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February 25, 2021

Mr. John Cabrales, Jr.  
City Manager, City of Lake Dallas  
212 Main Street  
Lake Dallas, Texas 75065

**HAND DELIVERED**

**Re: City Manager Employment Agreement**

Dear John:

In accordance with the vote taken by the Lake Dallas City Council ("City Council") at its meeting held on February 25, 2021, you are hereby placed on paid administrative leave from your position as City Manager effective immediately. This period of leave shall be for an indeterminate period, provided, however, this leave shall terminate when the City Council determines the status of your continued employment as City Manager.

While on administrative leave, you are to conduct no City Manager Duties (as defined in the Agreement) except as may be directed by the Mayor. You are further directed to not come to City Hall or other City building or otherwise have contact with any City employee save and except the City Secretary and the Finance Director, and then only as necessary to ask questions or provide any necessary information regarding your personal employee benefits and pay. You are further directed to leave all City-owned equipment, including laptops and other computers, telephones, and PDA's in the City Manager's office at City Hall and to deliver all keys to City Hall and any other City building to the City Secretary.

Furthermore, pursuant to Section 6.4(a) of that certain *Amended and Restated City Manager Employment Agreement* ("the Agreement") between you and the City of Lake Dallas effective January 1, 2021, you are hereby notified that I intend to call a special meeting of the City Council to be held at 5:30 pm on March 3, 2021, which meeting will include, among other possible items, an item to consider and take appropriate action regarding approval of a Unilateral Severance as defined in Section 6.4 of the Agreement. Should the City Council proceed to approve a Unilateral Severance at the March 3, 2021, meeting, the foregoing paid administrative leave will be extended and end on March 13, 2021, which will become the effective date of the Unilateral Severance and your termination from employment with the City.

The City Council does not at this time intend to make any public statement as to why this action is being taken but reserves the right to do so at a later date.



Respectfully,

A handwritten signature in cursive script, reading "Michael P. D. Barnhart", written over a horizontal line.

Michael Barnhart, Mayor  
City of Lake Dallas, Texas

Cc: City Councilmembers  
Codi Delcambre, City Secretary  
Kevin B. Laughlin, City Attorney