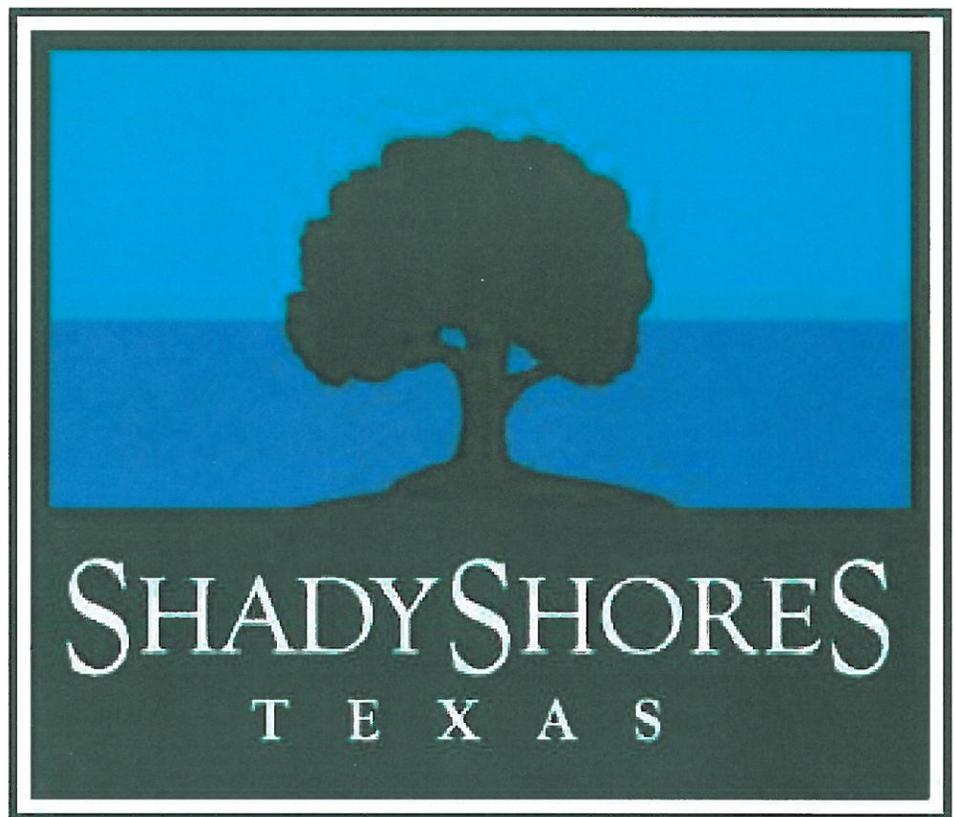


# Town of Shady Shores



10/1/2015

Annual Budget FY 2015/2016

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# Town of Shady Shores

## Annual Budget FY 2015/2016

### TOWN OF SHADY SHORES

The Town of Shady Shores is located on the shores of Lake Lewisville in Denton County Texas. The 2010 census figure shows the current population to be 2612. Shady Shores is approximately 2.9 square miles. Shady Shores is a Type A General Law Government and operates as a Strong-Mayor Council form of government.

Incorporated in 1960 Shady Shores is a bedroom community that is an easy commute to the DFW metropolitan area.

### Mayor- Council Government

The Town Council consists of five members, and a Mayor elected at-large. Council members serve for two-year terms. The Mayor acts as the chief executive officer of the municipality (LGC 22.042) and is the presiding officer during Council meetings. The Mayor does not vote except in the instance of a tie situation. The Town Council acts as the legislative branch of the Council making policy decisions, voting on ordinances, confirms and approves appointments made by the Mayor.

### 2015/2016 TOWN COUNCIL

Cindy Spencer	Mayor	Term Ends May 2017
Cindy Aughinbaugh	Mayor Pro-Tem Council Member Place 4	Term Ends May 2016
Matthew Haines	Council Member Place 1	Term Ends May 2016
Paula Woolworth	Council Member Place 2	Term Ends May 2017
Tom Newell	Council Member Place 3	Term Ends May 2017
Charles Grimes	Council Member Place 5	Term Ends May 2016

### ADMINISTRATIVE STAFF

Wendy Withers, TRMC, CMC	Town Secretary
Amber Schuler	Municipal Court Clerk

## **MISSION STATEMENT**

The Town of Shady Shores endeavors to preserve the original charm of the town, while providing efficient and effective service at reasonable costs to our residents. We remain committed to encouraging citizen involvement through transparency, active volunteerism, and sound fiscal management.

## **VISION STATEMENT**

We strive to maintain our capital assets including major thoroughfares, roadways, buildings, and greenspace. We will aspire to preserve the Town's history, our urban, rural environment and celebrate our citizens.



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# FINANCIAL MANAGEMENT

## SHADY SHORES, TEXAS FINANCIAL MANAGEMENT POLICY

The following policy has been designed to establish important guidelines to direct the management of town funds and decision-making practices. The policy was established to enable future growth and sustainability for the Town of Shady Shores as well as assist the administration in ensuring compliance with all governmental requirements.

### RESERVE FUNDS

Shady Shores maintains a reserve account for the placement of available funds to be allocated toward capital projects. Capital projects include maintenance of roads, bridges and other infrastructure.

Shady Shores maintains the following reserve accounts:

**Roads and Bridges and Drainage** –All fees costs and expenses related to the construction, remodeling, expansion, and improvement of roads, bridges, and drainage.

**Capital Projects**-Established for the construction, expansion or remodeling of public buildings, parks or similar projects.

**Emergency Reserve Account**- Used as necessary at the discretion of the Town Council for emergency or unforeseen expenditures. The Town of Shady Shores will maintain three (3) months of annual combined operating expenditures.

Fund balances will be examined by the Town Council no less than once each fiscal year after the auditor's finished report to determine the appropriate allocation of any excess funds.

### INVESTMENT POLICIES

The Town of Shady Shores Investment Committee handles the oversight of the town's investments. The Investment Committee meets on a quarterly basis. All funds are invested in accordance with Local, Code Requirements and the Town of Shady Shores Investment Policy. The Town Council reviews the investment policy every two years, and each member of the committee is required to complete approved training.

**Current Investment Committee Members**

<i>Cindy Spencer</i>	<i>Mayor</i>
<i>Cindy Aughinbaugh</i>	<i>Mayor Pro Tem</i>
<i>Matthew Haines</i>	<i>Council Member</i>
<i>Charles Grimes</i>	<i>Council Member</i>
<i>Wendy Withers</i>	<i>Town Secretary (staff)</i>

**REVENUE POLICIES**

- The annual budget will be based on conservative revenue forecasts.
- Fees for services will be reviewed annually and adjusted to meet increased costs for services.
- The town will attempt to maintain a diversified and stable revenue system to shelter it from fluctuations in any single revenue source.
- The town will review all possibilities of creating user/impact fee-based services to relieve the tax burden stress of the General Fund
- The Council will review the tax rate each year to establish the appropriate rate to fund the annual budget without drawing from reserves.

**EXPENDITURE POLICIES**

- It will be the policy of the town to strive to eliminate the use of operating reserves, yearly budget carryover or other non-recurring sources of revenues to meet operating expenses.
- Expenditures will not exceed annual revenues.
- Fund balances may be added to the budget to complete planned capital improvements.
- The Town will continually explore methods to reduce expenses.
- Regular evaluation and adjustment of wages and benefits will be considered to foster a stable and dedicated workforce and lessen the cost of employee turnover.
- Maintenance and infrastructure and capital items will be an expenditure priority. Deferred maintenance will not fund new programs.

**DEBT POLICIES**

The Town of Shady Shores financial goal is to have a sufficient balance in the general fund with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing.

In the event capital improvement projects are planned that exceed reserve funds or threaten to deplete our reserve funds, the Town Council may consider debt as an option to support-or complete necessary projects.

**RESOLUTION NO. 769**

*(Reserve Accounts for Capital Projects; Roads and Bridges, and Emergencies)*

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, DENTON COUNTY, TEXAS, REVISING RESERVE FUNDS FOR CAPITAL PROJECTS; ROADS AND BRIDGES, AND EMERGENCIES; AND AMENDING RESOLUTION 727.**

**WHEREAS**, the Mayor and Town Council of Shady Shores have determined that a portion of the accumulated fund balance of the Town should be divided and allocated into reserve accounts; and

**WHEREAS**, the Governmental Accounting Standards Board (“GASB”) has adopted Statement 54 (“GASB 54”), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010; and

**WHEREAS**, the Town of Shady Shores elected to implement GASB 54 requirements, and to apply such requirements to its financial statements beginning with the October 1, 2011 – September 30, 2012 fiscal year; and

**WHEREAS**, the Mayor and Town Council have determined that the appropriate reserve accounts would be for capital projects, roads and bridges, and an emergency fund; and

**WHEREAS**, the law requires certain procedures to establish, fund, and expend funds from reserve accounts, and that such funds may be amended as needed;

**NOW THEREFORE, BE IT DULY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, DENTON COUNTY, TEXAS AS FOLLOWS:**

**SECTION 1. Capital Projects Reserve Account.** A reserve account has been established within the Fund Balance of the Town titled “Town of Shady Shores, Reserve Account, Capital Projects,” or similar title, for the placement of such available funds as the Council may, from time to time determine, should be allocated to capital projects. Capital projects shall have the usage normally accorded by municipal governments, and shall include necessary funds expended for the construction, remodeling, expansion or improvement of public buildings, parks, and similar projects. Funds in the Capital Projects Fund may be used for the construction, repair or expansion of such projects, together with such fees, costs and expenses which are directly associated with capital projects. The initial deposit to this reserve account was \$100,000. The balance of this account was \$ 110,508 at May 1, 2015. The goal for is the balance of this account to be \$100,000. The remaining funds of

**RES. NO. \_\_\_\_\_**

*(Revising Reserve Funds for Capital Projects; Roads and Bridges, and Emergencies)*

depository bank. In the event the town council finds it fiscally prudent to do so, and so long as the investment made is in strict accordance with the financial policies required by the State of Texas and adopted by the Town of Shady Shores, all or a portion of such funds may be reinvested in lawful alternative accounts bearing higher rates of return than may be available at the depository bank.

**SECTION 7. Financial Goal.** The Town of Shady Shores' financial goal is to have a sufficient balance in the general fund with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing.

PASSED AND APPROVED this 8<sup>th</sup> day of June, 2015.



Cindy Spencer  
Cindy Spencer, Mayor

ATTEST:

Wendy Withers  
Wendy Withers, Town Secretary

APPROVED AS TO FORM:

James E. Shepherd  
James E. Shepherd, Town Attorney

**RESOLUTION NO. 768**  
*(2014-2015 Investment Policy)*

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, DENTON COUNTY, TEXAS, DECLARING THAT THE TOWN COUNCIL HAS COMPLETED ITS REVIEW AND REVISION OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE TOWN AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; REVISING AND RESTATING THE TOWN OF SHADY SHORES INVESTMENT POLICY OF 2012-2013 AND, AS REVISED, ADOPTING IT AS THE TOWN OF SHADY SHORES 2013-2014 INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Public Funds Investment Act, Chapter 2256, TEX. GOV'T CODE, the Town Council of the Town of Shady Shores, Denton County, Texas by resolution adopted an investment policy; and

**WHEREAS**, Section 2256.005, TEX. GOV'T CODE requires the Town Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategies.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, DENTON COUNTY, TEXAS:**

**SECTION 1.** The Town Council of the Town of Shady Shores has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit "A" hereto.

**SECTION 2.** The Town of Shady Shores 2014-2015 Investment Policy attached hereto as Exhibit "A" be and the same is hereby adopted and shall govern the investment policies and investment strategies for the Town, and shall define the authority of the Investment Officer and any additional Investment Committee members, collectively referred to as "Investment Officials," from and after the effective date of this resolution.

**SECTION 3.** All provisions of the resolutions of the Town of Shady Shores, Texas, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect. Financial reports of investments of the town received by council for the preceding year are approved, and ratified.

**RESOLUTION NO. 675**  
*(Investment Policy)*

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, TEXAS. ADOPTING THE TOWN OF SHADY SHORES INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE TOWN COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE TOWN AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Public Funds Investment Act, Chapter 2256, Tex. Gov't Code, the Town Council of the Town of Shady Shores, Texas by resolution adopted an Investment policy; and

**WHEREAS**, Section 2256.005, Tex. Gov't Code requires the Town Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategies.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, TEXAS:**

**SECTION 1.** That the Town of Shady Shores Investment Policy attached hereto as Exhibit "A" be and the same is hereby adopted and shall govern the investment policies and investment strategies for the Town, and shall define the authority of the investment official of the Town from and after the effective date of this resolution.

**SECTION 2.** That the Town Council of the Town of Shady Shores has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit "A" hereto.

**SECTION 3.** That all provisions of the resolutions of the Town of Shady Shores, Texas, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

**Exhibit A**  
**Town of Shady Shores**  
**Investment Policy**

**ARTICLE I**  
**PURPOSE AND NEED FOR POLICY**

Chapter 2256 of the Government Code, as amended from time to time by the Texas State Legislature ("Public Funds Investment Act") requires each city to adopt rules governing its investment practices and to define the authority of the investment official. The Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and prudent fiscal management of the Town of Shady Shores funds.

**ARTICLE II**  
**SCOPE**

The Investment Policy applies to the investment and management of all funds under direct authority of the Town of Shady Shores.

- A. These funds are accounted for in the Town's Annual Financial Report and include the following:
- (1) the General Fund;
  - (2) Special Revenue Funds;
  - (3) Capital Project Funds;
  - (4) Enterprise Funds;
  - (5) Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately;
  - (6) Debt Service Funds, including reserves and sinking funds to the extent not required by law or existing contract to be kept segregated and managed separately; and
  - (7) Any new fund created by the Town unless specifically exempted from this policy by the Town or by law.

This investment policy shall apply to all transactions involving the financial assets and related activity of all the foregoing funds.

- B. This policy excludes:
- (1) Employee Retirement and Pension Funds administered or sponsored by the Town.
  - (2) Defeased bond funds held in trust escrow accounts.

**ARTICLE IV  
OBJECTIVES**

A. Preservation and Safety of Principal

Preservation of capital is the foremost objective of the Town. Each investment transaction shall seek first to ensure that capital losses are avoided, whether the loss occurs from the default of a security or from erosion of market value.

B. Liquidity

The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which can be reasonably anticipated. Liquidity will be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

C. Yield

The investment portfolio of the Town shall be designed to meet or exceed the average rate of return on 91-day U.S. treasury bills throughout budgetary and economic cycles, taking into account the Town's investment risk constraints and the cash flow characteristics of the portfolio. Legal constraints on debt proceeds that are not exempt from federal arbitrage regulations are limited to the arbitrage yield of the debt obligation. Investment officials will seek to maximize the yield of these funds in the same manner as all other Town funds. However, if the yield achieved by the Town is higher than the arbitrage yield, positive arbitrage income will be averaged over a five year period, netted against any negative arbitrage income and the net amount shall be rebated to the federal government as required by federal regulations.

**ARTICLE V  
RESPONSIBILITY AND CONTROL**

A. Delegation

Management responsibility to establish written procedures for the operation of the investment program consistent with this investment policy has been assigned to the Mayor Pro Tem. Such procedures shall include explicit delegation of authority to persons responsible for the daily cash management operation, the execution of investment transactions, overall portfolio management and investment reporting. The Mayor Pro Tem shall be the chief Investment Official, and the chair of the Investment Officers Committee and may delegate the daily investment responsibilities to either an internal investment official or an external investment advisor in combination with an internal investment official. The Investment Official and/or his or her representative(s) will be limited by conformance with all federal regulations, ordinances, and the statements of investment strategy.

securities or classes of securities obtained in the transaction of the Town's business for personal investment decisions, will in all respects subordinate their personal investment transactions to those of the Town, particularly with regard to the timing of purchase and sales and will keep all investment advice obtained on behalf of the Town and all transactions contemplated and completed by the Town confidential, except when disclosure is required by law.

E. Investment Training Requirements

The Investment official(s) shall attend at least one ten hour training session relating to their investment responsibilities within 12 months after assuming their duties. In addition to this ten hour requirement, each investment officer shall receive not less than ten hours of instruction in their investment responsibilities at least once during each two year period. The investment training session shall be provided by an independent source approved by the investment committee. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a Business Organization with whom the Town of Shady Shores may engage in an investment transaction. Such training shall include education in investment controls, credit risk, market risk, investment strategies, and compliance with investment laws, including the Texas State Public Funds Investment Act. A list will be maintained of the number of hours and conferences attended for each investment official and a report of such information will be provided to the Town Council. Investment "officials" includes the Investment Officer, and may include the Mayor or other member of the Town Council selected by the Town Council as an alternate Budget or Investment Officer.

**ARTICLE VI  
AUTHORIZED INVESTMENTS**

- A. Obligations of the United States or its agencies and instrumentalities.
- B. Direct obligations of the State of Texas or its agencies and instrumentalities.
- C. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, the State of Texas, or the United States or its instrumentalities.
- D. Obligations of states, agencies, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent.
- E. Joint Investment Pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.
- F. Certificates of Deposit issued by a depository institution that has its main office or branch office in Texas:

**ARTICLE VII  
PORTFOLIO AND INVESTMENT ASSET PARAMETERS**

**A. Bidding Process for Investments**

It is the policy of the Town to require competitive bidding for all investment transactions (securities and bank C.D.'s) except for:

- (1) transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates); and
- (2) treasury and agency securities purchased at issue through an approved broker/dealer.

At least three bids or offers must be solicited for all other investment transactions. In a situation where the exact security being offered is not offered by other dealers, offers on the closest comparable investment may be used to establish a fair market price of the security. Security swaps are allowed as long as maturity extensions, credit quality changes and profits or losses taken are within the other guidelines set forth in this policy.

**B. Maximum Maturities**

The Town of Shady Shores will manage its investments to meet anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five years from the date of purchase.

**C. Maximum Dollar-Weighted Average Maturity**

Under most market conditions, the composite portfolio will be managed to achieve a one-year or less dollar-weighted average maturity. However, under certain market conditions, investment officials may need to shorten or lengthen the average life or duration of the portfolio to protect the Town. The maximum dollar-weighted average maturity based on the stated final maturity, authorized by this investment policy for the composite portfolio of the Town shall be three years.

**D. Diversification**

The allocation of assets in the portfolios should be flexible depending upon the outlook for the economy and the securities markets. In establishing specific diversification strategies, the following general policies and constraints shall apply.

- (1) Portfolio maturities and call dates shall be staggered in a way that avoids undue concentration of assets in a specific sector. Maturities shall be selected which provide for stability of income and reasonable liquidity.
- (2) To attain sufficient liquidity, the Town shall schedule the maturity of its investments to coincide with known disbursements. Risk of market price volatility shall be controlled through maturity diversification such that aggregate realized price losses on instruments with maturities exceeding one year shall not

B. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the investment officials with the following:

- (1) Audited financial statements;
- (2) Proof of National Association of Securities Dealers (N.A.S.D.) certification, unless it is a bank;
- (3) Resumes of all sales representatives who will represent the financial institution or broker/dealer firm in dealings with the Town; and
- (4) An executed written instrument, by the qualified representative, in a form acceptable to the Town and the business organization substantially to the effect that the business organization has received and reviewed the investment policy of the Town and acknowledges that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Town and the organization that are not authorized by the Town's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Town's entire portfolio or requires an interpretation of subjective investment standards.

#### ARTICLE IX SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS

All security transactions, including collateral for repurchase agreements entered into by the Town shall be conducted using the delivery vs. payment (DVP) basis. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping bank. The only exceptions to DVP settlement shall be wire transactions for money market funds and government investment pools. The safekeeping or custody bank is responsible for matching up instructions from the Town's investment officials on an investment settlement with what is wired from the broker/dealer, prior to releasing the Town's designated funds for a given purchase. The security shall be held in the name of the Town or held on behalf of the Town in a bank nominee name. Securities will be held by a third party custodian designated by the investment officials and evidenced by safekeeping receipts or statements. The safekeeping bank's records shall assure the notation of the Town's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the Town. A safekeeping agreement must be in place which clearly defines the responsibilities of the safekeeping bank.

#### ARTICLE X COLLATERAL

The Town's depository bank shall comply with Chapter 2257 of the Government Code, Collateral for Public Funds, as required in the Town's bank depository contract.

C. Auditor Review

The Town's independent external auditor must formally review the quarterly investment reports annually to insure compliance with the State of Texas Public Funds Investment Act and any other applicable State Statutes.

**ARTICLE XII  
INVESTMENT COMMITTEE**

A. Members

An Investment Committee, consisting of the Mayor or his or her designee, the Mayor Pro Tem, and an appointed investment official, if any, shall review the Town's investment strategies and monitor the results of the investment program at least quarterly. This review can be done by reviewing the quarterly written reports and by holding committee meetings as necessary. The committee will be authorized to invite other advisors to attend meetings as needed.

B. Scope

The Investment Committee shall include in its deliberations such topics as economic outlook, investment strategies, portfolio diversification, maturity structure, potential risk to the Town's funds, evaluation and authorization of broker/dealers, rate of return on the investment portfolio, review and approval of training providers and compliance with the investment policy. The Investment Committee will also advise the Town Council of any future amendments to the investment policy that are deemed necessary or recommended.

C. Procedures

The investment policy shall require the Investment Committee to provide minutes of investment information discussed at any meetings held. The committee should meet at least annually to discuss the investment program and policies.

**ARTICLE XIII  
INVESTMENT STRATEGY STATEMENTS**

The Town of Shady Shores portfolio will be structured to benefit from anticipated market conditions and to achieve a reasonable return. Relative value among asset groups shall be analyzed and pursued as part of the investment program within the restrictions set forth by the investment policy.

The Town of Shady Shores maintains portfolios which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The Town's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Reserve and Deposit Funds shall be the 91 day Treasury bill.

C. Bond and Certificate Capital Project Funds and Special Purpose Funds

Suitability - All investments authorized in the Investment Policy are suitable for Bond and Certificate Capital Project Funds and Special Purpose Funds.

Preservation and Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Liquidity - Investment strategies for bond and certificate capital project funds, special projects and special purpose funds portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of investments held should not exceed the estimated project completion date or a maturity of no greater than five years. The dollar-weighted average maturity of bond and certificate capital project funds and special purpose funds, based on the stated final maturity date of each security, will be calculated and limited to three years or less.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The Town's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Bond and Certificate Capital Project Funds and Special Purpose Funds shall be the 91 day Treasury bill. A secondary objective of these funds is to achieve a yield equal to or greater than the arbitrage yield of the applicable bond or certificate.

D. Debt Service Funds

Suitability - All investments authorized in the Investment Policy are suitable for Debt Service Funds.

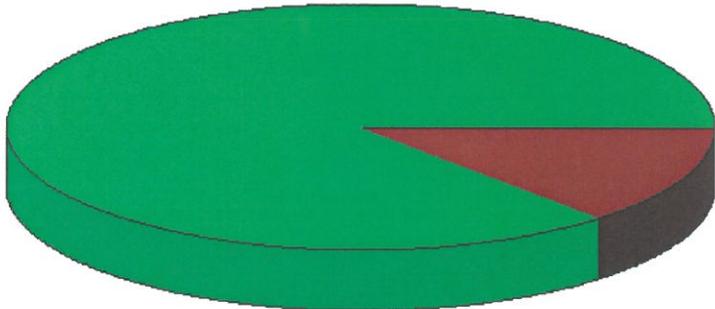
Preservation and Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Liquidity - Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service

# INCOME

The Town of Shady Shores generates approximately 87% of its annual revenue from the collection of ad valorem taxes, sales tax, and building permits. The remaining income is from franchise payments received. The Town Council has proposed using the previous year's tax rate of .314625 to fund the budget. Road Reserve Funds of \$301,432 have been included in the budget to fund anticipated street repairs and projects.

Income Summary  
October 2013 through September 2014



	4000 - Town Services Revenue	86.77%
	5000 - Franchise Revenues	13.23
<b>Total</b>		<b>\$970,202.66</b>

# CONTRACT LABOR

The contract labor budget constitutes approximately 64% of the Town of Shady Shores Budget. The contract Labor consists of the following services.

## ANIMAL CONTROL

All American Dogs (AAD) currently provides Animal Control services. The Town of Shady Shores has contracted with All American Dogs for approximately five (5) years. AAD offers to town residents the following services; unlimited field service calls, routine service calls during business hours, impound services, dead animal removal and responding to animal bites. All American Dogs also offers various services to residents for an additional charge. These services may include, emergency animal ambulance service, pet transportation and taxi services, lost pet recovery service, deceased pet removal, cremation and burial services, nuisance wildlife rescue and control, live traps, pet insurance programs, and escape prevention program.



## CODE ENFORCEMENT

Code Enforcement addresses violations of the town ordinances. The Code Enforcement Officer addresses issues such as tall weeds and grass, junked vehicles, nuisance conditions and other concerns. Residents can report their concerns using an online form or an email to town staff. Residents may report their concerns using an online form, an email or delivering their report to the Town Hall staff.

## BUILDING INSPECTOR

The Town has contracted with Steve Koehler of the Koehler Company, which was established in 1974. Koehler Company offers residents and contractors next day inspection service at a reasonable price.

## POLICE DEPARTMENT

Shady Shores contracts with the Corinth Police Department for Law Enforcement services. The Corinth Police Department offers excellent response time and personalized service to the residents of Shady Shores.

### **Mission Statement**

The Corinth Police Department is committed to excellence in service through innovative and progressive policing methods. We value the trust of our citizens and are committed to carrying out our duties with honor, integrity, and pride. Through partnerships and collaborative efforts, we will strive to enhance the safety and security in our community.

The Police Department offers several opportunities for Shady Shores' residents to become involved and learn more about their processes.

### **Citizen's Police Academy**

The Citizens Police Academy, or CPA, is a 12-week program designed to open the lines of communication between Corinth Police Department and the community. It is the sincere desire of the Corinth Police Department to develop a style of policing that reflects a collaborative effort between community and police. This process requires an informed citizenry, and it is the goal of the CPA to increase understanding through education.

### **Ride Along Program**

The purpose of the Corinth Police Department Ride-Along Program is to encourage community involvement in law enforcement and to educate the public by opening up the lines of communication within the community by allowing interested residents to ride as passenger observers with patrol officers. The Ride-Along program promotes a better understanding of the challenges, risks and rewards of the police officer's role in the community. We thank you for your interest in our Ride-Along program and encourage questions, comments, and suggestions about this program and the Corinth Police Department. The Ride-Along program is administered through the Patrol Section of the Field Operations Division.

### **Vacation Watch**

The Vacation Watch Program is designed to give citizens some comfort while away or on vacation. Officers check the residence while you are away and document the date and time they stop by.



# FIRE DEPARTMENT

The Lake Cities Fire Department provides Fire, Rescue and Emergency Medical Services.

## Department Mission

We'll be there, ready to respond, compassionate in our care, and safe in our work

## Department Vision

The Fire Department will be a recognized leader in the development and delivery of professional and innovative emergency and life-safety services.

## Core Values

- Loyalty
- Respect
- Courage

## CONTRACT LABOR BUDGET

Expense	2015-2016
<b>7400 · Contract Labor expenses</b>	
<b>7410 · Animal Control</b>	15400
<b>7415 · Code Enforcement Officer</b>	14000
<b>7420 · Fire Dept</b>	306974
<b>7430 · Building Inspector</b>	25000
<b>7440 · Library</b>	29046
<b>7460 · Police Patrol Svc</b>	160125
<b>Total 7400 · Contract Labor expenses</b>	<u>550545</u>

The proposed budget includes a 5% increase for animal control. Code Enforcement Hours have been increased from five (5) to eight (8) hours weekly with an additional 20 hours per quarter for special projects. The Police Department budget reflects a 9% increase as allowed per contract. The Fire Department budget has increased by 2% as per the current contract.

# Lake Cities Fire Department



## Mission Statement

***We'll Be There***- Ready to respond, Compassionate in our care, Safe in our work

## Vision

The Lake Cities Fire Department will be a recognized leader in the development and delivery of professional and innovative emergency and life-safety services.

## Core Values

**Loyalty** – to your firefighters, your department and the fire service.

**Respect** – treat everyone like family.

**Courage** - to do what is right.





# LAKE CITIES FIRE DEPARTMENT



*Proudly serving Hickory Creek, Shady Shores, Lake Dallas and Corinth*

**Curtis Birt**  
Fire Chief

20 May 2015

**Lake Cities Fire Department City and Town Leaders;**

Hello,

We have enclosed our department informational packet and 2014 yearly report to provide detail of Fire Department capacities and activities. It also gives important information or updates on projects, services or events. If at any time, there is information or questions about the department or any of our divisions or activities, please do not hesitate to let us know. As our Mission Statement says "*We'll Be There- Ready to respond, compassionate in our care, safe in our work*".

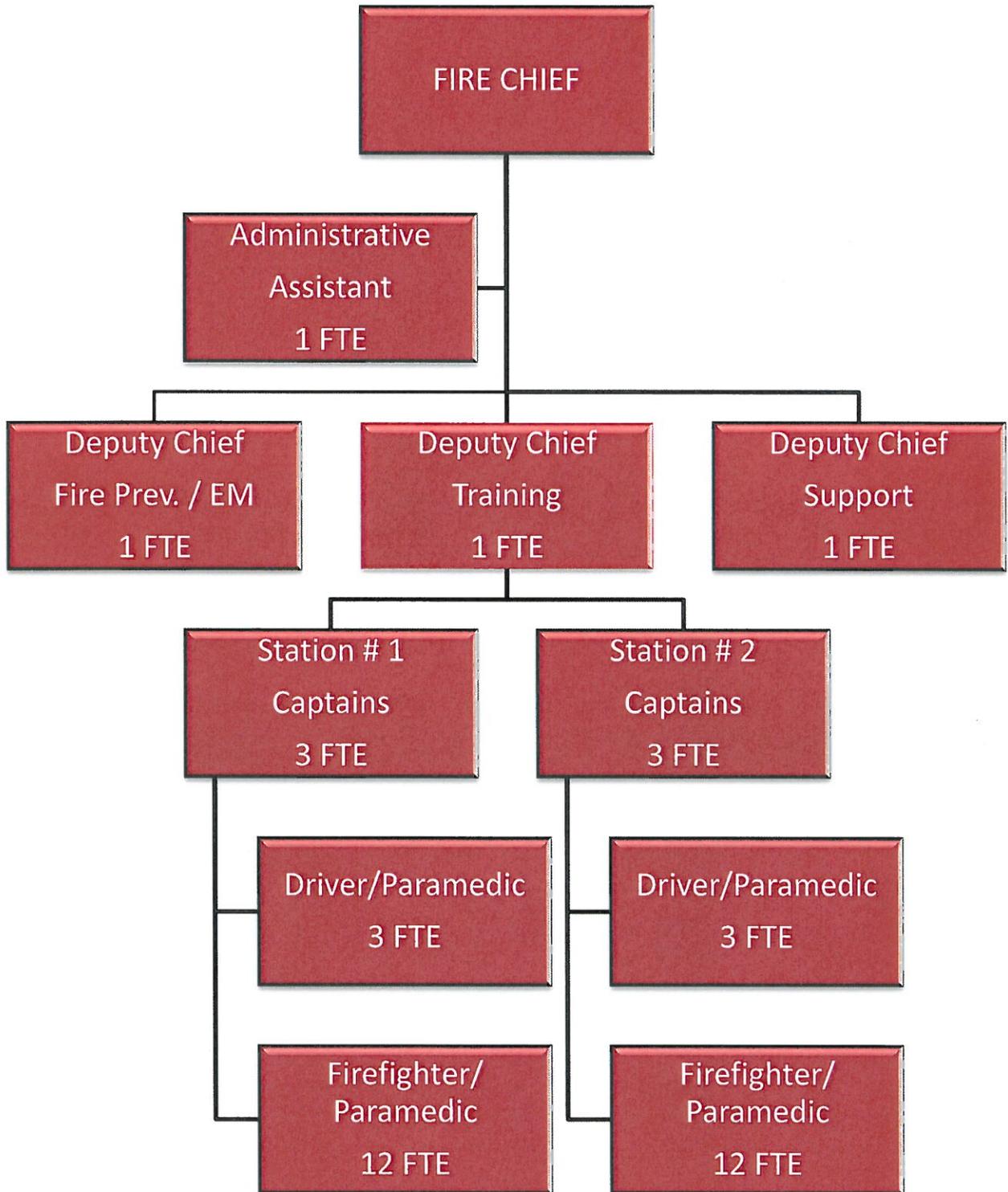
As always, the men and women of the Lake Cities Fire Department would like to thank you for all your support and confidence. We are very proud of the *Loyalty, Respect and Courage* that the firefighters of this department show every day and know that they provide the best care possible to our Lake Cities Family members, business owners and visitors.

Please stop by any of your Fire Houses to say Hello and know that you are always welcome.

Be Smart,

Curtis Birt  
Fire Chief  
Lake Cities Fire Department

# Chain of Command



# LAKE CITIES FIRE DEPARTMENT

## Facilities

The Lake Cities Fire Department operates out of 3 facilities.

Headquarters            3101 S. Garrison, Corinth  
Fire House #1           275 Main St., Lake Dallas (owned by Lake Dallas and leased to Corinth)  
Fire House #2           2700 W. Shady Shores Road, Corinth



*(Headquarters)*



*(Fire House #1)*



*(Fire House #2)*

## Staffing

The Lake Cities Fire Department is staffed with 41 full time members including the Emergency Management Coordinator. LCFD operations members work a 24 / 48 schedule. That means that a firefighter has a 24 hour tour followed by 48 hours off. The fire department maintains a minimum daily staffing of 12 for a 24 hour shift, with minimum staffing of 10. All members are eligible for mandatory overtime or call back (for large incidents) at any time. Two (2) Command Staff Chiefs are assigned to "Duty Chief" each week and respond to major calls, mutual aid, and fires on nights and weekends. The breakdown of the department is listed below;

### Command Staff (3):

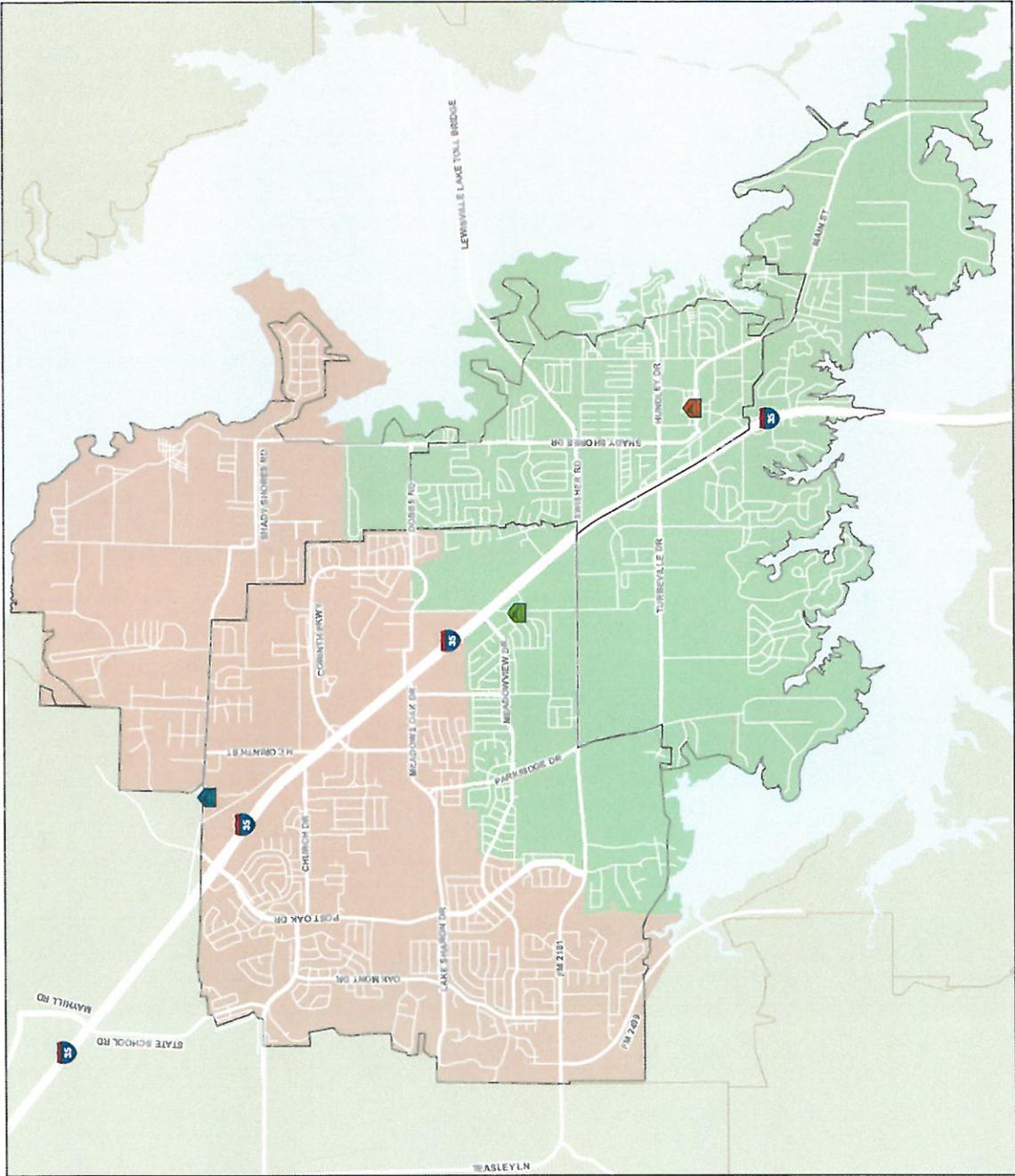
Chief of Department  
Deputy Chief Fire Prevention Bureau  
Deputy Chief of Training and Operations  
Deputy Chief of Support

### Operations Members (24):

Captains (6)  
Apparatus Operators (6)  
Firefighter /Paramedics (21)  
Firefighter-EMT's (3)

### Administrative Staff (1):

Administrative Assistant

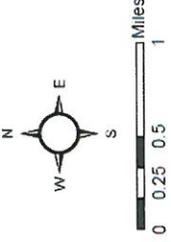


**Lake Cities  
Fire Department**

**Response Districts**

- Legend**
- Station 1
  - Station 2

- Response Districts**
- Station 1
  - Station 2
- Fire Stations**
- Headquarters
  - Firehouse #1
  - Firehouse #2



# LAKE CITIES FIRE DEPARTMENT

## RESPONSIBILITY OVERVIEW

### Department Duties and Responsibilities

Departmental operational duties include but are not limited to:

- All hazards response to the Lake Cities area including fire suppression, emergency medical services, hazardous materials and heavy technical rescue.
- Specialty Technical Rescue response to Denton County and the surrounding area. This is a cooperative effort with Coppell and Little Elm Fire Departments.
- Provides support to the Lewisville Fire Department for calls on Lake Lewisville.
- Emergency Management and Disaster Planning for the Lake Cities area.
- Fire prevention through code enforcement, fire inspections and education.
- Public Education for DISD and LDISD and childcare centers in the Lake Cities area.
- Mutual Aid responses, as part of the Denton County Mutual Aid system and TIFMAS, to the surrounding area and the state of Texas.

### Department Activities

- Denton County Arson Task Force
- Smoke Detector Program
- Members of the Denton County Fire Chiefs Association
- Member of Denton County Training Officers Group
- Member of Texas Fire Chiefs Association, North Central Texas Division
- Member TIFMAS (Texas Intrastate Mutual Aid System) and Organizational contact for Denton County.
- Member of Multiple Agency Coordination Center
- Member of Regional All Hazard Incident Management Team
- Member North Central Texas College Fire and EMS Programs Advisory Councils.



# LAKE CITIES FIRE DEPARTMENT

## Department Divisions

- **Operations Division-** Under the direction of a Deputy Chief, responsible for responding to emergency and non-emergency calls for service, training of personnel, pre-planning of commercial occupancies and public education. This division is also responsible for obtaining and maintaining the department fleet, equipment and facilities. Performs commercial and target hazard pre fire planning.

### Operations/Training

Fire House #1- 275 Main Street, Lake Dallas  
Fire House #2- 2700 W. Shady Shores, Corinth

#### Responsible For:

- Emergency Medical Response
- Fire Response
- Hazardous Materials Response
- Specialized Technical Rescue Response
- Public Assistance (Vehicle lockouts, Invalid assistance, Investigations etc...)
- Issue Burn Permits
- Station Maintenance
- Apparatus Maintenance
- Equipment Maintenance
- Fire Training
- Specialized Rescue Training
- Hazardous Materials Training
- SCBA Maintenance
- Public Education Programs
- Building Pre-plans
- Hose testing
- Emergency Driving Training
- Staffing
- Rehab and Support Operations
- Quartermaster
- Safety
- Records Management



# LAKE CITIES FIRE DEPARTMENT

- **Administrative Division-** This division is comprised of the Chief of Department, Deputy Chief of Training, Fire Prevention, Support and one Administrative Assistant. This division is here to coordinate the budget, strategic planning, personnel, and policies.

## Administration

Headquarters  
3101 S. Garrison, Corinth

### Responsible For:

- Overall responsibility for department
- Answers to City Manager
- Incident Commander at large scale incidents
- On-call responsibility for emergency response
- Developing budget
- Monitoring budget
- Purchasing
- Accounts Payable
- Hiring of personnel
- Safety and welfare of personnel
- Developing Standard Operating Guidelines
- Revise Standard Operating Guidelines
- Responsible for payroll
- Represents fire department at City Council meetings
- Works with outside agencies in developing and maintaining local agreements for response
- Strategic Planning
- Information Systems Maintenance
- Fire Department Public Information
- Records Management
- Communications Systems / Dispatch



# LAKE CITIES FIRE DEPARTMENT

- **Fire Prevention Bureau-** Under the direction of a Deputy Chief, the Bureau is responsible for Fire Safety Inspections, Investigations, Construction Plan Reviews, Development Plan Reviews, Code Enforcement, Public Education and Information. This Division is an integral part of city government responsible for developing and adopting Fire and Life Safety Codes.

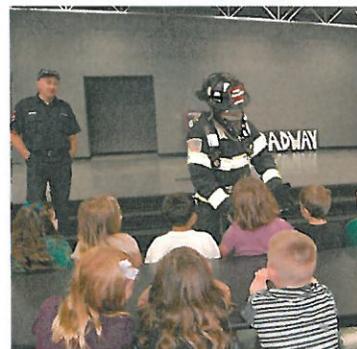
## Fire Prevention Bureau/EMS

Headquarters

3101 S. Garrison

### Responsible For:

- Development Review
- Plans Review
- New Building Inspections
- Issuing Construction Permits
- Annual Commercial Building Inspections
- Oversight of Public Education Program
- Hiring
- Background Checks
- Fire Scene Investigations
- Involved with County Arson Task Force
- Internal Affairs
- Emergency Medical Continuing Education
- EMS Continuous Quality Improvement
- Paramedic Field Training
- Medical Supplies Inventory
- Medical Control
- Records Management
- North Central Texas Regional Trauma Advisory Committee
- Liaison with NCTC EMS Training Program



## LAKE CITIES FIRE DEPARTMENT

- **Emergency Management** – This division is responsible for disaster preparedness, volunteer services and activation of Emergency Warning Systems. Development and training of procedures and operations of the Emergency Response Plan and Emergency Operations Center. A large and very important part of the Emergency Managements Divisions responsibility is to keep the Fire Department, all 3 Police Departments and the 4 cities their employees and elected officials current with federal and state required training, mandates and reporting requirements for grants, plans and notifications.



**Emergency  
Management**  
Headquarters  
3101 S. Garrison



### Responsible For:

- Disaster Preparedness
- Mitigation Projects
- Emergency Operations Center
- Activation and maintenance of Emergency Warning Systems
  - Weather sirens
  - Connect CTY
- Emergency Management Training
- Regional Multi-Agency Coordination System Member
- Coordinator Volunteer assistance
- Grant Seeker
- Liaison with University of North Texas Emergency Administration Disaster Planning Internship Program
- Community Services
- Liaison with FEMA Representatives
- Liaison with County Emergency Manager
- Coordinator for Denton Co. Fire Chiefs for Responses to major incidents.

# LAKE CITIES FIRE DEPARTMENT

## LCFD Facts

- The City of Corinth / Lake Cities Fire Department, provides service to Hickory Creek, Lake Dallas, and Shady Shores under contractual agreement; the services provided include; fire protection, fire suppression, firefighting and rescue services, emergency medical, ambulance, paramedic services, fire prevention (including Fire Marshal and code enforcement), Public Education and Emergency Management services.
- The Lake Cities Fire Department operates 2 Fire Houses staffed each with one (1) ALS Engine/Quint and one (1) MICU Ambulance. We also operate one (1) headquarters building.
- The Lake Cities Fire Department works with the Denton County Fire Chiefs Association and Denton County Emergency Services in implementing a cooperative mutual aid system, for Denton County and the surrounding area. This includes responsibility to provide Specialty Technical Rescue Services with Coppell Fire Department.
- Lake Cities Fire Department response area has an ISO or PPC rating of 4/9 out of 10. The PPC rating directly affects how much citizen's and business's pay annually for homeowners insurance.
- Lake Cities Fire Department is responsible for Emergency Management and Disaster Preparedness for all 4 Lake Cities. This includes Development and updating of the Emergency Response Plan, management of the early warning systems (Outdoor and Indoor) and the Emergency Operations Center. LCFD is currently in a cooperation agreement with Little Elm and The Colony to share an Assistant Emergency Manager to have a Professional EM assist in developing all plans and State and Federal regulations.
- The Lake Cities Fire Department contracts service from the Denton County Sheriff's Officer for dispatch service.

# LAKE CITIES FIRE DEPARTMENT

## WORKLOAD MEASURES AND VALUE

Operational efficiencies can usually be achieved through the implementation of sound management practices and resourceful leadership. Additionally, creativity and innovation are critical in the development of sound performance. The Lake Cities Fire Department prides itself on implementing creative and innovative fire service procedures and programs to meet the expected level of service while continually striving to improve efficiency and add value to the organization.

Below are examples of how the Lake Cities Fire Department have applied these principles:

### Prevention:

#### Fire and Life Safety Education:

- In 2014 the LCFD reached approximately 7500 children between Pre-Kindergarten and 3rd grade who attend 3 LDISD, 1 DISD, 1 Charter School, and 20 daycare facilities. The children are taught basic behaviors that are intended to prevent them from becoming injured and how to be prepared in the event they are involved in a house fire. These programs also include a display and discussion about the LCFD and equipment. Inevitably the teachers and parents ask as many questions as the children and this has been a great opportunity to educate them as well, along with answering customer service related questions.
- In 2105, this program will be expanded to include students up to 5<sup>th</sup> grade.

#### Commercial Occupancy Inspection Program:

- In 2014 the LCFD inspected 561 businesses; 100% of all registered occupancies in the District. Of the 561 businesses, 85% (482) were compliant on the initial inspection. Of the 79 occupancies with violations 80% (63) became compliant by the first re-inspection. By maintaining businesses that are compliant with fire codes and ordinances, our citizens are afforded a safe environment for commerce reducing the probability that an unsuspecting patron will face a safety issue related to the occupancy itself.
- Approximately 20 foster homes are inspected at the request of Child Protective Services to ensure the child is placed in a home that meets mandated fire safety requirements.

# LAKE CITIES FIRE DEPARTMENT

## Call Response:

- The Lake Cities Fire Department responded to 3162 calls for service in 2014. An increase of 187 calls from 2013. Trending from January, 1 2015 to date, if the trend holds steady, the estimated call volume for 2015 will be over 3500. Of the calls in 2014, 86% (2741) actions were taken on scene. Of the 2741 LCFD arrived on scene within 4 minutes 37% (1018) of the time and within 8 minutes 92.8% (2542) of the time. The National Fire Protection Agency (NFPA) 1710 recommends arriving within 4 minutes 90% of the time and if a fire, have the entire first response arrive within 8 minutes.

## Additional Services and Personnel Growth:

- The Lake City Fire Department provides numerous services that cover a wide aspect of community support.
  - Over 1830 staff hours were spent providing public education, public appearances, ride out programs, station tours, district events, and supporting the community room at Station 1.
  - Many persons were also assisted off the floor, had their car unlocked, had their batteries changed in their smoke detector, their child had an amazing birthday at the fire station, and many other seemingly minor tasks that made a major impact in the persons day.
  - Thirty-six shift firefighters completed a total of 7728 hours of training and education; More than 5 times the state requirement to ensure that the LCFD has a highly skilled team to respond to the needs of the District.

## Collaborative Efforts and Cost Sharing:

- The LCFD in its desire for sound performance and efficiency of service many partnerships have been fostered and much thought has gone into determining how best to use contract services to augment in house abilities. The focus has not only been focused on the financial impacts or benefits but in how each of these programs improve efficiency of performance and delivery quality.
  - Current Outsourced Workloads
    - Dispatch-Denton County
    - Medical Billing and Cost Recovery
    - Medical Control and Continuing Education
    - Specialized mechanical services
    - Ladder and pump certifications
    - Gear cleaning and inspection
  - Current Shared Resources
    - Shared Training Facility – Little Elm
    - Assistant Emergency Manager Coordinator
      - LCFD
      - Little Elm
      - The Colony

# LAKE CITIES FIRE DEPARTMENT

- In house Services
  - Minor Mechanical
  - Self-Contained Breathing Apparatus maintenance
  - PPE cleaning and decontamination
  - Occupancy Inspections
  - Other training/non EMS
  - Facility Maintenance
- Non Duplicated Services (High Risk/Low Frequency Events)-These services are provided by other agencies augmented with LCFD Personnel on scene trained to assist. Many of these specialized responses are extremely expensive and rarely needed but are necessary to have. This non duplication provides the LCFD with the services at a fraction of what it would cost to absorb the entire program.
  - Hazardous Material and Bomb Response – Denton
  - Boat Operations – Little Elm, Lewisville, The Colony, Army Corps of Engineers
  - Rehab – Little Elm, Lewisville, Denton County

The Lake Cities Fire Department continues to look at improving its value to the District and those who rely on our services to maintain a safe quality of life. By creatively approaching all aspects of how we do what we do through the implementation of sound practice the customer is provided a highly skilled team with the tools and resources to mitigate any issue.



# LAKE CITIES FIRE DEPARTMENT

## LCFD Fleet

The LCFD utilize a number of types of vehicles to accomplish our mission. Vehicles are designed to handle multiple types of calls for service, but a times a vehicle must be designed to handle specific type of calls. Types of vehicles used by the LCFD and a description of their use,

## Engines



Engine are the primary workhorse for any fire department. They carry hose, water, ladders and tools for the firefighters to handle most calls including fires, accidents, gas leaks, fire alarms just to name a few. All LCFD engines are also Advance Life Support (ALS) equipped and staffed at all times with at least one (1) Paramedic. This means that an engine can provide the same medical care that as a Medic unit, if we have no medic units available an engine can provide care until a medic unit is available.

## Quint



Quints are a combination of 2 vehicles in one. It is an engine with all the equipment and capabilities with an aerial device or ladder on top. Our quint has a 75' ladder the gives us the capability to get firefighters to the roof or a window of a building, or to provide an elevated fire stream.

# LAKE CITIES FIRE DEPARTMENT

## Heavy Rescue



Heavy Rescue carries specialized equipment that is used for special operations calls. These type of calls are Heavy vehicle extrications, trench or structural collapses, rope and confined space rescues. This rig has a large generator and light tower and an air compressor for refilling SCBA on the scene of an incident. We also use this rig to bring board up supplies to secure buildings after a fire or weather damage. This vehicle is on loan from Denton Co. Emergency Services and was rebuilt to hold equipment by our members.

## Brush Truck



Brush trucks are used to allow us to get to off road areas and fight brush fires and to allow us to move with a fast moving fire. This vehicle is also used for water rescues and evacuations in high water. We have also used this rig to search for missing people in wooded areas and green belts.

# LAKE CITIES FIRE DEPARTMENT

## Medic Units



Medic Units or Ambulances provide Advance life support care to the sick or injured and transport them to a hospital or landing zone. Units have the capability to assist patients with as little as a nose bleed up to cardiac arrest or major trauma. They have communications that will send patient information to an ER Doctor or to talk with one to assist with treatment. Our Medic Units also carry firefighting equipment that the member use to assist with a fire.

## Utility



Utility is a 6X6 Polaris Ranger that is outfitted with a firefighting unit that fits on the back or a patient skid that is for transporting victims form rough terrain. This unit is used for missing person searches, fighting fire in wooded areas and moving patients not accessible by a Medic unit. The trailer that hauls the Utility is also outfitted with wildland equipment, a large portable generator and equipment to maintain equipment at a scene. This vehicle is also used as a rehab station for training or large incidents.

# LAKE CITIES FIRE DEPARTMENT

## Command Units



Command vehicles are assigned to Command staff for response to calls. The vehicles are set up to allow them to carry required Protective clothing and tools for fighting structure and wildland fires and computers and communications to provide an incident command post at any incident.



# LAKE CITIES FIRE DEPARTMENT YEARLY INCIDENT STATISTICS



## Call Statistics - 2014

2014	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
<b>Corinth</b>													
FIRE	66	40	43	32	45	31	35	59	30	51	40	33	505
EMS	91	80	82	78	82	74	90	96	110	95	93	78	1049
<b>Total</b>	<b>157</b>	<b>120</b>	<b>125</b>	<b>110</b>	<b>127</b>	<b>105</b>	<b>125</b>	<b>155</b>	<b>140</b>	<b>146</b>	<b>133</b>	<b>111</b>	<b>1554</b>
<b>Hickory Creek</b>													
FIRE	14	12	13	6	18	9	14	8	12	22	8	9	145
EMS	15	12	21	18	11	14	16	17	14	18	23	21	200
<b>Total</b>	<b>29</b>	<b>24</b>	<b>34</b>	<b>24</b>	<b>29</b>	<b>23</b>	<b>30</b>	<b>25</b>	<b>26</b>	<b>40</b>	<b>31</b>	<b>30</b>	<b>345</b>
<b>Lake Dallas</b>													
FIRE	24	15	15	17	21	16	17	11	11	28	22	10	207
EMS	47	47	55	51	43	38	48	43	33	46	43	57	551
<b>Total</b>	<b>71</b>	<b>62</b>	<b>70</b>	<b>68</b>	<b>64</b>	<b>54</b>	<b>65</b>	<b>54</b>	<b>44</b>	<b>74</b>	<b>65</b>	<b>67</b>	<b>758</b>
<b>Shady Shores</b>													
FIRE	8	7	2	8	6	3	2	4	3	4	7	4	58
EMS	8	5	4	5	7	9	5	8	11	8	8	6	84
<b>Total</b>	<b>16</b>	<b>12</b>	<b>6</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>7</b>	<b>12</b>	<b>14</b>	<b>12</b>	<b>15</b>	<b>10</b>	<b>142</b>
<b>Denton County</b>													
FIRE	3	5	6	2	5	6	7	5	3	5	1	2	50
EMS	1	3	4	3	0	5	5	5	4	2	6	0	38
<b>Total</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>2</b>	<b>88</b>
<b>Other Cities</b>													
	24	16	23	21	28	18	24	33	27	23	20	18	275
<b>Monthly Totals</b>	<b>301</b>	<b>242</b>	<b>268</b>	<b>241</b>	<b>266</b>	<b>223</b>	<b>263</b>	<b>289</b>	<b>258</b>	<b>302</b>	<b>271</b>	<b>238</b>	<b>3162</b>

2013	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total	% Change
Corinth	108	107	114	96	104	119	94	147	138	143	141	135	1446	14.66%
Hickory Creek	25	24	20	32	33	27	34	43	37	45	38	42	400	24.25%
Lake Dallas	48	48	59	46	58	66	70	50	63	62	52	50	672	0.00%
Shady Shores	12	10	11	9	12	8	8	15	10	11	11	13	130	16.15%
Denton County	8	3	1	2	9	10	4	5	9	3	4	7	65	-23.08%
Other Cities	25	25	16	25	19	15	17	19	21	14	13	29	238	-32.77%
<b>Total</b>	<b>226</b>	<b>217</b>	<b>221</b>	<b>210</b>	<b>235</b>	<b>245</b>	<b>227</b>	<b>279</b>	<b>278</b>	<b>278</b>	<b>259</b>	<b>276</b>	<b>2951</b>	<b>8.03%</b>

2012	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total	% Change
Corinth	76	74	116	101	123	80	87	113	112	124	109	119	1234	0.65%
Hickory Creek	18	27	26	18	29	20	33	24	19	26	31	32	303	2.31%
Lake Dallas	63	46	63	58	55	53	50	45	44	61	70	64	672	13.39%
Shady Shores	11	4	8	12	13	10	8	9	7	8	6	13	109	-21.10%
Denton County	4	7	5	7	4	10	9	11	7	3	8	5	80	10.00%
Other Cities	25	29	29	36	40	19	22	24	20	18	30	24	316	-7.91%
<b>Total</b>	<b>197</b>	<b>187</b>	<b>247</b>	<b>232</b>	<b>264</b>	<b>192</b>	<b>209</b>	<b>226</b>	<b>209</b>	<b>240</b>	<b>254</b>	<b>257</b>	<b>2714</b>	<b>2.39%</b>

2011	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total	% Change
Corinth	105	146	74	98	90	83	83	107	111	130	90	109	1226	
Hickory Creek	17	23	27	30	28	21	22	26	31	29	20	22	296	
Lake Dallas	38	52	41	41	58	47	51	55	44	57	44	54	582	
Shady Shores	8	12	4	11	18	4	8	6	14	16	13	18	132	
Denton County	3	1	3	7	10	8	13	3	10	4	7	3	72	
Other Cities	33	29	18	22	21	29	56	22	35	37	17	22	341	
<b>Total</b>	<b>204</b>	<b>263</b>	<b>167</b>	<b>209</b>	<b>225</b>	<b>192</b>	<b>233</b>	<b>219</b>	<b>245</b>	<b>273</b>	<b>191</b>	<b>228</b>	<b>2649</b>	



# LAKE CITIES FIRE DEPARTMENT

## ACTIVITIES

*2014*

Incident Type	Corinth	Hickory Creek	Lake Dallas	Shady Shores	Denton County	Other Cities
100 Fire	23	21	14	4	6	19
200 Overpressure, Rupture, Explosion (No Ensuing Fire)	3	0	2	0	0	0
300 Rescue and Emergency Medical Services (EMS)	1,049	200	553	84	47	67
400 Hazardous Condition (No Fire)	38	12	21	4	1	2
500 Service Calls	165	55	69	16	7	31
600 Good Intent Calls	139	37	54	17	24	136
601 Good Intent Calls	137	19	43	16	2	18
602 Good Intent Calls	0	0	0	0	1	1
603 Good Intent Calls	0	1	2	1	1	0
<b>Sub Total (each city)</b>	1,554	345	758	142	89	274
<b>Total Calls</b>	3,162					
<b>Training</b>						
<b>YTD</b>						
Fire Training						
(Department Total Hours)	7,729					
(Hours per Firefighter)	234					
EMS Training						
(Department Total Hours)	906					
(Number of Classes)	36					
<b>Bureau</b>						
<b>YTD</b>						
Annual Commercial Inspections	403					
Reinspection due to Violation	80					
New Construction Inspections	48					
Fire Prevention & Public Education	41					
<b>Community Activities</b>						
<b>YTD</b>						
Public Appearance Events	109					
Station Tours	10					
Ride Outs / Students	9					

## Incident Type - Description

<b>100</b>	Building fire	<b>600</b>	Good intent call
	Cooking fire, confined to container		Dispatched & cancelled en route
	Chimney or flue fire, confined to chimney or flue		Wrong location
	Trash or rubbish fire, contained		No Incident found on arrival at dispatch address
	Fire in mobile prop used as a fixed struc, Other		Smoke scare, odor of smoke
	Fire in mobile home used as fixed residence	<b>700</b>	False alarm or false call
	Passenger vehicle fire		Malicious, mischievous false call, Other
	Road freight or transport vehicle fire		Municipal alarm system, malicious false alarm
	Rail vehicle fire		Bomb scare - no bomb
	Camper or recreational vehicle (RV) fire		Sprinkler activation due to malfunction
	Off-road vehicle or heavy equipment fire		Extinguishing system activation due to malfunction
	Grass fire		Smoke detector activation due to malfunction
	Dumpster or other outside trash receptacle fire		Alarm system sounded due to malfunction
	Outside equipment fire		Unintentional transmission of alarm, Other
<b>200</b>	Overpressure rupture of steam pipe or pipeline		Sprinkler activation, no fire - unintentional
	Explosion (no fire), Other		Extinguishing system activation
	Munitions or bomb explosion (no fire)		Smoke detector activation, no fire - unintentional
	Blasting agent explosion (no fire)		Detector activation, no fire - unintentional
	Fireworks explosion (no fire)		Alarm system activation, no fire - unintentional
	Excessive heat, scorch burns with no ignition		Carbon monoxide detector activation, no CO
<b>300</b>	EMS call, excluding vehicle accident with injury		Biological hazard, malicious false report
	Motor vehicle accident with injuries	<b>800</b>	Severe weather or natural disaster, Other
	Motor vehicle/pedestrian accident (MV Ped)		Earthquake assessment
	Motor Vehicle Accident with no injuries		Flood assessment
	Search for person		Wind storm, tornado/hurricane assessment
	Extrication		Lightning strike (no fire)
	Rescue		Severe weather or natural disaster standby
	Swimming/recreational water areas rescue	<b>900</b>	Special type of incident, Other
<b>400</b>	Gasoline or other flammable liquid spill		Citizen complaint
	Gas leak (natural gas or LPG)		
	Oil or other combustible liquid spill		
	Refrigeration leak		
	Carbon monoxide incident		
	Power line down		
	Arcing, shorted electrical equipment		
<b>500</b>	Lock-out		
	Water evacuation		
	Smoke or odor removal		
	Animal problem		
	Animal rescue		
	Public service assistance, Other		
	Public Education		
	Assist police or other governmental agency		
	Public service		
	Unauthorized burning		



**Lake Cities Fire Department**  
*EMS Call Outcome*  
 2014

Disposition	Calls	Pct
Assist	0	0.00%
Call Cancelled	3	0.00%
Dead on Scene, No Transport	10	1.00%
Dead on Scene, Transport	0	0.00%
Disregarded Enroute	5	0.00%
False Alarm (No Incident Occurred)	0	0.00%
No Patient Found	52	3.00%
No treatment, No Transport	441	23.00%
Patient Care Transferred	5	0.00%
Personnel Aiding in Transport	0	0.00%
Standby	0	0.00%
Transported Lights/Siren	160	7.00%
Transported Lights/Siren, Downgraded	1	0.00%
Transported No Lights/Siren	1183	61.00%
Transported No Lights/Siren, Upgraded	5	0.00%
Treated, Transported by Law Enforcement	1	0.00%
Treated, Transported by Private Vehicle	0	0.00%
Treatment, No Transport	68	4.00%
<b>Total</b>	<b>1,934</b>	<b>100%</b>



## Lake Cities Fire Department

### EMS Transport Location

2014

Location	Calls	Pct
Baylor Medical Center Dallas	1	
Baylor Heart Denton	11	
Baylor Grapevine	1	
Baylor Hospital Plano	1	
Childrens Legacy	3	
Childrens Medical Center Dallas	1	
Cook Children's Medical center	1	
Dallas VA	1	
Denton Regional Medical Center	1127	84.0%
John Peter Smith Hospital	1	
Medical Center Lewisville	84	6.0%
Presbyterian of Denton	96	7.0%
Presbyterian of Flower Mound	14	
UT Southwestern	1	
Parkland	2	
TX Health Plano	4	
<b>Total</b>	<b>1,349</b>	<b>100%</b>



## Lake Cities Fire Department

### Ambulance Turn Around Time

2014

Minutes	Number	Pct
<=5	0	0.0%
6-10	14	4.6%
11-20	175	57.4%
21-30	81	26.6%
31-60	33	10.8%
61-90	2	0.7%
91-120	0	0.0%
>120	0	0.0%
Undefined	0	0.0%
<b>Total</b>	<b>305</b>	<b>100%</b>

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# PROFESSIONAL SERVICES

## LEGAL SERVICES

The Town's Legal Services are met by our Town Attorney, Jim Shepherd of the Shepherd Law Firm. Mr. Shepherd has been the town attorney since 1978. Mr. Shepherd's legal expertise includes municipal law, land use and planning, land use litigation, state and local government law and zoning issues and many other specialties.

The Town Attorney's office handles all legal needs and advises the Mayor and town staff regarding appropriate state and local government laws. Mr. Shepherd also serves as the Town Prosecutor and tries cases in the Shady Shores Municipal Court.

## AUDITOR

The Town contracts with Hankins, Deaton, Eastup Tonn & Seay to perform the annual audit and advises the town on all matters related to appropriate management of government finances.

## ENGINEERING

Engineering services are provided by Richard A. Arvizu, PE, CFM, with Binkley and Barfield. Mr. Arvizu's engineering experience includes: Roadway Design & Reconstruction, Bridge Design, Inspection & Reconstruction, Alley Reconstruction, Drainage Design, Utility Design & Coordination Water Distribution & Wastewater Collection Design and Rehabilitation , QA/QC Program Implementations ,Erosion Control & Stormwater Pollution Prevention ,Cost Estimating, Construction Management and Site Development .

The Town Engineer works to provide knowledgeable information when planning road construction and drainage issues, plat review, TCEQ Stormwater Certifications and many other matters related to flood plain mapping, drainage, and capital improvements.



## MUNICIPAL COURT JUDGE

The Municipal Court Judge performs professional judicial duties in the interpretation, application, and enforcement of local ordinances and applicable state laws. This position has jurisdiction over all proceedings for the violation of any ordinance of the Town and all Class C misdemeanor violations committed within the town limits of Shady Shores Texas.

Town of Shady Shores

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The Shady Shores Town Council appoints the position of Municipal Judge who works on a contract basis.

**LIBRARY**

Lake Cities Library serves the towns of Shady Shores and Lake Dallas. On June 11, 2015, the Lake Dallas City Council voted to include the Lake Cities Library as a department of their city. The Town of Shady Shores has opted to continue to designate funds to aid in the operation of the library.

**PROFESSIONAL SERVICES BUDGET**

<b>7500 · Professional Svc expenses</b>	<b>2015-2016</b>
7510 · Attorney fees	65000
7520 · Accounting/Audit fees	6800
7530 · Engineer fees	50000
7552 · Municipal Judge	2100
<b>Total 7500 · Professional Svc expenses</b>	<b>123900</b>

Attorney Fees are projected for pending and continued litigation, demolition of dangerous structures and general legal advice. The Engineering budget reflects the addition of the Adkisson Ranch subdivision which projects the addition of 84 new homes in the town, oversight of road repair projects and grant consultation.

# PERSONNEL

## TOWN SECRETARY

The Town Secretary position is a statutory position required by State law. In addition to the statutory duties of the position, the Town Secretary serves as the Records Management Officer and Public Information Officer. The Town Secretary also serves as the Finance Manager, updates Town Legislation, preserves and records Town Council Meetings, administers the official municipal seal, enacts policy as directed by Council, and serves as a staff liaison to all town boards and committees. The Town Secretary serves as the Records Management Officer maintains and preserves all of the official records of the town. The Town Secretary serves as the Election Official for the town and is solely responsible for the administration of all municipal elections and prepares submissions to the U.S. Department of Justice and Secretary of State's Office. The Town Secretary reports to Town Council and works under the direction of the Mayor. The Town Secretary is a full time exempt position.

### MISSION STATEMENT:

It is the goal of the Town Secretary's office is to support, facilitate and strengthen the Town of Shady Shores governmental process by assisting the Mayor and Town Council in fulfilling their duties and responsibilities; improving public access to municipal records and other information through transparency; ensuring the proper storage of all records of the town, and encouraging and enhancing resident participation in the local government processes and oversight of all municipal finances in accordance with government accounting standards.

## MUNICIPAL COURT CLERK/DEPUTY CITY SECRETARY

The Municipal Court of the Town of Shady Shores handles Class C misdemeanors that include traffic offenses, minor criminal offenses and code violations. The Municipal Court processes approximately 300 offenses per year. The Municipal Court Clerk performs work of a highly confidential and responsible nature, a working position responsible for accounting/bookkeeping duties, planning, organizing and directing all phases of the Municipal Court. The Municipal Court Clerk works under the general supervision of the Municipal Court Judge for all court matters

In terms of quality of service, the Municipal Court Clerk undertakes innovative steps to make the court processes and options understandable to the general public, to reach out to defendants who fear courts, and to vigorously enforce its judgements. The Court Clerk uses interpersonal skills to guide nervous newcomers through the legal process.

The Municipal Court Clerk also serves as the Deputy Town Secretary and serves as the Town Secretary in the Town Secretary's absence. The Municipal Court Clerk is a full time non-exempt position.

## LANDSCAPE TECHNICIAN

The Landscape Technician maintains the grounds in and around Town Hall. This position entails sweeping up around Town Hall, watering the landscape, pulling weeds, trimming bushes and other various outdoor tasks. The landscape technician is a part-time non- exempt position.

## TEXAS MUNICIPAL RETIREMENT SYSTEM

The Town participates in the Texas Municipal Retirement System (TMRS). TMRS is a statewide retirement system established in 1947 that provides retirement, disability, and death benefits for employees of participating Texas municipalities. Employee deductions are matched at a 5% 1:1 ratio.

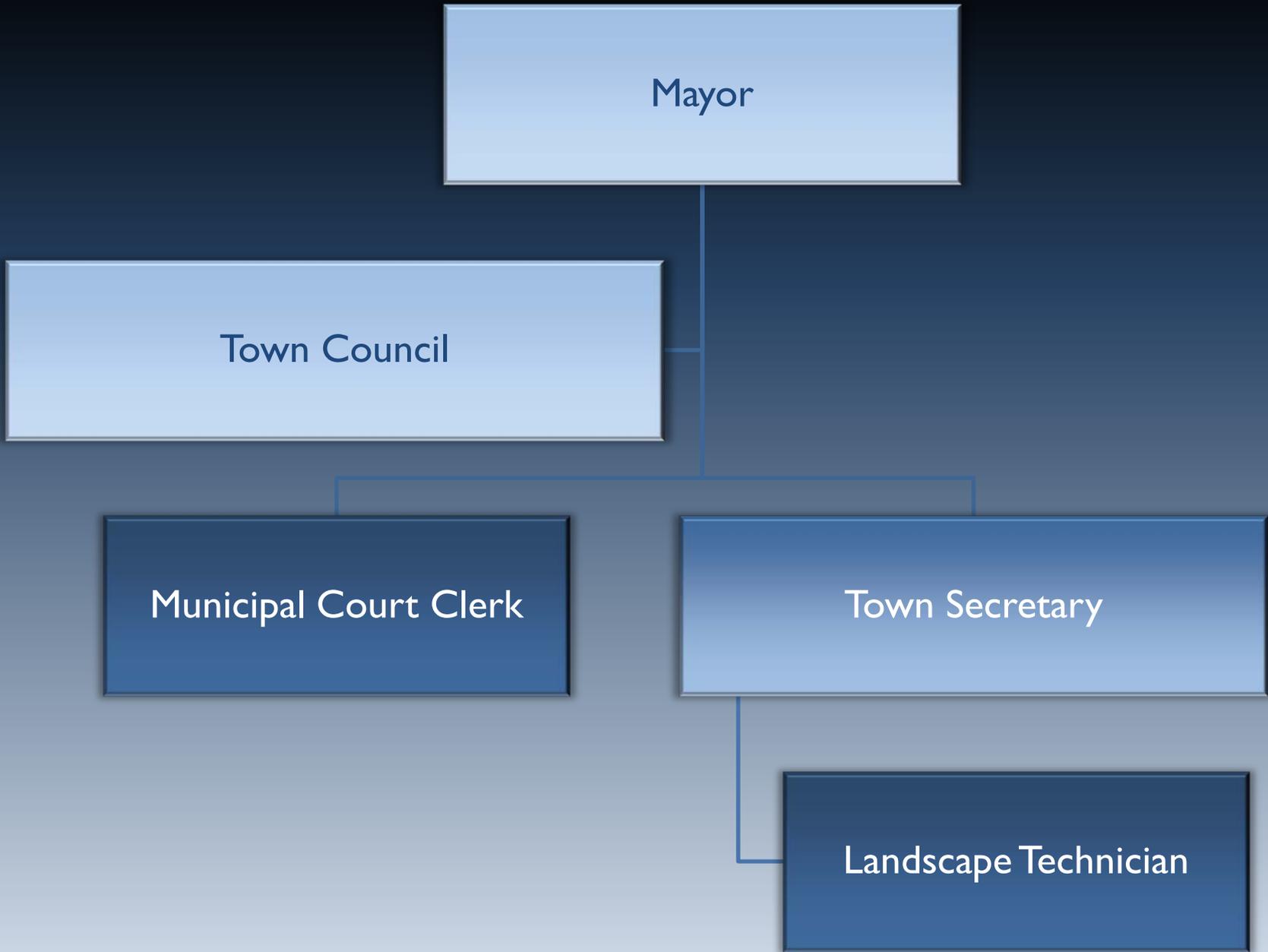
## STAFF DEVELOPMENT

The Town Council promotes the growth of professional knowledge and capabilities for the staff. Participation in professional development opportunities is encouraged and recognized as a benefit to the Town. The proposed 2015/2016 budget includes training opportunities for the Town Secretary to work towards recertification and the Deputy Town Secretary to achieve the Texas Municipal Clerks Certification. This budget line item also includes funds for Town Council training and education.

## PERSONNEL BUDGET

<b>7600- Personnel</b>	<b>2015-2016</b>
7640 - Town Secretary	65100
7650 - Office Clerk	
7655- Municipal Court Clerk	45645
7656- Landscape Tech	5000
7660 - Payroll Tax	9000
7661- TMRS	5550
8540 – Staff Development	5000
7662 - Misc/Other	10000
<b>Total Personnel</b>	<b>145295</b>

The proposed budget includes a 5% pay increase for eligible town employees. Staff Development funds include certification and recertification training for the Town Secretary and Deputy Town Secretary, Council member training, and other training funds.



# INFRASTRUCTURE

## PUBLIC WORKS

The town contracts public works activities with Bill Bounds. Public works encompasses street patching and repair, mowing ditches and overgrown properties, grading and other miscellaneous repairs around town. See the chart below for the previous five (5) years actual budget amounts.

## ROADS AND STREETS

Due to the flooding conditions in town several of our streets will need to be repaired. The proposed budget includes funding for repairs to streets that were affected by flooding events in May and June 2015. The town plans to request FEMA Public Assistance Funding for the repair of the roads.

## REGIONAL STORMWATER

Stormwater refers to the water that enters our lakes and streams. It is the goal of the Stormwater management program to ensure that water that enters those bodies of water and ultimately our drinking water is unpoluted. Budgeted funds include funds to manage the storm water program in Shady Shores, through resident education and the prevention of hazardous waste discharge into the lake.

## GRANTS- NCTCOG - FEMA CTP

Shady Shores has expressed a commitment to participating in a study of the Lynchburg Creek watershed to identify flood risk areas and update flood risk mapping. This watershed affects a large portion of the Town. This study would be done-in parallel to the PEC-1 study by RAMPP. Upon approval of the project by FEMA, the town’s cost share would be approximately \$27,000. Corinth will be responsible for \$35,000. A Federal grant would cover the remaining \$157,000 of the total project cost of \$219,000.

## PROPOSED PUBLIC WORKS BUDGET

<b>8000 – Infrastructure</b>	<b>2015-2016</b>
<b>8010- Signs</b>	1500
<b>8030- Regional Stormwater</b>	2500
<b>8040- Grants NCTCOG - FEMA CTP</b>	30000
<b>8060 · Roads / Streets</b>	350000
<b>8070 · Public Works</b>	30000
<b>Total 8070 · Public Works</b>	<u>414000</u>
<b>Total 8000 · Infrastructure</b>	<u>414000</u>

# NON- PERSONNEL EXPENSES

Non Personnel expenses include office supplies, insurance, legal advertising, computer expenses, books subscriptions; codification expenses and election expenses.

## COMPUTER EXPENSES

This line item contains expenses such as the website membership and hosting, code of ordinances online, backup of the town’s computers, laser fiche system for organizing and retrieving records Fast Accounting Software for Code Enforcement, Building Inspections and Municipal Court as well as the purchase of additional computers.

## TEXAS MUNICIPAL LEAGUE

The Town of Shady Shores insures its facilities, employees, volunteers and elected officials through the Texas Municipal League.

The League exists solely to provide services to Texas cities. Since the first day of its existence, the Leagues mission has remained the same: to serve the needs and advocate the interests of cities and city officials. Indeed, the TML Constitution states that the purpose of the League is "to render services that individual cities have time, money or strength to do alone."

## ELECTION EXPENSES

The Town contracts with Denton County to hold the Regular election each year and other Special Elections that may be held. Joining with other entities to hold a joint election keeps the cost to our taxpayers at a minimum as we can share the cost of voting machines and other materials.

## NON-PERSONNEL BUDGET

<b>8100 · Non-personnel expenses</b>	
<b>8110 · Office Supplies</b>	<i>2500</i>
<b>8115 · Texas Municipal League</b>	<i>4400</i>
<b>8120 · Legal Advertising</b>	<i>2000</i>
<b>8130 · Computer Expenses</b>	<i>15000</i>
<b>8140 · Postage, shipping, delivery</b>	<i>700</i>
<b>8180 · Books, subscriptions, reference</b>	<i>250</i>
<b>8185 · Codification</b>	<i>1500</i>
<b>8190 · Election expenses</b>	<i>4000</i>
<b>Total 8100 · Non-personnel expenses</b>	<b><i>30350</i></b>

# OCCUPANCY EXPENSES



## BUILDING AND FACILITY MAINTENANCE

The Town’s Community Center was completed in 2008. The Community Center is not only the location of the town’s administrative office, but the Town Council, Planning and Zoning Commission, Community Events Committee and the Keep Shady Shores Beautiful Committee meet here as well. These committees host several events throughout the year such as the Hoot and Holler, a Chili Cook-Off, two annual flea markets, a Christmas Tree Lighting , a Christmas Bazaar– plus many other activities to build neighborhood relationships. The Community Center is available for residents- use for a small fee. The Center has been used to host events such as birthday parties, family reunions, memorial services, baby showers, graduation parties, and local HOA meetings.

The Building Maintenance line item takes care of preventative maintenance to the building, paper goods, landscaping and other items that pertain to the day to day operation of the town.

## OCCUPANCY EXPENSES BUDGET

<b>8200 • Occupancy expenses</b>	<b>2015-2016</b>
<b>8205 • Telephone</b>	1300
<b>8210 • Utility Atmos Energy</b>	1000
<b>8215 • Utility LCMUA</b>	1200
<b>8220 • Utility Electric</b>	14000
<b>8250 • Building Maintenance</b>	20400
<b>Total 8200 • Occupancy expenses</b>	37900

# MISC EXPENSES

Two major categories within the miscellaneous expense category include Community Events and the Keep Shady Shores Beautiful Committee.

## COMMUNITY EVENTS

The goal of the Community Events Committee (CEC) is to promote an atmosphere of community spirit and encourage volunteerism within the Town of Shady Shores. The Community Events Committee sponsors many free community and family oriented activities throughout the year. Plans for the upcoming year include a Chili Cook-Off, Hoot and Holler, a Christmas Tree Lighting and Christmas Bazaar, two flea markets and other various activities. In conjunction with the Keep Shady Shores Beautiful Committee, the Community Events Committee (CEC) sponsors town trash bash and clean up days, and participates in fundraisers such as T-shirt and Brick Sales.



## KEEP SHADY SHORES BEAUTIFUL



The Keep Shady Shores Beautiful Committee (KSSB) was established to promote litter prevention and community beautification.

The Committee was established in 2011 and is an affiliate of Keep Texas Beautiful, which promotes community awareness, litter prevention and other environmental concerns on a state level. The KSSB sponsors several community-wide programs within the town including, trash clean-ups and an adopt a spot program. This year KSSB is working with the Community Events Committee to establish a memorial garden, which will include the relocation of the Gazebo and Olive's Garden to the Community Center property thereby giving residents more opportunity to enjoy the park.



**MISC EXPENSE BUDGET**

<b>8500 · Misc expenses</b>	<b>2015-2016</b>
8510 · Dues	500
8515 · Promotional	1500
8517 · Community Events	4300
8518 · KSSB	6000
8520 · Ad Valorem Tax Svc	7500
8550 · Municipal Court Fines to State	10000
8552 · Municipal Court Jury Service	500
8570 · Advertising expenses	500
8580 · Contingency provisions	33649
8585 · Delinquent Ticket Collection Fee	2000
8590 · Other expenses	200
8591 · Bank Service Charge	150
8592 · Building Deposit Refund	2000
<b>Total 8500 · Misc expenses</b>	<b>65150</b>

**ORDINANCE NO. 280-09-2015**  
*(Adopting FY 2015-2016 Budget)*

**AN ORDINANCE OF THE TOWN OF SHADY SHORES, DENTON COUNTY, TEXAS APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015, AND ENDING SEPTEMBER 30, 2016; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE TOWN; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, as required by law, the Mayor has prepared and submitted to the Town Council a proposed budget reflecting financial policies for the year and forecasting revenues and expenditures for conducting the affairs of the Town and providing a complete financial plan for the fiscal year beginning October 1, 2015, and ending September 30, 2016; and

**WHEREAS**, the Town Council has received the Mayor's proposed budget, a copy of which and all supporting schedules have been filed with the Town Secretary of the Town of Shady Shores, Texas; and

**WHEREAS**, the Town Council has conducted the necessary public hearings as required by law;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SHADY SHORES, TEXAS AS FOLLOWS:**

**SECTION 1.** The proposed budget of the revenue and expenditures necessary for conducting the affairs of the Town of Shady Shores, Texas, said budget being in the amount of \$1,370,789.00, providing a complete financial plan for the fiscal year beginning October 1, 2015, and ending September 30, 2016, as submitted to the Town Council by the Mayor, attached hereto as Exhibit "A", be and the same is hereby adopted and approved as the budget of the Town of Shady Shores, Texas for the fiscal year beginning October 1, 2015, and ending September 30, 2016.

**SECTION 2.** The sum of \$\$1,370,789.00 is hereby appropriated for the payment of the expenditures established in the approved budget for the fiscal year beginning October 1, 2015 and ending September 30, 2016.

**SECTION 3.** The expenditures during the fiscal year beginning October 1, 2015, and ending September 30, 2016 shall be made in accordance with the budget approved by this ordinance unless otherwise authorized by a duly enacted ordinance of the Town of Shady Shores, Texas.

**SECTION 4.** All budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the fiscal year 2014-2015 are hereby ratified, and the budget Ordinance for fiscal year 2014-2015, heretofore enacted by the Town Council, be and the same is hereby, amended to the extent of such transfers and amendments for all purposes.

**SECTION 5.** Specific authority is given to the Mayor, with the approval of a majority of the Town Council, to make the following adjustments:

A. The transfer of appropriations budgeted from one account classification to another account classification within the same department.

B. The transfer of appropriations from one department or activity to another department or activity within the same fund.

State law regulating budget amendments must also be followed for any budget amendments.

**SECTION 6.** All notices and public hearings required by law have been duly completed.

**SECTION 7.** All provisions of the Ordinances of the Town of Shady Shores, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other

provisions of the Ordinances of the Town of Shady Shores, Texas not in conflict with the provisions of this Ordinance shall remain in full force and effect.

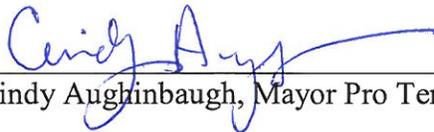
**SECTION 8.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional.

**SECTION 9.** This Ordinance shall take effect from and after its passage as the law in such cases provides.

**DULY PASSED** by the Town Council of the Town of Shady Shores, Texas, on the 14<sup>th</sup> day of September, 2015.



APPROVED:

  
Cindy Aughinbaugh, Mayor Pro Tem

ATTESTED:

  
Wendy Withers, Town Secretary

APPROVED AS TO FORM:

  
James E. Shepherd, Town Attorney

**2015-2016**

**Ordinary Income/Expense**

**Income**

**4000 · Town Services Revenue**

**4010 · Ad Valorem Tax 773377**

**4050 · Sales Tax 75000**

**4130 · Permits/Variances 50000**

**4140 · Inspections 12000**

**4400 · Interest Earned 6000**

**4540 · Local government grants 0**

**4800 · Municipal Court Fines 20000**

**4801 · Court Technology Fund 0**

**4802 · Municipal Court Security Fund 0**

**4900 · Facility Rental 2000**

**4901 · Reimbursements 100**

**4902 · Community Events Income 500**

**Total 4000 · Town Services Revenue 938977**

**5000 · Franchise Revenues**

**5010 · TXU 80000**

**5020 · Atmos Energy 26000**

**5030 · CoServe 50**

**5040 · Century Telephone 2800**

**5050 · Charter Communication 20000**

**5070 · Waste Management 1500**

**Total 5000 · Franchise Revenues 130350**

**Road Repairs Reserve Account 301462**

**Total Income**

**1370789**

**Expense**

**7400 · Contract Labor expenses**

**7410 · Animal Control 15400**

**7415 · Code Enforcement Officer 14000**

**7420 · Fire Dept 306974**

**7430 · Building Inspector 25000**

7440 · Library	29046
7460 · Police Patrol Svc	160125
<b>Total 7400 · Contract Labor expenses</b>	<b>550545</b>
<b>7500 · Professional Svc expenses</b>	
7510 · Attorney fees	65000
7520 · Accounting/Audit fees	6800
7530 · Engineer fees	50000
7552 · Municipal Judge	2100
<b>Total 7500 · Professional Svc expenses</b>	<b>123900</b>
<b>7600- Personnel</b>	
7640 - Town Secretary	65100
7650 - Office Clerk	
7655- Municipal Court Clerk	45645
7656- Landscape Tech	5000
7660 - Payroll Tax	9000
7661-- TMRS	5550
8540 - Staff Development	5000
7662 - Misc/Other	10000
<b>Total Personnel</b>	<b>145295</b>
<b>8000 - Infrastructure</b>	
8010- Signs	1500
8030- Regional Stormwater	2500
8040-- Grants NCTCOG - FEMA CTP	30000
8060 · Roads / Streets	350000
8070 · Public Works	30000
<b>Total 8070 · Public Works</b>	<b>414000</b>
<b>Total 8000 · Infrastructure</b>	<b>414000</b>
<b>8100 · Non-personnel expenses</b>	
8110 · Office Supplies	2500
8115 · Texas Municipal League	4400
8120 · Legal Advertising	2000
8130 · Computer Expenses	15000

8140 · Postage, shipping, delivery	700
8180 · Books, subscriptions, reference	250
8185 · Codification	1500
8190 · Election expenses	4000
<b>Total 8100 · Non-personnel expenses</b>	<b>30350</b>
8200 · Occupancy expenses	
8205 · Telephone	1300
8210 · Utility Atmos Energy	1000
8215 · Utility LCMUA	1200
8220 · Utility Electric	14000
8250 · Building Maintenance	20400
<b>Total 8200 · Occupancy expenses</b>	<b>37900</b>
8500 · Misc expenses	
8510 · Dues	500
8515 · Promotional	1500
8517 · Community Events	4300
8518 · KSSB	6000
8520 · Ad Valorem Tax Svc	7500
8550 · Municipal Court Fines to State	10000
8551 · Municipal Court Software Mnt	0
8552 · Municipal Court Jury Service	500
8570 · Advertising expenses	500
8580 · Contingency provisions	33649
8585 · Delinquent Ticket Collection Fee	2000
8590 · Other expenses	200
8591 · Bank Service Charge	150
8592 · Building Deposit Refund	2000
<b>Total 8500 · Misc expenses</b>	<b>68799</b>
<b>Total Expense</b>	<b>1370789</b>
<b>Net Ordinary Income</b>	<b>1370789</b>
	<b>0</b>

**2015-2016**

**Ordinary Income/Expense**

**Income**

**4000 · Town Services Revenue**

4010 · Ad Valorem Tax 773377

4050 · Sales Tax 75000

4130 · Permits/Variations 50000

4140 · Inspections 12000

4400 · Interest Earned 6000

4540 · Local government grants 0

4800 · Municipal Court Fines 20000

4801 · Court Technology Fund 0

4802 · Municipal Court Security Fund 0

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**Total 5000 · Franchise Revenues 130350**

**Road Repairs Reserve Account 301462**

**Total Income 1370789**

**Expense**

**7400 · Contract Labor expenses**

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8115 · Texas Municipal League	4400
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8130 · Computer Expenses	15000

8140 · Postage, shipping, delivery	700
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8185 · Codification	1500
8190 · Election expenses	4000
<b>Total 8100 · Non-personnel expenses</b>	<b>30350</b>
8200 · Occupancy expenses	
8205 · Telephone	1300
8210 · Utility Atmos Energy	1000
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8220 · Utility Electric	14000
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8520 · Ad Valorem Tax Svc	7500
8550 · Municipal Court Fines to State	10000
8551 · Municipal Court Software Mnt	0
8552 · Municipal Court Jury Service	500
8570 · Advertising expenses	500
8580 · Contingency provisions	33649
8585 · Delinquent Ticket Collection Fee	2000
8590 · Other expenses	200
8591 · Bank Service Charge	150
8592 · Building Deposit Refund	2000
<b>Total 8500 · Misc expenses</b>	<b>68799</b>
<b>Total Expense</b>	<b>1370789</b>
<b>Net Ordinary Income</b>	<b>1370789</b>
	<b>0</b>

**Town of Shady Shores**  
**Balance Sheet**  
 As of September 30, 2015

	Sep 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1040 · Petty cash	150.00
1200 · General Fund Checking-Northstar	519,144.81
1220 · Fund Balance (General)	540,319.30
1230 · Reserve Account	325,193.96
1231 · Reserve Acct - GreenBank	246,738.58
1232 · Reserve Acct - TX Republic Bank	247,712.66
1250 · CD's	253,133.16
<b>Total Checking/Savings</b>	2,132,392.47
<b>Accounts Receivable</b>	
1110 · Accounts receivable	-930.00
<b>Total Accounts Receivable</b>	-930.00
<b>Other Current Assets</b>	
1452 · INTEREST RECEIVABLE	164.67
1461 · Taxes Receivable	11,709.33
1463 · Rent Deposit	-200.00
<b>Total Other Current Assets</b>	11,674.00
<b>Total Current Assets</b>	2,143,136.47
<b>TOTAL ASSETS</b>	<b>2,143,136.47</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts payable	14,618.20
<b>Total Accounts Payable</b>	14,618.20
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	1,509.46
2101 · Payroll Liability	-594.61
2151 · Deferred Taxes	11,048.51
2160 · Municipal Court Technology Fund	556.26
2161 · Municipal Court Security Fund	497.92
<b>Total Other Current Liabilities</b>	13,017.54
<b>Total Current Liabilities</b>	27,635.74
<b>Total Liabilities</b>	27,635.74
<b>Equity</b>	
3001 · Opening Bal Equity	
3002 · General Reserve Account	300,000.00
3003 · Roads and Bridges Reserve Accou	848,505.77
3004 · Capital Improvements Reserve	100,000.00
<b>Total 3001 · Opening Bal Equity</b>	1,248,505.77
3010 · Unrestrict (retained earnings)	723,099.55
Net Income	143,895.41
<b>Total Equity</b>	2,115,500.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,143,136.47</b>

## Town of Shady Shores Profit & Loss Budget vs. Actual October 2014 through September 2015

	Oct '14 - Se...	Budget	\$ Over Bu...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Town Services Revenue				
4010 · Ad Valorem Tax	724,870.22	721,289.00	3,581.22	100.5%
4050 · Sales Tax	80,386.13	75,000.00	5,386.13	107.2%
4130 · Permits/Variances	61,731.18	41,850.00	19,881.18	147.5%
4140 · Inspections	13,068.59	9,250.00	3,818.59	141.3%
4400 · Interest Earned	6,237.44	2,568.00	3,669.44	242.9%
4540 · Local government grants	2,551.07			
4800 · Municipal Court Fines	31,453.55	17,500.00	13,953.55	179.7%
4801 · Court Technology Fund	0.00	200.00	-200.00	0.0%
4802 · Municipal Court Security Fund	0.00	150.00	-150.00	0.0%
4900 · Facility Rental	1,200.00	2,000.00	-800.00	60.0%
4901 · Reimbursements	440.00	100.00	340.00	440.0%
4902 · Community Events Income	758.00	500.00	258.00	151.6%
<b>Total 4000 · Town Services Revenue</b>	<b>922,696.18</b>	<b>870,407.00</b>	<b>52,289.18</b>	<b>106.0%</b>
5000 · Franchise Revenues				
5010 · TXU	79,036.28	95,000.00	-15,963.72	83.2%
5020 · Atmos Energy	26,265.30	20,000.00	6,265.30	131.3%
5030 · CoServe	70.46	50.00	20.46	140.9%
5040 · Century Telephone	3,683.62	2,800.00	883.62	131.6%
5050 · Charter Communication	29,562.03	18,000.00	11,562.03	164.2%
5070 · Waste Management	1,249.53	1,500.00	-250.47	83.3%
<b>Total 5000 · Franchise Revenues</b>	<b>139,867.22</b>	<b>137,350.00</b>	<b>2,517.22</b>	<b>101.8%</b>
6000 · Budgeted Fund Balance	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,062,563.40</b>	<b>1,007,757.00</b>	<b>54,806.40</b>	<b>105.4%</b>
<b>Expense</b>				
6560 · Payroll Expenses	0.00			
7400 · Contract Labor expenses				
7410 · Animal Control	14,197.50	14,700.00	-502.50	96.6%
7415 · Code Enforcement Officer	6,807.41	7,200.00	-392.59	94.5%
7420 · Fire Dept	274,376.30	300,000.00	-25,623.70	91.5%
7430 · Building Inspector	26,135.00	20,000.00	6,135.00	130.7%
7440 · Library	29,046.00	29,046.00	0.00	100.0%
7460 · Police Patrol Svc	215,718.65	211,000.00	4,718.65	102.2%
<b>Total 7400 · Contract Labor expenses</b>	<b>566,280.86</b>	<b>581,946.00</b>	<b>-15,665.14</b>	<b>97.3%</b>
7500 · Professional Svc expenses				
7510 · Attorney fees	57,013.00	45,000.00	12,013.00	126.7%
7520 · Accounting/Audit fees	6,833.33	6,500.00	333.33	105.1%
7530 · Engineer fees	53,984.19	35,000.00	18,984.19	154.2%
7540 · Secretary	62,115.50	62,000.00	115.50	100.2%
7550 · Office Clerk	0.00	8,700.00	-8,700.00	0.0%
7552 · Municipal Judge	1,800.00	1,800.00	0.00	100.0%
7555 · Municipal Court Clerk	41,021.00	30,000.00	11,021.00	136.7%
7560 · Payroll Tax	8,930.59	12,000.00	-3,069.41	74.4%
7561 · Texas Municipal Retirement Syst	839.41	3,100.00	-2,260.59	27.1%
7562 · Misc/Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 7500 · Professional Svc expenses</b>	<b>232,537.02</b>	<b>224,100.00</b>	<b>8,437.02</b>	<b>103.8%</b>
7600 · Personnel Expenses				
7640 · Town Secretary	0.00	0.00	0.00	0.0%
7650 · Office Clerk	0.00	0.00	0.00	0.0%
7655 · Municipal Court Clerk	0.00	0.00	0.00	0.0%
7656 · Landscape Technician	0.00	0.00	0.00	0.0%
7660 · Payroll Tax	0.00	0.00	0.00	0.0%
7661 · TMRS	0.00	0.00	0.00	0.0%
7662 · Misc/Other	0.00	0.00	0.00	0.0%
7663 · Staff Development	0.00	0.00	0.00	0.0%
<b>Total 7600 · Personnel Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
8000 · Infrastructure				
8010 · Signs	3,019.97	2,000.00	1,019.97	151.0%

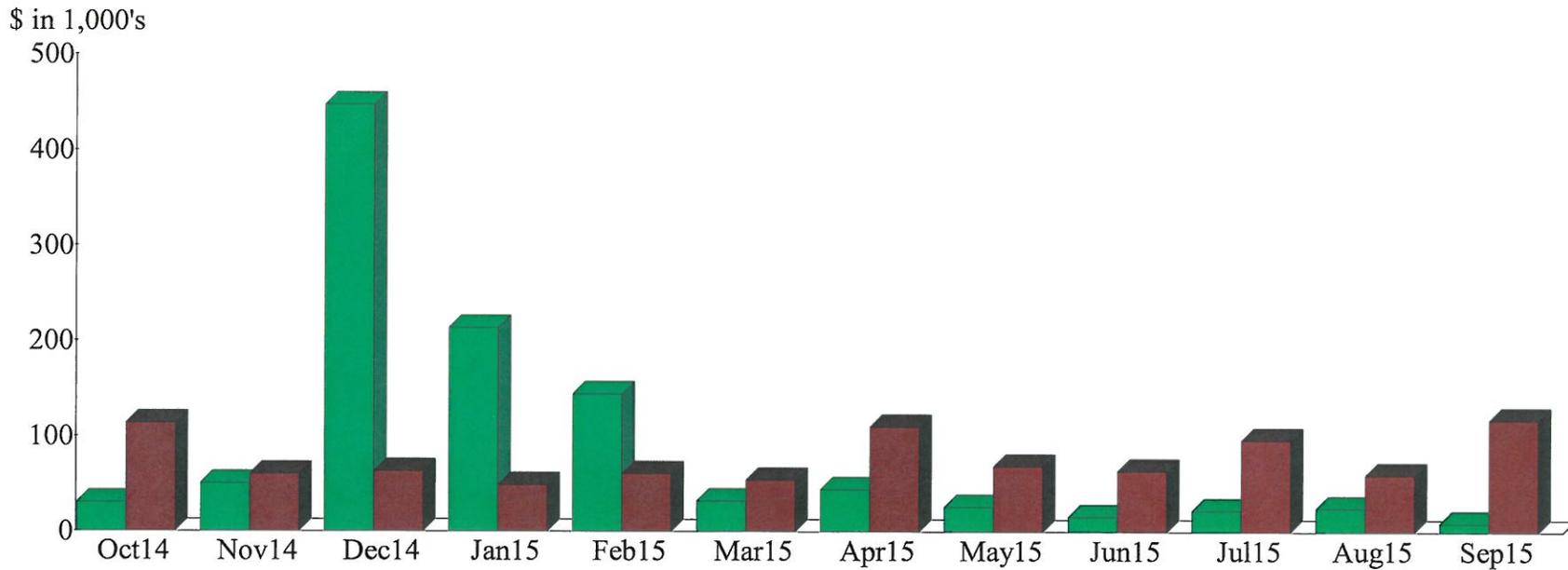
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## Town of Shady Shores Profit & Loss Budget vs. Actual October 2014 through September 2015

	Oct '14 - Se...	Budget	\$ Over Bu...	% of Budget
8030 · Regional Storm Water Program	120.00	2,500.00	-2,380.00	4.8%
8050 · Grants NCTCOG-FEMA CTP	0.00	0.00	0.00	0.0%
8060 · Roads / Streets	1,111.00	61,401.00	-60,290.00	1.8%
8070 · Public Works				
8070a · public works materials	2,326.59			
8070 · Public Works - Other	30,977.55	25,000.00	5,977.55	123.9%
<b>Total 8070 · Public Works</b>	<b>33,304.14</b>	<b>25,000.00</b>	<b>8,304.14</b>	<b>133.2%</b>
<b>Total 8000 · Infrastructure</b>	<b>37,555.11</b>	<b>90,901.00</b>	<b>-53,345.89</b>	<b>41.3%</b>
8100 · Non-personnel expenses				
8110 · Office Supplies	4,299.28	5,660.00	-1,360.72	76.0%
8115 · Texas Municipal League	3,734.22	4,000.00	-265.78	93.4%
8120 · Legal Advertising	1,661.15	2,000.00	-338.85	83.1%
8130 · Computer Expenses	7,377.93	10,000.00	-2,622.07	73.8%
8140 · Postage, shipping, delivery	460.06	700.00	-239.94	65.7%
8180 · Books, subscriptions, reference	202.50	200.00	2.50	101.3%
8185 · Codification	6,705.00	10,000.00	-3,295.00	67.1%
8190 · Election expenses	3,480.69	4,000.00	-519.31	87.0%
<b>Total 8100 · Non-personnel expenses</b>	<b>27,920.83</b>	<b>36,560.00</b>	<b>-8,639.17</b>	<b>76.4%</b>
8200 · Occupancy expenses				
8205 · Telephone - CenturyTel	2,184.66	4,000.00	-1,815.34	54.6%
8210 · Utility Atmos Energy	1,129.55	1,000.00	129.55	113.0%
8215 · Utility LCMUA	1,246.84	1,200.00	46.84	103.9%
8220 · Utility Electric	11,478.80	14,000.00	-2,521.20	82.0%
8250 · Building Maintenance	9,893.21	10,000.00	-106.79	98.9%
<b>Total 8200 · Occupancy expenses</b>	<b>25,933.06</b>	<b>30,200.00</b>	<b>-4,266.94</b>	<b>85.9%</b>
8500 · Misc expenses				
8510 · Dues	455.00	500.00	-45.00	91.0%
8515 · Promotional	1,000.00	1,500.00	-500.00	66.7%
8517 · Community Events	3,087.77	3,500.00	-412.23	88.2%
8518 · KSSB	1,571.69	1,000.00	571.69	157.2%
8520 · Ad Valorem Tax Svc	4,874.00	7,500.00	-2,626.00	65.0%
8540 · Staff development	5,345.22	5,000.00	345.22	106.9%
8550 · Municipal Court Fines to State	9,298.79	10,000.00	-701.21	93.0%
8551 · Municipal Court Software Mnt	0.00	1,000.00	-1,000.00	0.0%
8552 · Municipal Court Jury Service	0.00	500.00	-500.00	0.0%
8570 · Advertising expenses	552.50	500.00	52.50	110.5%
8580 · Contingency provisions	0.00	10,000.00	-10,000.00	0.0%
8585 · Deliquent Ticket Collection Fee	1,511.89	800.00	711.89	189.0%
8590 · Other expenses	178.55	100.00	78.55	178.6%
8591 · Bank Service Charge	3.45	150.00	-146.55	2.3%
8592 · Building Deposit Refund	525.00	2,000.00	-1,475.00	26.3%
8500 · Misc expenses - Other	37.25			
<b>Total 8500 · Misc expenses</b>	<b>28,441.11</b>	<b>44,050.00</b>	<b>-15,608.89</b>	<b>64.6%</b>
<b>Total Expense</b>	<b>918,667.99</b>	<b>1,007,757.00</b>	<b>-89,089.01</b>	<b>91.2%</b>
<b>Net Ordinary Income</b>	<b>143,895.41</b>	<b>0.00</b>	<b>143,895.41</b>	<b>100.0%</b>
<b>Net Income</b>	<b>143,895.41</b>	<b>0.00</b>	<b>143,895.41</b>	<b>100.0%</b>

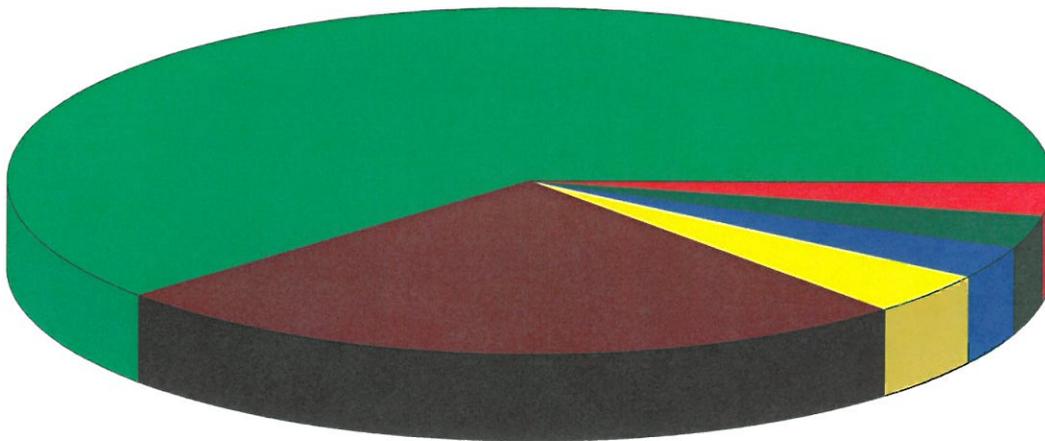
Income and Expense by Month  
October 2014 through September 2015

Income  
Expense



Expense Summary  
October 2014 through September 2015

7400 · Contract Labor expenses	61.64%
7500 · Professional Svc expenses	25.31
8000 · Infrastructure	4.09
8500 · Misc expenses	3.10
8100 · Non-personnel expenses	3.04
8200 · Occupancy expenses	2.82
<b>Total</b>	<b>\$918,667.99</b>



By Account

Net Worth by Month  
As of September 30, 2015

