



Fiscal Year (FY) 2017-18
Proposed Annual Budget



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

Joe Gunter
Librarian

Codi Delcambre
City Secretary

Jennifer Henry
Municipal Court Clerk

Donna Boner
Finance/Human Resource Director

Julien Peralta
Animal Services Director

Daniel Carolla
Chief of Police

Renee O'Neill
Deputy Court Clerk

Devin Shields
Public Works Supervisor

Donna Butler
Community Services Clerk

Elected Officials

Michael Barnhart, Mayor
Term expires May 2019

Megan Ray, Council Member Place 1
Term expires May 2018

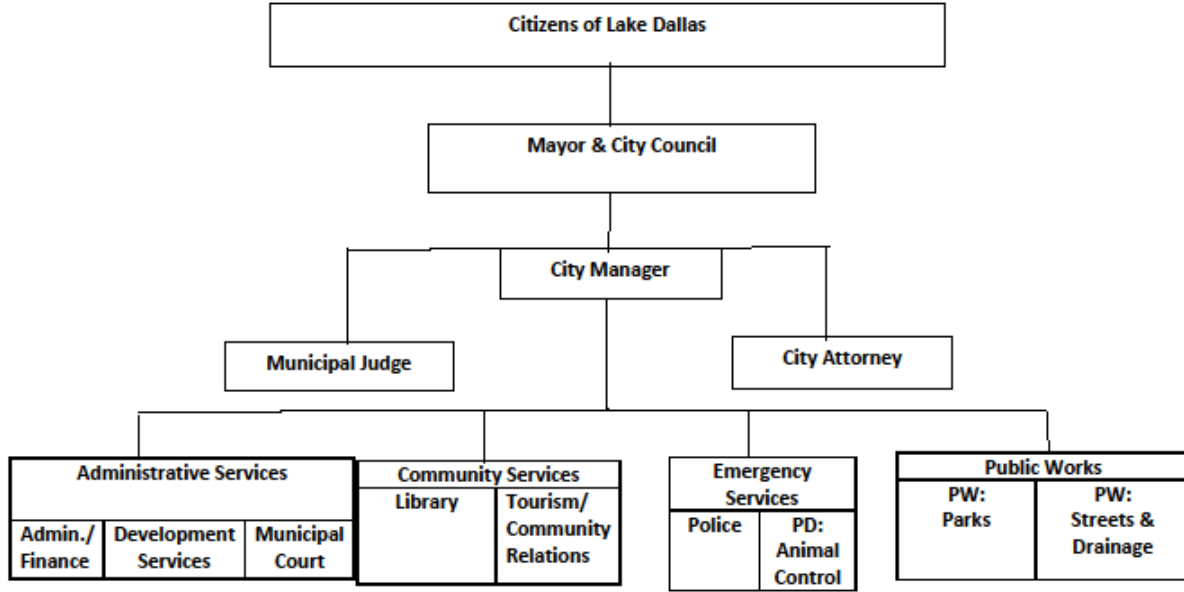
Kathy Brownlee, Council Member Place 2
Term expires May 2019

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

Animal Welfare Board

The Animal Shelter Advisory Board serves in an advisory capacity to the City Staff and Council on the shelter's activities.

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

This board meets 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) fosters improvements in the commercial area of the city and supports enhancement to the quality of life in the city as a tool for attracting new businesses and residents.

Parks, Recreation, and Keep Lake Dallas Beautiful Board

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

August 10, 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 Proposed 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 4.65% to \$625,000. 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 roller for Public Works to be used for street maintenance, but the loan payment for these will be taken from the Street Maintenance Special Revenue Fund. There is also \$10,000 in improvements to the public works yard to assist with street maintenance materials storage, and this will also be taken from the Street Maintenance Special Revenue Fund. The addition of a modular office building at the public works yard, and the loan payment will be taken from the Public Works Department budget.

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 Public Works 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 \$5,755,188 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 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 and Special Revenue 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.

Budget Basis

The budget for the General, Debt Service and Special Revenue Funds 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 \$1,094,107 and the FY 2017-18 budget maintains this same amount. 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.

**RESERVE FUND BALANCE
FY 2017-18 BUDGET**

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
FUND BALANCE, BEGINNING	1,402,374	1,151,489	1,151,489	1,094,107
FUND BALANCE, ENDING	1,378,741	773,948	1,094,107	1,094,107
NET CHANGE IN FUND BALANCE	(23,633)	(377,541)	(57,382)	0
FUND BALANCE AS % OF EXPENDITURES	30%	16%	24%	24%

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 of 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	M&O	I&S	TOTAL	M&O	I&S	TOTAL		
									NTV	
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 4.65% to \$625,000. The projected increase is modest because traffic access to our city continues to be negatively impacted by the I-35 Express construction project.

Sales Tax Revenue				
	FY 2015-16 Actual	FY 2016-17 Budget	FY 2016-17 Projected	FY 2017-18 Proposed
Total	\$587,187	\$597,222	\$775,826	\$625,000

Franchise Fee

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.

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
Franchise Fees - Atmos Energy	47,446	47,500	45,769	47,500
Franchise Fees - CenturyTel	7,182	7,700	7,700	7,700
Franchise Fees - TXU Electric	208,984	209,000	209,140	209,000
Franchise Fees - Charter Communications	57,454	56,000	56,000	56,000
Franchise Fees - Waste Management	71,499	75,000	80,000	75,000
Franchise Fee Totals	392,565	395,200	398,609	395,200

Other Major Revenues

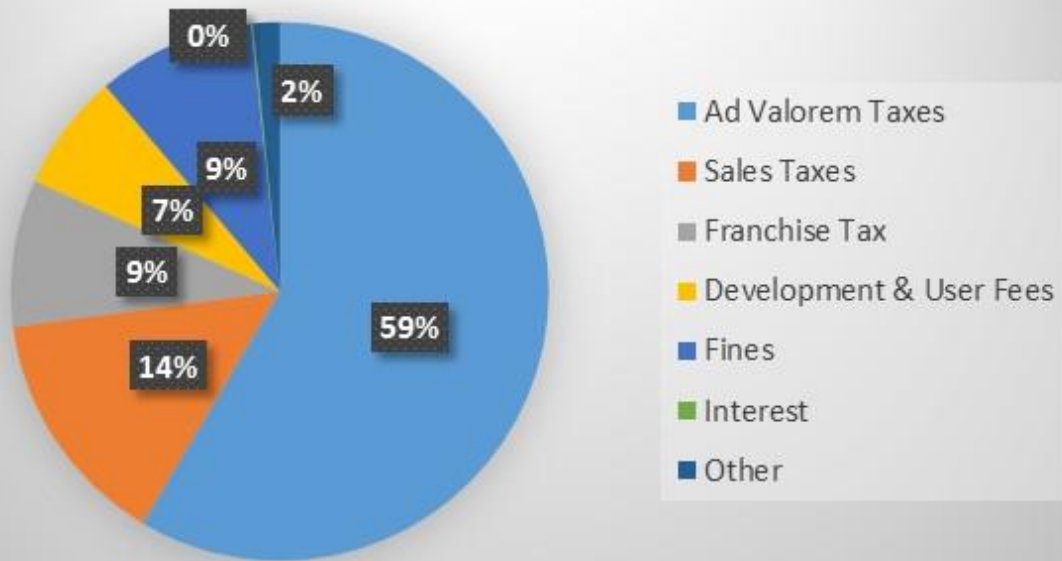
Fines and Fees have not been adjusted in the city for several years. Staff assessed the operational costs for the various fines and fees we charge, and benchmarked some of them to comparable communities. Some adjustments of certain fines and fees will be recommended to the City Council along with the Budget. If the proposed Fine and Fee Schedule is adopted by council we project an increase in \$5,000 for the General Fund and \$13,000 for the Willow Grove Park Special Revenue Fund for FY 2017-18.

GENERAL FUND RESOURCE & EXPENDITURE SUMMARY

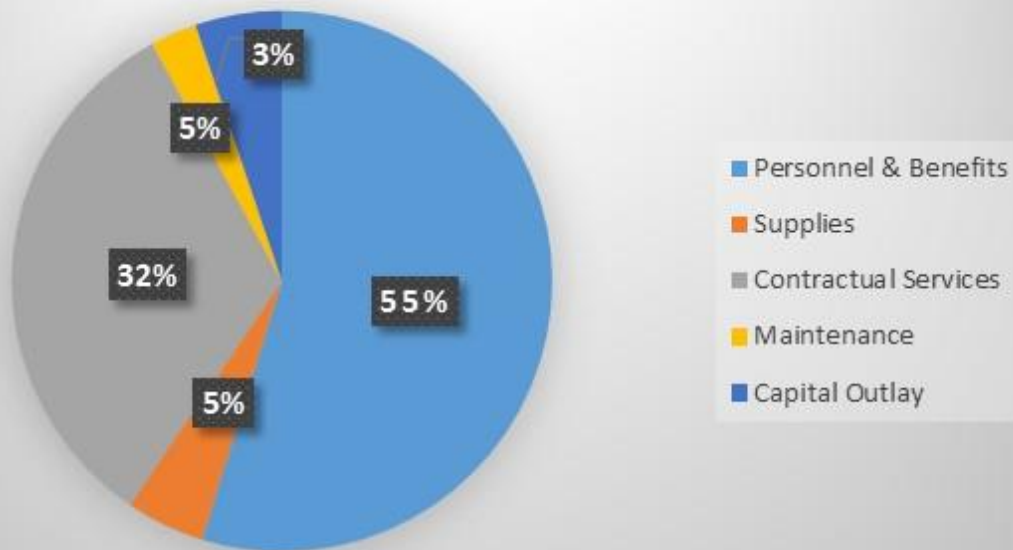
**GENERAL FUND
FY 2017-18 BUDGET**

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
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	313,948	317,521	323,979	316,421
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	62,689	71,601
TOTAL REVENUE	4,469,468	4,301,344	4,514,954	4,486,682
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
Personnel & Benefits	2,363,375	2,475,358	2,413,666	2,479,397
Supplies	477,103	270,460	266,881	214,008
Contractual Services	1,122,880	1,253,374	1,176,150	1,472,238
Maintenance	126,640	246,309	83,717	125,562
Capital Outlay	531,438	448,384	663,222	234,927
TOTAL EXPENDITURES	4,621,436	4,693,885	4,603,636	4,526,132
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(151,967)	(392,541)	(88,682)	(39,450)
OTHER FINANCING SOURCES:				
Transfer from CDC - Comp Plan Reimbursement (50%)	116,334	-	16,300	24,450
Transfer from Willow Grove - Admin Fee	12,000	15,000	15,000	15,000
TOTAL OTHER FINANCING SOURCES:	128,334	15,000	31,300	39,450
NET CHANGE IN FUND BALANCE	(23,633)	(377,541)	(57,382)	0
FUND BALANCE, BEGINNING	1,402,374	1,151,489	1,151,489	1,094,107
FUND BALANCE, ENDING	1,378,741	773,948	1,094,107	1,094,107
FUND BALANCE AS % OF EXPENDITURES	30%	16%	24%	24%

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

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

Department Expenditures Information

Administration

The Administration Department is responsible for overseeing the management of day-to-day operations of the City. The department is comprised of the City Manager, City Secretary, and Director of Finance/Human Resources and support staff. The department provides support to the City Council, Planning and Zoning Commission, Park Board and the Lake Dallas Economic Development Corporation.

**ADMINISTRATION
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	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	1,220,625
Maintenance	21,558	-	2,000	17,450
Capital Outlay	-	-	72,710	-
TOTAL ADMINISTRATION	<u>1,350,427</u>	<u>366,597</u>	<u>382,584</u>	<u>1,575,946</u>

Animal Services

The Lake Dallas Animal Services Department assists pet owners, protects citizens from zoonotic diseases, promotes positive animal health, and protects the public from animal nuisances.

**ANIMAL SERVICES
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	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
TOTAL ANIMAL SERVICES	127,468	144,771	113,900	140,805

City Council

CITY COUNCIL 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	-		113,423	-
Supplies	3,347		19,036	7,100
Contractual Services	-		65,000	-
TOTAL LEGISLATIVE	3,347		197,459	7,100

Development Services

The Development Services 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 provides administrative support to the Planning Zoning Commission and Zoning Board of Adjustment.

DEVELOPMENT SERVICES 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	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 Capital Outlay	3,424	1,500	1,500	1,500
	-	22,200	53,093	35,650
TOTAL DEVELOPMENT SERVICES	<u>169,952</u>	<u>195,636</u>	<u>291,416</u>	<u>299,334</u>

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.

**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
TOTAL LIBRARY	152,436	156,583	147,737	204,163

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.

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	<u>72,593</u>	<u>40,320</u>	<u>71,000</u>	<u>65,400</u>
TOTAL MUNICIPAL COURT	<u>189,236</u>	<u>123,716</u>	<u>186,738</u>	<u>195,201</u>

Parks and Facilities

The Parks Department endeavors to provide a sense of civic pride through the development and maintenance of our City Parks and facilities.

PARKS & FACILITIES 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>
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
TOTAL PARKS & FACILITIES	62,343	62,987	65,037	78,758

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.

**POLICE
FY 2017-18 BUDGET**

	FY 2015- 16	FY 2016- 17	FY 2016-17	FY 2017-18
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
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	1,581,681	1,510,908	1,480,398	1,613,759

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.

STREETS & DRAINAGE FY 2017-18 BUDGET

<u>DESCRIPTION</u>	FY 2015- 16 ACTUAL	FY 2016- 17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
Personnel & Benefits	164,603	173,881	162,706	233,621
Supplies	311,120	23,750	23,466	26,000
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	29,950
TOTAL STREETS & DRAINAGE	557,764	747,504	602,210	385,746

Tourism/Community Relations

The Tourism/Community Relations Department oversees the promotion of tourism and the City’s special events. They also work with the community in promoting Lake Dallas and instilling community pride.

**TOURISM
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	-	-	-	-
Supplies (Fireworks & Trunk or Treat)	-	24,950	25,000	25,500
Contractual Services	-	-	-	-
TOTAL TOURISM	-	24,950	25,000	25,500

DEBT SERVICE FUND

The Debt Service Fund accumulates and makes payments of principal and interest on long-term debt secured by the general taxing powers pertaining to the City's jurisdiction. 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.

DEBT SERVICE 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	-
TOTAL REVENUE	446,117	470,857	476,764	450,284
EXPENDITURES				
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	-	-
TOTAL EXPENDITURES	443,517	689,823	653,468	659,764
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	2,600	(218,966)	(176,704)	(209,480)
OTHER FINANCING SOURCES:				
Transfer from CDC - Debt Payment Reimbursement	-	148,966	148,966	209,480
TOTAL OTHER FINANCING SOURCES:	-	148,966	148,966	209,480
NET CHANGE IN FUND BALANCE	2,600	(70,000)	(27,738)	-
FUND BALANCE, BEGINNING	140,007	142,607	142,607	114,869
FUND BALANCE, ENDING	142,607	72,607	114,869	114,869

SPECIAL REVENUE FUNDS

Child Safety Special Revenue Fund

General

Fee amount of \$25.00 applies to 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.

Policy

If population is less than 850,000, money is to be used for school crossing guard program if one exists. 102.014(g) CCP, if not, or if money collected exceeds amount necessary for program, then; deposit into interest bearing account and used for programs designed to enhance child safety, health or nutrition, child abuse prevention/intervention and drug and alcohol abuse prevention; or Programs designed to enhance public safety and security.

Condition

Presently, the Municipal Court Child Safety Fund revenues are recorded in a revenue line item in the City's Municipal Court Child Safety Fund. Related expenditure activities are recorded in the Municipal Court department in the Child Safety Fund.

FY 2017-18 BUDGET

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	16,054	-	2,600	2,600
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	144			
TOTAL REVENUE	16,198	-	2,600	2,600
EXPENDITURES				
Public safety	26,080	32,743		5,800
Animal control				
Municipal court				15,300
Parks and recreation				
Capital outlay	4,363			
TOTAL EXPENDITURES	30,443	32,743	-	21,100
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(14,245)	(32,743)	2,600	(18,500)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	(14,245)	(32,743)	2,600	(18,500)
FUND BALANCE, BEGINNING	53,405	39,160	39,160	41,760
FUND BALANCE, ENDING	39,160	6,417	41,760	23,260

Municipal Court Building Security Special Revenue Fund

General

\$3.00 on every conviction if governing body has passed required ordinance establishing building security fund.

Policy

Sec. 34-34. Municipal court building security fund.

(a) A Municipal Court Building Security fund is hereby established as provided by the Texas Code of Criminal Procedure.

(b) A Building Security fee of three dollars (\$3.00) shall be paid as a court cost by any defendant convicted of a misdemeanor offense in the city's municipal court. The municipal court clerk shall collect these fees.

(c) A defendant shall be considered convicted, and the fee assessed, if a sentence is imposed on the person, the person is placed on community supervision, including deferred adjudication community supervision, or the court defers final disposition of the case.

(d) The fund may be used for any purpose authorized by state law.

(Ordinance 02-31, sec. 1, adopted 9/5/02)

Condition

Presently, the Municipal Building Security revenues are recorded in a revenue line item in the City's Municipal Court Building Security Fund. Related expenditure activities are recorded in the Municipal Court department in the Building Security Fund.

Related expenditure activities include: 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; continuing education on security issues for court personnel and security personnel.

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

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	9,979	-	5,500	5,500
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	151			
TOTAL REVENUE	10,130	-	5,500	5,500
EXPENDITURES				
Public safety			2,250	3,000
Animal control				
Municipal court	3,505	53,876		
Parks and recreation				
Capital outlay				
TOTAL EXPENDITURES	3,505	53,876	2,250	3,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	6,625	(53,876)	3,250	2,500
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	6,625	(53,876)	3,250	2,500
FUND BALANCE, BEGINNING	27,413	34,038	34,038	37,288
FUND BALANCE, ENDING	34,038	(19,838)	37,288	39,788

Municipal Court Technology Special Revenue Fund

General

Up to \$4.00 on every conviction if governing body has passed required ordinance establishing the municipal court technology fund.

Policy

Sec. 34-33. Municipal court technology fund.

(a) A municipal court technology fund is hereby established as provided by the Texas Code of Criminal Procedure.

(b) A technology fee of four dollars (\$4.00) shall be paid as a court cost by any defendant convicted of a misdemeanor offense in the city's municipal court. The municipal court clerk shall collect these fees. (c) A defendant shall be considered convicted, and the fee assessed, if a sentence is imposed on the person, the person is placed on community supervision, including deferred adjudication community supervision, or the court defers final disposition of the case.

(d) The fund may be used for any purpose authorized by state law.

(Ordinance 99-11, secs. 1-3, adopted 9/9/99; Ordinance 04-12, sec. 1, adopted 7/22/04; Ordinance 12-13, sec. 6, adopted 7/26/12) Policy

Condition

Presently, the Municipal Court Technology revenues are recorded in a revenue line item in the City's Municipal Court Technology Fund. Related expenditure activities are recorded in the Municipal Court department in the Technology Fund.

Related expenditure activities include: computer systems; computer networks; computer hardware; computer software; imaging systems; electronic kiosks; electronic ticket writers; and docket management systems recommendation.

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

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	13,401	-	7,400	7,400
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	130	-	-	-
TOTAL REVENUE	13,531	-	7,400	7,400
EXPENDITURES				
Public safety				
Animal control				
Municipal court	9,466	40,758	12,848	11,000
Parks and recreation				
Capital outlay	7,845			
TOTAL EXPENDITURES	17,311	40,758	12,848	11,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(3,780)	(40,758)	(5,448)	(3,600)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	(3,780)	(40,758)	(5,448)	(3,600)
FUND BALANCE, BEGINNING	32,707	28,927	28,927	23,479
FUND BALANCE, ENDING	28,927	(11,831)	23,479	19,879

Juvenile Case Manager Special Revenue Fund

General

Up to \$5 on every conviction if governing body has passed required ordinance establishing a juvenile case manager fund.

Policy

Former section 34-35 “Juvenile case manager fee/fund” was repealed and the section following was renumbered by Ordinance 16-03 adopted 2/23/16

Condition

Presently, the Municipal Juvenile Case Manager revenues are recorded in a revenue line item in the City’s Municipal Court Juvenile Case Manager Fund. Related expenditure activities are recorded in the Municipal Court department in the Juvenile Case Manager Fund.

Related expenditure activities include Fees collected are to be used only to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses of the juvenile case manager. Once those costs are paid, funds may be used to implement programs directly related to the juvenile case manager.

Recommendation

The Municipal Court recommends a plan 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 through programming, supervision, and supports Drawdown additional \$4,000 from the reserve to fund the Juvenile Diversion Program in FY 17-18.

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

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	10,765	-	1,255	1,255
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	-	-	-	-
TOTAL REVENUE	10,765	-	1,255	1,255
EXPENDITURES				
Public safety		143,523		
Animal control				
Municipal court				1,721
Parks and recreation				
Capital outlay				
TOTAL EXPENDITURES	-	143,523	-	1,721
EXCESS OF REVENUE OVER (UNDER) EXPENDITURE	10,765	(143,523)	1,255	(466)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	10,765	(143,523)	1,255	(466)
FUND BALANCE, BEGINNING	133,942	144,707	144,707	145,962
FUND BALANCE, ENDING	144,707	1,184	145,962	145,496

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.

The City will create an Animal Rescue Special Revenue Fund to account for 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. Authorize \$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. Corinth animals are also "vetted" out of this fund and it is rapidly depleting the fund. It is recommended that an alternative funding source for "vetting" animals from the City of Corinth is established.

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

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	7,525	-	6,500	10,000
Insurance proceeds	-	-	-	-
Interest earned	22			
TOTAL REVENUE	7,547	-	6,500	10,000
EXPENDITURES				
Public safety				
Animal control	7,099		8,600	12,000
Municipal court				
Parks and recreation				
Capital outlay				
TOTAL EXPENDITURES	7,099	-	8,600	12,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	448	-	(2,100)	(2,000)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	448	-	(2,100)	(2,000)
FUND BALANCE, BEGINNING	4,762	5,210	5,210	3,110
FUND BALANCE, ENDING	5,210	5,210	3,110	1,110

Drug Seizure Special Revenue Fund

General

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. The City will create a Drug Seizure Special Revenue Fund to account for revenue and related expenditures.

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. Authorize \$5000.00 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**

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	3,500	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	57	-	-	-
TOTAL REVENUE	3,557	-	-	-
EXPENDITURES				
Public safety	-	14,754	10,730	6,000
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
TOTAL EXPENDITURES	-	14,754	10,730	6,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	3,557	(14,754)	(10,730)	(6,000)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	3,557	(14,754)	(10,730)	(6,000)
FUND BALANCE, BEGINNING	14,454	18,011	18,011	7,281
FUND BALANCE, ENDING	18,011	3,257	7,281	1,281

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. The City will create a LEOSE Special Revenue Fund to account for revenue and related expenditures.

Policy

The LEOSE Special Revenue Fund will account only 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.

Related expenditure activities are used solely for continuing education for police department employees.

Recommendation

Revenue projections for FY 2017-18 are based on historical numbers and are dependent on the funding level from the State. Authorize \$5000.00 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**

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	1,523	-	1,505	1,505
Insurance proceeds	-	-	-	-
Interest earned	36	-	70	70
TOTAL REVENUE	1,559	-	1,575	1,575
EXPENDITURES				
Public safety	1,803	7,635	1,000	5,000
TOTAL EXPENDITURES	1,803	7,635	1,000	5,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(244)	(7,635)	575	(3,425)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	(244)	(7,635)	575	(3,425)
FUND BALANCE, BEGINNING	7,619	7,375	7,375	7,950
FUND BALANCE, ENDING	7,375	(260)	7,950	4,525

Police Auction Special Revenue Fund

General

The Police Auction Special Revenue Fund is dedicated and may be spent for law enforcement purposes. The City will create a Police Auction Special Revenue Fund to account for revenue and related expenditures.

Policy

The Police Auction Special Revenue Fund will account only for monies received on behalf of the police department.

Condition

Presently, the Police Auction 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

There are no projected revenues for FY 2017-18. Authorize \$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**

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	20,210	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	-	-	-	-
TOTAL REVENUE	20,210	-	-	-
EXPENDITURES				
Public safety	13,505	-	-	25,870
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
TOTAL EXPENDITURES	13,505	-	-	25,870
EXCESS OF REVENUE OVER (UNDER) EXPENDITURE	6,705	-	-	(25,870)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	6,705	-	-	(25,870)
FUND BALANCE, BEGINNING	19,165	25,870	25,870	25,870
FUND BALANCE, ENDING	25,870	25,870	25,870	-

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. The City will create a Kids n' Cops Special Revenue Fund to account for revenue and related expenditures.

Policy

The Kids n' Cops Special Revenue Fund will account only for donations received for Kids n' Cops and expenditures on items 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. Related expenditure activities are used solely for the Kids n' Cops annual event.

Recommendation

Revenue projections for FY 2017-18 are based on historical numbers and are dependent on donations.

Authorize \$7500.00 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**

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	2,631	-	443	7,500
Insurance proceeds	-	-	-	-
Interest earned	51	-	-	-
TOTAL REVENUE	2,682	-	443	7,500
EXPENDITURES				
Public safety	2,226	-	7,040	7,500
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
TOTAL EXPENDITURES	2,226	-	7,040	7,500
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	456	-	(6,597)	-
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	456	-	(6,597)	-
FUND BALANCE, BEGINNING	11,221	11,677	11,677	5,080
FUND BALANCE, ENDING	11,677	11,677	5,080	5,080

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. Authorize \$450.00 from this account to fund forensic testing on behalf of the Lake Dallas Police Department.

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

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE				
Charges for Services	-	-	-	-
Fines and Fees	-	-	-	-
Donations and grants	-	-	-	-
Insurance proceeds	-	-	-	-
Interest earned	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENDITURES				
Public safety	1,472	-	-	405
Animal control	-	-	-	-
Municipal court	-	-	-	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
TOTAL EXPENDITURES	1,472	-	-	405
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(1,472)	-	-	(405)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	(1,472)	-	-	(405)
FUND BALANCE, BEGINNING	1,877	405	405	405
FUND BALANCE, ENDING	405	405	405	-

Street Maintenance Special Revenue Fund

General

The Street Maintenance Sales Taxes are dedicated and may only be spent on certain, statutorily-defined purposes. The City will create a Street Maintenance Sales Tax Special Revenue Fund to account for revenue and related expenditures of Street Maintenance Sales Tax.

Policy

The Street Maintenance Sales Tax 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 FY17 Street Maintenance Sales Tax revenue and Fund Balance Restricted for Road Maintenance (\$227,252) from the General Fund to the Street Maintenance Sales Tax Special Revenue Fund, and record all future Street Maintenance Street Maintenance Sales Tax revenue in the Street Maintenance Sales Tax Special Revenue Fund. Drawdown additional \$50,000 from the reserve to fund additional projects in FY 17-18.

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

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
Road Maintenance & Repair (Street Maintenance Sales Tax)	146,797	147,889	193,957	156,250
Interest earned	-	-	-	-
TOTAL REVENUE	146,797	147,889	193,957	156,250
EXPENDITURES				
Street Maintenance	146,191	166,309	166,309	210,000
Capital Outlay Equipment	-	-	-	75,000
Sidewalk Maintenance	-	-	-	5,000
TOTAL EXPENDITURES	146,191	166,309	166,309	290,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	606	(18,420)	27,648	(133,750)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	606	(18,420)	27,648	(133,750)
FUND BALANCE, BEGINNING	226,646	227,252	227,252	254,900
FUND BALANCE, ENDING	227,252	208,832	254,900	121,150

Hotel Occupancy Tax Special Revenue Fund

General

Hotel Occupancy Taxes are dedicated and may only be spent on certain, statutorily-defined purposes. The City will create a Hotel Occupancy Tax Special Revenue Fund to account for revenue and related expenditures of Hotel Occupancy Taxes.

Policy

The Hotel Occupancy Tax Fund will account only for Hotel Occupancy Tax 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 FY17 Hotel Occupancy Tax revenue from the General Fund to the Hotel Occupancy Tax Special Revenue Fund, and record all future Hotel Occupancy Tax revenue in the Hotel Occupancy Tax Special Revenue Fund.

Except for the expenditures for fireworks displays, move FY17 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 in FY 2017-18. Move funding for 75% of the full-time position to the Hotel Occupancy Tax Special Revenue Fund. The Fourth of July fireworks displays are not eligible Hotel Occupancy Tax expenditures.

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

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
REVENUE				
Hotel Occupancy Tax	-	75,000	73,300	75,000
Interest earned	-	-	-	-
TOTAL REVENUE	-	75,000	73,300	75,000
EXPENDITURES				
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	-	-	-	-
TOTAL EXPENDITURES	-	57,100	60,927	75,696
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	17,900	12,372	(696)
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	-	17,900	12,372	(696)
FUND BALANCE, BEGINNING	-	-	-	12,372
FUND BALANCE, ENDING	-	17,900	12,372	11,677

Library Donation Special Revenue Fund

General

The Library Donation Special Revenue Fund is dedicated and may only be used for Library related expenditures.

Policy

The Library Donation Special Revenue Fund will account for monies received from donations to the Library and eligible expenditures.

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.

Related expenditure activities include the purchase of library books and DVDs as well as materials for the Library's Summer Reading program.

Recommendation

Move the FY17 library donation revenue from the General Fund to the Library Donation Revenue Fund, and record all future Library donation revenue in the Hotel Occupancy Tax Special Revenue Fund.

LIBRARY DONATIONS SPECIAL REVENUE FUND
 FY 2017-18 BUDGET

	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
DESCRIPTION	ACTUAL	BUDGET	PROJECTED	PROPOSED
REVENUE				
Library Donations	-	8,000	-	2,000
	-	-	-	-
TOTAL REVENUE	-	8,000	-	2,000
EXPENDITURES				
Miscellaneous	-	1,593	1,593	1,000
TOTAL EXPENDITURES	-	1,593	1,593	1,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	6,407	(1,593)	1,000
OTHER FINANCING USES:				
Transfers out	-	-	-	-
TOTAL OTHER FINANCING SOURCES:	-	-	-	-
NET CHANGE IN FUND BALANCE	-	6,407	(1,593)	1,000
FUND BALANCE, BEGINNING	-	7,859	7,859	6,266
FUND BALANCE, ENDING	7,859	14,266	6,266	7,266

Park Improvement Fund

General

The Park Improvement Fund provides funding opportunities for Lake Dallas parks. The City has created a Park Improvement Fund to account for revenue and related park expenditures.

Policy

The Park Improvement Fund will only be used to upgrade and fund improvements at any of Lake Dallas' parks except for Willow Grove Park.

Condition

In previous years revenues were not collected for this Fund. The revenues collected from FY16-17 forward will be placed into the Park Improvement Fund. Related expenditure activities are recorded in the Public Works department in the general fund. Related expenditure activities will include upgrading playsets, adding park benches, garbage/recycle cans, and maintenance costs.

Recommendation

Use some of the funds for improvements and maintenance activities in the various city parks.

PARK DEVELOPMENT SPECIAL REVENUE FUND FY 2017-18 BUDGET

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

Willow Grove Special Revenue Fund

General

The Willow Grove Special Revenue Fund is generated through both primitive and RV camping, daily park entry fees, boat launch fees, yearly passes and pavilion rentals. The City has a Willow Grove Park Fund to account for revenue and related park expenditures.

Policy

The Willow Grove Special Revenue Fund 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 Special Revenue Fund revenues are recorded by the Finance Department and related expenditure activities are recorded by the Public Works department and reported to the Finance Department. Related expenditure activities include repair and maintenance of Park facilities and structures, labor, capital improvements and general maintenance.

Recommendation

Some accumulated funds are earmarked for repairs to Solar Lighting, facilities, primitive camp site upgrading, installation of crushed granite and walking trail upgrades. Other possible capital expenditures are rebuilding the fishing pier, creating additional parking and development of open grassy area behind restrooms.

**WILLOW GROVE CMPING FEES SPECIAL REVENUE FUND
FY 2017-18 BUDGET**

DESCRIPTION	FY 2015-16 ACTUAL	FY 2016-17 BUDGET	5/31/2017 FY 2016-17 Y-T-D	FY 2016-17 PROJECTED	FY 2017-18 PROPOSED
REVENUE					
Charges for Services	32,513	-	-	-	-
Fines and Fees	-	-	86,622	103,946.15	115,000
Donations and grants	17,961	-	-	-	-
Insurance proceeds	37,524	-	-	-	-
Interest earned	106	-	-	-	-
TOTAL REVENUE	88,104	-	86,622	103,946	115,000
EXPENDITURES					
Maintenance	84,598	25,500	26,586	31,825	22,000
Capital outlay	40,749	-	-	-	80,000
TOTAL EXPENDITURES	125,347	25,500	26,586	31,825	102,000
EXCESS OF REVENUE OVER (UNDER) EXPENDITURE	(37,243)	(25,500)	60,035	72,121	13,000
OTHER FINANCING USES:					
Transfers out	(12,000)	(15,000)	(15,000)	(15,000)	(15,000)
TOTAL OTHER FINANCING SOURCES:	(12,000)	(15,000)	(15,000)	(15,000)	(15,000)
NET CHANGE IN FUND BALANCE	(49,243)	(40,500)	45,035	57,121	(2,000)
FUND BALANCE, BEGINNING	45,797	(3,446)	(3,446)	(3,446)	53,675
FUND BALANCE, ENDING	(3,446)	(43,946)	41,589	53,675	51,675