



Agenda  
City of Lavon City Council  
Work Session - Special Meeting  
Lavon City Hall, 120 School Rd., Lavon, TX

**AUGUST 23, 2016**

**6:00 PM**

**NOTICE OF ATTENDANCE**

**NOTICE** is hereby given that members of the Lavon Economic Development Corporation, Lavon Planning and Zoning Commission, Parks and Recreation Board, Infrastructure and Facilities Commission and Tax Increment Financing Zone #1 Board may be in attendance at this Lavon City Council Meeting.

**1. PRESIDING OFFICER TO CALL THE MEETING TO ORDER AND ANNOUNCE THAT A QUORUM IS PRESENT.**

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

**3. WORK SESSION**

Discussion of the Proposed Budget and property tax rate for Fiscal Year 2016-2017 (Teske)

**4. CITIZENS COMMENTS**

Citizens, who wish to address the Council, may discuss matters not on the agenda and who have not previously expressed to the Council or City Hall a desire to discuss such matters. The only response from the Council can be to request these items to be placed on a future agenda for action.

**5. PRESENTATION**

Presentation of 2015 Financial Statements and Independent Audit Report – Conway, PLLC.

**6. ITEMS OF INTEREST/CITY COUNCIL COMMUNICATIONS**

Members of City Council have the opportunity to notify others of community events, functions and other activities.

- Lavon Lake Watershed Protection Kickoff Meetings – Sept 13, 2016 in McKinney 6-7:30 pm  
Sept 20, 2016 in Wylie 3-4:30 pm

**7. CONSENT AGENDA**

*Consent items are considered to be routine or non-controversial and will be voted on in one motion unless a council member requests separate discussion.*

- A. Approval of the Minutes of the August 2, 2016 Meeting. (Dobbs)
- B. Approval of the Minutes of the August 16, 2016 meeting (Dobbs)
- C. Acceptance of the Heritage Public Improvement District #1 Assessment Report Summary dated 07/31/16 and authorization to pay invoices included therein.
- D. Approve Resolution 2016-08-07 Authorizing the Mayor to Execute a Contract with the Collin County Elections Administrator for Election Services Related to the November 8, 2016 General Election and authorize payment. (Dobbs)

**8. STAFF REPORTS**

- A. Police Department – Police Chief to discuss delivery of new police vehicles and Chief's recent graduation

*Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at 972-843-4220 two working days prior to the meeting so that appropriate arrangements can be made.*



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- B. Fire Department – CCFCA, NVFD Roster, Teex training  
Storm Warning System status update
- C. Public Works Department – Fog sealed several roads in the city  
Mowed and weed-eated around city  
Inspected lift stations  
Attended I & I training / demonstration  
Located manholes on the Bear Creek main line and  
checked for infiltration; minor maintenance
- D. Interim City Secretary – Outlook

**9. DISCUSSION AND ACTION**

- A. Discussion and action regarding Ordinance No. 2016-08-06 to amend Ordinance No. 2001-12-11, Section 4. to remove the requirement that elections shall be held at city hall and use paper ballot system; providing a severability clause and providing an effective date.
- B. Discussion and action regarding Ordinance No. 2016-08-07 adopting regulations for solid waste disposal; requiring service; establishing limits and prohibited activities; providing for adoption of solid waste collection rates; providing a cumulative clause; providing a severability clause; and providing for an effective date.
- C. Discussion and action regarding Resolution No. 2016-08-06, including (1) to reconsider Resolution No. 2016-08-06 and affirm the vote that approved Resolution No. 2016-08-06; or (2) to consider Resolution No. 2016-08-08 reconsidering the vote that approved Resolution No. 2016-08-06 and find that Resolution No. 2016-08-06 has no legal effect.
- D. Consideration and action regarding Board and Commission Appointments: Economic Development Corporation Board of Directors and Planning & Zoning Commission. (Teske)

**10. DISCUSSION**

- A. Discussion regarding meeting attendance (Teske)

**11. EXECUTIVE SESSION**

In accordance with Texas Government Code, Section 551.001, et seq., the City Council will recess into Executive Session (closed meeting) pursuant to the provisions of Chapter 551, TEXAS GOVERNMENT CODE, to discuss the following, in accordance with the authority contained in Section 551.074: Personnel matters: deliberation concerning the appointment, employment, duties of a public officer or employee: City Secretary and City Administrator.

**12. RECONVENE INTO REGULAR SESSION**

In accordance with Texas Government Code, Section 551.001, et seq., the City Council will reconvene into Regular Session to take any action regarding the executive session.

**13. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS**

Council Members and staff may request items be placed on a future agenda or request a special meeting be called.

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- Public Hearing on Proposed FY 16-17 Budget set for September 6, 2016
- Reminder: Collin County Commissioner Cheryl Williams will attend the September 20, 2016 meeting to make a presentation regarding transportation planning.

**14. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING**

*Notes to the Agenda:*

1. The Council may vote and/or act upon each of the items listed in this Agenda except for discussion items.
2. The Council reserves the right to retire into executive session under Sections 551.071 – of the Texas Open Meetings Act concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

This is to certify that I Kim Dobbs, Interim City Secretary for the City of Lavon, posted this Agenda on the glass of the front door of the City Hall, facing the outside, the City's website at [www.cityoflavon.com](http://www.cityoflavon.com) and on the City Hall bulletin board, on or before 6:00 PM on August 19, 2016.

\_\_\_\_\_  
Kim Dobbs, Interim City Secretary

Removed from posting this \_\_\_\_\_ day of August, 2016 at \_\_\_\_\_ a.m. / p.m.

\_\_\_\_\_  
Kim Dobbs, Interim City Secretary

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## Lavon City Council Meeting Agenda Brief

**Meeting: August 23, 2016**

**Item: 3**

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**Item:**

WORK SESSION: Discussion of the General Fund Budget and Tax Rate

**Background:**

The worksheet presented is a preliminary draft of the general fund budget for fiscal year 2016-17 (FY 16-17). The general fund contains the resources and expenditures that encompass essentially all City operations.

The worksheet generally assumes the same levels of service and staffing that were approved for FY 16-17 and tracks the Outlook in format. The worksheet assumes keeping the tax rate the same at \$ 0.4557 per \$100 valuation. Payroll for FY 16-17 is calculated based upon a 25 pay period budget year.

Collin County has calculated the effective tax rate which will be higher than the current property tax rate. Maintaining the current tax rate will not be considered a rate increase and will not require the mandatory public hearings related to an increase in taxes.

Requests for additional items in the budget may be presented at the meeting.

If there are any questions regarding the budget worksheet, please contact Kim Dobbs at 972-843-4220 or [kim.dobbs@cityoflavon.org](mailto:kim.dobbs@cityoflavon.org) or Mayor Teske at [mayor.teske@cityoflavon.org](mailto:mayor.teske@cityoflavon.org) .

**Attachments:**      Budget Calendar  
                         Preliminary General Fund Budget Worksheet  
                         Budget Requests Worksheet

August, 19, 2016

# City of Lavon

## Budget Planning Calendar

### 2016-2017

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<u>July 7</u>	Staff meeting to review budgets and process
<u>July 19</u>	Budget Work Session at 6:00 p.m. prior to regular Council Meeting
<u>July 25</u>	Deadline for the appraisal district to certify values to taxing units (Aug 30 <sup>th</sup> if granted by resolution of the CAD Board of Directors)
<u>July 26</u>	Begin the calculation of effective and rollback tax rates.
<u>July 29</u>	Post agenda for meeting to discuss proposed tax rate
<u>Aug 2</u>	Budget Work Session at 6:00 p.m. prior to regular Council Meeting  City Council meeting to discuss the tax rate. If the proposed rate is <u>equal to or lower than</u> the calculated effective and rollback rate, publish form 50-818 prior to September 1 <sup>st</sup> and schedule required hearings/meetings and adopt proposed rate. If the proposed rate will <u>exceed</u> the effective or rollback rate (whichever is lower), schedule 2 required public hearings and the adoption of the tax rate. Publish form 50-819 to include those dates prior to September 1 <sup>st</sup> .
<u>Aug 3</u>	Notify Collin County of proposed tax rate
<u>Aug 16</u>	City Council - Budget Work Session at 6:00 p.m.
<u>Aug 19</u>	Deadline to post proposed budget on website File with City Secretary office
<u>Aug 19</u>	Submit newspaper notice of public hearing – proposed budget to local newspaper
<u>Aug 23</u>	City Council - Budget Work Session at 6:00 p.m.
<u>Aug 24</u>	Notice of public hearing – proposed budget in local newspaper
<u>Sept 2</u>	Post agenda for meeting
<u>Sept 6</u>	<b>Public Hearing on proposed budget</b> <b>Schedule and announce</b> the meeting date (9/20) to adopt tax rate
<u>Sept 13</u>	<i>If needed:</i> City Council meeting to discuss budget
<u>Sept 16</u>	Post agenda for meeting
<u>Sept 20</u>	City Council Meeting to adopt:   Proposed Tax Rate Proposed Budget
<u>Sept 21</u>	Send information to Collin County

City of Lavon General Fund  
FY 16-17 Budget Worksheet

08/19/2016  
Proposed Budget

Item	2015 - 2016 Adopted Budget	2015-16 AMENDED	2015-16 Projected Outlook - JULY	2016-17 PROPOSED	NOTES	Change from 8/2/2016 and 8/16/2016
1 INCOME						
2 Enterprise Income Transfer	154,966	154,966	154,966	160,000		
3 Solid Waste Fund Transfer	120,000	120,000	120,000	120,000		
4 Sanitary Sewer Fund Transfer	274,966	274,966	274,966	280,000		
5 Enterprise Income Transfer						
6						
7 Judicial Branch	2,200	2,200	2,487	2,500		
8 Court fees	2,200	2,200	2,487	2,500		
9 Total Judicial Branch						
10						
11 Legislative Branch	10,000	18,000	20,521	18,000		
12 Administrative Fee	1,050	550	603	641		
13 Banking Interest	22,000	20,000	20,883	20,000		
14 Late fees	25	25	23	50		
15 Photocopies	730	730	730	730		
16 Return of Equity-Insurance	0	0	25	10		
17 Returned Check Fees	1,575	2,500	3,482	4,500		
18 Community Center/Pavilion Rental Fees	4,750	4,750	4,750	4,750		
19 Restitution	40,130	46,555	51,037	48,571		
20 Total Legislative Branch						
21						
22 Operations Division	3,410	3,710	3,878	3,875		
23 Food Service Inspection Permits	35,000	35,000	35,000	35,000		
24 General Permit Fees	75,000	98,000	101,132	150,000		
25 New Building Permit Fees	90,000	24,000	0	0	combined with New Building Permit Fees	
26 New Addition Building Permit Fees	400	1,600	2,800	2,000		
27 OSSF Permit Fees	70,000	73,000	73,000	75,000		
28 PD Fines/Fees	9,700	6,000	4,968	7,000		
29 PD Warrant Fines/Fees	0	12,000	12,038	0		
30 Sale of Property	18,596	18,596	19,946	28,620	1/2 salary cost and benefits; \$500 training	
31 SRO Contribution - Community ISD	0	0	13,429	13,866		
32 EDC Reimb - Tax Note Series 2014	302,106	271,906	266,188	313,361		
33 Total Operations Division						
34						
35 Prior Year Carryover	107,000	166,521	166,521	118,043		
36 Prior Year Carryover FY 2014-2015 Funds	107,000	166,521	166,521	118,043		
37 Total Prior Year Carryover						
38						
39 Tax	111,000	111,000	107,296	120,000		
40 Franchise Tax	1,006,000	1,006,000	1,003,951	1,152,484	Current Actual Tax Rate of 0.4557/5100 value, per 7/19/2016 CAD report; protests pending	
41 Property Tax (Tax Rate Unchanged)	1,247,000	1,249,500	1,258,628	1,422,484		
42 Sales & Use Tax						
43 Total Tax						
44						
45 TOTAL INCOME	1,973,402	2,011,648	2,019,827	2,185,059		
46						
47 EXPENSE						
48 Judicial Branch	1,775	1,775	1,498	1,775		
49 Credit Card Fees	150	150	150	150		
50 Jury Panel	3,246	3,247	3,247	7,200	Sue going from 1/2 to whole	
51 Health Insurance	2,000	1,500	1,152	2,000		
52 Office Supplies	47,563	47,563	45,281	51,237	Sue going from 24 hr/wk to 32 hrs/wk; Barb going from 16 to 8 hrs/wk	
53 Payroll - Municipal Court Staff						

City of Layton General Fund  
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08/19/2016  
Proposed Budget

Item	2015 - 2016 Adopted Budget	2015-16 AMENDED	2015-16 Projected Outlook - JULY	2016-17 PROPOSED	NOTES	
54 Payroll - Judge	4,500	3,500	2,488	3,500		Change from 8/2/2016 and 8/16/2016
55 Payroll - Prosecutor	4,500	3,500	2,388	3,500		
56 Postal Fees	450	450	450	450		
57 Training	1,000	1,000	1,000	1,000		
58 Total Judicial Branch	65,184	62,685	57,654	70,812		
59						
60 Legislative Branch						
61 Advertising, Notices & Publications	6,000	4,000	5,055	4,000		
62 Cell Phone Stipend/City Phone - City Serv. Co	477	477	497	477		
63 Cell Phone Stipend/City Phone - Secretary	600	600	447	600		
64 Computer / Computer Equip.	2,675	6,000	5,608	4,000		
65 Cleaning	4,200	4,200	4,200	5,640	add \$1440 for additional cleaning once/week at city hall	+1440 per CC 8/2
66 CPA	2,000	2,000	2,000	2,250		
67 Dues & Fees	1,500	1,500	1,783	2,000		
68 Drinking Water/Gatorade All Deps	1,000	1,000	1,000	1,000		
69 Elections	6,200	8,000	8,000	13,000	two elections; adjusted per November prelim estimates of cost	3000 per revised estimates
70 Health Insurance	19,480	19,480	20,021	28,800		
71 Office Furniture	1,000	2,000	2,000	1,000		
72 Building Supplies	2,000	2,000	2,000	2,000		
73 Office Supplies	3,350	5,000	5,000	3,750		
74 Council Events	650	650	650	650		
75 Office Equipment	6,500	6,500	6,500	2,500		
76 Payroll - Administrative Staff	149,036	141,047	135,416	142,022		+4353 per CC 8/16
77 Community Center Monitors	3,500	4,000	4,430	5,000		
78 Events	4,000	4,500	4,500	5,000		
79 Mileage	0	0	29	0		
80 Postal Fees	250	250	250	250		
81 Records Storage	1,392	1,392	1,393	1,400		
82 Software	1,250	2,000	2,000	2,000		
83 Training/Mileage	3,000	3,000	3,000	3,000		
84 Electric	6,000	5,000	4,664	5,000		
85 Natural Gas	4,000	3,500	2,341	3,500		
86 Telephone	5,790	6,000	6,000	6,200		
87 Water	500	500	598	750		
88 Total Legislative Branch	236,310	234,596	229,382	245,789		
89						
90 City Administrator's Office						
91 Payroll - City Administrator	45,945	16,000	16,000	77,308		+385 per CC 8/16
92 Cell Phone	900	200	200	900		
93 Office Equipment	1,001	1,001	1,001	1,000		
94 Automobile Allowance	0	0	0	2,400		
95 Health Insurance	6,494	1,100	1,100	7,200		
96 Total Administrators Office	54,340	18,301	18,301	88,808		
97						
98 Operations Division						
99 Fire Services						
100 Computer/IT Items	0	0	0	3,900	Daily work and fire inspections, fire command, Rugged laptop	per CC 8/2
101 LifePac 12 Heart Monitor	0	0	0	4,500	Allows for the ERS Paramedics to use more advanced skills, particularly with cardiac patients.	per CC 8/2
102 Equipment Maintenance & Repair	0	0	0	1,726	Used for 1st responders on needed calls. (Deleted AED for CMD1)	per CC 8/2
103 Printer for vehicle	0	0	0	425	Printing of inspection reports-buge need	per CC 8/2
104 City Radio/antenna/install	0	0	0	800	Needed for communication with PD during emergencies	per CC 8/2
105 Office Supplies/Paper/Ink	0	0	0	1,000	None budgeted for 2016--VFD funded most of these.	per CC 8/2
106 Travel/Conferences/Meals	0	0	0	1,500	Fire Marshal Conferences (12) (FDIC-April 2017), SFFMA conference (June 2017)	per CC 8/2



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107 Phone line-Fire Station	0	0	0	500	TBD	per CC 8/2
108 Office Furniture	0	0	0	500	Desk and chair for office	per CC 8/2
109 Asset Tags/Metal	0	0	0	500	To identify City owned assets--Database to be started	per CC 8/2
110 Postal fees	0	0	0	200	Mailing out inspection notices and violations	per CC 8/2
111 Internet/Wifi/Sat Services at FD facility	0	0	0	1,200		per CC 8/2
112 PPE/Bunker Gear (Sets for day shift) x2	0	0	0	3,500	VFD	per CC 8/2
113 ALS medical supplies	0	0	0	1,000	VFD (1 time stocking fee, then VFD will maintain EMS supplies)	per CC 8/2
114 Cell Phone	900	900	751	900		
115 Emergency Service Equipment	22,502	22,502	22,751	22,502		
116 Equipment Maintenance & repair	5,000	5,000	5,000	5,000		
117 3" Fire Hose	1,050	1,050	857	0	combined w fire hoses	
118 Fire Hose	1,250	1,220	1,220	3,500		
119 Fuel	5,000	4,000	3,207	4,000		
120 Fire Marshal Dues & Fees	170	170	170	600		+430 per 15 8/16
121 Payroll - Fire Services	60,000	60,000	57,692	60,000		+2308 per CC 8/16
122 Health Insurance	6,494	6,494	5,411	7,200		
123 NFPA Pump/Ladder Testing E2	450	450	975	450		
124 Part Time Personnel Stipend	22,000	22,000	15,525	21,150	removed previously included second shift	-4000 per CC 8/2
125 Safety Fire Equipment	200	200	200	300		
126 TFI Nozzles for E2 (2)	1,700	1,300	1,387	0		
127 Graphics/Uniforms	800	800	800	1,000		+200 per 15 8/16
128 Electric	1,800	2,500	1,645	2,500		
129 Natural Gas	1,000	700	600	1,000		
130 Water	400	400	362	500		
131 Tornado Siren	0	70,000	70,000	0	complete in FY 15-16	
132 Fire Services Total	130,716	199,586	188,553	151,852		
133						
134 Police Department						
135 Audio Visual	1,800	1,800	1,800	1,800		
136 Cell Phone Staff	7,900	7,500	6,261	8,300		+700 per CC 8/2
137 Child Abuse Intercal	1,500	1,500	1,500	1,500		
138 Cleaning	4,200	4,200	4,200	4,200		
139 Computers	6,500	6,500	6,500	4,500	replace and upgrade	
140 Crime Prevention	1,800	1,800	1,800	1,800	NNO	
141 Database Services	400	400	400	400		
142 Dispatch	17,729	17,729	17,729	24,998	Collin County increase	
143 Dues & Fees	800	600	600	600		
144 Emergency Equipment	3,000	3,000	3,000	3,000		
145 Explorer Post Program	5,000	4,000	4,000	4,000		
146 Health Insurance	51,946	51,946	49,242	72,000		+2200 per CC 8/2
147 Innate Boarding	1,200	900	1,319	900		
148 Meals and Travel	500	500	500	500		
149 Mobile Internet	3,000	2,800	2,218	3,000		
150 Office Equipment	1,000	700	700	700		
151 Office Supplies	3,000	2,500	2,500	2,500		
152 Payroll - Police Services	449,213	418,110	408,705	489,849		+43552 per CC 8/16 CID per CC 8/2
153 Police Equipment Repair/Replace	3,000	2,500	2,500	2,500		
154 Postal Fees	400	400	400	400		
155 Radio (City Band)	5,000	5,000	5,000	0		
156 Report Management System	1,600	1,500	1,600	5,000	rational requirement - crimstar	
157 School Resource Expenses	500	500	500	500		
158 Software	2,000	2,000	2,000	2,000		

City of Lavon General Fund  
FY 16-17 Budget Worksheet

08/19/2016  
Proposed Budget

Item	2015 - 2016 Adopted Budget	2015-16 AMENDED	2015-16 Projected Outlook - JULY	2016-17 PROPOSED	NOTES	Change from 8/2/2016 and 8/16/2016
159 TLETS Management	7,500	7,500	7,500	9,500	Vendor increase	Change from 8/2/2016 and 8/16/2016
160 Training	5,500	4,500	4,500	5,500		
161 Uniform	4,400	6,000	6,000	6,500		+500 per CC 8/2
162 Body Armor (10 - Rifle)	0	0	0	5,000	10 - Rifle	per CC 8/2
163 Patrol Rifle (1)	0	0	0	1,200	1 Rifle	per CC 8/2
164 Ballistic Helmet (10)	0	0	0	6,000	10 Helms	per CC 8/2
165 Radio (dispatch)	0	0	0	6,000	Dispatch	per CC 8/2
166 CID Body Camera	0	0	0	1,200	Note: CID/Supervisor and related costs = \$61,558	per CC 8/2
167 Vehicle Cleaning	350	350	350	350		
168 Vehicle Fuel	22,000	17,000	14,715	20,000		
169 Vehicle Minc.	10,000	10,000	10,000	10,000		
170 Vests (Standard)	3,000	3,000	3,000	3,000	3 vests (5 yr life)	
171 Electric	5,000	5,000	4,376	5,000		
172 Telephone	6,540	7,000	6,590	7,000		
173 Water (Utility)	350	400	400	400		
174 Crime Scene Camera	1,000	1,000	1,000	0		
175 Four AED's	6,400	6,400	6,361	0		
176 3 Tazers	5,400	5,400	5,400	0		
177 Type Barcades III (6)	3,000	0	0	0		
178 Body Cams Grant Match	0	2,000	2,000	0		
179 Police Department Total	653,428	613,835	597,166	721,597		
180						
181 Public Works						
182 Audio Visual	700	700	700	300		
183 Bear Creek Park/Eagle Pond / Field Improvem	3,000	0	0	0		
184 Building Inspector	37,000	37,000	37,038	37,000		
185 Cell Phone - DPW	800	800	713	800		
186 Cell Phone - Operator 1	800	800	739	800		
187 Cell Phone - Operator 2	800	700	457	800		
188 Code Enforcement supplies	1,000	1,000	1,000	1,000		
189 Food Service Inspector	2,500	2,000	2,000	2,500		
190 Grounds Maint	6,500	6,500	6,500	6,500		
191 Heavy Equipment Maint	5,000	5,000	5,000	5,000		
192 Meals & Travel	500	500	500	500		
193 MIS4 Supplies	2,000	2,000	2,000	2,000		
194 Office Supplies	500	1,000	1,000	1,000		
195 Health Insurance	19,480	19,480	20,046	21,600		
196 Payroll - Public Works	101,057	97,768	93,802	95,285		+3905 per CC 8/16
197 Payroll - Part Time / Seasonal	6,000	6,000	4,075	6,000		
198 Postal Fees	1,000	1,000	1,000	1,000		
199 Signage	10,000	9,000	9,000	8,000		
200 State OSSF Fees	300	300	300	300		
201 Street Lights	42,824	42,824	40,184	44,000		
202 Street Repair/Minc	20,000	20,000	20,000	20,000		
203 Mosquito Spraying	10,000	12,000	12,210	13,000		
204 Tools	3,000	3,000	3,000	7,000		
205 Training & Per Diem	4,000	4,000	4,000	6,500	licenses for code enforcement, obtain state-reg licensing	
206 Uniform	2,000	2,000	2,000	2,000		
207 Vehicle & Equipment Fuel	8,500	6,500	4,080	6,500		
208 Vehicle Maint.	5,000	4,000	4,000	4,000		
209 Lightbars (3 vehicles)	0	0	0	2,600		per CC 8/2
210 Pw Facility Rental	7,800	7,800	7,800	7,800		
211 Fire Extinguishers	600	600	600	600		

**City of Layton General Fund  
FY 16-17 Budget Worksheet**

08/19/2016  
Proposed Budget

Item	2015 - 2016 Adopted Budget	2015-16 AMENDED	2015-16 Projected Outlook - JUL Y	2016-17 PROPOSED	NOTES	Change from 8/2/2016 and 8/16/2016
212 Gooseneck Trailer	5,000	5,000	5,000	0		
213 Jet Machine Rental / Sewer	1,200	1,200	1,200	1,200		
214 Boom Lift Rental	3,580	3,000	3,000	3,000		
215 Computer / Computer Equip.	0	0	0	2,000	replacement	
216 Public Works Total	323,941	303,472	292,944	311,585		
217						
218 Total Operations Division	1,108,085	1,116,993	1,078,663	1,185,034		
219						
220 Other Expenses						
221 Debt Service						
222 Tax Note Ser 2014 (EDC Capital Project)			13,249	13,866		+13866 tax secured debt - EDC reimb
223 Copier Minc Contract	2,800	2,800	2,800	2,800		
224 Pitney Bowes Contract	0	429	892	575		
225 Tractor	4,017	4,017	4,017	0	paid-off	
226 Mower / Blowing	5,000	5,000	4,963	4,963	pmt 3 of 5	
227 PUV Truck	7,000	6,400	6,338	6,400	pmt 2 of 4	
228 Police Vehicle	17,000	17,000	17,000	18,042	pmt 2 of 3	
229 Police Vehicle Ram	0	17,000	17,000	16,693	pmt 2 of 3	
230 Police Vehicle (Tahoes)	32,557	32,557	32,557	0	paid off	
231 Total Debt Service	68,374	85,203	98,616	63,339		
232						
233 Facilities						
234 Stage Fencing	800	0	0	0		
235 City Hall - North & South doors	1,680	1,680	1,680	0		
236 Solar Screens	2,500	2,500	2,500	1,000	FY 15-16: City Hall; FY 16-17: ES	
237 Fire Office/Living Qtrs 24/7	0	115,000	0	0		
238 City Hall - Building Maint	16,100	16,100	16,100	10,000		
239 Emergency Serv - Building Maint	14,500	19,500	19,500	10,000	replace AC at FD	
240 Facilities Total	35,580	154,780	39,780	21,000		
241						
242 Fund Transfer						
243 TIF Fund Transfer (City Portion)	85,000	80,000	78,039	89,750	per Mark Stein - very preliminary #	-4750 per Mark Stein follow up
244 Parks & Recreation Transfer	0	0	0	4,000	for Bear Creek recreation area	-4000 per CC 8/16
245 Sports Complex Grant Matching Fund Transfer	0	0	0	20,000	adjusted dedication	+20,000 per CC 8/16
246 Phase II Radios upgrade (establish fund)	50,000	20,000	20,000	20,000		
247 Street Fund Transfer	0	0	0	35,000		+35,000 for street repairs
248 Reserve Fund Transfer	14,542	-33,805	0	0		
249 Total Fund Transfers	149,542	66,195	98,039	168,750		
250						
251 Insurance						
252 Auto Liability	4,608	4,608	4,608	7,296	prelim estimates per TML-IRP	
253 Auto Phys. Damage	2,460	2,460	2,460	4,198	prelim estimates per TML-IRP	
254 Errors & Omissions	1,586	1,586	1,586	1,745	prelim estimates per TML-IRP	
255 General Liability	669	669	669	697	prelim estimates per TML-IRP	
256 Law Enforcement Liability	5,477	5,477	5,477	5,652	prelim estimates per TML-IRP	
257 Mobil Equipment	282	282	282	310	prelim estimates per TML-IRP	
258 Real & Personal Property	1,632	1,632	1,632	1,812	prelim estimates per TML-IRP	
259 Workers Compensation	13,402	13,402	13,402	18,061	prelim estimates per TML-IRP	
260 Insurance Total	30,116	30,116	30,116	39,771		
261						
262 Outsourcing						
263 Ambulance Service	21,534	13,366	13,366	13,522		
264 Animal Control	6,690	6,690	6,250	9,350		

City of Lavon General Fund  
FY 16-17 Budget Worksheet

08/19/2016  
Proposed Budget

Item	2015 - 2016 Adopted Budget	2015-16 AMENDED	2015-16 Projected Outlook - JULY	2016-17 PROPOSED	NOTES	Change from 8/2/2016 and 8/16/2016
265 Auditor	14,000	14,000	14,000	14,500		
266 Central Appraisal District	6,451	6,451	6,538	7,243		
267 City Attorney	40,000	45,000	57,647	30,000		
268 City Engineer	8,000	18,000	18,000	5,000		+9395 per CC 8/16
269 Codification	0	0	0	9,386		+2445 per CC 8/16
270 Consulting / Professional Services	0	2,000	2,000	2,445	aerial map project w EDC	
271 Fidelity Bond	200	200	200	200		
272 Information Technologies	21,923	18,000	18,000	20,000		
273 ISA Permit Execution & Administration	3,000	5,000	5,000	25,000	federally mandated	
274 Tax Assessor/Collector	1,300	1,300	1,300	1,300		
275 TIF Administration	3,200	6,200	6,200	4,000	per Mark Stein	
276 Sports Park Engineering	5,000	0	0	0		
277 Drainage Project - Prairie Engineering	0	0	0	32,000		+32,000 per CC 8/16
278 Shredding Services	1,300	1,300	1,300	1,300		
279 Outsourcing Total	132,598	137,507	149,801	175,255		
280						
281 Payroll Taxes					payroll taxes include judge, prosecutor, and temp pw	
282 FICA	53,426	53,426	42,445	55,423	6.20%	+3203 per CC 8/16
283 Medicare	12,496	12,496	10,056	12,962	1.45%	+749 per CC 8/16
284 Retirement - City Portion	39,162	39,162	32,869	48,967	5.52%	+2511 per CC 8/16
285 SUTA	189	189	3,248	3,500		
286 Payroll Taxes Total	105,273	105,273	88,618	120,252		
287						
288 Total Other Expenses	509,483	579,074	504,970	588,366		
289						
290 TOTAL EXPENSE	1,973,402	2,011,649	1,888,970	2,178,809		
291						
292 Net Surplus / Deficit	0	0	130,857	6,250	This amount will change as budget discussions progress.	kgd 08/19/2016

## CITY OF LAVON - FY 16-17 BUDGET - GENERAL FUND BUDGET REQUESTS

08/19/2016  
REQUESTS

<b>OVERALL - General</b>					
1	Website Upgrade	\$	4,000	Improve functionality of the website - estimated cost	Changes from 08/16/2016
2		Total	\$	4,000	staff to research
<b>FIRE (Health &amp; Life Safety unless otherwise noted for VFD)</b>					
3	Shared Command/PO Trailer,	\$	10,000	To be used by both PD/FD for major incidents, fires, community events, Rehab and other.	pending
4	City owned Fire Marshal Vehicle	\$	17,000	lease purchase (3) year.	
	Total	\$	27,000		
<b>PUBLIC WORKS</b>					
5	Tractor	\$	8,600	lease purchase \$43,000 tractor with down payment and 5 subsequent payments	staff to research additional options
6		Total	\$	8,600	
7					
8	<b>TOTAL REQUESTS</b>		<b>\$</b>	<b>39,600</b>	

**8/2 Requests that were included in the proposed budget per City Council**

<b>GENERAL</b>					
9	Cleaning	\$	1,440	Add 1/week cleaning of high traffic areas of city hall	
10	FIRE				
11	Computer/IT Items	\$	3,900	Daily work and fire inspections, fire command, Rugged laptop	
12	Litapac 12 Heart Monitor for Advanced life support program	\$	4,500	Allows for the ERS Paramedics to use more advanced skills, particularly with cardiac patients.	
13	Light Body Armor/EMS Pack/Ballist helmets	\$	1,725	Used for 1st responders on needed calls (Deleted AED for CMD1)	
14	Printer for vehicle	\$	425	Printing of inspection reports--huge need	
15	City Radio/Antenna/Install	\$	800	Needed for communication with PD during emergencies NOTE: FY1 Other Phase II Radio fund \$50,000 (purchase to be in 18)	
16	Office Supplies/Paper/Ink	\$	1,000	None budgeted for 2016--VFD funded most of these.	
17	Training/Testing	\$	1,200	Fire Inspector TCFP Certification testing (2)	
18	Travel/Conferences/Meals	\$	1,500	Fire Marshal Conferences (2) (FDIC-April 2017), SFFMA conference (June 2017)	
19	Phone line--Fire Station	\$	500	TBD	
20	Office Furniture	\$	500	Desk and chair for office	
21	Asset Tags/Metal	\$	500	To identify City owned assets--Database to be started	
22	Postal fees	\$	200	Mailing out inspection notices and violations	
23	Internet/Wifi/Sat Services at FD facility	\$	1,200	(Lavon Shirts)	
24	Uniforms--Shifted workers and shift	\$	800		
25	PPE/Bunker Gear (Sets for day shift workers) x 2	\$	3,500	VFD	
26	AIS medical supplies	\$	1,000	VFD (1 time stocking fee, then VFD will maintain EMS supplies)	
<b>POLICE</b>					
27					
28	Body Armor (10 - Rifle)	\$	5,000	10 - Rifle	
29	Patrol rifle (1)	\$	1,200	1 Rifle	
30	Ballistic Helmet (10)	\$	6,000	10 Helmets	
31	Radio (dispatch)	\$	6,000	Dispatch	
32	Criminal Investigator/supervisor (CI)	\$	46,000	Note: CID/supervisor and related costs = \$61,658	
33	CI Body Camera	\$	1,200		
34	CI Healthcare	\$	7,200		
35	CI Phone	\$	700		
36	CI Uniforms	\$	500		
37	CI - retirement and payroll taxes	\$	6,058		
<b>PUBLIC WORKS</b>					
38					
39	Lightbars (3 vehicles)	\$	2,600	safety measure	
40	<b>TOTAL REQUESTS included in the proposed per Council 8/2</b>		<b>\$</b>	<b>107,148</b>	



# Protect Your Water

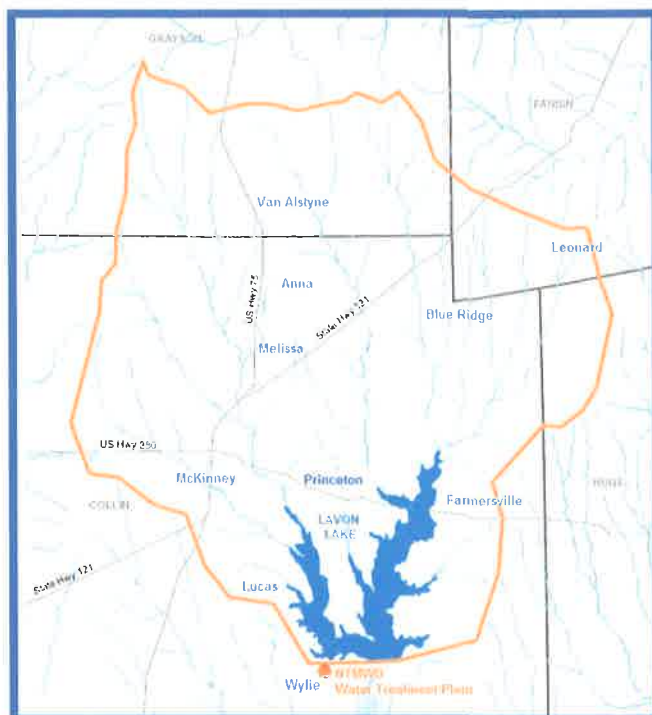
## Make a Difference!

### Join the Lavon Lake Watershed Protection Partnership.

NTMWD, Texas A&M AgriLife Extension Service and the Texas State Soil and Water Conservation Board are partnering with local stakeholders to develop a voluntary, non-regulatory, watershed protection plan.

The public is invited to join the process by attending one of two project kickoff meetings. This partnership is designed to allow public input, which will drive the development of a voluntary, stakeholder-driven watershed protection plan for Lavon Lake.

Anyone with an interest in Lavon Lake can participate in meetings and become involved in the development of the watershed protection plan.



**Sept. 13, 2016 6:00-7:30 PM**

Myers Park & Event Center  
7117 County Road 166  
McKinney, Texas 75071

**Sept. 20, 2016 3:00-4:30 PM**

NTMWD Training Room  
505 E. Brown Street  
Wylie, TX 75098



NTMWD.COM

TEXAS A&M  
**AGRI LIFE**  
EXTENSION



**For more information or  
to pre-register visit:**

[ntmwd.com/watershed-management](http://ntmwd.com/watershed-management)



**NORTH  
TEXAS  
MUNICIPAL  
WATER  
DISTRICT**

## **NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

Media Contact:  
Galen Roberts  
Watershed Manager  
groberts@ntmwd.com  
(469) 626-4637

**September Public Meetings Set to Address  
Protection of Water Quality in Lavon Lake Watershed**

**WYLIE, TX – August 08, 2016:** The North Texas Municipal Water District (NTMWD), Texas A&M AgriLife Extension Service, and the Texas State Soil and Water Conservation Board are partnering with local stakeholders, business owners, and citizens to help protect and improve water quality in Lavon Lake through the development of a watershed protection plan (WPP).

The public is invited to attend one of two WPP-kickoff meetings and join the Lavon Lake Watershed Partnership. Public meetings will be held September 13, 2016 at 6:00 pm - 7:30 pm at Myers Park and Event Center located at 7117 County Road 166, McKinney, Texas 75071 and on September 20, 2016 at 3:00 pm - 4:30 pm at NTMWD Engineering Building Training Room located at 505 E. Brown Street, Wylie, Texas 75098. These kickoff meetings will inform participants about the quality of water in Lavon Lake, the primary drinking source for the area, and describe how a watershed protection plan can help protect this important water resource.

Lavon Lake is the uppermost reservoir on the East Fork of the Trinity River and provides drinking water to over 1.6 million residents in North Texas. The 491,520 acres that drain into the lake, known as the Lavon Lake watershed, includes parts of Collin, Fannin, Grayson, and Hunt Counties. Major tributaries to the lake include the East Fork of the Trinity River, Indian Creek, Pilot Grove Creek, Sister Grove Creek, and Wilson Creek.

Lavon Lake has been monitored since 1971 by the Texas Commission on Environmental Quality (TCEQ) and NTMWD. There are no impairments to water quality that have been identified in the lake; however, the most recent Texas Integrated Report of Surface Water Quality which describes the condition of all monitored streams in the state showed the East Fork of the Trinity River above Lavon Lake and Wilson



Creek to be impaired due to elevated levels of bacteria. High concentrations of bacteria in water indicate a potential health risk for humans who recreate in those waters.

“Bacteria is a water quality concern throughout the state”, said Galen Roberts, NTMWD Watershed Manager and coordinator for the Lavon Lake WPP project. “Our goal is to continue to protect water quality in the lake by addressing the impairments through development of a watershed protection plan.”

Watershed protection plans are a voluntary (non-regulatory) approach for addressing water quality issues, and have been developed in a number of watersheds throughout the state. Through the planning process, local stakeholders, business owners, and citizens can help NTMWD to identify potential sources of water pollution and design efforts to improve water quality. The ultimate goal of the WPP is to improve and protect water resources now, and into the future.

Partners supporting this process include: the North Central Texas Council of Governments, Collin County, USDA Natural Resources Conservation Service, and the Collin County, Fannin County, Upper Sabine, and Upper Elm-Red Soil and Water Conservation Districts; but, local stakeholders are needed to make the process successful. These stakeholders include: individual citizens, landowners, homeowners, businesses, and city and county officials, among others.

“There has been tremendous success with WPPs in other Texas watersheds,” said Roberts. “The key is helping local stakeholders work together to develop a plan that includes practices they want to see implemented which will protect and improve water quality in Lavon Lake.”

This project is funded through a state nonpoint source grant from the Texas State Soil and Water Conservation Board. Interested participants are encouraged to attend one of the scheduled kickoff meetings where the planning process will be described. Anyone can join the Lavon Lake Watershed Partnership, participate in all the future meetings, and provide input into the Lavon Lake Watershed Protection Plan.

For more information about the kickoff meetings, go to [www.NTMWD.com/watershed-management](http://www.NTMWD.com/watershed-management) or contact Galen Roberts at 469-626-4637 or [groberts@ntmwd.com](mailto:groberts@ntmwd.com).

### **About NTMWD**

*The North Texas Municipal Water District is a regional wholesale provider of water services for approximately 1.6 million residents in the north Texas counties of Collin, Dallas, Denton, Fannin, Grayson, Hopkins, Hunt, Kaufman, Rains, and Rockwall – a service territory covering 2,200 square miles. In addition to water treatment and delivery, NTMWD also provides regional wastewater treatment and solid waste disposal services. As a conservation and reclamation district and political subdivision of the State of Texas, rates for services are set at cost, no profits are included, and no taxes are collected. For nearly 65 years, our vision has been “Regional Service Through Unity ... Meeting Our Region’s Needs Today and Tomorrow.” NTMWD prides itself as leaders in water quality and environmental protection as it provides essential services that are the foundation for the success and economic vitality of one of the fastest-growing regions in the U.S. For more information, visit [NTMWD.com](http://NTMWD.com).*

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# Lavon City Council Meeting

## Minutes

August 2, 2016

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**I. MAYOR TESKE CALLED THE MEETING CALLED TO ORDER AT 6:13 P.M. AND ANNOUNCED A QUORUM PRESENT.**

Members Present:	Mayor Chuck Teske Council Member Place 1, Vicki Sanson Council Member Place 3, Jason Arnold Mayor Pro Tem Place 4, Matt Childers Council Member Place 5, Mindi Serkland Council Member Place 2, Jason Kidd
Members Absent:	
Staff Present:	Public Works Director Sonny Mancias Police Chief Mike Jones Director of Health and Life Safety Services Jon Scott Municipal Court Clerk Sue Johnson Interim City Secretary Kim Dobbs Members of the Lavon Police Department
Legal Counsel	Andy Messer, Messer, Rockefeller & Fort
Commission and Board Members:	Kay Wright, EDC Jorge Calderon, Parks & Recreation

**II. WORK SESSION**

Mayor Teske opened a work session for discussion of the proposed General Fund Budget for Fiscal Year 2016-2017. The staff presented and answered questions regarding the budget. The Council discussed the budget and provided direction with respect to budget requests and programs. The Mayor recessed the meeting at 7:02 p.m.

**III. MAYOR TESKE RECONVENED THE MEETING AT 7:13 P.M. AND ANNOUNCED A QUORUM PRESENT.**

**IV. MAYOR TESKE LED THE PLEDGE OF ALLEGIANCE AND GAVE THE INVOCATION.**

**VI. PROCLAMATION**

The Mayor postponed the item to later as requested by Chief Jones.

**VII. CITIZEN COMMENTS**

Mayor Teske invited comments. There were none.

**VIII. ITEMS OF INTEREST/CITY COUNCIL COMMUNICATIONS**

- Mayor Teske recognized that the filing period for the November 8, 2016 election of City Council Places 1, 3 and 5 is open until August 22, 2016.
- Interim City Secretary Kim Dobbs reported that the Fall Festival is scheduled for October 15 and plans tentatively include the historical marker presentation for the City Hall.



# Lavon City Council Meeting

## Minutes

August 2, 2016

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- Councilmember Sanson informed the Council that Collin County Commissioner Cheryl Williams is scheduled to attend the September 20, 2016 City Council meeting to make a presentation relating to transportation planning.

### IX. CONSENT AGENDA

- A. Approve the Minutes of the July 19, 2016 Meeting.
- B. Accept the Heritage Public Improvement District #1 Assessment Report Summary dated 05/31/16 and authorize payment of invoices included therein.
- C. Accept the Heritage Public Improvement District #1 Assessment Report Summary dated 06/30/16 and authorize payment of invoices included therein.
- D. Approve Resolution No. 2016-08-01 authorizing the Mayor to execute a Memorandum of Understanding with Community ISD regarding the provision of a School Resource Officer.
- E. Approve Resolution No. 2016-08-02 calling a General Election to be held on and administered by the Collin County Elections Administrator on Saturday, November 8, 2016 for the purpose of electing three (3) Council Members, one (1) for Place 1, one (1) for Place 3, and one (1) for Place 5 and providing for an Effective Date.
- F. Approve Resolution 2016-08-03 authorizing the Mayor to execute an Interlocal Participation Agreement between the City of Lavon and The Local Government Purchasing Cooperative to facilitate compliance with state procurement requirements.
- G. Approve Resolution 2016-08-04 authorizing the Mayor to execute an Application for Eligibility for the Texas Facilities Commission in order to receive federal surplus property.

**MOTION: APPROVE THE CONSENT AGENDA AS PRESENTED.**

**MOTION MADE:** COUNCIL MEMBER SANSON

**SECONDED:** MAYOR PRO TEM CHILDERS

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

### X. PUBLIC HEARING

- A. In accordance with the Texas Local Government Code, Section 211.008 (g) and City of Lavon Ordinance No. 2011-08-01, the Lavon City Council will act as the Board of Adjustment to consider and act on the Application for a variance to the area requirements of Ordinance No. 97-12-08 Zoning, Article VII, Section 4.3 that provides for installation of a dedicated alley or private drive and a rear yard setback of 20' to waive the requirement for a dedicated alley or private drive and allow a rear yard setback of ten feet (10') on Lot 6R-3, Block A in the Lavon Business Park Addition (Collin CAD# 2718720) generally located southeast of the intersection of Highway 78 and Lake Road.
- B. Teen Curfew Ordinance – receive input regarding the continuation and amendment of the juvenile (teen) curfew ordinance.



# Lavon City Council Meeting

## Minutes

August 2, 2016

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Mayor Teske opened the public hearing at 7:21 p.m. and invited comments pertaining to the Board of Adjustment application and to the proposed amendment to the Teen Curfew Ordinance.

Regarding the Board of Adjustment application, Heng Li, Applicant, presented and spoke in favor of the application for variances for the property located southeast of the intersection of Lake Road and Highway 78. Li described his plans to develop a commercial building on the property and distributed a site plan to the Council to illustrate the setbacks and depth of the property. Fire Marshal Jon Scott stated that he had no objection to the variance requests as presented.

Mayor Teske invited additional comments in regard to the variance requests and the teen curfew ordinance. There being no further comments, Mayor Teske closed the public hearing at 7:28 p.m.

### **XI. CONSIDERATION AND ACTION**

**A. Discussion and action, as the Board of Adjustment, regarding the Application for a variance to the area requirements of Ordinance No. 97-12-08 Zoning, Article VII, Section 4.3 that provide for installation of a dedicated alley or private drive and a rear yard setback of 20' to waive the requirement for a dedicated alley or private drive and allow a rear yard setback of ten feet (10') on Lot 6R-3, Block A in the Lavon Business Park Addition (Collin CAD# 2718720) generally located southeast of the intersection of Highway 78 and Lake Road, requested by Heng Li.**

The City Council discussed the proposed project and requested variances. Mayor Teske reviewed specific findings of fact that: there are special circumstances or conditions peculiar to the property involved; the strict application of the terms of the Ordinance will impose upon the applicant unusual and practical difficulties or particular hardship; literal interpretation of the Ordinance will deprive the applicant of rights commonly enjoyed by other properties in the same district under the Ordinance; the proposed variance is in harmony with the Ordinance's general purpose and intent; the granting of the variance will not merely serve as a convenience to the applicant; the granting of the variance will alleviate some demonstrable and unusual hardship or difficulty for the applicant; granting the variance will no confer upon the applicant any special privilege that is denied by the Ordinance to other similarly-situated properties in the same district; the variance is in the public interest and will ensure that public substantial justice will be done; the surrounding property will be properly protected; and remaining regulations are adequate to govern the project.

**MOTION: AFFIRM THE FINDINGS OF FACT AND GRANT A VARIANCE TO THE AREA REQUIREMENTS OF ORDINANCE NO. 97-12-08 ZONING, ARTICLE VII, SECTION 4.3 THAT PROVIDE FOR INSTALLATION OF A DEDICATED ALLEY OR PRIVATE DRIVE AND A REAR YARD SETBACK OF 20' TO WAIVE THE REQUIREMENT FOR A DEDICATED ALLEY OR PRIVATE DRIVE AND ALLOW A REAR YARD SETBACK OF TEN FEET (10') ON LOT 6R-3, BLOCK A IN THE LAVON BUSINESS PARK ADDITION (COLLIN CAD# 2718720) GENERALLY LOCATED SOUTHEAST OF THE INTERSECTION OF HIGHWAY 78 AND LAKE ROAD.**

**MOTION MADE:** COUNCIL MEMBER SERKLAND

**SECONDED:** COUNCIL MEMBER SANSON

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)



# Lavon City Council Meeting

## Minutes

August 2, 2016

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### VI. PROCLAMATION

#### *Discussion and Action Regarding a Proclamation to Honor Law Enforcement Officers*

**MOTION: APPROVE THE PROCLAMATION.**

**MOTION MADE:** MAYOR PRO TEM CHILDERS

**SECONDED:** COUNCIL MEMBER SANSON

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

Mayor Teske read aloud the proclamation honoring law enforcement officers and presented the proclamation to Police Chief Mike Jones and Police Officers Bryce Hubbard, Dan Porter and Matthew Wassmer.

### XI. CONSIDERATION AND ACTION

**B. Discussion and action regarding Ordinance No. 2016-08-01 establishing a curfew for minors and parental responsibility; setting the hours of curfew for minors; providing for affirmative defenses to prosecution; providing a penalty not to exceed five hundred dollars (\$500.00) for each offense; providing severability and providing an effective date.**

Council Member Serkland observed that the proposed Ordinance increased the penalty previously established by Ordinance No. 2015-11-01 from \$200 to \$500. Chief Jones confirmed there were no other changes and that the review / renewal period for the curfew would be reset to occur in three years in accordance with state law.

**MOTION: APPROVE ORDINANCE NO. 2016-08-01 ESTABLISHING A CURFEW FOR MINORS AND PARENTAL RESPONSIBILITY; SETTING THE HOURS OF CURFEW FOR MINORS; PROVIDING FOR AFFIRMATIVE DEFENSES TO PROSECUTION; PROVIDING A PENALTY NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

**MOTION MADE:** COUNCIL MEMBER SERKLAND

**SECONDED:** COUNCIL MEMBER SANSON

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

**C. Discussion and action regarding Ordinance No. 2016-08-02 providing regulations for the disposal of sewage and the use of public sewers, regulating the discharge of industrial wastes into the sanitary sewer of the city, regulating sewer and miscellaneous discharges, and providing for a permit system with denial, suspension, revocation and an appeals process; providing for a penalty not to exceed \$2000 per day for each offense; and providing a savings clause, a severability clause a repealer clause and an effective date.**

Chief Jones explained that the proposed pre-treatment ordinance is presented in relation to a business development prospect as well as in response to direction provided by the North Texas Municipal Water District (NTMWD), the operator of the City's wastewater treatment plant.

**MOTION: APPROVE ORDINANCE NO. 2016-08-02 PROVIDING REGULATIONS FOR THE DISPOSAL OF SEWAGE AND THE USE OF PUBLIC SEWERS, REGULATING THE DISCHARGE OF INDUSTRIAL WASTES INTO THE SANITARY SEWER OF THE**



# Lavon City Council Meeting

## Minutes

August 2, 2016

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**CITY, REGULATING SEWER AND MISCELLANEOUS DISCHARGES, AND PROVIDING FOR A PERMIT SYSTEM WITH DENIAL, SUSPENSION, REVOCATION AND AN APPEALS PROCESS; PROVIDING FOR A PENALTY NOT TO EXCEED \$2000 PER DAY FOR EACH OFFENSE; AND PROVIDING A SAVINGS CLAUSE, A SEVERABILITY CLAUSE A REPEALER CLAUSE AND AN EFFECTIVE DATE.**

**MOTION MADE:** MAYOR PRO TEM CHILDERS

**SECONDED:** COUNCIL MEMBER ARNOLD

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

**D. Discussion and action regarding Ordinance No. 2016-08-03 establishing guidelines for commercial filming in the City of Lavon, Texas; establishing a commercial filming application and permit; providing for a penalty for the violation thereof; providing a cumulative clause; providing a severability clause and providing for an effective date.**

Former member of the Lavon Economic Development Corporation (LEDC) Board of Directors, Charlie Allen provided background and information regarding the proposed Ordinance, the Texas Film Commission and the potential economic impact to be realized relating to commercial filming activity in the City. Mr. Allen provided additional information about filming guidelines and a permit application form and advised that he would work with LEDC to follow up to obtain certification of the City of Lavon as a "Film Friendly" City.

**MOTION: APPROVE ORDINANCE NO. 2016-08-03 ESTABLISHING GUIDELINES FOR COMMERCIAL FILMING IN THE CITY OF LAVON, TEXAS; ESTABLISHING A COMMERCIAL FILMING APPLICATION AND PERMIT; PROVIDING FOR A PENALTY FOR THE VIOLATION THEREOF; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.**

**MOTION MADE:** COUNCIL MEMBER SERKLAND

**SECONDED:** COUNCIL MEMBER SANSON

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

**E. Discussion and action regarding Ordinance No. 2016-08-04 setting commercial filming fees; providing a severability clause and providing an effective date.**

**MOTION: APPROVE ORDINANCE NO. 2016-08-04 SETTING COMMERCIAL FILMING FEES; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.**

**MOTION MADE:** COUNCIL MEMBER SERKLAND

**SECONDED:** COUNCIL MEMBER ARNOLD

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

**F. Discussion and action regarding Ordinance No. 2016-08-05 establishing the outdoor burn regulations; providing for a penalty for the violation thereof; providing for repealing, savings, and severability clauses and providing for an effective date.**



# Lavon City Council Meeting

## Minutes

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Director of Health and Life Safety Services Jon Scott answered questions regarding the proposed ordinance. Scott stated that the proposed regulations essentially follow the regulations established by Collin County.

**MOTION: APPROVE ORDINANCE NO. 2016-08-05 ESTABLISHING OUTDOOR BURN REGULATIONS; PROVIDING FOR A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR REPEALING, SAVINGS, AND SEVERABILITY CLAUSES AND PROVIDING FOR AN EFFECTIVE DATE.**

**MOTION MADE:** MAYOR PRO TEM CHILDERS

**SECONDED:** COUNCIL MEMBER SANSON

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

**G. Discussion and action regarding Resolution 2016-08-05 authorizing the Mayor to execute a Purchase Agreement with SafetyCom, Inc., for the purchase and installation of an outdoor warning system and providing an effective date.**

Director Scott presented the standard purchase agreement that was provided to him by the vendor with the proposed addition of the early payment discount.

**MOTION: APPROVE RESOLUTION 2016-08-05 AUTHORIZING THE MAYOR TO EXECUTE A PURCHASE AGREEMENT WITH SAFETYCOM, INC., SUBJECT TO THE CITY ATTORNEY'S APPROVAL, FOR THE PURCHASE AND INSTALLATION OF AN OUTDOOR WARNING SYSTEM AND PROVIDING AN EFFECTIVE DATE.**

**MOTION MADE:** MAYOR PRO TEM CHILDERS

**SECONDED:** COUNCIL MEMBER SERKLAND

**APPROVED:** UNANIMOUS (Absent: Council Member Kidd)

## **XII. EXECUTIVE SESSION**

At 8:01 p.m., the Mayor recessed the meeting to go into Executive Session (Closed Meeting) pursuant to the provisions of Chapter 551, TEXAS GOVERNMENT CODE et seq., to discuss the following, in accordance with the authority contained in:

**A.** Section 551.071 – to seek legal advice on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter in regard to roles of mayor and city council, and city council agendas.

**B.** Section 551.074 – 1. personnel matters: to deliberate the appointment, employment, evaluation, reassignment, and duties of the Municipal Court Clerks, City Services Coordinator, Accounting Clerk, Administrative Assistant, Director of Health and Life Safety Services, Chief of Police/Chief Operating Officer, Police Lieutenant, Police Corporal, Police Officers, Director of Public Works and Public Works Operators and 2. personnel matters: deliberation concerning the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Secretary and City Administrator.

## **XIII. RECONVENE INTO REGULAR SESSION**





# Lavon City Council Meeting

## Minutes

August 2, 2016

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The Mayor reconvened the meeting at 9:34 p.m. and stated that no action was taken in executive session.

#### **XIV. CONSIDERATION AND ACTION**

A. Discussion and action regarding Resolution No. 2016-08-06 clarifying the role and responsibilities of the Mayor.

**MOTION: APPROVE RESOLUTION NO. 2016-08-06 CLARIFYING THE ROLE AND RESPONSIBILITIES OF THE MAYOR, AS REVISED.**

**MOTION MADE:** COUNCIL MEMBER ARNOLD

**SECONDED:** MAYOR PRO TEM CHILDERS

**APPROVED:** FOR: COUNCIL MEMBER ARNOLD  
COUNCIL MEMBER SERKLAND

AGAINST: COUNCIL MEMBER SANSON

ABSTAINED: MAYOR PRO TEM CHILDERS

(Absent: Council Member Kidd)

#### **XV. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS**

The City Council scheduled a budget work session on August 16, 2016 at 6:00 p.m. and directed that business normally scheduled for the second regular meeting of the month be postponed to a special meeting scheduled on August 23, 2016.

#### **XVI. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING**

Mayor Teske adjourned the meeting at 9:38 p.m.

**Duly passed and approved on this 23<sup>rd</sup> day of August, 2016.**

---

Charles Teske, Mayor

Attest:

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Kim Dobbs, Interim City Secretary





Minutes  
Lavon City Council Meeting  
August 16, 2016

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**I. MAYOR TESKE CALLED THE MEETING CALLED TO ORDER AT 6:12 P.M. AND ANNOUNCED A QUORUM PRESENT.**

Members Present:

Mayor Chuck Teske  
Council Member Place 1, Vicki Sanson  
Council Member Place 2, Jason Kidd  
Council Member Place 3, Jason Arnold  
Mayor Pro Tem Place 4, Matt Childers  
Council Member Place 5, Mindi Serkland

Staff Present:

Public Works Director Sonny Mancias  
Police Lieutenant Roger Myers  
Director of Health and Life Safety Services Jon Scott  
Municipal Court Clerk Sue Johnson  
Interim City Secretary Kim Dobbs

Commission and  
Board Members:

Kay Wright, EDC  
Jorge Calderon, Parks & Recreation

**II. MAYOR TESKE LED THE PLEDGE OF ALLEGIANCE AND GAVE THE INVOCATION.**

**III. WORK SESSION**

Mayor Teske opened a work session for discussion of the proposed budget and tax rate for Fiscal Year 2016-2017. The staff presented and answered questions regarding the budget and budget requests. The Council discussed the budget and provided direction pertaining to budget requests and proposed projects and programs.

**IV. EXECUTIVE SESSION**

At 8:00 p.m., the Mayor recessed the meeting to go into Executive Session (Closed Meeting) pursuant to the provisions of Chapter 551, TEXAS GOVERNMENT CODE et seq., to discuss the following, in accordance with the authority contained in Section 551.074: Personnel matters: deliberation concerning the appointment, employment, duties of a public officer or employee: City Secretary and City Administrator.

**V. RECONVENE INTO REGULAR SESSION**

The Mayor reconvened the meeting at 8:52 p.m. and stated that no action was taken in executive session.

**VI. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS**

The City Council scheduled a budget work session on August 23, 2016 at 6:00 p.m.

Mayor Pro Tem Childers requested that the City Council consider the regulations and practices associated with the audio recording of meetings.



Minutes  
Lavon City Council Meeting  
August 16, 2016

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Council Member Kidd requested that an item be placed on a future agenda to consider the work of the Council subcommittee draft of employee policies.

Council Member Kidd requested that department directors provide written monthly activity reports.

**VII. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING**

Mayor Teske adjourned the meeting at 8:55 p.m.

**Duly passed and approved on this 23<sup>rd</sup> day of August, 2016.**

---

Charles Teske, Mayor

Attest:

---

Kim Dobbs, Interim City Secretary

## OATH

STATE OF TEXAS:

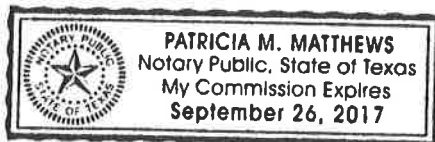
COUNTY OF COLLIN

I, Mike Arterburn, being duly sworn state that I am the Tax Assessor-Collector for the mentioned District and that the foregoing report reflects a true and correct accounting of all taxes collected during the month stated herein.

  
Mike Arterburn, RTA

SWORN TO AND SUBSCRIBED BEFORE ME, THIS 2nd DAY OF August, 2016.

(SEAL)



  
NOTARY PUBLIC, STATE OF TEXAS

My commission expires 9/26/17



11500 Northwest Freeway I Suite 465 I Houston, Texas 77092 I Voice: 713-688-3855 I Fax: 713-688-3931

## HERITAGE PUBLIC IMPROVEMENT DISTRICT #1 ASSESSMENT REPORT SUMMARY 7/31/16

Total Receivables As of	7/31/16	\$ 44,167.85	pg 2
Cash Balance As of	6/30/16	\$ 40,741.24	pg 3
July Receipts		\$ 9,998.26	pg 3
July Disbursements		\$ (20,000.00)	pg 3
<b>August Disbursements:</b>			
1 Wire Transfer, 1 Check & 2 Invoices To Be Approved		\$ (10,085.70)	pg 4
Cash Balance as of	8/1/16	\$20,653.80	pg 4

### CURRENT COLLECTIONS & 4 YEAR HISTORICAL DATA

<u>Year</u>	<u>Collections</u> <u>7/31/16</u>	<u>Adjustments</u> <u>7/31/16</u>	<u>Reserve</u> <u>Uncollectables</u>	<u>Collections</u> <u>9/1/11- 7/31/16</u>	<u>Receivables</u> <u>7/31/16</u>	<u>Percent</u> <u>Collected</u>
2015	7,796.78			555,394.60	44,167.85	92.63
2014				600,372.72		100.00
2013				616,722.00		100.00
2012				616,722.00		100.00
2011				617,412.00		100.00

Last Year's Percentage of Collections as of 7/31/15 94.52%

### CURRENT CERTIFIED LEVY & 4 YEAR HISTORICAL DATA

<u>Assessment Rates</u>				<u>Original</u>	<u>Assessment</u>
<u>Year</u>	<u>Platted</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Levy</u>	<u>Levy</u>
2015	2006	675.89	810.27	419,449.67	(810.27) 418,639.40
	2008	663.13	794.96	180,923.05	180,923.05
			397.48	600,372.72	599,562.45
2014	2006	675.89	810.27	419,449.67	419,449.67
	2008	663.13	794.96	180,923.05	180,923.05
			397.48	600,372.72	600,372.72
		<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	
2013		690.00	828.00	414.00	616,722.00
2012		690.00	828.00	414.00	616,722.00
2011		690.00	828.00	414.00	618,102.00 (690.00) 617,412.00

(Levy Calculated by Lot Size)

# HERITAGE PUBLIC IMPROVEMENT DISTRICT #1

## ASSESSMENT REPORT

### 7/31/16

Receivables at 8/31/15	\$	16,041.70	\$	16,041.70
------------------------	----	-----------	----	-----------

2015 Assessment Levy	\$	600,372.72	\$	599,562.45
KR 1	\$	(810.27)		

Collections From: 9/1/15 - 7/31/16

2015	\$	555,394.60
2014	\$	16,041.70

( \$ 571,436.30 )

**TOTAL RECEIVABLE AS OF 7/31/16**

**\$ 44,167.85**  
=====

# HERITAGE PUBLIC IMPROVEMENT DISTRICT #1

## 7/31/16

		Month of <u>7/31/16</u>	Fiscal to Date <u>10/1/15-7/31/16</u>
Cash Balance as of	6/30/16	\$ 40,741.24	\$ 31,936.01
<b>Receipts Deposited in the Assessment Acct (UTS):</b>			
Current/Prior Assessments		7,796.78	564,090.09
Penalty & Interest		1,055.06	9,880.35
Atty's Fee-Del Coll		1,059.52	2,963.33
Overpayment Refunds		85.72	967.11
NSF Checks			794.96
NSF Fees Paid			65.00
Court Filing Fees			484.61
Title Search Fee			459.25
Notice of Purchaser			10.00
Assessment Fees Pd in Full			
Stale Dated Checks			
Bank Interest		<u>1.18</u>	<u>19.36</u>
<b>TOTAL RECEIPTS:</b>		<b>\$ 9,998.26</b>	<b>\$ 579,734.06</b>
<b>Disbursements Issued from the Assessment Acct (UTS):</b>			
Transfer/Debt Service		20,000.00	580,000.00
Overpayment Refunds			881.39
Bank Charges			<u>49.18</u>
<b>TOTAL DISBURSEMENTS:</b>		<b>( \$ 20,000.00 )</b>	<b>( \$ 580,930.57 )</b>
Cash Balance As of	7/31/16	<b>\$ 30,739.50</b> =====	<b>\$ 30,739.50</b> =====



# HERITAGE PUBLIC IMPROVEMENT DISTRICT #1

## 7/31/16

Cash Balance As of 7/31/16 \$ 30,739.50

### Disbursements For August 2016:

<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
W/T	Debt Service Fund on 8/10/16	Transfer of Funds	10,000.00
1162	Netco Texas	Overpayment Refund	85.70

Total Disbursements: ( \$ 10,085.70 )

Cash Balance As of 8/1/16 \$ 20,653.80

=====

### Invoices to be Approved & Paid at a Later Date for August 2016:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
MuniCap, Inc	Professional Fees (Inv#072016-154)	\$ 295.00
Mike Arterburn, A/C	August Fee	\$ 850.55
	<b>Total</b>	<b>\$ 1,145.55</b>

**HERITAGE PUBLIC IMPROVEMENT DISTRICT #1**  
**7/31/16**

**CURRENT COLLECTIONS & HISTORICAL DATA**

<u>Year</u>	<u>Collections</u> <u>7/31/16</u>	<u>Adjustments</u> <u>7/31/16</u>	<u>Reserve</u> <u>Uncollectables</u>	<u>Collections</u> <u>9/1/07 - 7/31/16</u>	<u>Receivables</u> <u>7/31/16</u>	<u>Percent</u> <u>Collected</u>
2015	7,796.78			555,394.60	44,167.85	92.63
2014				600,372.72		100.00
2013				616,722.00		100.00
2012				616,722.00		100.00
2011				617,412.00		100.00
2010				618,102.00		100.00
2009				618,102.00		100.00
2008				441,835.00		100.00
2007				431,388.00		100.00

**CURRENT CERTIFIED LEVY & HISTORICAL DATA**

<u>Year</u>	<u>Replatted</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>Original</u> <u>Levy</u>	<u>Adjustments</u>	<u>Assessment</u> <u>Levy</u>	<u>SR/KR</u> <u>Rolls</u>
2015	2006	675.89			274,411.34		274,411.34	
			810.27		145,038.33	(810.27)	144,228.06	0-1
	2008	663.13			69,628.65		69,628.65	
			794.96		85,855.68		85,855.68	
				397.48	25,438.72		25,438.72	
					600,372.72		599,562.45	
2014	2006	675.89			274,411.34		274,411.34	
			810.27		145,038.33		145,038.33	
	2008	663.13			69,628.65		69,628.65	
			794.96		85,855.68		85,855.68	
				397.48	25,438.72		25,438.72	
					600,372.72		600,372.72	
		<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>				
2013		690.00	828.00	414.00	616,722.00		616,722.00	
2012		690.00	828.00	414.00	616,722.00		616,722.00	
2011		690.00	828.00	414.00	618,102.00	(690.00)	617,412.00	0-1
2010		690.00	828.00	414.00	618,102.00		618,102.00	
2009		690.00	828.00	414.00	615,894.00	2,208.00	618,102.00	2-1
2008		690.00	828.00		431,388.00	10,447.00	441,835.00	1-0
2007		690.00	828.00		431,388.00		431,388.00	

(Levy Calculated by Lot Size)

# HERITAGE PUBLIC IMPROVEMENT DISTRICT #1

## 7/31/16

### Accounts Paid in Full:

- \$11,275.00 Reported as other fees collected on 12/08 report. Transferred to 2008 Assessments on 3/09 report. Account paid in full.  
**Account #R-9032-00M-0120-1** (Per SR #1 increased 08 base on 3/09)
- \$ 8,538.19 Received funds (paid in full) on 10/11 report.  
**(Account # R-9095-00B-0150-1)** (Did not increase base-we applied as Other)
- \$ 9,658.04 Received funds (paid in full) on 1/15 report.  
**(Account # R-9032-00A-0790-1)** (Did not increase base-we applied as Other)

### Notes:

- \$ 0.01 Reported as overpayment on 7/16 report. To be issued upon request.R959100B03901
- \$ 0.01 Reported as overpayment on 7/16 report. To be issued upon request.R959100B04201

### Installment Plans

<u>Year(s)</u>	<u>Name/Account Number</u>	<u>Payment Schedule</u>	<u>Current Yes/No</u>
2015	Kenneth Kennedy R-9635-00E-0180-1	2/16-1/17 12 Months	Yes
2015	Carrie Lasater R-9032-00L-0070-1	4/16-3/17 12 Months	Yes
2015	Vanessa Vazquez R-9591-00B-0050-1	7/16-6/17 12 Months	Yes
2015	Marcella Brown R-9591-00E-0050-1	7/16-6/17 12 Months	Paid in full as of 7/28/16

HERITAGE PID #1  
TAX ACCOUNT  
11500 Northwest Fwy Ste 465  
Houston, TX 77092-6538

WELLS FARGO BANK, N.A.  
www.wellsfargo.com  
37-65/1119

1162

8/1/2016

PAY TO THE ORDER OF NETCO Texas

\$ \*\*85.70

Eighty-Five and 70/100\*\*\*\*\*

DOLLARS

MEMO

NETCO Texas  
%Bank of America  
135 S. LaSalle  
Chicago, IL 60603  
Overpayment Refund

AUTHORIZED SIGNATURE

⑈0000001162⑈ ⑆111900659⑆ 6195210825⑈

HERITAGE PID #1 TAX ACCOUNT  
NETCO Texas

1162

8/1/2016

Overpayment Refund  
2015 - R959100E00501

85.70

Heritage PID #1 Overpayment Refund

85.70

HERITAGE PID #1 TAX ACCOUNT  
NETCO Texas

1162

8/1/2016

Overpayment Refund  
2015 - R959100E00501

85.70

Heritage PID #1 Overpayment Refund

85.70



**TAX ASSESSOR - COLLECTORS**

11500 Northwest Frwy I Suite 465 I Houston, Texas 77092 I Voice: 713-688-3855 I Fax: 713-688-3931

**Heritage PID #1  
Overpayment Refund  
Invoice**

**Year**

**2015**

**Overpayment Refund**

**\$ 85.70**

**Account #R-9591-00E-0050-1**

**Reason: Overpayment**

**Original Payment: 7/28/16**

**Deposit #1202**

**Memo # VTX-1270543**

**Check # 1162**

**Paid 8/1/16**

**Payable To:**

**NETCO Texas**

**% Bank of America**

**135 S LaSalle**

**Chicago, IL 60603**

NETCO Texas  
Escrow Account

Bank of America  
135 S. LaSalle  
Chicago, IL 60603  
70-361 / 711 IL

231008

July 27, 2016

AMOUNT \$914.20

PAY Nine Hundred Fourteen and 20/100

Dollars

TO THE Heritage PID 1  
ORDER 11500 Northwest Fwy #465  
OF Houston, TX 77092

MEMO VTX-1270543

*Christine Bennett*

⑈ 231008⑈ ⑆071103619⑆ 291006388878⑈

<b>TAX CERTIFICATE</b>		<b>REMIT CERT FEE TO:</b>	
<b>DATA TRACE</b>		<b>DATA TRACE</b>	
10920 W. SAM HOUSTON PKWY N. SUITE 400		P.O BOX 31001-2283	
HOUSTON~ TX 77064		PASADENA, CA 91110-2283	
281-890-0381 FAX 281-890-2114			
<b>CUST: NETCO - ARLINGTON</b>		<b>BRANCH: TVM</b>	
<b>ORDER: VTX-1270543</b>	<b>CLOSER:</b>	<b>ORDER TYPE: T</b>	<b>SUBTYPE: R</b>
		<b>DATE: 05/26/2016</b>	

<b>CAD ACCOUNT NUMBER SUMMARY</b>	
R959100E00501	

(15) 125.93 + 102.51 = 828.50

	SUMMARY OF CURRENT YEAR		SUMMARY OF ALL TAXES DUE	
	TAX YEAR	BASE TAX	DUE 05/16	DUE 06/16
COLLIN COUNTY	2015	392.83	0.00	0.00
COLLIN COUNTY COMMUNITY C	2015	143.10	0.00	0.00
CITY OF LAVON	2015	841.19	0.00	0.00
HERITAGE PID 1 LAVON CITY	2015	794.96	898.30	914.20
ISD - COMMUNITY	2015	2,482.44	0.00	0.00

(15) 828.50  
o/r 85.70  
914.20 pd

728.16  
D# 1202

Pd 811.16  
ck# 1162

**MuniCap, Inc.**  
8965 Guilford Road  
Suite 210  
Columbia, MD 21046

# INVOICE

**Invoice Date** 7/11/2016  
**Invoice #** 072016-154

**Balance Due** \$295.00

**Remit check to:**

or

**Wire Instructions:**

**Bill To:**

CITY OF LAVON, TEXAS  
c/o Utility Tax Services  
- VIA EMAIL TO -  
utilitytaxservice@sbcglobal.net

MuniCap, Inc.  
8630 M Guilford Road #263  
Columbia, MD 21046

The Columbia Bank  
9151 Baltimore National Pike  
Ellicott City, MD 21042  
(410) 418-8500

ABA Routing No.: 055 002 338  
To the account of: MuniCap, Inc.  
Account No.: 00 082 362 31

**Project** Heritage PID #1 1657

**Invoice Date**  
7/11/2016

**Invoice #**  
072016-154

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

**MuniCap, Inc.**  
8965 Guilford Road  
Suite 210  
Columbia, MD 21046

**Project** Heritage PID #1

**Terms** Net 30  
**Client #** 1657

Item	DATE	Description	Hrs	Amount
Vice Pres (AY)	6/8/2016	Discussion with homeowner regarding payment history. Prepare and send payment history and breakdown to homeowner.	0.75	150.00
Assoc (MV)	6/9/2016	Process administrative invoices and certificates authorizing payment and forward for approval, as required by Trust Indenture.	0.25	33.75
Assoc (MV)	6/15/2016	Update account reconciliation for the month of April and May 2016.	0.5	67.50
Manager (MD)	6/24/2016	Review account reconciliation.	0.25	43.75
Subtotal Fees:				295.00

EIN: 03-0461891. Overdue accounts are subject to 1% monthly finance charge.

**Total** \$295.00

Billing Inquiries? Call (443) 539-4104



11500 Northwest Fwy I Suite 465 I Houston, Texas 77092 I Voice: 713-688-3855 I Fax: 713-688-3931

August 1, 2016

Board of Directors  
Heritage P.I.D. #1

August Assessment Fee

\$ 850.55

Check #  
Paid 8/1/16

Payable to:

Mike Arterburn, A/C  
11500 Northwest Freeway  
Ste #465  
Houston, TX 77092





## Lavon City Council Meeting Agenda Brief

**Meeting: August 23, 2016**

**Item: 7-D**

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**Item:**

Resolution No. 2016-08-07 Authorizing the Mayor to Execute a Contract with the Collin County Elections Administrator for Election Services Related to the November 8, 2016 General Election and authorize payment.

**Background:**

The office of the Collin County Elections Administrator owns and leases equipment that complies with the requirement that each polling location have at least one voting system accessible to individuals with disabilities in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.

Contracting to with the Collin County Elections Administrator enables the City to share the costs of the election with other jurisdictions that may also be holding elections, reducing the costs to the City. The anticipated costs are included in the annual operating budget.

The supporting information provided with the contract included an invoice for a \$2,713.39 deposit that is due by September 30, 2016.

**Attachments:** Resolution No. 2016-08-07  
Proposed Contract with Collin County Elections Administrator  
Election Calendar

August 16, 2016



**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2016-08-07**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A  
CONTRACT WITH THE COLLIN COUNTY ELECTIONS  
ADMINISTRATOR FOR ELECTION SERVICES RELATED TO THE  
NOVEMBER 8, 2016 ELECTION; PROVIDING AN EFFECTIVE  
DATE.**

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF LAVON, TEXAS:**

**SECTION 1.** That the City does hereby authorize the Mayor to execute a contract with the Collin County Elections Administrator for Election Services related to the November 8, 2016 General Election, being attached hereto and labeled "Exhibit A";

**SECTION 2.** That this resolution shall take effect from and after the date of its passage.

**DULY PASSED AND APPROVED THIS THE 23<sup>rd</sup> DAY OF AUGUST, 2016.**

\_\_\_\_\_  
Charles Teske, MAYOR

**ATTEST:** \_\_\_\_\_  
Kim Dobbs, Interim City Secretary

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2016-08-07**

**EXHIBIT A**

**COLLIN COUNTY**  
**CONTRACT FOR ELECTION SERVICES**

**November 8, 2016**  
**General & Special Elections**  
**Contract for Election Services**  
**City of Lavon**

---

# **November 8, 2016 General & Special Elections**

## **Table of Contents**

I.....	Duties and Services of Contracting Officer
II.....	Duties and Services of City
III.....	Cost of Election
IV.....	General Provisions

## **Exhibits**

Exhibit A.....	Early Voting Schedule and Locations
Exhibit B.....	Election Day Vote Centers
Exhibit C.....	Cost of Services

**THE STATE OF TEXAS**

**CONTRACT FOR**

**COUNTY OF COLLIN**

**§**

**CITY OF LAVON**

**ELECTION SERVICES**

**BY THE TERMS OF THIS CONTRACT** made and entered into by and between the CITY OF LAVON, hereinafter referred to as the "City" and BRUCE SHERBET, Elections Administrator of Collin County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the City's November 8, 2016 General & Special Elections.

**THIS AGREEMENT** is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

**I. DUTIES AND SERVICES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Counting Station and judge of the Early Voting Ballot Board.

a. The Contracting Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his or her appointment. The presiding election judge of each polling place, will use his/her discretion to determine when additional manpower is needed during peak voting hours. The Contracting Officer will determine the number of clerks to work in the Central Counting Station and the number of clerks to work on the Ballot Board. Election judges shall be secured by the Contracting Officer.

b. Election judges shall attend the Contracting Officer's school of instruction (Elections Seminar) to be held Thursday, November 3, 2016. Notification of the class time and location will be sent to all jurisdictions.

c. Election judges shall be responsible for picking up from and returning election supplies to the county election warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.

d. The Contracting Officer shall compensate each election judge and worker. Each judge shall receive \$12.00 per hour for services rendered. Each alternate judge and clerk shall receive \$10.00 per hour for services rendered. Overtime will be paid to each person working over 40 hours per week.

B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

a. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election and all supplies including locks, pens, magic markers, etc.

b. The Contracting Officer shall secure all tables, chairs, and legal documentation required to run the Central Counting Station.

c. The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law.

d. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes the rental of voting machines, ADA compliance headphones and keypads (1 per site), transfer cases, voting signs and transfer cabinets.

2. Supplies include smart cards, sample ballots, early voting mail ballots, pens, tape, markers, etc.



C. The Contracting Officer, Bruce Sherbet, shall be appointed the Early Voting Clerk by the City.

a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.

b. Early Voting by personal appearance for the City's November 8, 2016, General & Special Elections shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract.

c. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.

1. Application for mail ballots erroneously mailed to the City shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. All Federal Post Card Applicants (FPCA) will be sent a mail ballot. No postage is required.

d. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed by the Contracting Officer.

D. The Contracting Officer shall arrange for the use of all Election Day Vote Centers. The City shall assume the responsibility of remitting the cost of all employee services required to provide access, provide security or provide custodial services for the

polling locations. The Election Day Vote Centers are listed in Exhibit “B”, attached and incorporated by reference into this contract.

E. The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Bruce Sherbet. The Tabulation Supervisor shall be Patty Seals.

- a. The tabulation supervisor shall prepare, test and run the county's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.
- b. The Public Logic and Accuracy Test of the electronic voting system shall be conducted.
- c. Election night reports will be available to the City at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with law.
- d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide a copy of the unofficial canvass to the City as soon as possible after all returns have been tallied.
- e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.
  1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
  2. The City can obtain the list of registered voters from the Elections Administration Office after this retention period. Pending no litigation and if the City does not request the lists, the Contracting Officer shall destroy them.

f. The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the City in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

**II. DUTIES AND SERVICES OF THE CITY.** The City shall assume the following responsibilities:

A. The City shall prepare the election orders, resolutions, notices, official canvass and other pertinent documents for adoption by the appropriate office or body. The City assumes the responsibility of posting all notices and likewise promoting the schedules for Early Voting and Election Day.

B. The City shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic or printed format as soon as possible but no later than Friday, September 9, 2016.

C. The City shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format.

a. **The City shall deliver to the Contracting Officer as soon as possible, but no later than 12:00 PM Wednesday, August 24, 2016, the official wording for the City's November 8, 2016, General & Special Elections.**

b. The City shall approve, the "blue line" ballot format prior to printing.

D. The City shall post the publication of election notice by the proper methods with the proper media.

E. The City shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual count this

election may require, consistent with charges and hourly rates shown on Exhibit "C" for required services.

F. The City shall pay the Contracting Officer 90% of the City's share of the cost to run the said election prior to Friday, September 30, 2016. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The Deposit should be delivered within the mandatory time frame to:

**Collin County Treasury  
2300 Bloomdale Rd. #3138  
McKinney, Texas 75071**

Made payable to: "Collin County Treasury" with the note "for election services" included with check documentation.

G. The City shall pay the City's share of the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing.

**III. COST OF SERVICES.** See Exhibit "C."

**IV. GENERAL PROVISIONS.**

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the City's November 8, 2016, General & Special Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the Contracting Officer will provide copies of all invoices and other charges received in the process of running said election for the City.

C. If the City cancels their election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be paid a contract preparation fee of \$75. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the November 8, 2016, General & Special Elections. All actual shared cost incurred in the conduct of the election will be divided by the actual

number of entities contracting with the Contracting Officer **and** holding a November 8, 2016, General & Special Election.

D. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_  
Bruce Sherbet  
Elections Administrator  
Collin County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2016.

By: \_\_\_\_\_  
Charles A. Teske, Jr., Mayor

Attest: \_\_\_\_\_  
Kim Dobbs, Interim City Secretary

**November 8, 2016 General & Special Election**

**Exhibit A: Early Voting Locations, Dates and Hours – Collin County**

Polling Place	Address	City	Commissioner Precinct
Collin County Elections <b>(Main Early Voting Location)</b>	2010 Redbud Blvd. St 102	McKinney	Precinct 3
Allen Municipal Courts Facility	301 Century Pkwy.	Allen	Precinct 3
Carpenter Park Recreation Center	6701 Coit Road	Plano	Precinct 1
Celina ISD Administration Building	205 S. Colorado	Celina	Precinct 1
Christ United Methodist Church	3101 Coit Road	Plano	Precinct 4
Collin College - Central Park Campus	2200 W. University Drive	McKinney	Precinct 3
Collin College – Higher Education Center	3452 Spur 399	McKinney	Precinct 3
Collin College - Preston Ridge Campus	9700 Wade Blvd.	Frisco	Precinct 1
Collin College - Spring Creek Campus	2800 E. Spring Creek	Plano	Precinct 2
Davis Library	7501 Independence	Plano	Precinct 1
Frisco Fire Station #5	5449 Warren Pkwy	Frisco	Precinct 1
Frisco Senior Center	6670 Moore Street	Frisco	Precinct 1
Gay Library	6861 W. Eldorado	McKinney	Precinct 3
Haggard Library	2501 Coit Road	Plano	Precinct 4
Harrington Library	1501 18 <sup>th</sup> Street	Plano	Precinct 2
Lavon City Hall	120 School Road	Lavon	Precinct 2
Lovejoy ISD Administration Bldg.	259 Country Club	Allen	Precinct 3
McKinney Fire Station #7	861 S. Independence	McKinney	Precinct 1
Melissa City Hall	3411 Barker Ave.	Melissa	Precinct 3
Methodist Richardson Medical Center	2831 E. President George Bush Highway	Richardson	Precinct 2
Murphy Community Center	205 North Murphy Road	Murphy	Precinct 2
Old Settlers Recreation Center	1201 E. Louisiana	McKinney	Precinct 3
Parker City Hall	5700 E. Parker Road	Parker	Precinct 2
Parr Library	6200 Windhaven Pkwy.	Plano	Precinct 4
Plano ISD Administration Center	2700 W. 15 <sup>th</sup> Street	Plano	Precinct 4
Princeton City Hall	123 W. Princeton Drive	Princeton	Precinct 3
Prosper Municipal Chambers	108 W. Broadway	Prosper	Precinct 1
Renner-Frankford Library	6400 Frankford	Dallas	Precinct 4
Smith Library	300 Country Club	Wylie	Precinct 2
Texas Star Bank	402 W. White	Anna	Precinct 3
Wylie ISD Educational Service Center	951 South Ballard	Wylie	Precinct 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 23	Oct 24 Early Voting 8am – 5pm	Oct 25 Early Voting 8am – 5pm	Oct 26 Early Voting 8am – 5pm	Oct 27 Early Voting 8am – 5pm	Oct 28 Early Voting 8am – 5pm	Oct 29 Early Voting 7am – 7pm
Oct 30 Early Voting 1pm – 6pm	Oct 31 Early Voting 7am – 7pm	Nov 1 Early Voting 7am – 7pm	Nov 2 Early Voting 7am – 7pm	Nov 3 Early Voting 7am – 7pm	Nov 4 Early Voting 7am – 7pm	Nov 5
Nov 6	Nov 7	Nov 8 Election Day 7am-7pm				

**Temporary Early Voting Locations:**

Farmersville City Hall                      205 South Main                      Farmersville                      Precinct 3						
Oct 23	Oct 24 Early Voting 8am – 5pm	Oct 25 Early Voting 8am – 5pm	Oct 26 Early Voting 8am – 5pm	Oct 27 Early Voting 8am – 5pm	Oct 28 Early Voting 8am – 5pm	Oct 29 Early Voting 7am-7pm

Lucas Community Center                      665 Country Club Road                      Lucas                      Precinct 3						
Oct 30 Early Voting 1pm – 6pm	Oct 31 Early Voting 7am – 7pm	Nov 1 Early Voting 7am – 7pm	Nov 2 Early Voting 7am – 7pm	Nov 3 Early Voting 7am – 7pm	Nov 4 Early Voting 7am – 7pm	Nov 5

Important Note: Eligible Collin County registered voters (with an effective date of registration on or before November 8, 2016) may vote at any of the above early voting locations.

Election Day Vote Centers  
November 8, 2016 General Election

Exhibit B:

Polling Place	Address	City
Aldridge Elementary School	720 Pleasant Valley	Richardson
Allen Municipal Courts Facility	301 Century Parkway	Allen
Armstrong Middle School	3805 Timberline	Plano
Benton Staley Middle School	6927 Stadium Drive	Frisco
Blue Ridge ISD Administration Building	318 West School Street	Blue Ridge
Bowman Middle School	2501 Jupiter Road	Plano
Brinker Elementary School	3800 Clark Parkway	Plano
Carpenter Middle School	3905 Rainier Road	Plano
Carpenter Park Recreation Center	6701 Coit Road	Plano
Celina ISD Administration Building	205 S. Colorado	Celina
Christ the Servant Lutheran Church	821 S. Greenville Ave.	Allen
Christ United Methodist Church	3101 Coit Road	Plano
Clark High School - Plano	523 Spring Creek	Plano
Clark Middle School	4600 Colby Drive	Frisco
Collin College Central Park Campus	2200 University	McKinney
Collin College - Higher Education Center	3452 Spur 399	McKinney
Collin College Preston Ridge Campus	9700 Wade Blvd.	Frisco
Collin College Spring Creek Campus	2800 Spring Creek Parkway	Plano
Collin County Elections Office	2010 Redbud Blvd, Ste. 102	McKinney
Community ISD Technology and Conference Center	615 FM 1138	Nevada
Curtis Middle School	1530 Rivercrest Blvd.	Allen
Davis Library	7501 Independence Parkway	Plano
Dowell Middle School	301 Ridge Road	McKinney
Dr. Pepper Star Center - Champions Café	6993 Stars Ave.	McKinney
Eldorado Country Club	2604 Country Club Drive	McKinney
Fairview Town Hall	372 Town Place	Fairview
First Baptist Church - Branch	7011 FM 546	Princeton
First Baptist Church Farmersville, Youth Building	201 Farmersville Pkwy.	Farmersville
First Baptist Church - Josephine	300 S. Main Street	Josephine
Ford Middle School	630 Park Place Drive	Allen
Fowler Middle School	3801 McDermott Road	Plano
Frisco Senior Center	6670 Moore Street	Frisco

Election Day Vote Centers  
November 8, 2016 General Election

Gay Library	6861 W. Eldorado Parkway	McKinney
George Bush Elementary School	2000 Eagle Aerie Lane	Wylie
Haggar Elementary School	17820 Campbell Road	Dallas
Harrington Library	1501 18th Street	Plano
Heritage High School	14040 Eldorado Pkwy.	Frisco
Hunt Middle School	4900 Legendary Drive	Frisco
Islamic Association of Collin County	6401 Independence Pkwy.	Plano
John Q. Hammons Center-Courtyard Marriott	210 East Stacy Road	Allen
Lavon City Hall	120 School Road	Lavon
Liberty High School	15250 Rolater Road	Frisco
Lovejoy ISD Administration Bldg.	259 Country Club	Allen
Lowry Crossing City Hall	1405 S. Bridgefarmer Road	Lowry Crossing
Lucas Community Center	665 Country Club Road	Lucas
McKinney Fire Station #7	861 Independence Pkwy.	McKinney
McKinney Senior Recreation Center	1400 S. College	McKinney
Melissa City Hall	3411 Barker Ave.	Melissa
Methodist Richardson Medical Center	2831 E. 190	Richardson
Miller Elementary School	5651 Coventry Dr.	Richardson
Mitchell Elementary School	4223 Briargrove	Dallas
Murphy Community Center	205 N. Murphy Road	Murphy
Old Settlers Recreation Center	1201 E. Louisiana	McKinney
Parker City Hall	5700 E. Parker Road	Parker
Parr Library	6200 Windhaven Pkwy.	Plano
Plano ISD Administration Center	2700 W. 15th Street	Plano
Plano Senior Center	401 W. 16th Street	Plano
Princeton High School	1000 E. Princeton Drive	Princeton
Prosper ISD Administration Bldg.	605 E. Seventh Street	Prosper
Renner-Frankford Library	6400 Frankford Road	Dallas
Royse City ISD Mike McKinney Maintenance Facility	1420 FM 1777	Royse City
Seis Lagos Community Services Assoc.	222 Seis Lago Trail	Wylie
Shepton High School	5505 Plano Pkwy.	Plano
Shiloh Missionary Baptist Church	1310 Avenue "I"	Plano
Smith Library	300 Country Club	Wylie
Stonebridge United Methodist Church	1800 S. Stonebridge Drive	McKinney



Election Day Vote Centers  
November 8, 2016 General Election

Suncreek United Methodist Church	1517 W. McDermott Drive	Allen
Texas Star Bank	402 W. White Street	Anna
Toyota Stadium	9200 World Cup Way	Frisco
Weston Community Center	117 Main Street	Weston
Whitt Elementary School	7520 Woodcreek Way	Sachse
Woodcreek Church	3400 E. Renner Road	Richardson
Wylie ISD Educational Service Center	951 South Ballard	Wylie

November 8, 2016

Exhibit "C"

SUPPLY COST

	Number of Early Voting Locations	1	
	Number of Election Day Locations	1	
		Units	Cost Lavon/County
Sample Ballots	\$0.0870 each	1000	\$87.00
Early Voting Mail Ballots	\$1.20 each	75	\$90.00
Precinct Ballot Setup	\$10.00 each	1	\$10.00
Precinct Ballots	\$0.1870 each	25	\$4.68
Early voting and election day kits	\$25.00 each	2	\$50.00
Central Counting kit and supplies	\$50.00 each	1	\$50.00
County Precinct Maps	\$12.00 each	2	\$24.00
Total			\$315.68
	Number of Entities Sharing Costs	2	
SubTotal			\$157.84
Grand Total			\$157.84

EQUIPMENT RENTAL COST

	Number of Early Voting Locations	1	
	Number of Election Day Locations	1	
		Units	Cost Lavon/County
Voting Machines R6	\$200.00 each	2	\$400.00
Voting Machines R7	\$150.00 each	2	\$300.00
Transfer Cases	\$5.00 each	2	\$10.00
Metal Signs	\$1.00 each	4	\$4.00
Wood Signs	\$2.00 each	2	\$4.00
EV Security Cabinet	\$200.00 each	1	\$200.00
Early Voting Cabinet	\$50.00 each	1	\$50.00
ED Security Cabinet	\$200.00 each	1	\$200.00
Drayage Per Location	\$138.00 each	2	\$276.00
Total			\$1,444.00
	Number of Entities Sharing Costs	2	
SubTotal			\$722.00
Grand Total			\$722.00

EARLY VOTING

Number of Early Voting Locations Workers each location	1 3		
		Units	Cost Lavon/County
		75	\$75.00
Mailed Ballot Kits		50	\$44.00
Postage for Ballots	\$1.00 each	1	\$50.00
Assemble EV Location	\$0.88 each	40	\$480.00
Total Judge Hours	\$50.00 each	15	\$270.00
Overtime Judge Hours	\$12.00 hour	80	\$800.00
Total Alt. Judge & Clerk Hours	\$18.00 hour	30	\$450.00
Overtime Alt. Judge & Clerk Hours	\$10.00 hour	1	\$25.00
Pickup & Delivery of Supplies	\$15.00 hour		
	\$25.00 each		
Total			\$2,194.00
Number of Entities Sharing Costs		2	
SubTotal			\$1,097.00
Grand Total			\$1,097.00

ELECTION DAY

Number of Election Day Locations Workers each Location	1 3		
		Units	Cost Lavon/County
		14	\$168.00
Total Judge Hours		28	\$280.00
Total Alt. Judge & Clerk Hours	\$12.00 each	1	\$25.00
Pickup & Delivery of Supplies	\$10.00 each		
	\$25.00 each		
Total			\$473.00
Number of Entities Sharing Costs		2	
SubTotal			\$236.50
Grand Total			\$236.50

ADMINISTRATIVE EXPENSES

Number of Early Voting Locations Number of Election Day Locations	1 1		
		Units	Cost Lavon/County
		1	\$60.00
Manual Recount Deposit		6	\$9.00
Process Pollworker Checks	\$60.00 each	4	\$6.00
Process Election Judge Notices	\$1.50 each		
	\$1.50 each		
Total			\$75.00
Number of Entities Sharing Costs		2	
SubTotal			\$37.50
Grand Total			\$37.50

## TABULATION

Tabulation Network	\$4,000.00
Programming w/Audio	\$15,000.00
Election Night Support	\$1,800.00
Notice of Inspection/Tabulation Test	\$2,500.00
Total	\$23,300.00

## CENTRALIZED COSTS

Early Voting Ballot Board	\$12,000.00
Cost for Central Count Workers	\$3,500.00
FICA on Election Workers	\$7,000.00
IT Election Day Support	\$8,500.00
Early Voting Personnel in McKinney	\$10,000.00
Early Voting Equipment	\$1,300.00
Facility Charges	\$3,000.00
Warehouse Gas Mileage	\$2,000.00
Ballot Style Setup Fee & Delivery	\$1,000.00
County Overtime and Temporaries	\$60,000.00
FICA for County Employees	\$4,500.00
Total	\$112,800.00

**Total for Tabulation & Centralized Costs      \$136,100.00**

**Proportionate Sharing based on Registered Voters:**  
**514,646**

**City of Lavon - 1,874      .036% of Total = \$489.96**

# City of Lavon Calendar November 8, 2016 General Election

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<u>June 23</u>	Deadline to Post Notice of Candidate Filing Deadline [done June 16]
<u>July 25</u>	First Day to File for a Place on the General Election Ballot
<u>Aug 2*</u>	Order the General Election
<u>Aug 19</u>	Post Notice to Draw for Order of Names on Ballot
<u>Aug 22</u>	Last Day to File for a Place on the General Election Ballot
<u>Aug 23</u>	Draw for Order of Names on Ballot
<u>Aug 26</u>	Last Day to File a Declaration of Write-In Candidacy
<u>Sept 7</u>	Send Notice of Election to County Election Office Send Notice of Election to Voter Registrar
<u>Sept 20*</u>	Order Designating Election Precincts and Polling Places Election Contract with Collin County Appointment of Election Judges Order Publication of Notice of Election
<u>Sept 22</u>	Post and Send Notice of Election to newspaper to publish between 10/9-29
<u>Oct 24</u>	First Day of Early Voting
<u>Nov 4</u>	Last Day of Early Voting
<u>Nov 8</u>	Election Day
<u>Nov 22*</u>	Canvas the Results of the Election (last day possible)

\* City Council meeting required

*Subject to Change*

SUMMARY OF COSTS FOR THE CITY OF LAVON

SUPPLY COST	\$157.84
EQUIPMENT RENTAL COST	\$722.00
EARLY VOTING	\$1,097.00
ELECTION DAY	\$236.50
ADMINISTRATIVE EXPENSES	\$37.50
TABULATION/CENTRALIZED COSTS	<u>\$489.96</u>
Total	\$2,740.80
10% Administrative Fee	<u>\$274.08</u>
Total	\$3,014.88
90% Deposit due by 9/30/16	\$2,713.39

Ordinary Income/Expense	Oct 2015		Nov 2015		Dec 2015		Jan 2016		Feb 2016		Mar 2016		Apr 2016		May 2016		June 2016		July 2016		Aug 2016		Sept 2016		FY 2015-2016		FY 2015-2016	
	Actual		Actual		Actual		Actual		Actual		Actual		Actual		Actual		Actual		Actual		Outlook		Outlook		TOTAL		Budget	
Utility Income Transfer																												
Solid Waste Fund Transfer	12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,915.00		12,901.00		154,966.00		154,966.00	
Sanitary Sewer Fund Trans	10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		10,000.00		120,000.00		120,000.00	
Total Utility Income	22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,915.00		22,901.00		274,966.00		274,966.00	
Judicial Branch																												
Court Fees	226.75		165.00		160.00		201.00		190.00		168.88		270.00		335.00		190.00		230.00		175.00		175.00		2,486.53		2,200.00	
Total Judicial Branch	226.75		165.00		160.00		201.00		190.00		168.88		270.00		335.00		190.00		230.00		175.00		175.00		2,486.53		2,200.00	
Legislative Branch																												
Administrative Fee	1,850.80		450.00		2,250.00		1,150.00		1,200.00		1,834.47		2,185.43		2,250.00		1,550.00		2,700.00		1,500.00		1,500.00		20,520.70		18,000.00	
Banking Interest	5.99		0.82		22.90		91.57		105.56		112.61		98.30		90.87		0.00		0.00		37.42		37.41		603.45		550.00	
Late Fees	1,642.58		1,887.66		2,129.29		2,012.91		826.67		1,244.87		1,644.06		1,755.62		2,341.43		2,006.72		1,700.00		1,700.00		20,892.91		20,000.00	
Photocopies	0.00		0.00		0.00		0.50		0.00		0.00		0.00		0.00		0.00		22.36		0.00		0.00		22.86		25.00	
Return of Equity Insurance	60.83		60.83		60.83		60.83		60.83		60.83		60.83		60.83		60.83		60.83		60.83		60.87		730.00		730.00	
Returned Check Fees	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		25.00		0.00		0.00		25.00		-	
Community Center/Pavilion Rental F	130.75		353.00		100.00		171.00		285.00		357.00		457.50		400.00		617.50		240.00		200.00		200.00		3,481.75		2,500.00	
Restitution	500.00		450.00		450.00		225.00		425.00		450.00		450.00		0.00		900.00		250.00		325.00		325.00		4,750.00		4,750.00	
Total Legislative Branch	4,191.05		3,202.31		5,013.02		3,711.81		2,883.06		4,059.78		4,886.12		4,558.32		5,569.76		5,304.91		3,823.25		3,823.25		51,036.67		46,555.00	
Operations Division																												
Food Service Inspection Permits	0.00		720.00		2,370.00		610.00		0.00		10.00		0.00		164.50		0.00		0.00		0.00		0.00		3,874.50		3,710.00	
General Permit Fees	3,268.50		2,029.19		2,528.61		1,459.00		5,805.50		2,336.00		3,842.13		3,163.00		3,536.75		2,602.75		2,214.23		2,214.24		35,000.00		35,000.00	
New Building Permit Fees	14,280.35		9,423.40		15,950.80		5,027.60		15,653.80		9,198.05		2,261.80		13,876.40		7,151.00		3,309.00		3,000.00		2,000.00		101,132.20		98,000.00	
New Addition Bldg Permit Fees	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		24,000.00	
OSSF Permit Fees	0.00		800.00		0.00		0.00		400.00		400.00		0.00		0.00		400.00		0.00		800.00		0.00		2,800.00		1,600.00	
PD Fines / Fees	4,362.80		4,323.53		5,410.86		7,858.16		8,717.37		6,980.25		5,455.06		5,971.11		4,083.17		8,780.33		5,538.67		5,538.67		73,000.00		73,000.00	
PD Warrant Fines / Fees	277.15		686.00		219.50		214.10		720.00		722.00		209.40		440.10		76.00		404.18		500.00		500.00		4,968.43		6,000.00	
Sale of Property	0.00		0.00		0.00		0.00		0.00		0.00		0.00		12,037.54		0.00		0.00		0.00		0.00		12,037.54		12,000.00	
PD SRO	2,204.22		1,493.02		1,496.25		1,496.25		1,497.83		1,501.32		2,274.49		1,445.74		1,445.73		1,445.73		1,445.73		1,445.73		19,946.31		18,595.00	
Total Operations Division	24,334.12		19,475.14		27,976.04		16,665.11		32,794.50		21,147.62		14,042.88		37,098.39		16,692.65		16,521.99		13,498.63		12,452.91		252,758.98		271,906.00	
Prior Year Carryover	166,521.49		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		166,521.49		166,521.00	
Uncumbered FY 13-14 Funds	166,521.49		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		166,521.49		166,521.00	
Total Carryover	166,521.49		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		166,521.49		166,521.00	
Taxes																												
Franchise Tax	206.30		597.31		0.00		207.72		97,096.08		11.36		47.39		541.75		0.00		7,888.49		600.00		100.00		107,296.40		111,000.00	
Property Tax	3,276.73		38,311.02		678,614.08		209,731.22		53,604.89		7,587.12		2,906.05		3,100.50		2,446.58		1,372.83		2,000.00		1,000.00		1,003,951.02		1,006,000.00	
Sales & Use Tax	10,665.28		13,800.76		10,070.68		9,596.42		13,294.25		10,581.06		10,109.28		13,931.49		14,737.90		13,856.98		14,736.59		12,000.00		147,380.71		132,500.00	
Total Taxes	14,148.31		52,709.11		688,684.76		219,535.36		163,985.22		18,179.54		13,062.72		17,573.74		17,184.48		23,118.30		17,338.59		13,100.00		1,258,628.13		1,249,500.00	
Total Income	232,395.72		98,466.56		744,748.82		263,026.28		222,777.78		66,470.82		55,186.72		82,480.45		62,551.89		68,090.20		57,746.47		52,452.19		2,006,397.50		2,011,548.00	
Judicial Branch																												
Credit Card Fees	123.65		99.09		121.31		157.64		43.85		47.12		130.96		0.00		0.00		0.00		375.00		400.00		1,487.62		1,775.00	
Jury Panel	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		75.00		75.00		150.00		150.00	
Health Insurance	270.56		270.56		270.56		270.56		270.56		270.56		270.56		270.56		270.56		270.56		270.56		270.56		3,246.72		3,246.00	
Office Supplies	168.31		9.29		106.99		37.46		56.50		46.50		102.51		0.00		87.60		34.92		250.00		250.00		1,152.08		1,500.00	
Payroll - Court Clerk	2,306.01		2,276.36		2,883.12		2,512.32		2,512.32		4,242.16		2,295.42		2,085.31		1,591.57		2,964.62		4,500.00		4,500.00		34,670.21		36,952.00	
Payroll - Part time Crt Clrk	995.85		885.65		812.16		795.24		1,008.04		1,013.21		886.54		778.09		805.79		534.39		1,048.00		1,048.00		10,611.00		10,611.00	
Payroll - Judge	300.00		150.00		150.00		0.00		337.50		187.50		167.50		225.00		225.00		225.00		225.00		250.00		2,487.50		3,500.00	
Payroll - Prosecutor	0.00		150.00		150.00		225.00		375.00		150.00		150.00		187.50		137.50		282.50		300.00		300.00		2,387.50		3,500.00	
Postal Fees	0.00		0.00		49.00		0.00		49.00		0.00		0.00		47.00		23.50		0.00		140.75		140.75		450.00		450.00	
Training	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		500.00		500.00		1,000.00		1,000.00	
Total Judicial Branch	4,164.42		3,638.85		4,545.14		3,998.22		4,652.77		5,957.05		4,024.49		3,593.46		3,141.52		4,291.99		7,708.31		7,734.31		57,652.63		62,664.00	

	Oct 2015 Actual	Nov 2015 Actual	Dec 2015 Actual	Jan 2016 Actual	Feb 2016 Actual	Mar 2016 Actual	Apr 2016 Actual	May 2016 Actual	June 2016 Actual	July 2016 Actual	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2015-2016 Budget
City Secretary														
Advertising & Notices	694.40	0.00	201.99	102.90	0.00	256.00	98.67	1,499.26	932.88	1,288.62	0.00	0.00	5,054.72	4,000.00
Cell Phone -CS	52.34	52.34	52.34	35.70	35.70	35.70	35.70	35.70	35.70	35.70	45.00	45.00	496.92	600.00
Cell Phone -CSC	35.70	35.70	35.70	35.70	35.70	35.70	35.70	35.70	35.70	35.70	45.00	45.00	447.00	477.00
Computer (Server/Software)	0.00	0.00	0.00	0.00	0.00	0.00	5,607.97	0.00	0.00	0.00	0.00	0.00	5,607.97	6,000.00
Cleaning	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00	4,200.00
CPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,000.00	2,000.00	2,000.00
Dues & Fees	335.00	34.17	85.94	299.00	870.00	0.00	0.00	0.00	56.83	101.75	0.00	0.00	1,782.69	1,500.00
Drinking Water/Gatorade All	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.60	425.20	0.00	1,000.00	1,000.00
Elections	0.00	0.00	0.00	0.00	-215.69	0.00	4,498.28	0.00	3,495.02	0.00	0.00	222.39	8,000.00	8,000.00
Health Insurance	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	2,164.48	1,623.36	1,623.36	1,623.36	1,623.36	20,021.44	19,480.00
Office Furniture (Counter top)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,525.00	0.00	375.00	2,000.00	2,000.00
Building Supplies	55.15	17.75	85.45	143.44	40.85	106.21	509.35	72.30	-394.07	145.09	609.24	609.24	2,000.00	2,000.00
Office Supplies	331.50	1,156.02	149.55	488.30	446.20	403.87	22.12	65.85	384.78	204.87	673.47	673.47	5,000.00	5,000.00
Council Events	36.63	66.30	127.77	89.55	0.00	15.99	0.00	59.94	48.97	0.00	92.22	92.23	650.00	650.00
Office Equipment	0.00	0.00	0.00	0.00	5,299.99	0.00	0.00	0.00	0.00	0.00	1,000.00	200.01	6,500.00	6,500.00
Payroll - City Secretary	2,350.15	235.96	3,230.40	3,230.40	3,230.40	4,845.60	2,911.51	2,548.60	2,869.83	5,920.00	7,500.00	5,000.00	43,872.85	43,000.00
Payroll - Services Coord.	2,497.60	2,497.60	2,826.37	2,497.60	2,625.60	3,710.54	2,523.20	2,273.51	2,523.20	2,502.70	2,523.20	3,784.80	32,786.32	32,793.00
Payroll - Asst. Clerk	2,788.80	2,788.80	2,788.80	2,788.80	2,788.80	4,183.20	2,788.80	2,788.80	2,788.38	2,788.80	4,183.20	2,788.80	36,254.98	36,254.00
Comm. Center Events Coord	2,383.39	2,789.96	80.04	494.00	1,086.40	1,132.80	2,240.00	2,240.00	2,240.00	2,240.00	3,360.00	2,240.00	22,502.39	29,000.00
Community Events	80.00	60.00	225.00	60.00	300.00	570.00	543.00	475.90	786.10	429.80	600.00	300.00	4,429.80	4,000.00
Mileage	838.03	17.98	1,133.65	60.00	0.00	1,168.33	-65.32	54.22	0.00	54.22	0.00	1,293.11	4,500.00	4,500.00
Postal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.89	0.00	0.00	28.89	250.00
Records Storage	0.00	13.30	0.00	0.00	10.00	0.00	0.00	85.15	6.80	0.00	67.38	67.37	250.00	250.00
Software	116.10	116.10	116.10	116.10	116.10	116.10	116.10	116.10	116.10	115.70	116.00	116.00	1,392.80	1,392.00
Training	0.00	0.00	0.00	519.00	0.00	0.00	889.95	0.00	0.00	0.00	295.52	295.53	2,000.00	2,000.00
Electric	0.00	0.00	0.00	0.00	350.00	0.00	-350.00	0.00	175.00	-175.00	1,700.00	1,300.00	3,000.00	3,000.00
Natural Gas	-1,435.71	379.82	278.18	442.63	331.42	347.15	357.47	377.49	579.49	805.56	1,100.00	1,100.00	4,663.50	5,000.00
Telephone	20.27	20.27	317.34	636.78	661.73	358.09	134.21	21.80	30.06	25.09	15.56	100.00	2,341.14	3,500.00
Water	486.42	486.61	486.64	487.22	486.87	486.92	492.98	493.63	491.10	496.40	501.14	604.07	6,000.00	6,000.00
Total City Secretary	29.82	30.63	29.02	29.42	30.23	54.07	179.72	76.00	36.09	33.44	35.00	35.00	598.44	500.00
	13,713.99	12,788.67	14,223.64	14,530.30	20,983.86	19,789.83	25,542.77	15,780.21	19,212.32	20,760.29	27,360.49	24,685.58	229,381.65	234,596.00
City Administrator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	16,000.00
Cell Phone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,001.00	1,001.00
Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	1,100.00
Total Administrators Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,301.00	18,301.00
Fire Services														
Cell Phone	0.00	181.34	52.34	52.48	52.48	52.48	52.47	52.47	52.47	52.48	75.00	75.00	751.02	900.00
Emergency Service Equip.	0.00	0.00	250.00	22,501.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,751.41	22,502.00
Equipment Maint and Repair	0.00	0.00	0.00	0.00	0.00	976.23	0.00	486.23	280.08	0.00	1,628.73	1,628.73	5,000.00	5,000.00
3" Fire hoses (5)	0.00	0.00	0.00	0.00	0.00	857.31	0.00	0.00	0.00	0.00	0.00	0.00	857.31	1,050.00
Fire Hose (5)	0.00	0.00	0.00	0.00	0.00	1,220.00	0.00	0.00	0.00	1,220.00	1,220.00	0.00	1,220.00	4,000.00
Fuel	0.00	0.00	152.52	280.32	228.56	219.28	461.21	288.55	369.89	384.90	321.41	500.00	3,206.64	4,000.00
Fire Marshal Dues & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.00	170.00	170.00
Fire/Safety Manager	2,307.59	4,515.38	4,515.36	4,515.38	4,515.38	5,823.07	4,515.36	4,515.38	4,515.36	4,515.38	5,923.07	4,515.38	57,862.25	60,000.00
Health Insurance	0.00	0.00	541.12	541.12	541.12	541.12	541.12	541.12	541.12	541.12	541.12	541.12	5,411.20	6,494.00
NFPA Pump/Ladder E2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	975.00	0.00	0.00	0.00	975.00	450.00
PT Personnel Stipend	0.00	0.00	0.00	0.00	0.00	0.00	5,075.00	1,550.00	1,825.00	1,850.00	1,725.00	3,500.00	15,525.00	22,000.00
Safety Fire Equipment	0.00	0.00	0.00	0.00	0.00	0.00	184.26	0.00	0.00	0.00	0.00	0.00	200.00	200.00
TFT Nozzles for E2 (2)	0.00	0.00	0.00	0.00	0.00	0.00	1,387.00	0.00	0.00	0.00	0.00	0.00	1,387.00	1,300.00



	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sep 2016	FY 2015-2016	FY 2015-2016
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Outlook	Outlook	TOTAL	Budget
Uniforms/Graphics	0.00	0.00	0.00	0.00	40.00	236.71	0.00	0.00	0.00	0.00	261.65	261.64	800.00	800.00
Electric	116.58	93.88	96.02	108.76	157.40	90.02	88.37	96.90	100.22	191.44	204.06	300.00	1,644.65	2,500.00
Natural Gas	43.17	41.92	42.00	58.13	77.58	47.00	63.50	42.33	44.65	45.33	44.20	50.00	600.39	700.00
Water	28.63	26.82	25.01	27.42	28.63	28.23	33.85	30.24	31.97	30.92	35.00	35.00	361.52	400.00
Tornado Siren	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00	70,000.00
Total Fire Service	2,496.07	4,959.14	5,774.89	26,189.02	5,741.15	11,191.53	12,502.16	7,703.22	8,835.78	7,711.56	11,759.24	81,692.61	186,553.39	199,666.00
Police Department														
Audio Visual	98.85	0.00	263.86	0.00	132.99	0.00	0.00	0.00	0.00	0.00	652.15	652.15	1,800.00	1,800.00
Cell Phone Staff	511.43	546.81	500.12	368.02	\$18.02	518.02	517.93	517.93	535.03	528.11	600.00	600.00	6,261.42	7,600.00
Child Abuse Interlocal	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Cleaning	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00	4,200.00
Computers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,027.44	6,500.00	6,500.00
Crime Prevention	362.29	0.00	0.00	27.85	0.00	0.00	33.20	0.00	0.00	0.00	688.28	688.28	1,800.00	1,800.00
Database Services	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	70.00	400.00	400.00
Dispatch	4,432.18	0.00	0.00	4,432.18	0.00	0.00	4,432.18	0.00	0.00	4,432.18	0.00	0.00	17,728.72	17,729.00
Due & Fees	10.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	281.25	281.25	600.00	600.00
Emergency Equipment	0.00	0.00	24.99	57.98	0.00	490.00	874.81	157.28	0.00	102.81	476.10	476.11	3,000.00	3,000.00
Explorer Post Program	0.00	89.95	422.50	0.00	0.00	35.99	0.00	0.00	0.00	0.00	1,725.78	1,725.78	4,000.00	4,000.00
Health Insurance	3,787.84	4,328.96	4,328.96	3,246.72	3,787.84	3,787.84	4,328.96	4,328.96	4,328.96	4,328.96	4,328.96	4,328.96	49,241.92	51,946.00
Immate Bonding	0.00	0.00	0.00	139.58	0.00	0.00	68.79	139.58	418.74	0.00	275.52	275.53	1,318.74	900.00
Meals & Entertainment	0.00	0.00	0.00	31.05	0.00	40.95	154.57	0.00	0.00	0.00	200.00	73.43	500.00	500.00
Mobile Internet	184.88	184.86	184.86	184.86	184.86	184.86	184.92	184.86	184.86	184.86	184.86	184.76	2,218.36	2,600.00
Office Equipment	64.70	0.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	317.51	317.51	700.00	700.00
Office Supplies	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	5,925.00	77,795.00	77,795.00
Payroll CO/COO	3,161.76	3,161.76	3,161.76	3,161.76	3,161.76	3,161.76	3,161.76	3,161.76	3,161.76	3,161.76	4,742.64	4,742.64	41,102.88	43,190.00
Payroll School Res Officer	4,739.20	4,739.20	4,739.20	4,739.20	4,739.20	4,739.20	4,739.20	4,739.20	4,739.20	4,739.20	7,108.80	4,739.20	62,226.60	62,226.00
Payroll Lt	4,099.20	4,099.20	4,099.20	4,099.20	4,099.20	4,099.20	4,099.20	4,099.20	4,099.20	4,099.20	6,148.80	4,099.20	53,822.60	53,823.00
Payroll Corporal	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	4,934.16	3,289.44	42,763.72	42,763.00
Payroll Officer 2	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	4,934.16	3,289.44	43,190.73	43,190.00
Payroll Officer 3	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	4,934.16	3,289.44	41,932.80	41,933.00
Payroll Officer 4	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	3,289.44	4,934.16	3,289.44	7,000.00	7,000.00
Payroll Officer 5	3,225.60	3,225.60	3,225.60	3,225.60	3,225.60	3,225.60	3,225.60	3,225.60	3,225.60	3,225.60	4,838.40	3,225.60	2,500.00	2,500.00
Payroll Officer 6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	423.18	423.17	400.00	400.00
Police Equipment Minc.	0.00	0.00	269.55	2.94	0.00	269.55	22.41	154.40	68.84	34.90	723.42	0.00	1,500.00	1,500.00
Postal Fees	0.00	30.00	12.82	2.94	0.00	26.22	22.41	0.00	0.00	0.00	100.00	0.00	500.00	500.00
Radio	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	228.07	228.08	2,000.00	2,000.00
Report Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	7,500.00	7,500.00
School Resource Expenses	0.00	0.00	0.00	0.00	0.00	0.00	3.85	0.00	0.00	0.00	1,500.00	1,500.00	2,000.00	2,000.00
Software	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
TI/ETS Management	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,021.26	2,021.26	4,500.00	4,500.00
Training	0.00	0.00	0.00	82.08	0.00	-82.08	0.00	0.00	98.48	359.00	2,021.26	2,021.26	6,000.00	6,000.00
Uniform	172.96	472.00	0.00	0.00	47.00	418.00	3,420.07	253.20	335.83	0.00	440.47	440.47	6,000.00	6,000.00
Vehicle Cleaning	40.00	25.00	15.00	30.00	25.00	75.00	0.00	0.00	45.00	20.00	20.00	30.00	350.00	350.00
Vehicle Fuel	1,168.44	1,124.93	943.25	1,087.26	870.92	798.40	1,144.71	1,284.39	1,296.95	1,258.49	1,227.16	1,227.16	14,714.90	17,000.00
Vehicle Minc.	525.88	633.81	626.44	643.06	1,162.33	929.07	124.83	212.74	364.65	927.03	1,924.96	1,924.96	10,000.00	10,000.00
Vests	0.00	0.00	0.00	0.00	0.00	0.00	230.85	2,625.00	0.00	0.00	0.00	144.15	3,000.00	3,000.00
Electric	339.95	329.17	300.97	326.73	360.97	289.53	282.53	344.68	600.00	434.78	464.37	5,000.00	5,000.00	5,000.00
Telephone	551.22	549.53	549.84	550.72	561.55	546.72	537.64	536.13	535.60	540.77	540.81	600.00	6,590.33	7,000.00
Water	29.82	29.82	29.82	29.42	29.42	30.23	29.42	30.63	33.97	32.92	47.27	47.26	400.00	400.00
Crime Scene Camera	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
Four AED's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,360.70	0.00	0.00	0.00	0.00	6,360.70	6,400.00
Tazers (3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,400.00	5,400.00
Type Barricades III (3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Body Cams Grant Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00

	Oct 2015 Actual	Nov 2015 Actual	Dec 2015 Actual	Jan 2016 Actual	Feb 2016 Actual	Mar 2016 Actual	Apr 2016 Actual	May 2016 Actual	June 2016 Actual	July 2016 Actual	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2016-2016 Budget
Total Police Department	52,679.52	39,875.08	42,596.36	43,172.94	37,551.38	59,521.75	48,749.14	53,764.04	40,914.13	48,610.25	69,918.15	59,511.62	597,164.36	613,635.00
Public Works														
Audio Visual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	578.00	0.00	122.00	700.00	700.00
Field Imprints Bear Creek/Eagle Poi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Inspector	4,307.62	2,846.16	2,846.16	2,846.16	2,846.16	4,269.24	2,846.16	2,846.16	2,846.16	2,846.16	2,846.16	2,846.16	37,038.46	37,000.00
Cell Phone - PW Director	52.34	52.34	52.34	52.48	52.48	52.48	62.47	62.47	62.47	62.49	75.00	75.00	714.36	800.00
Cell Phone - Operator1	62.34	62.34	62.34	62.48	62.48	62.48	65.70	62.47	62.47	62.49	75.00	75.00	739.26	800.00
Cell Phone - Operator2	35.70	35.70	35.70	35.70	35.70	35.70	35.70	35.70	35.70	35.70	50.00	50.00	457.00	700.00
Code Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	406.41	406.41	1,000.00	1,000.00
Food Service Inspector	0.00	350.00	0.00	0.00	0.00	200.00	89.44	550.00	0.00	0.00	406.41	406.41	2,000.00	2,000.00
Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,433.03	19,038.17	4,275.85	2,463.72	2,463.72	6,500.00	6,500.00
Grounds Mntc	805.55	30.99	496.78	-1,653.16	-217.73	2,353.99	113.59	522.18	113.53	0.00	36,453.31	2,463.72	6,500.00	6,500.00
Heavy Equipment Mntc	96.84	35.00	193.70	1,108.65	0.00	91.00	0.00	60.00	95.84	155.32	1,581.82	1,581.83	5,000.00	5,000.00
Meats & Entertainment	47.74	0.00	0.00	0.00	88.95	0.00	44.78	32.25	0.00	0.00	127.65	127.65	500.00	500.00
MSA Supplies	103.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	2,000.00	2,000.00
Office Supplies	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	1,623.36	1,083.24	1,623.86	1,623.86	1,623.86	20,045.58	19,480.00
Missing Reqs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll - Director	3,601.60	3,601.60	4,059.60	3,601.60	3,601.60	3,626.09	3,230.40	3,230.40	3,230.40	3,230.40	4,845.60	3,230.40	43,059.66	44,000.00
Payroll - Operator 1	2,177.60	2,177.60	2,177.60	2,177.60	2,177.60	3,156.60	2,184.33	2,080.00	2,080.00	2,080.00	3,156.80	2,080.00	27,705.93	28,308.00
Payroll - Operator 2	1,958.40	1,958.40	1,958.40	1,958.40	1,908.22	1,914.74	1,214.60	1,866.00	1,630.20	1,919.40	2,880.00	1,920.00	22,986.18	25,458.00
Payroll - Part-time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	555.84	758.00	761.33	1,000.00	1,000.00	4,075.17	6,000.00
Postal Fees	0.00	0.00	74.03	6.73	0.00	0.00	52.64	0.00	0.00	6.47	430.07	430.06	1,000.00	1,000.00
Signage	576.00	197.95	0.00	3,086.97	102.66	4.86	0.00	0.00	0.00	1,162.00	1,934.76	1,934.76	8,000.00	9,000.00
State OSSF Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00	300.00
Street Lights	2,365.91	3,300.09	3,300.73	3,289.83	3,289.83	3,290.82	3,290.82	3,289.07	3,384.16	3,384.16	4,000.00	4,000.00	40,184.82	42,824.00
Street Repair/Mntc	17.97	191.96	146.92	0.00	634.33	46.98	613.91	5.19	25.98	0.00	13,110.00	5,206.76	20,000.00	20,000.00
Mosquito Spraying	0.00	0.00	0.00	0.00	1,110.00	1,480.00	1,480.00	1,850.00	1,480.00	1,480.00	1,850.00	1,480.00	12,210.00	12,000.00
Tools	269.27	199.98	66.80	250.12	385.57	32.36	31.33	0.00	84.78	0.00	879.90	878.89	3,000.00	3,000.00
Training	60.00	916.65	962.00	9.12	1.98	495.00	0.00	0.00	0.00	0.00	777.62	777.62	4,000.00	4,000.00
Uniform	87.96	25.94	9.00	284.85	0.00	84.98	93.49	69.99	63.64	0.00	640.08	640.07	2,000.00	2,000.00
Vehicle Fuel	314.34	366.61	198.30	338.24	365.28	223.96	244.08	307.21	333.21	380.97	408.18	600.00	4,080.39	6,500.00
Vehicle Mntc.	0.00	202.95	156.75	76.36	154.12	56.20	277.71	1,087.88	172.47	0.00	907.73	907.73	4,000.00	4,000.00
PW Facility Rental	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7,800.00	7,800.00
Fire Extinguishers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	600.00	600.00
Gooseneck Trailer	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
New Truck print 1 of 4	0.00	0.00	6,338.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,338.14	6,400.00
Jet Machine rental /sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	1,200.00	1,200.00
Boom Lift Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	3,000.00	3,000.00
Zero Turn Mower	0.00	0.00	0.00	0.00	0.00	4,882.56	0.00	0.00	0.00	0.00	0.00	0.00	4,982.56	5,000.00
Total Public Works	24,062.89	18,908.54	24,522.05	19,919.38	18,898.69	28,748.12	19,498.35	(33,547.94)	37,219.82	16,132.90	87,816.55	38,850.79	304,247.54	314,672.00
Debt Service														
Copier Mntc Contract	226.70	278.76	272.66	211.06	228.04	248.26	237.04	202.50	250.62	285.10	189.62	189.62	2,800.00	2,800.00
Pitney Bowes Contract	174.00	100.00	0.00	155.00	0.00	0.00	145.50	0.00	117.00	0.00	0.00	0.00	691.50	429.00
Tractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,017.00	4,017.00	4,017.00
Diesel Mnt/Bushlog- print 2 of 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New Police Veh Pmt 1 of 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	17,000.00	17,000.00	17,000.00
2 New PD Cars Final Payment	0.00	0.00	0.00	0.00	0.00	0.00	16,301.43	0.00	0.00	0.00	0.00	0.00	16,255.57	32,557.00
New PD Vehicle TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	17,000.00	17,000.00
Total Debt Service	400.70	378.78	272.66	366.06	228.04	248.26	16,663.97	202.50	367.62	285.10	17,189.62	37,462.19	74,065.60	73,803.00
Facilities														
Stage fencing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No & So Doors - Main Campus	0.00	0.00	0.00	0.00	0.00	0.00	1,680.00	0.00	0.00	0.00	0.00	80.00	1,680.00	1,680.00

	Oct 2015 Actual	Nov 2015 Actual	Dec 2015 Actual	Jan 2016 Actual	Feb 2016 Actual	Mar 2016 Actual	Apr 2016 Actual	May 2016 Actual	June 2016 Actual	July 2016 Actual	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2015-2016 Budget
Solar Screens	0.00	0.00	0.00	0.00	0.00	0.00	825.00	0.00	1,675.00	0.00	0.00	0.00	2,500.00	2,500.00
oOfficeliving Qtrs 24/7 FD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115,000.00
Building Mtrc - City Hall	23.66	1,367.46	574.89	0.00	11.97	180.56	1,462.34	3,121.59	515.19	755.36	4,043.49	4,043.49	16,100.00	16,100.00
Building Mtrc - EM Svcs.	191.84	23.16	79.97	605.94	7.84	1,330.99	4,068.56	7,750.00	3,652.00	979.07	305.31	305.32	19,500.00	19,500.00
Total Facilities														
Dedicated Funds														
TIF Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,039.16	0.00	0.00	78,039.16	80,000.00
Phase 2 Radio Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
Resrv/ Unassigned Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		(33,805.00)	
Total Dedicated Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,039.16	0.00		20,000.00	56,195.00
Insurance														
Auto Liability	384.00	384.00	384.00	384.00	384.00	384.00	384.00	384.00	384.00	384.00	384.00	384.00	4,608.00	4,608.00
Auto Phys. Damage	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	2,460.00	2,460.00
Errors & Omissions	132.17	132.17	132.17	132.17	132.17	132.17	132.17	132.17	132.17	132.17	132.17	132.13	1,586.00	1,586.00
General Liability	55.75	55.75	55.75	55.75	55.75	55.75	55.75	55.75	55.75	55.75	55.75	55.75	669.00	669.00
Law Enforcement Liability	456.42	456.42	456.42	456.42	456.42	456.42	456.42	456.42	456.42	456.42	456.42	456.38	5,477.00	5,477.00
Mobile Equipment	23.50	23.50	23.50	23.50	23.50	23.50	23.50	23.50	23.50	23.50	23.50	23.50	282.00	282.00
Real & Personal Property	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	1,632.00	1,632.00
Workers Compensation	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.83	1,116.87	13,402.00	13,402.00
Total Insurance	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.67	2,509.63	30,116.00	30,116.00
Outsourcing														
Ambulance Service	0.00	0.00	0.00	3,341.59	0.00	0.00	3,341.59	0.00	0.00	3,341.59	0.00	3,341.59	13,366.36	13,366.00
Animal Control	0.00	0.00	0.00	0.00	0.00	0.00	1,562.50	0.00	0.00	1,562.50	0.00	0.00	6,250.00	6,690.00
Auditor	0.00	0.00	0.00	1,154.00	0.00	0.00	3,300.00	0.00	3,300.00	0.00	6,246.00	0.00	14,000.00	14,000.00
Central Appraisal District	0.00	1,634.50	0.00	0.00	1,634.50	0.00	0.00	1,634.50	0.00	0.00	1,634.50	0.00	6,538.00	6,451.00
City Civil Attorney	30,892.43	0.00	0.00	0.00	4,529.92	1,387.20	1,215.80	2,863.00	5,383.50	2,775.00	6,600.00	2,000.00	57,646.66	45,000.00
City Engineer	552.00	0.00	6,321.98	3,280.00	1,160.00	2,838.62	1,931.83	952.00	1,450.00	-870.00	1,320.00	967.57	18,000.00	18,000.00
Consulting/Prof Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	2,000.00	2,000.00
Fidelity Bonding	0.00	0.00	0.00	194.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	200.00	200.00
Information Technologies	921.50	1,515.92	1,188.42	1,339.65	1,233.38	1,306.38	1,514.63	1,270.88	2,020.88	1,308.36	1,299.63	3,068.35	18,000.00	18,000.00
MS4 Permitting Consultant	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00	5,000.00	5,000.00
Tax Assessor & Collector	0.00	0.00	1,133.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.75	1,300.00	1,300.00
Tift Administrator	0.00	0.00	0.00	0.00	0.00	0.00	6,200.00	0.00	0.00	0.00	0.00	0.00	6,200.00	6,200.00
Sports Park Engineer	93.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Shredding Services		8.09	103.78	55.59	95.14	195.05	99.91	99.91	99.91	100.84	154.21	154.21	1,300.00	1,300.00
Total Outsourcing	32,459.29	3,158.51	8,747.43	12,523.83	8,652.94	11,023.25	15,866.26	4,916.29	12,254.29	8,218.31	21,244.34	10,724.47	149,801.21	137,507.00

	Oct 2015 Actual	Nov 2015 Actual	Dec 2015 Actual	Jan 2016 Actual	Feb 2016 Actual	Mar 2016 Actual	Apr 2016 Actual	May 2016 Actual	June 2016 Actual	July 2016 Actual	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2015-2016 Budget
<b>Payroll Taxes</b>														
FICA	3,182.74	3,224.58	3,494.65	3,182.96	3,249.19	4,877.47	3,321.04	3,350.18	3,284.68	3,277.62	4,000.00	4,000.00	42,445.11	53,426.00
Medicare	744.36	754.12	817.31	744.41	759.91	1,140.67	776.69	763.53	768.18	766.54	1,000.00	1,000.00	10,055.71	12,486.00
Retirement - City Portion	2,404.97	2,512.75	2,716.73	2,461.14	2,492.92	3,823.91	2,814.29	2,859.96	2,589.94	2,592.43	3,000.00	3,000.00	32,859.04	38,162.00
SUTA	0.00	2.46	4.61	54.47	51.86	2,617.14	199.66	115.36	110.14	92.38	0.00	0.00	3,248.08	189.00
<b>Total Payroll Taxes</b>	6,332.06	6,493.91	7,033.30	6,442.98	6,553.88	12,459.19	6,911.68	6,909.03	6,752.94	6,728.97	8,000.00	8,000.00	88,617.94	105,273.00
<b>Total Expenses</b>	139,034.01	94,302.87	110,980.00	132,261.34	105,791.99	152,976.20	160,244.39	72,702.07	137,250.28	195,202.65	257,856.17	313,901.01	1,875,720.38	2,011,648.00
<b>Estimated Bank Balance</b>										586,678.73	386,572.03	125,123.21		



## Lavon City Council Meeting Agenda Brief

**Meeting: August 23, 2016**

**Item: 9-A**

---

**Item:**

Discussion and action regarding Ordinance No. 2016-08-06 to amend Ordinance No. 2001-12-11, Section 4. to remove the requirement that elections shall be held at city hall and use paper ballot system; providing a severability clause and providing an effective date.

**Background:**

Federal and state regulations relating to voting methods and voter accessibility render the requirements of Ordinance No. 2001-12-11 unnecessary, inconvenient for voters and unduly restrictive. When the City Council orders each election, the voting locations are specified and the Council can elect to include City Hall in the locations.

**Attachments:** Proposed Ordinance  
Ordinance No. 2001-12-11

August 16, 2016



**CITY OF LAVON, TEXAS**  
**ORDINANCE NO. 2016-08-06**

Amend Ordinance No. 2001-12-11, Section 4

**AN ORDINANCE OF THE CITY OF LAVON, TEXAS, AMENDING  
ORDINANCE NO. 2001-12-11, SECTION 4. TO REMOVE THE  
REQUIREMENT THAT ELECTIONS SHALL BE HELD AT CITY  
HALL AND USE PAPER BALLOT SYSTEM; PROVIDING A  
SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE  
DATE.**

**WHEREAS**, the City Council of the City of Lavon has determined that given potential opportunities for multiple voting locations and various methods of voting, that restricting the location and type of balloting is unnecessarily restrictive and that it is in the best interest of the public to remove the restrictions;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY  
OF LAVON, COLLIN COUNTY, TEXAS, THAT:**

**SECTION 1.** Ordinance No. 2001-12-11, Section 4 is hereby amended to remove the last sentence of Section 4 that states, "Elections shall be held at City Hall and use paper ballot system."

**SECTION 2.** It is hereby declared by the City Council that if any of the sections, paragraphs, sentences, clauses, phrases, words, or provisions of this ordinance should be declared unconstitutional or otherwise invalid for any reason, such event shall not affect any remaining sections, paragraphs, sentences, clauses, phrases, words, or provisions of this ordinance.

**SECTION 3.** It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law.

**SECTION 4.** This ordinance shall be in full force and effect immediately upon its passage and approval by the City Council.

**PASSED AND APPROVED** by the City Council of the City of Lavon, Texas, this 23<sup>rd</sup> day of August, 2016.

---

Charles A. Teske, Jr. Mayor

Attest:

---

Kim Dobbs, Interim City Secretary





**CITY OF LAVON, TEXAS  
ORDINANCE NO. 2001-12-11**

**AN ORDINANCE OF THE CITY OF LAVON, TEXAS PROVIDING  
FOR A PLACE SYSTEM FOR THE PURPOSE OF ELECTING  
COUNCIL MEMBERS AT LARGE AND PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, the current election system for the City of Lavon elects its Council Members at large and is not divided into wards; and

**WHEREAS**, the Local Government Code §21.001 allows general-law municipalities to elect its Council Members under an at-large place system.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAVON, COLLIN COUNTY, TEXAS THAT:**

Section 1      Beginning with the May 2002 election, Council Member positions shall be numbered by place. Odd numbered positions (Places 1, 3 and 5) shall be elected on even numbered years and serve a two-year term. Even numbered positions (Places 2 and 4) shall be elected, along with the Mayor position, on odd numbered years and serve a two-year term. The numbered positions shall not in any form or fashion represent a district or area.

Section 2      Any candidate for the office of Council Member shall file an application for a specific place on the City Council, such as "Council Member, Place No. 1".

Section 3.      Each available position must have a candidate before applications may be accepted for additional candidates in any numbered place.

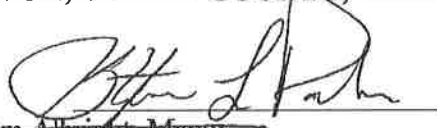
Section 4      Ballots must reflect each office of Council Member as a separate office designated by place number. Elections shall be held at City Hall and use paper ballot system.

Section 5      If any section, paragraph, subdivision, clause, phrase, or provision of this ordinance is adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part or provisions thereof, other than the part so decided to be invalid or unconstitutional.

Section 6      All ordinances or parts of ordinances in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed insofar as the same are in conflict with the provisions hereof and insofar as necessary to give this ordinance full force and effect.


Section 7      This ordinance shall be in effect upon adoption by the City Council and publication of its caption.

DULY PASSED AND APPROVED ON THIS 6<sup>th</sup> DAY OF December, 2001  
BY THE CITY COUNCIL OF THE CITY OF LAVON, COLLIN COUNTY, TEXAS.

  
~~Jim Albright, Mayor~~

*Stephen Parker Mayor Pro Tem*

ATTEST:

  
Chris Wess, City Secretary





## Lavon City Council Meeting Agenda Brief

**Meeting: August 23, 2016**

**Item: 9-B**

---

**Item:**

Discussion and action regarding Ordinance No. 2016-08-07 adopting regulations for solid waste disposal; requiring service; establishing limits and prohibited activities; providing for adoption of solid waste collection rates; providing a cumulative clause; providing a severability clause; and providing for an effective date.

**Background:**

The proposed ordinance sets out regulations relating to residential and non-residential garbage collection.

**Attachments:**      Proposed Ordinance

August 19, 2016



**CITY OF LAVON, TEXAS**

**ORDINANCE NO. 2016-08-07**

**Solid Waste Disposal**

**AN ORDINANCE FOR THE CITY OF LAVON, TEXAS ADOPTING REGULATIONS FOR SOLID WASTE DISPOSAL; REQUIRING SERVICE; ESTABLISHING LIMITS AND PROHIBITED ACTIVITIES; PROVIDING FOR ADOPTION OF SOLID WASTE COLLECTION RATES; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lavon has authority to provide garbage collection services, require that residents utilize the garbage collection services and establish rates for such services; and

**WHEREAS**, the City of Lavon has authority to enter into a contract with a private company for solid waste collection and recycling services.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS THAT:**

**SECTION 1.           GENERAL - SOLID WASTE**

**A. Mandatory use of collection service**

It shall be mandatory that each residence, commercial and non-residential establishment within the corporate limits of the City take and subscribe to the garbage collection service offered by the City through its contract garbage operator.

**B. Collection of fees**

The City shall bill customers for garbage collection and recycling fees as established by the City Council for garbage collection and recycling service. Such fees may be billed independently or attached to the monthly utility bill of every residence or commercial user that is connected to a utility system for which the City regularly bills.

**C. Residential containers and recycle bins**

(1) Residential units shall be provided an approved trash receptacle and recycle bin provided by the city designated waste collection contractor. The approved receptacle or receptacles shall be roll-out containers. The volume of the container will be designated by the city. The monthly fees assessed on the customer utility bill shall be based on number of containers requested by the customer(s).

(2) The container(s) shall be issued to a residential address and shall not be removed from the premises.

(3) The roll-out containers and recycle bins shall be the property of the waste collection contractor and must not be painted, marked, abused, mutilated, altered or modified in any way. Abuse and damage to a container by customers shall result in an assessment equal to the replacement cost of the containers.

(4) The containers shall be placed at the curb or designated collection point no later than 7:00 a.m. on the scheduled collection day. The containers must be placed at or near the driveway approximately four feet from any mailbox or other obstacle. Where applicable, the containers must be placed between the sidewalk and the curb. No container may be placed in the street or be placed on any part of a sidewalk. The city secretary or their designee may make reasonable exceptions to the foregoing location requirements as needed to meet unique circumstances or to avoid undue hardship caused by literal compliance.

(5) The containers shall be removed from the curb or designated collection point no later than noon the day after the regular scheduled pickup for the residential unit.

(6) A stolen container shall be reported to the utility billing department.

(7) Trash containers and recycle bins shall be placed and kept behind the front building line except as allowed in subsections (4) and (5) of this section when they are placed adjacent to the street for emptying by the designated waste collection contractor for the city.

#### **D. Non-residential collection and containers**

(1) All non-residential customers shall contract with the City for solid waste collection services.

(2) It shall be unlawful for any person other than the City's contract provider to collect or remove solid waste materials from a commercial container.

(3) Non-residential customers shall remit payments for solid waste services directly to the City.

(4) Non-residential customers may receive recycling services from the City's contract provider upon request.

(5) The charge for collection and removal of solid waste from premises used for business, industrial, or institutional purposes shall be based upon the size, type and number of containers in use at such establishments and the frequency with which such containers are scheduled to be serviced. Such charges shall be in an amount established, and from time to time amended, by separate action of the City Council.

(6) Non-residential customers shall establish with the City solid waste collection services and acquire an appropriately sized commercial container, such container to be serviced at a frequency that prevents the accumulation of waste outside the container and prevents littering or spilling

materials onto public areas or neighboring sites. Collection of non-residential solid waste shall not be made less than one time per week.

(7) Overfilled containers will not be emptied if a safety hazard exists. The customer will be responsible for removing excess and collection will be rescheduled when the excess material has been removed.

(8) The customer is responsible for providing access to the solid waste container and keeping the area around the top of the container clear of obstructions so that the container can be serviced as scheduled. If the container is blocked and not cleared, service will not be provided. Customer will be responsible for the cost of extra collections required.

(9) Non-residential containers owned by the contract provider shall not be marked, modified, or damaged by the customer in any way.

## **SECTION 2.            RATES AND CHARGES**

The monthly rates or charges for garbage collection, recycling services and late payment penalties shall be established from time to time by separate action of the City Council.

## **SECTION 3.            CUMULATIVE CLAUSE**

This ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

## **SECTION 4.            SEVERABILITY CLAUSE**

It is hereby declared by the City Council that if any of the sections, paragraphs, sentences, clauses, phrases, words, or provisions of this ordinance should be declared unconstitutional or otherwise invalid for any reason, such event shall not affect any remaining sections, paragraphs, sentences, clauses, phrases, words, or provisions of this ordinance.

## **SECTION 5.            PENALTY**

Any person violating any provision(s) of this ordinance shall be fined in a sum not to exceed Two Thousand Dollars (\$2000.00) and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

## **SECTION 6.            PUBLIC MEETING**

It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required by law.

## **SECTION 7.            EFFECTIVE DATE**

This ordinance shall be in full force and effect immediately upon its passage and approval by the City Council.

**PASSED AND APPROVED** by the City Council of the City of Lavon, Texas, this 23<sup>rd</sup> day of August, 2016.

---

Charles A. Teske, Jr. Mayor

Attest:

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Kim Dobbs, Interim City Secretary





## Lavon City Council Meeting Agenda Brief

**Meeting: August 23, 2016**

**Item: 9-C**

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**Item:**

Discussion and action regarding Resolution No. 2016-08-06, including (1) to reconsider Resolution No. 2016-08-06 and affirm the vote that approved Resolution No. 2016-08-06; or (2) to consider Resolution No. 2016-08-08 reconsidering the vote that approved Resolution No. 2016-08-06 and find that Resolution No. 2016-08-06 has no legal effect.

**Background:**

On August 2, 2016, the City Council voted 2-1 with 1 abstention to approve Resolution No. 2016-08-06 as revised during the Executive Session.

Subsequently, Mayor Teske objected to the resolution pursuant to the Texas Local Government Code, Section 52.003, excerpt provided below.

Sec. 52.003. APPROVAL BY MAYOR AND RELATED CONDITIONS FOR ORDINANCE TO TAKE EFFECT. (a) Before an ordinance or resolution adopted by the governing body of the municipality may take effect, the ordinance or resolution must be placed in the office of the secretary of the municipality. The mayor shall sign the ordinances and resolutions that the mayor approves.

(b) If the mayor does not sign an ordinance or resolution before the fourth day after the date it is placed in the secretary's office and does not return the ordinance or resolution under Subsection (c), the ordinance or resolution takes effect as provided by law.

(c) If the mayor returns an ordinance or resolution to the governing body with a statement of objections before the fourth day after the date the ordinance or resolution is placed in the secretary's office, the governing body shall, on the return, reconsider the vote by which the ordinance or resolution was adopted. If a majority of the total number of members of the governing body, excluding the mayor, approve the ordinance or resolution on reconsideration and enter the votes in the journal of the governing body's proceedings, the ordinance or resolution may take effect.

**Attachments:** Resolution No. 2016-08-06 approved with revisions on 8/2/2016  
Resolution No. 2016-08-08 to reconsider Resolution No. 2016-08-06

August 19, 2016



**CITY OF LAVON, TEXAS**

**RESOLUTION NO. 2016-08-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON,  
TEXAS CLARIFYING THE ROLE AND RESPONSIBILITIES OF THE  
MAYOR AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Lavon is a Type-A General Law municipality with an alderman form of government; and

**WHEREAS**, the City of Lavon operates without a city manager which necessitates the Mayor and City Council of Lavon to be more active and involved in the administration and operation of the city; and

**WHEREAS**, the Lavon Code of Regulations establishes the duties and responsibilities for the Mayor and the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS, THAT:**

**SECTION 1.** The recitals and findings set forth above are true and correct and are incorporated into the body of this resolution as if fully set forth herein.

**SECTION 2.** The City Council hereby clarifies that Lavon Code of Regulations ("LCR") Section 3.2.1.2 Powers and Duties of the Mayor, subsection (D) does not give the Mayor authority to deny placement on the City Council agenda or to remove from a City Council agenda any item requested by an alderman. Each alderman, pursuant to the provisions of LCR section 3.2.3.2 Duties of Alderman, subsection (E), shall have authority to place an item on a City Council agenda.

**SECTION 3.** The City Council hereby clarifies that pursuant to LCR Section 3.2.1.1 General, the city is an alderman form of city government and the Mayor of Lavon is the Chief Executive Officer for the City and presides over meetings of the City Council, and is typically the figurehead for the City. In the absence of a city manager, the Mayor may oversee the day-to-day operations of the City but may not institute policies and disciplinary actions, but may affirm disciplinary actions by subordinates, and may not prevent a member of the City Council from speaking with any employee as needed to gather information necessary to perform the duties of an alderman. Any policy decisions are reserved to the City Council as the governing body of the city.

**SECTION 4.** By this Resolution, the City's employees are advised that generally, City Council Members may seek information from an employee when that information is necessary to perform the duties of an alderman. Further, employees are advised that no individual elected official has the authority to discipline or dictate work to an employee.

**SECTION 5.** By this Resolution, the City Council intends to prepare procedures for settlement City Council agendas.

**SECTION 6.** The City Secretary is advised to provide a copy of this Resolution to each employee of the City.

**SECTION 7.** This Resolution shall become effective from and after its date of passage.

**PASSED AND APPROVED** by the City Council of the City of Lavon, Texas, on this 2<sup>nd</sup> day of August, 2016.

---

Chuck Teske, Mayor  
City of Lavon, Texas

**ATTEST:**

---

Kim Dobbs, Interim City Secretary  
City of Lavon, Texas

**APPROVED AS TO FORM:**

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Wm. Andrew Messer,  
Attorney for the City of Lavon

**CITY OF LAVON, TEXAS**

**RESOLUTION NO. 2016-08-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS RECONSIDERING RESOLUTION NO. 2016-08-06 CLARIFYING THE ROLE AND RESPONSIBILITIES OF THE MAYOR; RECORDING THE VOTE OF THE COUNCIL IN THE MINUTES OF THE MEETING; AND UPON A FAILURE OF RESOLUTION NO. 2016-08-06 TO OBTAIN A MAJORITY VOTE OF THE COUNCIL, EXCLUDING THE VOTE OF THE MAYOR, HEREBY DECLARING THAT RESOLUTION NO. 2016-08-06 IS OF NO EFFECT AND IS THEREFORE INVALID.**

**WHEREAS**, the City of Lavon is a Type-A General Law municipality; and

**WHEREAS**, the Lavon City Council approved Resolution No. 2016-08-06 at its meeting on August 2, 2016; and

**WHEREAS**, Section 52.003 of the Texas Local Government Code provides that after adoption of a resolution by the governing body, the Mayor shall sign the resolution that he approves; and

**WHEREAS**, Section 52.003 further provides that if the Mayor does not approve of a resolution and returns the resolution to the governing body with a statement of objections before the fourth day after the date the resolution is placed in the City Secretary's office, the governing body shall reconsider the resolution, and if a majority of the Council, excluding the Mayor, votes for approval, the votes are to be entered into the minutes of the governing body's proceeding, and the resolution will take effect; and

**WHEREAS**, the Mayor did not approve Resolution No. 2016-08-06 by his signature, and did provide a statement of objections before the fourth day after Resolution No. 2016-08-06 was filed in the City Secretary's Office; and

**WHEREAS**, upon reconsideration of Resolution No. 2016-08-06, the Council has deliberated, taken a vote, and Resolution No. 2016-08-06 did not receive approval by a majority of the Council, excluding the Mayor's vote,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS, THAT:**

**SECTION 1.** The recitals and findings set forth above are true and correct and are incorporated into the body of this resolution as if fully set forth herein.

**SECTION 2.** Upon reconsideration, Resolution No. 2016-08-06 did not receive approval by a majority vote of the Council, excluding the Mayor's vote, and is therefore declared to have no legal effect.

**PASSED AND APPROVED** by the City Council of the City of Lavon, Texas, on this 23<sup>rd</sup> day of August, 2016.

---

Chuck Teske, Mayor  
City of Lavon, Texas

**ATTEST:**

---

Kim Dobbs, Interim City Secretary  
City of Lavon, Texas

**APPROVED AS TO FORM:**

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Wm. Andrew Messer,  
Attorney for the City of Lavon



## **Lavon City Council Meeting Agenda Brief**

**Meeting: August 23, 2016**

**Item: 9-D**

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**Item:**

Consideration and action regarding Board and Commission Appointments: Economic Development Corporation Board of Directors and Planning & Zoning Commission.

**Background:**

Two vacancies presently exist: one on the Planning & Zoning Commission and one on the Lavon EDC Board of Directors.

**Attachments:**      Boards & Commissions Worksheet

August 19, 2016





**City of Lavon Boards & Commissions**  
**August 2016**

Place	Elected / Appointed	Name	Term Expires
<b>City Council Members</b>			
Mayor	11/2015	Chuck Teske	11/2017
Place One	2/2/2016	Vicki Sanson	11/2016
Place Two	11/1/2015	Jason Kidd	11/2017
Place Three	5/5/2016	Jason Arnold	11/2016
Place Four	11/1/2015	Matt Childers	11/2017
Place Five	11/18/2014	Mindi Serkland	11/2016

**Economic Development Corporation Board of Directors**

Place 1		Kay Wright	7/1/2018
Place 2		Chris Kane	7/1/2017
Place 3	7/21/2015	Bill Sargent	7/1/2018
Place 4		Jimmie Catravas	7/1/2017
Place 5			7/1/2018
Place 6	9/1/2015	Linda Jangula	7/1/2017
Place 7		David Piekarski	7/1/2018
Executive Dir.		Pam Mundo	
Admin Staff		Micki Hollien	
Council Liaison	<i>non-voting</i>	Vicki Sanson	11/1/2016

*Leticia Harrison resigned 7/19/2016*

**Planning & Zoning Commission**

Seat 1	11/1/2014	Vicki Sanson	6/30/2017
Seat 2	7/19/2018	Deborah Nabors	6/30/2018
Seat 3			6/30/2017
Seat 4	11/3/2015	Tom Ormsby	6/30/2018
Seat 5		David Rosenquist	6/30/2017
Council Liaison		Vicki Sanson	6/30/2018

*Don Mauzy to take leave 8/19/2016*

**Parks & Recreation Board**

Seat 1		Mike Gulino	1/1/2017
Seat 2		Jorge Calderon	1/1/2018
Seat 3		Grant Winans	1/1/2017
Seat 4		Bradley Tiegs	1/1/2018
Seat 5	3/22/2016	Jason Arnold	1/1/2017
1st Alternate			
2nd Alternate			
Council Liaison		Chuck Teske	1/1/2018

*\* per LCR, Park Board has five voting members, one of which is a Council member and two additional non-voting alternates*

kgd 08/19/2016



## CITY OF LAVON

P.O. Box 340 ~ 120 School Rd.  
Lavon, TX 75166

Office (972) 843-4220 ~ Fax (972) 843-0397

### Volunteer Board & Commission Application

#### Personal Information:

Name: Cynthia Coker Spouses Name: Alex Coker  
Address: [REDACTED] City, State, Zip: Lavon, TX 75166  
Hm Phone: [REDACTED] Other Phone: \_\_\_\_\_  
Registered Voter: ☒ Yes ☐ No Preferred method of contact: any  
Lavon resident for: 1 3/4 years E-Mail: [REDACTED]

#### Occupational Information:

Business Owner: ☐ Yes ☒ No Current Occupation: \_\_\_\_\_  
Place of Employment: Previously as Realtor + HR Director

#### Qualifications:

Educational Background: B.S. Business Mgmt  
Special knowledge or experience applicable to City Board or Commission function:

Real Estate and residence in high growth areas incl:

Community Activities/Organizations or Professional Group Memberships: FRISCO, Rowlett, Mesquite  
2006-2015/91-2001 / 65-91  
NAR, TAR, Dallas HR, SHRM

City Boards and/or Commissions on which you previously served:

none

Thank you for your interest in serving the City of Lavon. A description of each board is included with this application. Please indicate your area of interest below and carefully consider your obligation before making a selection. If possible, attach a resume and/or other information to assist with the selection process. In addition to regular scheduled board meetings, members may be required to attend training, work sessions, and joint meetings.

Economic Development Corporation: ☒ Planning & Zoning Commission: ☒

Would you be interested in serving on a Subcommittee? ☒ Yes ☐ No

#### Additional Comments:

Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of Lavon.

If selected as a board member, I understand that information on this application is subject to the Texas Public Information Act and may be disclosed to anyone requesting this information. I understand that the act does not allow a governmental body to choose whether to allow public access to the information in the custody of the body that relates to the home address, home phone number, or that reveals whether the board member has family members.

If selected as a board member of the City of Lavon, I choose to ☐ allow ☒ not allow public access to my home address, home phone number, or whether I have family members.

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Applicant Signature: Cynthia Coker Date: 8/16/16

Please return completed application to the City Secretary, City of Lavon, 120 School Road, Lavon, TX 75166.  
(All applications will be retained by the City of Lavon for a period of one year.)

*City of Lavon*

## Volunteer

CLOSE **Be Involved as a Lavon Volunteer**

City government and the community depend on residents who volunteer their time and expertise to participate in public service as members of boards, commissions, committees, and work groups. As Lavon continues to evolve and grow, Citizen Volunteer involvement is paramount to setting the direction for Lavon's future. If you would like to volunteer, please contact us by applying below and indicate your area of interest.

To serve, you must:

- Have been a resident of Texas for one at least (1) year and of the Lavon area for at least six (6) months;
- Not have been convicted of a crime of moral turpitude;
- Not be an adversary party to pending litigation against the City, except for eminent domain proceedings;
- Not be in arrears on City taxes or other City obligations, and;
- Have a creditable record of attendance and performance in any previous city service.

**Volunteer Application**

Thank You for volunteering,

Please indicate your area(s) of interest.		
<input type="checkbox"/> Anyway I can Help	<input type="checkbox"/> Website Maintenance	
<input checked="" type="checkbox"/> Boards or Commissions	<input type="checkbox"/> Newsletter Generation	
<input type="checkbox"/> Office Support	<input type="checkbox"/> Construction/Trades	
<input type="checkbox"/> IT Support		
Name (Required): <input type="text" value="Cynthia Coker"/>		
Address: <input type="text" value="645 Lakeland Dr"/>		
City: <input type="text" value="Lavon"/>	State: <input type="text" value="TX"/>	Zip: <input type="text" value="75166"/>
Phone: <input type="text" value="972-325-7444"/>		
E-mail Address (Required): <input type="text" value="cynthiacoker@gmail.com"/>		
Questions/Comments: <input type="text" value="I am interested in working with either the EDC or P4Z Commission. I am neighbors with Kay Wright, was born in Dallas and have lived in the NE Dallas area almost all of my life. Most recently a Realtor with Coldwell Banker Apex, previously worked corporately in management roles of Human Resources."/>		
<input type="button" value="Submit Information"/> <input type="button" value="Reset"/>		

# CYNTHIA COKER, SPHR, SHRM-SCP, CNE

[REDACTED]  
[REDACTED]

## EDUCATION:

BS - Business Management

## TRAINING, LICENSES & CERTIFICATIONS:

2015 SHRM - SCP Certification (SHRM)

2012 SPHR Certification (HRCI accredited through NCCA)

2008 Human Resource Management Certificate (SHRM)

1999 Texas Real Estate License (TREC)

## QUALIFICATIONS/CORE COMPETENCIES:

- A seasoned HR professional with multiple years of progressive experience around Business Management and Strategy, Human Resource Development, Workforce Planning and Employment, Employee and Labor Relations, Compensation and Benefits, and Risk Management
- Versatile in handling rapid change, competing deadlines, and advances in computer technology
- Adept with details, communications, negotiations and confidentiality
- Upbeat personality with a calming demeanor; yet one who will take the initiative to get things done and lead by example
- Additionally; experienced in sales, oil & gas payroll and revenue accounting, hospital billing/accounting procedures, banking and finance trust accounting and payroll, workers compensation claims

## EXPERIENCE

### **SELF-EMPLOYED (Coldwell Banker Apex, REALTORS)**

3/15 to 7/16

- Sourcing clients looking to buy, sell or rent homes in the North Texas Area, or relocate to or from the area
- Moving clients from listing, buying or leasing properties to close of transactions
- Utilizing social media, direct mail, web-portals, and warm leads to generate business
- Networking with peers to further develop knowledge of technology, the market, legal acuity, business planning, negotiation skills, and marketing

### **ONEIL DIGITAL SOLUTIONS (70-100 employees)**

9/12 to 5/13

Manager of Human Resources and Safety Management

- Texas HR Manager, reported to the California HR Director and the CEO
- Key Contributions -
  - Initiated, designed and rolled out an employee kiosk system to allow manufacturing employees 24 hour access to enroll for benefits, update personal information; and to allow for candidate testing
  - Responsible for all aspects of the Texas HR department, supervision of two employees, and oversight for both the Safety and Security detail

### **LAUNCHABILITY / READYSTART (130 to 200 employees)**

08/11 to 5/12

Director of Human Resources

- Reported to the CEO and Board of Trustees
- Key Contributions -
  - Merged two organization's HR and Payroll departments, including the redrafting of policies & procedures, HRIS data transition, cultural alignment, level-setting of salary and benefits between the two companies; renegotiation of benefit plans, retirement offerings, and paid time-off policy
  - Lead compensation committee to design a single performance program with multi-point feedback leading to a no-surprise annual review process

- Responded to and mitigated Texas Workforce Commission and EEOC inquiries
- Responsible for all aspects of the Human Resources department

#### **WORLDVENTURES MARKETING, LLC / ROVIA, LLC (120-150 employees)**

**3/08 to 12/10**

##### **Director of Human Resources**

- Reported to the CFO and CEO, and was a member of the Executive Team
- Key Contributions -
  - Responsible for all aspects of Human Resources and an advisor to the Payroll department
  - Trained and mentored managers on proper investigative and documentation processes in handling employee grievances and complaints
  - Initiated and worked with IT to create a web portal to enable a simulcast of monthly 'All-Hands' meetings across all offices in multiple locations

#### **FRITO-LAY / VOLT**

**7/06 to 3/08**

##### **Coordinator / Project Lead**

- Reported to the Director of Transportation
- Key Contributions:
  - Recommended, designed through IT, and implemented an eFax technology to reduce paper storage of compliance documents for Department of Transportation required Driver Logs
  - Nominated and appointed to serve on the Women's Initiative Network (WIN) Steering Committee to encourage the professional growth of women in the workforce

#### **PRIOR EMPLOYERS:**

Germantown Baptist Church - Media Ministry Assistant

ARCO Oil and Gas - Gas Revenue Accounting, Payroll

Mercantile Bank / BankOne - Payroll, Oil & Gas trust accounting

Doctors Hospital and Mesquite Community Hospital - patient billing and insurance

#### **TECHNICAL SKILLS and KEY ABILITIES**

- MS Office (Intermediate Excel, Word, Outlook, PowerPoint, Project)
- WorkDay, WebTime, PayScale, Salary.com, SAP, PeopleSoft, ADP, MAS 90, McCormack & Dodge, AS400, Ceridian, and other web-based HRIS and payroll systems
- Quicken, Visio, QualComm, NTREIS, Dropbox, CBExchange, DocuSign, and zipforms
- Strong math skills, highly analytical, creative, strong presentation skills, reading, comprehension and negotiation skills
- 10 key by touch, keyboarding
- Avid multi-tasker, strong sense of character, instincts, and self-initiative
- Genuine servant leader who maintains healthy/professional relationships with coworkers and understands the need for strict confidentiality and sensitivity in the HR profession

#### **MEMBERSHIPS and AFFILIATIONS**

- Habitat for Humanity since 2015
- SHRM since 2008
- DallasHR since 2008
- Lake Pointe Church - Rockwall since ~1993
  - Woman-to-Woman Mentoring - Fall 2016



## Kim Dobbs

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**From:** Charles Teske  
**Sent:** Wednesday, August 17, 2016 6:21 PM  
**To:** Kim Dobbs  
**Cc:** Matt Childers; Andy Messer  
**Subject:** Council Attendance Concerns  
**Attachments:** Council Attendance 2015-16 working copy.xlsx

Please place the Council Tab on the 8/23 Meeting for discussion. I believe the applicable state code 22.038(d) applies to this continuing situation. Please include that entire section as the backup.

Chuck

# Alderman & Mayor - Meeting Attendance Record

Nov 2015-2016 YTD	17-Nov-15	1-Dec-15	5-Jan-16	19-Jan-16	2-Feb-16	1-Mar-16	22-Mar-16	29-Mar-16	19-Apr-16	5-May-16	17-May-16	24-May-16	7-Jun-16	21-Jun-16	5-Jul-16	19-Jul-16	2-Aug-16	15-Aug-16	Total Present	Total Absent
Mayor Chuck Teske	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	18	0
Place 1 Sedrick Thomas Vicki Sanson	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	4	0
Place 2 Jason Kidd	Absent	Present	Present	Present	Absent	Absent	Absent	Absent	Absent	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	9	9
Place 3 Melissa Siroop Jason Arnold	Present	Present	Present	Absent	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Absent	Present	Present	Present	Present	7	2
Place 4 / Mayor Pro Tem Matt Childers	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	8	1
Place 5 Mindi Serkland	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	16	2
Alderman By Meeting: Present Absent	5 1	6 0	6 0	4 2	5 1	4 2	5 1	5 1	4 2	6 0	4 2	6 0	5 1	5 1	6 0	4 2	5 1	6 0	16	2

\*\*Meetings Cancelled by Mayor or Due to Lack of Quorum



LOCAL GOVERNMENT CODE

TITLE 2. ORGANIZATION OF MUNICIPAL GOVERNMENT

SUBTITLE B. MUNICIPAL FORM OF GOVERNMENT

CHAPTER 22. ALDERMANIC FORM OF GOVERNMENT IN TYPE A GENERAL-LAW  
MUNICIPALITY

SUBCHAPTER B. GOVERNING BODY

Sec. 22.038. MEETINGS. (a) The governing body of the municipality shall meet at the time and place determined by a resolution adopted by the governing body.

(b) The mayor may call a special meeting on the mayor's own motion and shall call a special meeting on the application of three aldermen. Each member of the governing body, the secretary, and the municipal attorney must be notified of the special meeting. The notice may be given personally or left at the person's usual place of residence.

(c) The governing body shall determine the rules of its proceedings and may compel the attendance of absent members and punish them for disorderly conduct.

(d) An alderman shall be fined \$3 for each meeting that the alderman fails to attend unless the absence is caused by the alderman's illness or the illness of a family member.

