee salaries in the City compared to other comparable municipalities shows that our salaries are lower. Part of the issues appears to be that the starting pay for many positions is lower than many comparable cities. This will be reviewed further in the next fiscal year and the results will be brought forward for a council discussion.

To address some operational inefficiencies and make the departmental budgeting more transparent, the budget reflects some organizational changes for the coming fiscal year. Specifically, the consolidation of the Tourism and Community Relations Departments into the Tourism/Community Relations Department. The consolidation of the Fire, Legislative, Support Services Departments into Administration Department. And, the creation of a City Council Fund to cover all appropriate expenses.

The overall FY Budget for all funds is \$5,768,457 and includes 36.5 Full-Time Equivalent (FTE) positions. A comprehensive summary of the budget is provided in the Budget Overview section of this document, but the key elements of the budget included the following:

- The proposed tax rate is \$0.661750 per \$100 of assessed valuation, which is less than the prior year's tax rate. Of this amount, \$0.558920 is provided for operation and maintenance, and \$0.102829 is provided for debt service.
- There is a combined net decrease of 1 FTE over the prior year.

- Any changes to the Fine and Fee Schedule could have an impact to the budget as an effort has been made to cost recovery for the operations associated with the fine or fee.
- The creation of four new special revenue funds, the Hotel Occupancy Tax (HOT), Street Maintenance (the one-quarter cent sales tax), Library Donation, and Park Development and Maintenance. All revenues and expenditures for these accounts have been moved out of the General Fund.
- There is a compensation increase of two percent (2%) for employees beginning on October 1, 2017.
- There is an addition of one (1) FTE in the Public Works Department and one-half (0.5) FTE increase to the Animal Services Department.
- Capital improvements \$10,000 for security enhancements to the police property room, \$30,000 for the replacement of an air conditioning unit and repair of the roof at the Library, a dump truck and street roller for Public Works, \$10,000 in improvements and the addition of a modular office building to the public works yard.

This Budget addresses improvements to efficiencies and customer service by emphasizing our most valuable asset, our employees, through empowerment and enhance training. This helps to unleash the skills of our employees to reduce waste, and seek improved and innovative methods to better serve the citizens. During the budget process, city programs and services were evaluated to ensure they continue to meet the priorities and goals of the City Council.

I would like to thank the members of the Lake Dallas City Council for their hard work and dedication to the citizens of Lake Dallas, and for your input into the preparation of the FY 2017-18 Budget. I also want to express my appreciation to the staff, and to our consultant Eddie Peacock, CPA, CGFO, for all their research and input into the preparation of this document. With your support, and the dedication of our capable staff, I am confident that we will ensure that quality services are provided to the citizens of Lake Dallas.



# FY 2017-18 Budget Structure

## **Financial Structure**

The financial structure of the budget is organized by funds. A fund is generally defined as a fiscal and accounting entity which has its own self-balancing set of accounts for recording cash and other financial resources, as well as, any liabilities or residual equities or balances. Normally, funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The FY 2017-18 Budget is separated into three different funds, with its own revenue source and fund expenditures.

## **Budgeted Funds**

Funds are also classified by fund group: General Fund, Debt Service (I&S) Fund, Special Revenue Funds and Component Unites of Government Funds.

**General Fund** – The General Fund reflects the City’s general service operations such as public safety, library, and development services. The General Fund’s two major revenue sources are sales and ad valorem taxes.

**Debt Service Fund (I&S)** – The Debt Service Fund is used to record and control the accumulation of resources for payment of general obligation long-term debt principal and interest. The City issues debt to acquire or construct capital assets such as roads or parks for the general benefit of its citizens. Resources include an applicable portion of the ad valorem tax levy and related interest income usable from debt service. The fund balance is restricted to payment of principal and interest or refunding of tax supported debt.

**Special Revenue Funds** – Special Revenue Funds are used to account for the receipt of specific revenue sources that are restricted for expenditures for a specified purpose. The budget contains the following special revenue funds.

### **Animal Rescue Special Revenue Fund**

The Animal Rescue Special Revenue Fund is dedicated and may only be spent on animal rescue related expenses by the Animal Services. It accounts for monies received by donations for animal rescue related services.

### **Child Safety Special Revenue Fund**

The Child Safety Special Revenue Fund is dedicated and may only be spent on certain statutorily-defined purposes including programs designed to enhance child safety, health or nutrition, child abuse prevention/intervention, drug and alcohol abuse prevention, or programs designed to enhance public safety and security. It accounts for monies collected from court fees applied to certain violations.

**Court Building Security Special Revenue Fund**

The Court Building Security Special Revenue Fund is dedicated and may only be spent on certain statutorily-defined purposes for enhancing security for the municipal court. It accounts for monies collected from court fees applied to all misdemeanor convictions.

**Court Technology Special Revenue Fund**

The Court Technology Special Revenue Fund is dedicated and may only be spent on certain statutorily-defined purposes for technology needs of the municipal court. It accounts for monies collected from fees applied to all misdemeanor convictions.

**Drug Seizure Special Revenue Fund**

The Drug Seizure Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes according to Chapter 59 of the Texas Code of Criminal Procedure. It accounts for asset forfeitures related to police seizures.

**Forensic Testing Special Revenue Fund**

The Forensic Testing Special Revenue Fund is dedicated and may only be spent on forensic testing related to criminal cases filed by the Police Department. It accounts for monies received by justice agencies, including the Denton County District Attorney.

**Hotel Occupancy Tax Special Revenue Fund**

The Tourism/Hotel Occupancy Tax (HOT) is dedicated and may only be spent on certain tourism activities as allowed by statute. It accounts for revenue generated from the Hotel Occupancy Tax collected.

**Juvenile Case Manager Special Revenue Fund**

The Juvenile Case Manager Special Revenue Fund is dedicated and may only be spent on certain statutorily-defined purposes including expenses for a juvenile case manager and/or programs such as juvenile diversion. It accounts for monies collected from fees applied to certain misdemeanor convictions.

**Kids n' Cops Special Revenue Fund**

The Kids n' Cops Special Revenue Fund is dedicated and may only be spent on items or vendors related to the annual police department and municipal court community engagement event and safety fair. It accounts for donations and other monies received for Kids n' Cops community engagement event and safety fair.

**LEOSE Special Revenue Fund**

The Law Enforcement Officer Standards and Education (LEOSE) Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes to Chapter 1701 of the Texas Occupations Code, such as for continuing education for full time peace officers or full-time law enforcement support personnel. It accounts for funds received from the LEOSE state grant.

**Library Donation Special Revenue Fund**

The Library Donation Special Revenue Fund is dedicated and may only be used for Library related expenditures. It accounts for monies received from donations to the Library.

**Park Improvement Special Revenue Fund**

The Park Improvement Special Revenue Fund is dedicated and may only be spent on development and maintenance costs for city parks. It accounts for the monies from the ten percent fee on new residential building permits.

**Police Auction Special Revenue Fund**

The Police Auction Special Revenue Fund is dedicated and may be spent for law enforcement purposes. It accounts monies received on behalf of the police department.

**Street Maintenance Special Revenue Fund**

The Street Maintenance Special Revenue Fund is dedicated and may only be spent on street maintenance activities as allowed by statute. It accounts for revenue generated from the one-quarter (0.25) cent sales tax collected for street maintenance.

**Willow Grove Park Special Revenue Fund**

The Willow Grove Park Special Revenue Fund is dedicated and may only be spent on improvement and maintenance activities at Willow Grove Park. It accounts for revenue generated from day use, camping, boat launch and rental fees at the park.

**Component Units of Government** – Component Units of Government are independent or quasi-governmental organizations that perform or support government operations. There is currently one component unit of government fund, the Lake Dallas Community Development Corporation. The main source of revenue for this fund is a special one-half (1/2) cent sales tax allocation.

**Budget Basis**

The budget for the General, Debt Service, Special Revenue Funds and Component Units of Government are prepared on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period except where the accrual basis is specified by generally accepted accounting principles.

## FY 2017-18 Budget Overview

### GENERAL FUND

#### Reserve Fund Balance

The importance of cash reserves, generally identified as Reserve Fund Balance, cannot be stressed enough in any governmental function. The ability to overcome unexpected disasters or to be able to fund an unbudgeted expenditure that may be of significant importance to the City requires available but unencumbered funds. In the past, the Council has expressed an intent to maintain a level of unassigned fund balance in the general fund equal to 25 percent of the fund's operating expenditures. For FY 2017-18 that would require approximately \$1,153,843 in the fund balance. The estimated reserve balance at the end of FY 2016-17 is \$1,104,899 and the estimated reserve fund balance for FY 2017-18 is \$1,116,269. The table below provides a listing of the ending reserve fund balances for last year, an estimated balance for the end of FY 2016-17, and the projected balance for the ending of FY 2017-18. City Management will continue to monitor our financial performance, and make appropriate expenditure and/or revenue adjustments as necessary to manage the reserve fund balance.

<b>RESERVE FUND BALANCE FY 2017-18 BUDGET</b>				
<b>DESCRIPTION</b>	<b>FY 2015- 16 ACTUAL</b>	<b>FY 2016- 17 BUDGET</b>	<b>FY 2016-17 PROJECTE D</b>	<b>FY 2017-18 PROPOSE D</b>
<b>FUND BALANCE, BEGINNING</b>	<u>1,402,374</u>	<u>1,151,489</u>	<u>1,151,489</u>	<u>1,104,899</u>
<b>FUND BALANCE, ENDING</b>	<u>1,378,741</u>	<u>773,948</u>	<u>1,104,899</u>	<u>1,116,269</u>
<b>FUND BALANCE AS % OF EXPENDITURES</b>	30%	16%	24%	25%

#### Bond Rating

The City has a Standard and Poor's Bond Rating of AA- (double A minus). This rating means the City has very strong capacity to meet its financial commitments and it differs from the highest rating (AAA) only to a small degree. There are three major rating agencies that evaluate municipalities and their bond: Standard and Poor's (S&P), Moody's, and Fitch. They assign a municipal bond a credit rating to make it faster for market participants to evaluate risk. A credit rating performs the same service for institutional borrowers and investors. A bond's credit rating is the rating agency's opinion as to the creditworthiness of the bond's issuer (City) and is often the single most important factor affecting the interest cost on bonds.

Ratings agencies consider all the economic characteristics of the City and the bond issue to assign a rating. They evaluate the economic well-being of the City including: The Median income, the community’s dependence on certain employers or industries, the diversity of the tax base, the rate of population growth, tax revenues trends, tax rates, and reserve fund balance.

**Revenues**

The key General Fund revenue sources are discussed below.

**Property Tax**

Approximately 59% of the total General Fund revenue is generated from ad valorem taxes. As stated earlier, the certified taxable value for 2018 is \$437,893,906, which is an 8.49% increase from last year’s value. Analysis of the increase shows there was approximately \$2,244,593 in new value added to the appraisal roll due to new growth and construction.

FISCAL YEAR	CERTIFIED NET TAXABLE VALUE (INCLUDING ARB TOTAL)		TAX RATE			TAX LEVY			% CHANGE TOTAL LEVY
	NTV PER DCAD	% CHANGE NTV	M&O	I&S	TOTAL	M&O	I&S	TOTAL	
2017-18	437,893,906	8.49%	0.558920	0.102829	0.661750	2,447,478	450,284	2,897,762	7.46%
2016-17	403,644,299	7.33%	0.550225	0.117843	0.668068	2,220,952	475,667	2,696,618	7.33%
2015-16	376,064,041	5.59%	0.550225	0.117843	0.668068	2,069,198	443,165	2,512,364	0.49%
2014-15	356,162,311	5.37%	0.561354	0.140575	0.701929	1,999,331	500,675	2,500,007	5.37%
2013-14	338,010,097	2.71%	0.553476	0.148453	0.701929	1,870,805	501,786	2,372,591	1.54%
2012-13	329,085,692		0.519000	0.191000	0.710000	1,707,955	628,554	2,336,508	

The FY 2017-18 Budget includes a reduction to the overall tax rate by \$0.006318. The proposed tax rate of \$0.661750 per \$100 of assessed valuation is above the effective tax rate of \$0.626613. Of the proposed tax rate, \$0.558920 is provided for Maintenance and Operations (M&O), and \$0.102829 is provided for the Interest and Sinking (I&S) or debt service. The rate for the M&O increased \$0.008695 and the rate for the I&S decreased from 0.015014.

**Sales Tax**

The second largest revenue source in the General Fund is sales tax. The FY 2016-17 year-end estimate of \$775,826 is 29.9% higher or \$178,604 above budgeted. However, this is a result of a one-time budget adjustment from the State Comptroller’s Office and should not be factored into projected revenue for the next fiscal year.

The FY 2017-18 Budget projects that sales tax revenues are expected to increase from last year’s budgeted amount by 4.5% to \$645,000. The projected increase is modest because traffic access to our city continues to be negatively impacted by the I-35 Express construction project.

<b>Sales Tax Revenue</b>				
	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Budget</b>	<b>FY 2016-17 Projected</b>	<b>FY 2017-18 Proposed</b>
<b>Total</b>	<b>\$753,659</b>	<b>\$617,222</b>	<b>\$797,197</b>	<b>\$645,000</b>

**Franchise Fees**

Franchise Fees are expected to remain flat, with no significant increase since there have not been any new or significant utility improvements in the City that would affect this revenue source.

<b>Franchise Fee Revenue</b>				
	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Budget</b>	<b>FY 2016-17 Projected</b>	<b>FY 2017-18 Proposed</b>
<b>Total</b>	<b>\$393,831</b>	<b>\$397,200</b>	<b>\$399,109</b>	<b>\$397,200</b>

**Other Major Revenues**

Fines and Fees have not been adjusted in the city for several years. Staff assessed the operational costs for the various fines and fees we charge, and benchmarked some of them to comparable communities. Some adjustments of certain fines and fees will be recommended to the City Council along with the Budget. If the proposed Fine and Fee Schedule is adopted by council we project an increase in \$4,430 for the General Fund and \$11,000 for the Willow Grove Park Special Revenue Fund for FY 2017-18.

**GENERAL FUND  
RESOURCE & EXPENDITURE SUMMARY**

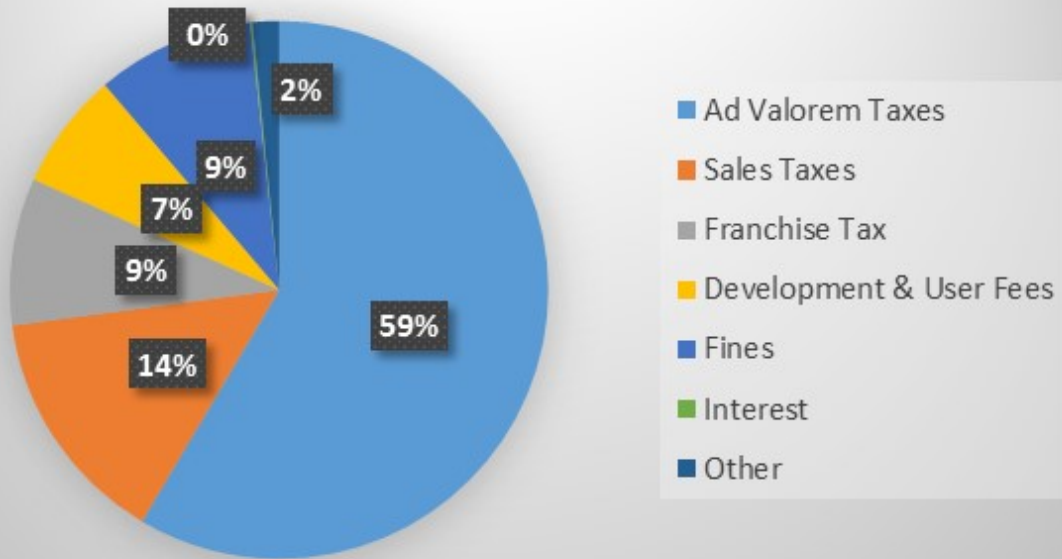
**GENERAL FUND  
FY 2017-18 BUDGET**

	<b>FY 2015- 16</b>	<b>FY 2016- 17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUE</b>				
Ad valorem taxes	2,228,977	2,368,367	2,415,442.58	2,625,223
Sales & Use Taxes	753,659	617,222	797,197	645,000
Hotel Occupancy Tax	73,259	75,000	79,854	-
Franchise Tax	393,831	397,200	399,109	397,200
Development & User Fees	241,948	245,521	251,979	244,421
Fines	568,463	448,679	428,883	425,483
Interest and Investment Income	7,327	5,754	7,800	5,754
Other Revenue	130,004	71,601	83,481	81,601
<b>TOTAL REVENUE</b>	<b>4,397,468</b>	<b>4,229,344</b>	<b>4,463,746</b>	<b>4,424,682</b>
<b>EXPENDITURES</b>				
Personnel & Benefits	2,363,375	2,475,358	2,413,666	2,479,577
Supplies	477,103	270,460	266,881	210,708
Contractual Services	1,122,880	1,253,374	1,176,150	1,475,638
Maintenance	126,640	246,309	93,717	125,562
Capital Outlay	531,438	448,384	663,222	233,277
<b>TOTAL EXPENDITURES</b>	<b>4,621,436</b>	<b>4,693,885</b>	<b>4,613,636</b>	<b>4,524,762</b>

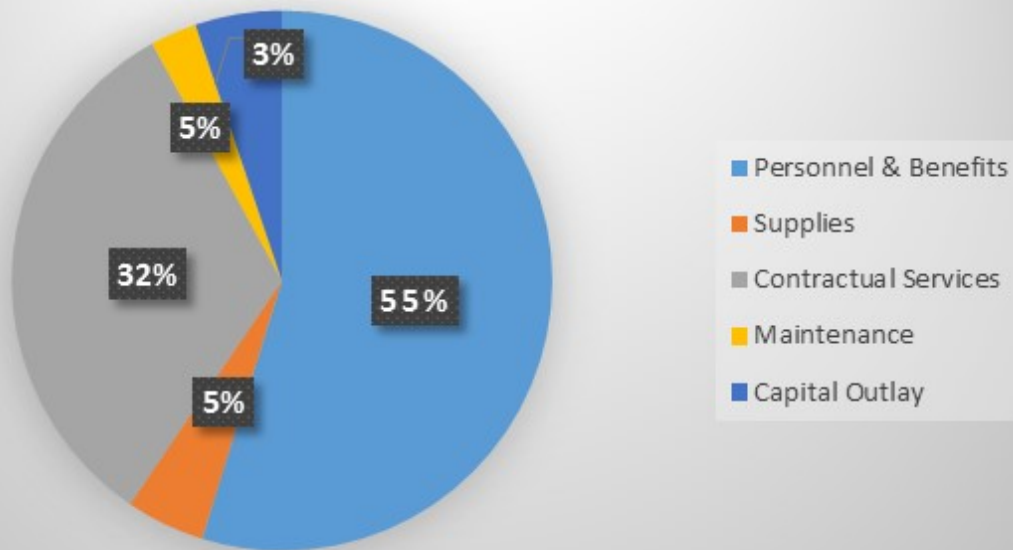
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(223,967)</b>	<b>(464,541)</b>	<b>(149,890)</b>	<b>(100,080)</b>
<b>OTHER FINANCING SOURCES:</b>				
Transfer from CDC - Comp Plan Reimbursement (50%)	116,334	-	16,300	24,450
Transfer from CDC - Parks and Admin	72,000	72,000	72,000	72,000
Transfer from Willow Grove - Admin Fee	12,000	15,000	15,000	15,000
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b><u>200,334</u></b>	<b><u>87,000</u></b>	<b><u>103,300</u></b>	<b><u>111,450</u></b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(23,633)</b>	<b>(377,541)</b>	<b>(46,590)</b>	<b>11,370</b>
<b>FUND BALANCE, BEGINNING</b>	<b><u>1,402,374</u></b>	<b><u>1,151,489</u></b>	<b><u>1,151,489</u></b>	<b><u>1,104,899</u></b>
<b>FUND BALANCE, ENDING</b>	<b><u><u>1,378,741</u></u></b>	<b><u><u>773,948</u></u></b>	<b><u><u>1,104,899</u></u></b>	<b><u><u>1,116,269</u></u></b>
<b>FUND BALANCE AS % OF EXPENDITURES</b>	30%	16%	24%	25%



## GENERAL FUND REVENUE



## GENERAL FUND EXPENDITURES



**Personnel**

The FY 2016-17 adopted budget contained 37.5 Full-Time Equivalent (FTE) positions. However, due to the elimination of police dispatch operations and repurposing of certain vacant positions, 35 FTE are projected for the end of FY 2016-17. The proposed budget adds one FTE in the Public Works Department for planned increases in street maintenance projects. It also adds a one-half (0.5) FTE to the Animal Services Department to assist with their increased workload. There is a net decrease of 1 FTE in the proposed budget from the prior year's budget.

**City Personnel**

<b>Department Personnel Full Time Equivalents (FTE)</b>	<b>FY 2016- 17 Budgeted</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Proposed</b>
<b>Streets &amp; Drainage</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Parks &amp; Facilities</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
<b>Animal Services</b>	<b>2.5</b>	<b>2</b>	<b>2.5</b>
<b>Library</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>Police</b>	<b>19</b>	<b>17</b>	<b>17</b>
<b>Fire</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Support Services</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Municipal Court</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Development Services</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Legislative</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Community Relations</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Tourism</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Administration</b>	<b>3</b>	<b>2</b>	<b>3</b>
<b>TOTAL</b>	<b>37.5</b>	<b>35</b>	<b>36.5</b>

## Department Expenditures Information

### Administration

The purpose of the Administration Department is to provide leadership necessary for the implementation of City Council policy direction, administration of the organization and delivery of service to the citizens of Lake Dallas. The department is responsible for overseeing the management of day-to-day operations of the City and is comprised of the City Manager, City Secretary, and Director of Finance/Human Resources. The department also provides administrative support to the City Council, the Community Development Corporation and other boards and commissions.

In this fiscal year the Legislative Services, Fire & Emergency Management and Facilities Support Services Departments were eliminated and combined into the Administration Department.

#### ADMINISTRATION FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTE D	FY 2017-18 PROPOSE D
Personnel & Benefits	253,531	296,697	215,962	301,111
Supplies	23,383	15,900	10,100	36,760
Contractual Services	1,051,955	54,000	81,812	1,224,025
Maintenance	21,558	-	2,000	17,450
Capital Outlay	-	-	72,710	-
<b>TOTAL ADMINISTRATION</b>	<b>1,350,427</b>	<b>366,597</b>	<b>382,584</b>	<b>1,579,346</b>

## Animal Services

The Lake Dallas Animal Services Department assists pet owners, promotes positive animal health, and protects the public from zoonotic diseases and animal nuisances. For this fiscal year 0.5 of a Full Time Equivalent (FTE) position was added for an Animal Control Officer.

Department Accomplishments for Fiscal Year 2016-17 include:

- Interlocal agreement with Corinth for the use of our shelter facility
- Increased our volunteer program from 1 volunteer to 45 volunteers
- Increased our social media basis to 5,350 followers

Department Goals for Fiscal Year 2017-18 include:

- Increase donation to assist with vetting for the shelter animals
- Participate in more offsite adoption events
- Reach 10,000 followers on social media pages
- Educate the community on responsible pet ownership and promote animal health
- Host a low-cost vaccination clinic and low-cost neuter/ spay clinic.

### ANIMAL SERVICES FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTE D	FY 2017-18 PROPOSE D
Personnel & Benefits	109,600	124,121	97,179	109,580
Supplies	8,393	7,000	5,650	12,285
Contractual Services	7,646	10,350	9,750	14,140
Maintenance	1,830	1,500	1,321	3,800
Capital Outlay	-	1,800	-	1,000
<b>TOTAL ANIMAL SERVICES</b>	<b>127,468</b>	<b>144,771</b>	<b>113,900</b>	<b>140,805</b>

## City Council

The City of Lake Dallas operates under a Home Rule Charter with the Council/Manager form of government. All policy-making decisions are vested in the City Council. The City Council is comprised of five Council members and a Mayor. The City Council appoints the City Manager members to boards/commissions/committees and various ad hoc committees. The Mayor and Council provide policy direction and input to the City Manager and staff to meet the public service needs of the residents and businesses of Lake Dallas.

This fiscal year the Legislative Services Department was renamed the City Council Department. All the expenditures were moved over to the Administration Department, except the expenditures for City Council supplies, travel and training.

### CITY COUNCIL FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTE D	FY 2017-18 PROPOSE D
Personnel & Benefits	-		113,423	-
Supplies	3,347		19,036	7,100
Contractual Services	-		65,000	-
<b>TOTAL LEGISLATIVE</b>	<b>3,347</b>		<b>197,459</b>	<b>7,100</b>

## **Development Services**

The Development Services Department is committed to quality, planned growth throughout the City of Lake Dallas by assisting customers in the development process, providing accurate land use information, implementing the enforcement of city codes in a consistent manner, and assuring safe construction through plan review and field inspections, in a timely and courteous manner. The department is responsible for administering community-wide planning and development activities within the city limits and its extra-territorial jurisdiction (ETJ) to ensure organized growth and development in accordance with the City's Comprehensive Plan and other development regulations. The department also provides administrative support to the Planning Zoning Commission and the Zoning Board of Adjustment.

Department Accomplishments for Fiscal Year 2016-17 include:

- Implemented a revised Development Review Committee (DRC) process with a revised processing calendar.
- Initiated the work on the engineering standards specification booklet and standard details.
- Initiated work on the Vision Lake Dallas – 2030 Comprehensive Plan.
- Initiated development of revised Use Charts to Chapter 122 of the Lake Dallas Code of Ordinances.
- Established new procedure and review process for the approval of masonry exceptions to facilitate the development of single family infill development and redevelopment with homes designed under a historic architectural style.
- Completed the zoning, site plan review, and platting process of the redevelopment of the QT property on Swisher Road.

Department Goals for Fiscal Year 2017-18 include:

- Establish permanent code enforcement zones by identifying and mapping “areas of greatest need.”
- Complete the Vision Lake Dallas – 2030 Comprehensive Plan with plan adoption to occur in February/March of 2018.
- Complete work on the official zoning map and convert document to an interactive map on the city's web site.
- Complete work on the revised Use Charts and codify same into the lake Dallas Code of Ordinances.
- Update current 2009 International Building, Energy, Property and Residential Codes to the 2015 version.

**DEVELOPMENT SERVICES  
FY 2017-18 BUDGET**

	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
Personnel & Benefits	132,548	139,726	188,808	207,734
Supplies	1,869	7,210	7,291	11,950
Contractual Services	32,112	25,000	40,724	42,500
Maintenance	3,424	1,500	1,500	1,500
Capital Outlay	-	22,200	53,093	35,650
<b>TOTAL DEVELOPMENT SERVICES</b>	<b>169,952</b>	<b>195,636</b>	<b>291,416</b>	<b>299,334</b>

## Library

The mission of the Lake Dallas Public Library is to provide access and services so residents of Lake Dallas and Shady Shores experience an improved quality of life. As the city's primary community center, we aspire to meet the changing needs of our diverse and connected citizens.

Department Accomplishments for Fiscal Year 2016-17 include:

- Maintained hours of operation for October to April at 36 hours per week with personnel staffing of only 1.425 Full Time Equivalents (FTE).
- Despite service area reduction from 43,000 to 10,000 population, the library circulated over 40,000 items and had over 40,000 visitors.
- There were approximately 2,008 patrons that attended library programming.
- There were 18,370 uses of the library computers and Wi-Fi connection.
- Received over \$11,000 in donations and grants.
- Had over 3,000 requests from other libraries for materials.

Department Goals for Fiscal Year 2017-18 include:

- Reorganize the Library's Service Areas into specific use areas (i.e. internet/Children's Services).
- Create a separate computer area with additional hours and space.
- Increase outreach services to Shady Shores, Lake Dallas ISD schools and other areas.
- Continue upgrade of computer equipment.
- Add additional weekly Storytime programming.

### LIBRARY FY 2017-18 BUDGET

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
<u>DESCRIPTION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
Personnel & Benefits	103,225	98,433	98,535	109,382
Supplies	17,222	20,900	19,081	27,450
Contractual Services	16,168	15,000	15,782	15,990
Maintenance	15,053	13,000	5,000	12,841
Capital Outlay	769	9,250	9,340	38,500
<b>TOTAL LIBRARY</b>	<b>152,436</b>	<b>156,583</b>	<b>147,737</b>	<b>204,163</b>



## Municipal Court

The mission of The Lake Dallas Municipal Court is to serve all citizens in a courteous, efficient and professional manner. Our service delivery provides case resolution through the judicial process, including enforcement. The court is dedicated to principles of fair and impartial justice administered with respect and equality. We are responsible for the prompt, accurate processing of Class C misdemeanor charges and collections of fines. Our pledge is to continue this commitment and offer courteous customer service to the citizens.

Department Accomplishments for Fiscal Year 2016-17 include:

- Implemented out of state violator license suspension program.
- Revised Bailiff Manual-added proper court procedures.
- Converted to printed receipts and system print outs for finance allowing for increased efficiency and less errors.
- Both the Court Clerk and Deputy Court Clerk passed the Level One exam.

Department Goals for Fiscal Year 2017-18 include:

- Pass the Level II exam
- Complete Municipal Court Desktop Manual
- Implement Juvenile Diversion Program

**MUNICIPAL COURT  
FY 2017-18 BUDGET**

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
<u>DESCRIPTION</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
Personnel & Benefits	113,920	80,146	113,338	124,701
Supplies	2,724	3,250	2,400	5,100
Contractual Services	72,593	40,320	71,000	65,400
<b>TOTAL MUNICIPAL COURT</b>	<b>189,236</b>	<b>123,716</b>	<b>186,738</b>	<b>195,201</b>

## Parks and Facilities

The Parks and Facilities Department endeavors to provide a sense of civic pride through the development and maintenance of our City parks and facilities, and enhance the lives of our citizens and visitors by providing diverse opportunities for quality leisure pursuits. The department oversees the operation of four city parks, Willow Grove Park, and a walking trail. The department also oversees the maintenance, repair and cleaning needed to preserve the condition of city-owned facilities. The department provides administrative support to the Parks and Recreation Board.

Department Accomplishments for Fiscal Year 2016-17 include:

- Began post flooding repairs to walking trail at Willow Grove Park
- Worked with the Parks and Recreation Department to updated the park rules for Willow Grove Park.
- In conjunction with the Soccer Association, treatment began for a sandbur infestation at City Park.
- Purchased new fire rings, BBQ stands and other materials for planned improvements to Willow Grove Park later in the calendar year.
- Purchased and installed new buoys for the swimming area border at Willow Grove Park
- Assisted with special events throughout the year

Department Goals for Fiscal Year 2017-18 include:

- Increase the amount of street and drainage maintenance projects.
- Re-mulch playsets at City Park, Community Park and River Oaks Park.
- Complete repairs to the Willow Grove Park walking trail.
- Designate a distinct and numbered primitive camping area, picnic area and fishing area at Willow Grove Park.

### PARKS & FACILITIES FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTE D	FY 2017-18 PROPOSE D
Personnel & Benefits	49,913	47,787	52,471	61,458
Supplies	7,749	4,700	4,616	9,300
Contractual Services	-	-	950	-
Capital Outlay	4,681	10,500	7,000	8,000
<b>TOTAL PARKS &amp; FACILITIES</b>	<b>62,343</b>	<b>62,987</b>	<b>65,037</b>	<b>78,758</b>

## **Police**

It is the mission of the Lake Dallas Police Department to protect the lives and property of all persons within our jurisdiction; to promote a safe city where everyone can live in a secure environment knowing the safety and well-being of all persons is our highest priority.

We seek to accomplish our mission by:

- a. Providing the citizens with protection against the violent actions of others.
- b. Safeguarding the personal possessions and property of the community.
- c. Becoming a viable entity in the community by interacting with the public in a manner of professionalism, understanding and compassion.

In the fulfillment of its mission, The Lake Dallas Police Department strives to become a leader in the professional delivery of police services.

### **Core Values**

**Integrity:** The officers of the Lake Dallas Police Department will act with integrity and conduct themselves in a manner as to not compromise the trust given to them by the citizens of Lake Dallas.

**Compassion:** The officers of the Lake Dallas Police Department will demonstrate compassion to those in need and will put the needs of others before themselves.

**Commitment:** The officers of the Lake Dallas Police Department are committed to ensuring the safety and security of the citizens of Lake Dallas by providing excellence in service to the public.

**Innovation:** The Lake Dallas Police Department will continue to strive to implement innovative technology, training, and practices to ensure progressive and community oriented police service.

**Fairness:** We are committed to equal application of the law to offenders and members of the public as well as the equal application of rules and regulations to all members of the department.

Department Accomplishments for Fiscal Year 2016-17 include:

- Implemented an interlocal agreement with the City of Little Elm use of their city jail.
- Closed the Lake Dallas municipal jail and mitigated the risk posed by lack of proper facilities and supervision.
- Contracted with the Denton County Sheriff's Department for dispatch services.
- Purchased a new patrol fleet and re-branded the police department graphics and badges.
- Received a grant from the Denton County District Attorney's office and replaced expired ballistic vests for officers, as well as purchased new ones for new officers.

- Hired a new Lieutenant, Investigator, two police officers, and promoted a Sergeant.
- Suspended the old patrol rifle program and purchased new equipment.
- Implemented new standards for patrol rifle use and secured training through relationships with regional partners.
- Implemented a new school resource officer agreement.
- Implemented a sheltering agreement with the City of Corinth for animal services.
- Implemented new operation planning strategies for City events including the 4<sup>th</sup> of July and Labor Day.
- Improved relationships with the District Attorney, Denton County Mental Health, neighboring police departments, and other regional partners.
- Re-wrote key portions of police policy including vehicle pursuits.
- Brought new training, including “fair and impartial policing” to the department.
- Greatly increased community engagement and the use of social media to communicate with the public.
- Completed audits from TLETS and TCOLE (Federal/State licensing agencies).

Department Goals for Fiscal Year 2017-18 include:

- Finish the conversion to computer aided dispatch and implement the new records management system
- Hire two additional officers to fully staff patrol.
- Continue to re-write outdated policy into contemporary policy that meets best practices.
- Implement a new use of force policy and implement updated training.
- Send both Lieutenants to the Law Enforcement Management Institute of Texas for training.
- Implement the “less lethal” program as an alternative to less effective or escalated control methods.
- Bring in the “excellence in policing” program for staff development.
- Relocate a weather siren control panel to the fire department for consistency in their use with the other Lake Cities.
- Upgrade from Blackboard Connect to Everbridge for emergency alerts.
- Renovate, audit, and move the property room to the old LDPD jail.

**POLICE  
FY 2017-18 BUDGET**

	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
Personnel & Benefits	1,377,575	1,392,658	1,355,660	1,331,991
Supplies	52,673	74,350	68,946	69,563
Contractual Services	31,348	29,900	30,800	94,458
Maintenance	22,056	14,000	24,992	54,321
Capital Outlay	98,029	-	-	63,427

**TOTAL POLICE**1,581,6811,510,9081,480,3981,613,759**Public Works: Streets & Drainage**

The Streets and Drainage Department is committed to providing citizens with courteous and quality service, while maintaining the city's streets and drainage. There is a planned increase in street and drainage maintenance this fiscal year and the budget does add one Full Time Equivalent (FTE) position to the department. There is also the addition of a modular office building at the public works yard, and the loan payment for this capital project will be taken from the department budget over the next several years.

Department Accomplishments for Fiscal Year 2016-17 include:

- Completed drainage cleanup project in two of the five drainage sectors.
- Began the process of trimming back overgrown trees along rights-of-way to manageable levels.
- Oversaw phase one of the Main Street Reconstruction Project.
- Conducted a survey of the condition of city roadways to prioritize repairs.
- Completed a major cleaning of the alleyways in the King's Manor subdivision with assistance from Lake Cities Municipal Utilities Authority.

Department Goals for Fiscal Year 2017-18 include:

- Complete more street and drainage projects.
- Purchase a small dump body truck and street roller to improve our ability to do more street and drainage projects.
- Purchase a portable office building to house employees and create a better work environment.

**STREETS & DRAINAGE  
FY 2017-18 BUDGET**

	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
Personnel & Benefits	164,603	173,881	162,706	233,621
Supplies	311,120	23,750	23,466	22,700
Contractual Services	204	55,000	58,004	60,525
Maintenance	36,400	190,309	23,404	35,650
Capital outlay	45,436	304,564	334,630	28,300
<b>TOTAL STREETS &amp; DRAINAGE</b>	<b>557,764</b>	<b>747,504</b>	<b>602,210</b>	<b>380,796</b>

## Tourism/Community Relations

The Tourism/Community Relations Department oversees the promotion of tourism and the City's special events. The department serves to promote a positive image for the City, and works with the community in promoting Lake Dallas and instilling community pride. This fiscal year the Community Events Coordinator position was eliminated and funding was placed in the Hotel Occupancy Tax Special Revenue Fund for contracting service for the promotion of tourism and special events coordination.

### TOURISM/COMMUNITY RELATIONS FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
Personnel & Benefits	-	-	-	-
Supplies (Fireworks & Trunk or Treat)	-	24,950	25,000	25,500
Capital Outlay	-	-	-	-
<b>TOTAL TOURISM</b>	-	24,950	25,000	25,500

# DEBT SERVICE FUND

The Debt Service Fund’s purpose is to provide for principal and interest payments for the City’s General Obligation bonds. Revenues and expenditures will vary each year in relation to the timing of issuance and the schedule of repayments. Resources include an applicable portion of the Ad Valorem Tax Levy and related income, and transfers from the Community Development Corporation for any debt commitments they have made.

The City has seven different current debt obligations for issuances ranging from 1998 to 2016. For FY 2016-17, the City had a total Debt Service Obligation of \$5,364,925 and a Debt Service payment of \$689,434. For FY 2017-18, the City has a total Debt Service Obligation of \$4,566,422 and a Debt Service Payment of \$659,764 including \$400 for paying agent fees. The Interest and Sinking portion of the City’s Ad Valorem (property) Tax is responsible for \$449,884, and the Community Development Corporation is responsible for \$209,480 of this fiscal year’s Debt Service Payment. It should be noted that the 1998 General Obligation Street Bonds that were refunded in 2009, will be retired this fiscal year, which will free up some debt capacity.

## INTEREST AND SINKING FUND FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
I & S Property - Prior	2,120	-	2,107	-
I & S Property Tax	441,437	470,857	470,857	450,284
Penalty and Interest - I & S	2,561	-	2,000	-
Interest I&S	-	-	1,800	-
<b>TOTAL REVENUE</b>	<b>446,117</b>	<b>470,857</b>	<b>476,764</b>	<b>450,284</b>
<b>EXPENDITURES</b>				
1998 Street Bond Principal	145,000	145,000	145,000	150,000
1998 Street Bond Interest	14,125	9,775	9,775	5,063
2009 CO Bond Principal	50,000	50,000	50,000	55,000
2009 CO Bond Interest	38,361	36,210	36,210	34,080
Paying Agent Fees	400	389	389	400
2006 Bonds Principal	-	-	-	85,000
2006 Bonds Interest	46,477	38,584	38,584	38,584

2008 Street GO Bonds Principal	37,107	45,000	45,000	50,000
2008 Street GO Bonds Interest	31,764	29,891	29,891	27,997
2008 FS/AS Bonds Principal	40,000	40,000	40,000	40,000
2008 FS/AS Bonds Interest	26,864	25,200	25,200	23,520
2012 Refunding Bonds Principal	-	220,000	220,000	140,000
2012 Refunding Bonds Interest	13,419	13,419	13,419	10,120
2015 Bank Loan/2016 Lease Purchase	-	36,355	-	-
<b>TOTAL EXPENDITURES</b>	<b>443,517</b>	<b>689,823</b>	<b>653,468</b>	<b>659,764</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>2,600</b>	<b>(218,966)</b>	<b>(176,704)</b>	<b>(209,480)</b>
<b>OTHER FINANCING SOURCES:</b>				
Transfer from CDC - Debt Payment Reimbursement	-	148,966	148,966	209,480
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>148,966</b>	<b>148,966</b>	<b>209,480</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>2,600</b>	<b>(70,000)</b>	<b>(27,738)</b>	<b>-</b>
<b>FUND BALANCE, BEGINNING</b>	<b>140,007</b>	<b>142,607</b>	<b>142,607</b>	<b>114,869</b>
<b>FUND BALANCE, ENDING</b>	<b>142,607</b>	<b>72,607</b>	<b>114,869</b>	<b>114,869</b>







## **SPECIAL REVENUE FUNDS**

### **Animal Rescue Special Revenue Fund**

#### **General**

The Animal Rescue Special Revenue Fund is dedicated and may only be spent on animal rescue related expenses by the Lake Dallas Animal Services. This fund accounts for all applicable revenue and related expenditures.

#### **Policy**

The Animal Rescue Special Revenue Fund will account for monies received by donations and expended on animal rescue related services.

#### **Condition**

Presently, the Animal Rescue Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City's general fund. Related expenditure activities are used solely for animal rescue by the Lake Dallas Animal Services.

#### **Recommendation**

The projected revenue for FY 2017-2018 is based solely on donations and is estimated at \$10,000. Authorized is \$12,000 from this account to fund animal rescue on behalf of the Lake Dallas Animal Services. The City has contracted sheltering services with the City of Corinth.

**ANIMAL RESCUE SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	7,525	-	6,500	10,000
Insurance proceeds	-	-	-	-
Interest earned	22			
<b>TOTAL REVENUE</b>	<b>7,547</b>	<b>-</b>	<b>6,500</b>	<b>10,000</b>
<b>EXPENDITURES</b>				
Public safety				
Animal control	7,099		8,600	12,000
Municipal court				
Parks and recreation				
Capital outlay				
<b>TOTAL EXPENDITURES</b>	<b>7,099</b>	<b>-</b>	<b>8,600</b>	<b>12,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>448</b>	<b>-</b>	<b>(2,100)</b>	<b>(2,000)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>448</b>	<b>-</b>	<b>(2,100)</b>	<b>(2,000)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>4,475</b>	<b>4,923</b>	<b>4,923</b>	<b>2,823</b>
<b>FUND BALANCE, ENDING</b>	<b>4,923</b>	<b>4,923</b>	<b>2,823</b>	<b>823</b>

## **Child Safety Special Revenue Fund**

### **General**

The Child Safety Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Child Safety Special Revenue Fund is funded by a fee amount of \$25.00 that applies to all Rules of the Road offenses that occur in a school crossing zone; passing a school bus; failure to attend school; parent contributing to non attendance; and some city ordinance parking violations. The funds can be used for a school crossing guard program if one exists; for programs designed to enhance child safety, health or nutrition; child abuse prevention/intervention; drug and alcohol abuse prevention; or programs designed to enhance public safety and security.

### **Condition**

Presently, the Child Safety Fund revenues are recorded in a dedicated fund independent of the City's General Fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent the amount of applicable offenses in the fiscal year. Authorized is \$20,960 from this account to fund child safety and public safety and security programs.

**CHILD SAFETY SPECIAL  
REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Fines and Fees	16,054	-	2,600	2,600
Interest earned	144	-	-	-
<b>TOTAL REVENUE</b>	<b>16,198</b>	<b>-</b>	<b>2,600</b>	<b>2,600</b>
<b>EXPENDITURES</b>				
Municipal court	26,080	32,743	15,260	20,960
Capital outlay	4,363	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>30,443</b>	<b>32,743</b>	<b>15,260</b>	<b>20,960</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(14,245)</b>	<b>(32,743)</b>	<b>(12,660)</b>	<b>(18,360)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(14,245)</b>	<b>(32,743)</b>	<b>(12,660)</b>	<b>(18,360)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>43,711</b>	<b>29,466</b>	<b>29,466</b>	<b>16,806</b>
<b>FUND BALANCE, ENDING</b>	<b>29,466</b>	<b>(3,277)</b>	<b>16,806</b>	<b>(1,554)</b>

## **Court Security Special Revenue Fund**

### **General**

The Court Security Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Court Security Special Revenue Fund is funded by a \$3.00 fee by any defendant convicted of a misdemeanor offense in the city's municipal court. The funds can be used for statutorily-defined purposes including: the purchase or repair of X-ray machines and conveying systems; handheld metal detectors; walkthrough metal detectors; identification cards and systems; electronic locking and surveillance equipment; Bailiffs, Deputy Sheriffs, Deputy Constables, or contract security personnel during times when they are providing appropriate security services; signage; confiscated weapon inventory and tracking systems; locks, chains, alarms, or similar security devices; the purchase or repair of bullet-proof glass; and continuing education on security issues for court personnel and security personnel.

### **Condition**

Presently, the Court Security Fund revenues are recorded in a dedicated fund independent of the City's General Fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent the amount of applicable convictions in the fiscal year. Authorized is \$13,000 from this account to fund court security initiatives and programs.

**COURT SECURITY SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Fines and Fees	9,979	-	5,500	5,500
Interest earned	151	-	-	-
<b>TOTAL REVENUE</b>	<b>10,130</b>	<b>-</b>	<b>5,500</b>	<b>5,500</b>
<b>EXPENDITURES</b>				
Municipal court	3,505	53,876	11,000	13,000
Capital outlay			-	-
<b>TOTAL EXPENDITURES</b>	<b>3,505</b>	<b>53,876</b>	<b>11,000</b>	<b>13,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>6,625</b>	<b>(53,876)</b>	<b>(5,500)</b>	<b>(7,500)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>6,625</b>	<b>(53,876)</b>	<b>(5,500)</b>	<b>(7,500)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>29,834</b>	<b>36,459</b>	<b>36,459</b>	<b>30,959</b>
<b>FUND BALANCE, ENDING</b>	<b>36,459</b>	<b>(17,417)</b>	<b>30,959</b>	<b>23,459</b>



## **Court Technology Special Revenue Fund**

### **General**

The Court Technology Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Court Technology Special Revenue Fund is funded by a \$4.00 fee by any defendant convicted of a misdemeanor offense in the city's municipal court. The funds can be used for statutorily-defined purposes including: computer systems; computer networks; computer hardware; computer software; imaging systems; electronic kiosks; electronic ticket writers; and docket management systems.

### **Condition**

Presently, the Court Technology Fund revenues are recorded in a dedicated fund independent of the City's General Fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent the amount of applicable convictions in the fiscal year. Authorized is \$11,000 from this account to fund court technology initiatives.

**COURT TECHNOLOGY SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Fines and Fees	13,401	-	7,400	7,400
Interest earned	130			
<b>TOTAL REVENUE</b>	<b>13,531</b>	<b>-</b>	<b>7,400</b>	<b>7,400</b>
<b>EXPENDITURES</b>				
Municipal court	9,466	40,758	11,000	11,000
Capital outlay	7,845			
<b>TOTAL EXPENDITURES</b>	<b>17,311</b>	<b>40,758</b>	<b>11,000</b>	<b>11,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(3,780)</b>	<b>(40,758)</b>	<b>(3,600)</b>	<b>(3,600)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(3,780)</b>	<b>(40,758)</b>	<b>(3,600)</b>	<b>(3,600)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>31,397</b>	<b>27,617</b>	<b>27,617</b>	<b>24,017</b>
<b>FUND BALANCE, ENDING</b>	<b>27,617</b>	<b>(13,141)</b>	<b>24,017</b>	<b>20,417</b>

## **Drug Seizure Special Revenue Fund**

### **General**

Revenue from confiscated drug related offenses and can be used for any police purpose. Budgeted expenditures are for operational expenses and miscellaneous equipment purchases as needed. The Drug Seizure Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes according to Chapter 59 of the Texas Code of Criminal Procedure.

### **Policy**

The Drug Seizure Special Revenue Fund will account only for asset forfeitures related to police seizures and related eligible expenditures.

### **Condition**

Presently, the Drug Seizure Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City's general fund. Related expenditure activities are used solely for law enforcement purposes.

### **Recommendation**

Revenue projections for FY 2017-18 are not recorded because asset forfeiture is unpredictable based on seizures of property used in the commission of crimes and/or proceeds of criminal activity. Authorized is \$6,000 from this account to finish the purchasing of new patrol rifles, rifle resistant vests, and other equipment used for the safety of the public and the safety of the police officers.

**DRUG SEIZURE SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	3,500	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	57	-	-	-
<b>TOTAL REVENUE</b>	<b>3,557</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>				
Public safety	-	14,754	10,730	6,000
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>14,754</b>	<b>10,730</b>	<b>6,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>3,557</b>	<b>(14,754)</b>	<b>(10,730)</b>	<b>(6,000)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>3,557</b>	<b>(14,754)</b>	<b>(10,730)</b>	<b>(6,000)</b>

<b>FUND BALANCE, BEGINNING</b>	<u>11,220</u>	<u>14,777</u>	<u>14,777</u>	<u>4,047</u>
<b>FUND BALANCE, ENDING</b>	<u>14,777</u>	<u>23</u>	<u>4,047</u>	<u>(1,953)</u>

## **Forensic Testing Special Revenue Fund**

### **General**

The Forensic Testing Special Revenue Fund is dedicated and may only be spent on forensic testing related to criminal cases filed by the Lake Dallas Police Department. The City will create a Forensic Testing Special Revenue Fund to account for revenue and related expenditures.

### **Policy**

The Forensic Testing Special Revenue Fund will account only for monies received by justice agencies, including the Denton County District Attorney, for forensic testing related to criminal cases filed by the Lake Dallas Police Department.

### **Condition**

Presently, the Forensic Testing Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City's general fund.

Related expenditure activities are used solely for forensic testing by the Lake Dallas Police Department.

### **Recommendation**

There is no projected revenue for FY 2017-18. Authorized is \$405 from this account to fund forensic testing on behalf of the Lake Dallas Police Department.

**FORENSIC TESTING SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>				
Public safety	1,472	-	-	405
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,472</b>	<b>-</b>	<b>-</b>	<b>405</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(1,472)</b>	<b>-</b>	<b>-</b>	<b>(405)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(1,472)</b>	<b>-</b>	<b>-</b>	<b>(405)</b>

<b>FUND BALANCE, BEGINNING</b>	<u>1,877</u>	<u>405</u>	<u>405</u>	<u>405</u>
<b>FUND BALANCE, ENDING</b>	<u><u>405</u></u>	<u><u>405</u></u>	<u><u>405</u></u>	<u><u>-</u></u>

## **Hotel Occupancy Tax Special Revenue Fund**

### **General**

The Hotel Occupancy Tax (HOT) is levied on the cost of use of a hotel room and is equal to seven percent of the price of the room. State law specifies that hotel occupancy taxes must be used on programs that enhance and promote tourism. State law allows up to 15% of revenues to be spent on the arts and up to 50% on historic preservation. Hotel Occupancy Taxes are dedicated and may only be spent for these statutorily-defined purposes. This fund accounts for all applicable revenue and related expenditures of Hotel Occupancy Taxes.

### **Policy**

The Hotel Occupancy Tax Fund will account only for HOT revenue and related eligible expenditures.

### **Condition**

Presently, the hotel occupancy tax revenues are recorded in a revenue line item in the City's general fund. Related expenditure activities are recorded in the Community Relations and Tourism departments in the general fund. Related expenditure activities include a full-time position dedicated to special community events and promotions, as well as the community newsletter, trash off and clean up events, maintaining and updating the City's Facebook pages, and Chamber of Commerce liaison. There are four separate special community events within the year, including Trunk or Treat, Holiday Lighting, Mardi Gras, and Fourth of July. Eighty percent (80%) of the work load in this position is related to promotion and facilitation of the four special events.

Three of the four community events are actively promoted inside and outside of the City. These special events promote community involvement and culture, as well as economic activity and tourism within the City. The City presently has one hotel and fee based camping and park facilities on the lake shore.

### **Recommendation**

Move the FY 2017-18 HOT revenue from the General Fund to the Hotel Occupancy Tax Special Revenue Fund, and record all future HOT revenue in the Hotel Occupancy Tax Special Revenue Fund. Except for the expenditures for fireworks displays, move FY 2017-18 special events expenditures for the Holiday Lighting, Mardi Gras and Fourth of July Events to the Hotel Occupancy Tax Special Revenue Fund, and budget for these expenditures in the Hotel Occupancy Tax Special Revenue Fund. Also, move funding for 75% of the full-time position to the Hotel Occupancy Tax Special Revenue Fund. This will be used to contract for tourism and special events related services.

**HOTEL OCCUPANCY TAX SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUE</b>				
Hotel Occupancy Tax	-	75,000	73,829	75,000
Interest earned	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>75,000</b>	<b>73,829</b>	<b>75,000</b>
<b>EXPENDITURES</b>				
Personnel & Benefits	-	20,000	27,526	42,294
Supplies	-	3,600	5,139	5,139
Contractual Services	-	33,500	28,262	28,262
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>57,100</b>	<b>60,927</b>	<b>75,696</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>17,900</b>	<b>12,902</b>	<b>(696)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>17,900</b>	<b>12,902</b>	<b>(696)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,902</b>
<b>FUND BALANCE, ENDING</b>	<b>-</b>	<b>17,900</b>	<b>12,902</b>	<b>12,206</b>



## **Juvenile Case Manager Special Revenue Fund**

### **General**

The Juvenile Case Manager Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Juvenile Case Manager Special Revenue Fund is funded by a \$5.00 fee by any defendant convicted of a misdemeanor offense in the city's municipal court. The funds can be used for statutorily-defined purposes including: to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses of the juvenile case manager; and to implement programs directly related to the juvenile case management.

### **Condition**

Presently, the Court Technology Fund revenues are recorded in a dedicated fund independent of the City's General Fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent the amount of applicable convictions in the fiscal year. Authorized is \$4,000 from this account to partner with the Counseling Center of Denton to create a diversion programs in lieu of the formal processing of youth in the juvenile delinquency system. The purpose of diversion programs is to redirect Juvenile offenders from the justice system.

**JUVENILE CASE MGT SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Fines and Fees	10,765	-	1,255	1,255
Interest earned	-	-	-	-
<b>TOTAL REVENUE</b>	<b>10,765</b>	<b>-</b>	<b>1,255</b>	<b>1,255</b>
<b>EXPENDITURES</b>				
Municipal court	-	143,523	-	4,000
Capital outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>143,523</b>	<b>-</b>	<b>4,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>10,765</b>	<b>(143,523)</b>	<b>1,255</b>	<b>(2,745)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>10,765</b>	<b>(143,523)</b>	<b>1,255</b>	<b>(2,745)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>133,617</b>	<b>144,382</b>	<b>144,382</b>	<b>145,637</b>
<b>FUND BALANCE, ENDING</b>	<b>144,382</b>	<b>859</b>	<b>145,637</b>	<b>142,892</b>

## **Kids n’ Cops Special Revenue Fund**

### **General**

The Kids n’ Cops Special Revenue Fund is dedicated and may only be spent on items or vendors related to the annual police department and municipal court community engagement event and safety fair. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Kids n’ Cops Special Revenue Fund is funded by donations received for Kids n’ Cops community engagement event and safety fair. The funds can be used for expenditures or vendors related to the annual Kids n’ Cops community engagement event and safety fair.

### **Condition**

Presently, the Kids n’ Cops Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City’s General Fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent on donations. Authorized is \$10,000 from this account to fund the annual Kids n’ Cops community engagement event and safety fair.

**KIDS N COPS SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	2,631	-	500	10,000
Insurance proceeds	-	-	-	-
Interest earned	51	-	-	-
<b>TOTAL REVENUE</b>	<b>2,682</b>	<b>-</b>	<b>500</b>	<b>10,000</b>
<b>EXPENDITURES</b>				
Public safety	2,226	-	7,040	10,000
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,226</b>	<b>-</b>	<b>7,040</b>	<b>10,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>456</b>	<b>-</b>	<b>(6,540)</b>	<b>-</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>456</b>	<b>-</b>	<b>(6,540)</b>	<b>-</b>

<b>FUND BALANCE, BEGINNING</b>	<u>11,221</u>	<u>11,677</u>	<u>11,677</u>	<u>5,137</u>
<b>FUND BALANCE, ENDING</b>	<u><u>11,677</u></u>	<u><u>11,677</u></u>	<u><u>5,137</u></u>	<u><u>5,137</u></u>

## **LEOSE Special Revenue Fund**

### **General**

The Law Enforcement Officer Standards and Education (LEOSE) Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes according to Chapter 1701 of the Texas Occupations Code. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The LEOSE Special Revenue Fund is funded by a State grant. The funds can be used for continuing education for full time peace officers, telecommunicators, or to provide necessary training, as determined by the agency head, to full-time fully paid law enforcement support personnel in the agency.

### **Condition**

Presently, the LEOSE Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City's general fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent on the funding level from the State. Authorized is \$5,000 from this account to supplement the police department's training budget and to include updates on weapons and defensive tactics, legal updates, TCOLE mandated continuing education, and training for contemporary topics related to law enforcement.

**LEOSE SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	1,523	-	1,505	1,505
Insurance proceeds	-	-	-	-
Interest earned	36	-	70	70
<b>TOTAL REVENUE</b>	<b>1,559</b>	<b>-</b>	<b>1,575</b>	<b>1,575</b>
<b>EXPENDITURES</b>				
Public safety	1,803	7,635	1,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>1,803</b>	<b>7,635</b>	<b>1,000</b>	<b>5,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(244)</b>	<b>(7,635)</b>	<b>575</b>	<b>(3,425)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(244)</b>	<b>(7,635)</b>	<b>575</b>	<b>(3,425)</b>

<b>FUND BALANCE, BEGINNING</b>	<u>7,737</u>	<u>7,493</u>	<u>7,493</u>	<u>8,068</u>
<b>FUND BALANCE, ENDING</b>	<u>7,493</u>	<u>(142)</u>	<u>8,068</u>	<u>4,643</u>

## **Library Donation Special Revenue Fund**

### **General**

The Library Donation Special Revenue Fund is dedicated and may only be used for Library related expenditures. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Library Donation Special Revenue Fund is funded by donations received for eligible expenditures by the Library. The funds can be used for expenditures including: the purchase of library books; DVDs; and materials for the Library's Summer Reading program.

### **Condition**

Presently, the library donation revenues are recorded in a revenue line item in the City's general fund. Related expenditure activities are recorded in the Library department in the general fund.

### **Recommendation**

Move the FY 2017-18 library donation revenue from the General Fund to the Library Donation Revenue Fund, and record all future Library donation revenue and expenditures in the Hotel Occupancy Tax Special Revenue Fund. Revenue projections for FY 2017-18 are based on historical numbers and are dependent on donations. Authorized is \$1,000 from this account to fund applicable Library expenditures.

**LIBRARY DONATIONS SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUE</b>				
Library Donations	-	-	1,000	2,000
	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>2,000</b>
<b>EXPENDITURES</b>				
Miscellaneous	-	-	1,743	1,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>1,743</b>	<b>1,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(743)</b>	<b>1,000</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>(743)</b>	<b>1,000</b>
<b>FUND BALANCE, BEGINNING</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>6,257</b>
<b>FUND BALANCE, ENDING</b>	<b>7,000</b>	<b>7,000</b>	<b>6,257</b>	<b>7,257</b>



## **Park Improvement Special Revenue Fund**

### **General**

The Park Improvement Special Revenue Fund is dedicated and may only be spent on certain, statutorily-defined purposes. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Park Improvement Special Revenue Fund is funded by the Park Improvement and Maintenance Fee collected on all residential building permits. The funds can only be used to fund improvements and maintenance of Lake Dallas' parks including: upgrading of facilities and playsets; adding park amenities; and maintenance costs.

### **Condition**

Presently, the Park Improvement and Maintenance Fee revenues are recorded in a revenue line item in the City's general fund.

### **Recommendation**

Move the FY 2017-18 revenues from the from the General Fund to the Park Improvement Special Revenue Fund, and record all future Park Improvement and Maintenance Fee revenue in the Park Improvement Special Revenue Fund. Related expenditures will also be moved into this fund. Revenue projections for FY 2017-18 are based on historical numbers and are dependent on applicable permits. Authorized is \$7,000 from this account to fund applicable park improvement and maintenance expenditures.

**PARK DEVELOPMENT & MAINTENANCE SPECIAL  
REVENUE FUND  
FY 2017-18 BUDGET**

	FY 2015- 16	FY 2016- 17	FY 2016-17	FY 2017-18
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUE</b>				
Park Improvements Fees	-	-	4,500	4,500
Interest	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>4,500</b>	<b>4,500</b>
<b>EXPENDITURES</b>				
Park Improvements	-	-	-	7,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>4,500</b>	<b>(2,500)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>4,500</b>	<b>(2,500)</b>
<b>FUND BALANCE, BEGINNING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,500</b>

<b>FUND BALANCE, ENDING</b>	<u>-</u>	<u>-</u>	<u>4,500</u>	<u>2,000</u>
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## **Police Auction Special Revenue Fund**

### **General**

The Police Auction Special Revenue Fund is dedicated and may be spent for law enforcement purposes. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Police Auction Special Revenue Fund no longer has a dedicated revenue source. The funds can be used solely for law enforcement purposes.

### **Condition**

Presently, the Police Auction Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City's general fund.

### **Recommendation**

There are no projected revenues for FY 2017-18. Authorized is \$25,870 from this account to supplement the police budget and to purchase police equipment such as patrol rifles, ballistic vests, Tasers, hand held radars, office chairs, and to help renovate the old city jail into a usable work space.

**POLICE AUCTION SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	20,210	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	-	-	-	-
<b>TOTAL REVENUE</b>	<b>20,210</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>				
Public safety	13,505	-	-	<b>25,870</b>
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>13,505</b>	<b>-</b>	<b>-</b>	<b>25,870</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>6,705</b>	<b>-</b>	<b>-</b>	<b>(25,870)</b>
<b>OTHER FINANCING USES:</b>				

Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	<b>6,705</b>	<b>-</b>	<b>-</b>	<b>(25,870)</b>
<b>FUND BALANCE, BEGINNING</b>	<u>19,165</u>	<u>25,870</u>	<u>25,870</u>	<u>25,870</u>
<b>FUND BALANCE, ENDING</b>	<u><u>25,870</u></u>	<u><u>25,870</u></u>	<u><u>25,870</u></u>	<u><u>-</u></u>

## Street Maintenance Special Revenue Fund

### General

The Street Maintenance Sales Taxes are dedicated and may only be spent on certain, statutorily-defined purposes. This fund accounts for all applicable revenue from the sales tax collections dedicated for street maintenance, and related expenditures.

### Policy

The Street Maintenance Special Revenue Fund will account only for Street Maintenance Sales Tax revenue and related eligible expenditures.

### Condition

Presently, the Street Maintenance Sales Tax revenues are recorded in a revenue line item in the City's general fund. Related expenditure activities are recorded in the Public Works department in the general fund. Related expenditure activities include repair and maintenance of existing City streets and sidewalks.

### Recommendation

Move the FY 2017-18 Street Maintenance Sales Tax revenue, and Fund Balance Restricted for Road Maintenance (\$227,252), from the General Fund to the Street Maintenance Special Revenue Fund. Also, record all future Street Maintenance Sales Tax revenue, and related expenditures, in the Street Maintenance Special Revenue Fund. Revenue projections for FY 2017-18 are based on historical numbers and are dependent on sales tax collections.

Authorized is \$290,000 from this account to fund applicable street and sidewalk maintenance. There is a planned increase in street maintenance, which will require the purchase of a dump truck and street roller for the Streets and Drainage Department. This equipment will be cash funded from the Street Maintenance Special Revenue Fund.

**STREET MAINTENANCE SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

	<b>FY 2015- 16</b>	<b>FY 2016- 17</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>
<b>REVENUE</b>				
Road Maintenance & Repair (Street Maintenance Sales Tax)	146,797	147,889	193,957	156,250
Interest earned	-	-	-	-
<b>TOTAL REVENUE</b>	<b>146,797</b>	<b>147,889</b>	<b>193,957</b>	<b>156,250</b>
<b>EXPENDITURES</b>				
Street Maintenance	146,191	166,309	166,309	210,000
Capital Outlay Equipment	-	-	-	75,000
Sidewalk Maintenance	-	-	-	5,000
<b>TOTAL EXPENDITURES</b>	<b>146,191</b>	<b>166,309</b>	<b>166,309</b>	<b>290,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>606</b>	<b>(18,420)</b>	<b>27,648</b>	<b>(133,750)</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>NET CHANGE IN FUND BALANCE</b>	<b>606</b>	<b>(18,420)</b>	<b>27,648</b>	<b>(133,750)</b>
<b>FUND BALANCE, BEGINNING</b>	<u><b>226,646</b></u>	<u><b>227,252</b></u>	<u><b>227,252</b></u>	<u><b>254,900</b></u>
<b>FUND BALANCE, ENDING</b>	<u><u><b>227,252</b></u></u>	<u><u><b>208,832</b></u></u>	<u><u><b>254,900</b></u></u>	<u><u><b>121,150</b></u></u>

## **Willow Grove Park Special Revenue Fund**

### **General**

The Willow Grove Park Special Revenue Fund is dedicated and may only be spent on expenditures at Willow Grove Park. This fund accounts for all applicable revenue and related expenditures.

### **Policy**

The Willow Grove Park Special Revenue Fund is funded by revenues generated through both primitive and RV camping fees, park entry fees, boat launch fees, yearly passes and pavilion rentals. The revenues generated at Willow Grove Park must be used to offset capital improvements, repairs, utility costs and maintenance costs. Revenues cannot be used for other purposes within the City.

### **Condition**

Presently, the Willow Grove Park Special Revenue Fund revenues and expenditures are recorded in a dedicated fund independent of the City's General Fund.

### **Recommendation**

Revenue projections for FY 2017-18 are based on historical numbers and are dependent on fees generated from park use. Authorized is \$102,000 from this account to fund improvements including: repair of lighting, facilities improvements, primitive camp site upgrading, installation of crushed granite and walking trail upgrades, and maintenance operations.

**WILLOW GROVE PARK SPECIAL REVENUE FUND  
FY 2017-18 BUDGET**

<b>DESCRIPTION</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 BUDGET</b>	<b>FY 2016-17 PROJECTED</b>	<b>FY 2017-18 PROPOSED</b>
<b>REVENUE</b>				
Charges for Services	32,513	-	-	-
Fines and Fees	-	25,500	103,946	115,000
Donations and grants	17,961	-	-	-
Insurance proceeds	37,524	-	-	-
Interest earned	106	-	-	-
<b>TOTAL REVENUE</b>	<b>88,104</b>	<b>25,500</b>	<b>103,946</b>	<b>115,000</b>
<b>EXPENDITURES</b>				
Maintenance	84,598	25,500	31,825	22,000
Capital outlay	40,749	-	-	80,000
<b>TOTAL EXPENDITURES</b>	<b>125,347</b>	<b>25,500</b>	<b>31,825</b>	<b>102,000</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(37,243)</b>	<b>-</b>	<b>72,121</b>	<b>13,000</b>
<b>OTHER FINANCING USES:</b>				
Transfers out	(12,000)	(15,000)	(15,000)	(15,000)
<b>TOTAL OTHER FINANCING</b>				



<b>SOURCES:</b>	<u>(12,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(49,243)</b>	<b>(15,000)</b>	<b>57,121</b>	<b>(2,000)</b>
<b>FUND BALANCE, BEGINNING</b>	<u>43,966</u>	<u>(5,277)</u>	<u>(5,277)</u>	<u>51,844</u>
<b>FUND BALANCE, ENDING</b>	<u><u>(5,277)</u></u>	<u><u>(20,277)</u></u>	<u><u>51,844</u></u>	<u><u>49,844</u></u>

## COMPONENT UNITS OF GOVERNMENT

The City of Lake Dallas has one Component of Unit of Government Fund, the Lake Dallas (Type B) Community Development Corporation (CDC). The main source of revenue for this fund is a special one-half (1/2) cent sales tax allocation, which was approved by the voters and went into effect in 2003. The CDC is governed by a board of directors. The CDC develops and submits its own budget to the City, for consideration and approval by the City Council. For this fiscal year, funds from the "Projects" and the "Downtown Development Main Street Phase II" budget line items cannot be encumbered or spent without prior approval from the Community Development Corporation Board and the Lake Dallas City Council.

### CDC FUND FY 2017-18 BUDGET

<u>DESCRIPTION</u>	<u>FY 2015-16 ACTUAL</u>	<u>FY 2016-17 BUDGET</u>	<u>FY 2016-17 PROJECTED</u>	<u>FY 2017-18 PROPOSED</u>
<b>REVENUE</b>				
4B Sales Tax	293,594	295,779	387,913	312,500
Interest Income	1,912	3,477	3,800	2,500
<b>TOTAL REVENUE</b>	<u><b>295,506</b></u>	<u><b>299,256</b></u>	<u><b>391,713</b></u>	<u><b>315,000</b></u>
<b>EXPENDITURES</b>				
Special Events	-	10,000	-	-
Travel/ Registrations	-	5,000	1,198	3,000
Advertising & Legal Notices	-	500	300	300
Training	175	-	-	-
Subscriptions & Publications	-	1,500	-	-

Office Expenses	-	50	-	50
Contract Labor	-	7,300	-	-
Dues & Memberships	100	5,000	100	100
Parks Maintenance	10,348	-	-	-
Utilities	-	-	12,000	12,500
Consultants & Professionals	-	15,000	-	-
Accounting & Auditor	2,750	10,000	2,750	3,000
City Engineer & Engineering	-	15,000	15,000	15,000
Projects (*)	90,130	13,700	-	40,000
Downtown BIG Grants	-	20,000	10,000	20,000
Downtown Dev. Main Street Phase I	542	-	100,000	-
Downtown Dev. Main Street Phase II (*)	-	-	-	80,000
Keep Lake Dallas Beautiful Campaign	256	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>104,301</b>	<b>103,050</b>	<b>141,348</b>	<b>173,950</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>191,205</b>	<b>196,206</b>	<b>250,365</b>	<b>141,050</b>
<b>OTHER FINANCING USES:</b>				
Transfers out to Debt Service Fund - Debt Payment Reimbursement				
2009 Bonds Principal (100%)	(50,000)	(50,000)	(50,000)	(55,000)
2009 Bonds Interest (100%)	(38,361)	(36,210)	(36,210)	(34,080)
2006 Bonds Principal (62.5%)	-	-	-	(53,125)
2006 Bonds Interest (62.5%)	(24,115)	(24,115)	(24,115)	(24,115)
2012 Refunding Bonds Principal (28.75%)	-	(63,250)	(63,250)	(40,250)
2012 Refunding Bonds Interest (28.75%)	(3,858)	(3,858)	(3,858)	(2,910)
FY 2016-17 Budget Adjustment Transfer to General Fund Comprehensive Plan	-	28,467	28,467	-
Transfer to General Fund Parks & Admin	(72,000)	(72,000)	(72,000)	(72,000)

<b>TOTAL OTHER FINANCING USES:</b>	<u>(188,334)</u>	<u>(237,266)</u>	<u>(237,266)</u>	<u>(305,930)</u>
<b>NET CHANGE IN FUND BALANCE</b>	2,870	(41,060)	13,099	(164,880)
<b>FUND BALANCE, BEGINNING</b>	<u>484,288</u>	<u>487,158</u>	<u>487,158</u>	<u>500,257</u>
<b>FUND BALANCE, ENDING</b>	<u><u>487,158</u></u>	<u><u>446,098</u></u>	<u><u>500,257</u></u>	<u><u>335,378</u></u>

**(\*) - Funds from the "Projects" and the "Downtown Development Main Street Phase II" budget line items cannot be encumbered or spent without prior approval from the Community Development Corporation Board and the Lake Dallas City Council.**