



Lavon City Council Regular Meeting

P.O. Box 340 ~ 120 School Rd.
Lavon, TX 75166
Ph. (972) 843-4220 ~ Fax (972) 843-0397

LAVON CITY HALL - COUNCIL ROOM

June 21, 2016

7:00 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.

- I. PRESIDING OFFICER TO CALL THE LAVON CITY COUNCIL MEETING TO ORDER AND ANNOUNCE THAT A QUORUM IS PRESENT.**
- II. PRESIDING OFFICER TO LEAD THE COUNCIL AND VISITORS IN THE PLEDGE OF ALLEGIANCE.**
- III. INVOCATION**
- IV. CONSENT AGENDA**
 - A. Minutes of the June 7, 2016 Meeting.* (Norton)
- V. STAFF REPORTS**
 - A. Interim City Secretary – Outlook; Comp Time Report.
 - B. Police Department – Department representative to discuss new police equipment (tasers, AEDs, and vehicles) and crime prevention.
 - C. Fire Department – Burn Ordinance and Wildlife Interface.
 - D. Public Works Department –
 1. Painted both the men's and women's restrooms and the hallway in the gym.
 2. Mowed and weed-eat all over town and trimmed bushes.
 3. Pumped water in front of the Baptist church and Geren during flooding conditions.
 4. Had a residential wastewater service that was bored into by the contractor for the cable company at 872 Bowie. I had Farmersville come and assist Clint and me with their Jet machine on a Sunday.
 5. Had pump issues with both lift stations after hours.
 6. Picked up trash all over town.
 7. Hollie and Hollie replaced two panels of concrete in front of Emergency Services buildings.
 8. Removed and replaced bearings in the front hub of the backhoe.
 9. Cleaned some of the ditches along Business 78.
 10. Installed stage curtains in the gym.
- VI. CONSIDERATION AND ACTION**
 - A. City Council to consider and act to authorize the Mayor to seek proposals for the construction of the Fire Crew Quarters at 501A Lincoln Avenue, Lavon, Texas in accordance with the Request for Proposals (RFP).
 - B. City Council to consider and act on Ordinance 2016-06-01, an ordinance adopting the Budget Amendment #2 for fiscal year 2015-2016. (Teske)

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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VII. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING

Notes to the Agenda:

1. Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a council member asks for separate discussion.
2. The Council may vote and/or act upon each of the items listed in this Agenda except for discussion items.
3. 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.
4. 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.

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 and on the City Hall bulletin board, on or before 7:00 PM on June 17, 2016.

Kim Dobbs, Interim City Secretary

Removed from posting this _____ day of June, 2016 at _____ a.m. / p.m.

Kim Dobbs, Interim City Secretary

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**Lavon City Council Workshop and
Regular Meeting Minutes
June 7, 2016**

I. WORKSHOP CALLED TO ORDER AT 6:08 P.M. BY MAYOR TESKE

Members Present: Mayor Chuck Teske
Council Member Place 1, Vicki Sanson
Council Member Place 2, Jason Kidd
Council Member Place 3, Jason Arnold
(Arrived at 6:29pm) Council Member Place 4, Matt Childers Mayor Pro Tem

Members Absent: Council Member Place 5, Mindi Serkland

Staff Present: Interim City Secretary, Sue Johnson
Police Chief, Mike Jones
Director of Life and Health Safety, Jon Scott
Administrative Assistant, Rae Norton
Police Officer Porter

Legal Representative: None

Commission and
Board Members:

Visitors: NVFD Fire Department Members Amy Cortez, Eddie Stough,
Bloomfield Homes Jason Wynns, 4 visitors

There was a quorum present.

II. MAYOR TESKE LED THE COUNCIL AND VISITORS IN THE PLEDGE OF ALLEGIANCE.

III. INVOCATION

Mayor Teske gave the invocation.

IV. DISCUSSION

A. City Council to discuss construction plans and proposal for Bloomfield Homes to construct a Fire Crew Quarters at 501A Lincoln Avenue. (Teske/Scott)

Jon Scott answered questions from the previous meeting including cost of similar sized buildings, and explained costs of other cities with similar facilities. He explained Bloomfield included all fees in the proposal given. Jon Scott also researched the possible cost of utilities and informed the council of highest estimates. Council Member Arnold asked Jon Scott if he had safety concerns in the existing building. Jon Scott answered none at this time.

Jon Scott also explained the research he had done on the concrete stained flooring and his opinion was they didn't want that he would rather not have



Lavon City Council Workshop and Regular Meeting Minutes June 7, 2016

concrete stained floors in the new building. Police Chief Mike Jones agreed with Jon Scott and explained how the floor at the Police Department has held up. Jason Wynns from Bloomfield homes said the most resilient floor they have would be ceramic tile. He stated they could use adhesive linoleum that looks like wood flooring.

Mayor Teske asked if there was a chance of getting an ambulance service here in the city, and Jon Scott stated that with living quarters it would give us a good chance of having one.

Mayor Teske also inquired if the door would be more like the one in the existing building? Bloomfield doesn't use those type doors at this time and would have to look into it. Police Chief Mike Jones explained the all glass door allows lots of heat into the building and wouldn't suggest it. Mayor Teske also wanted to know size and type of air conditioning unit. Jason Wynns from Bloomfield homes explained the HVAC will be a 15 seer Lennox unit.

Council Member Sanson wanted it noted that if there were any savings on the construction it would be passed on to the city.

Council Member Kidd asked if this would be a commercial or residential building. Jon Scott informed him the house would be up to residential code. Council Member Arnold suggested we ask the city attorney if there is a problem with this building being considered residential.

Mayor Teske asked Jason Wynns from Bloomfield Homes to explain the process for inspection of this build. Mr. Wynns explained the process from 1st inspection to final C.O. Jon Scott explained the building will be ADA compliant and have proper fire extinguishers.

Council Member asked to have council members included on the final walk thru.

V. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL WORKSHOP.

Mayor Teske adjourned the meeting at 6:53 p.m.

VI. REGULAR MEETING OF LAVON CITY COUNCIL CALLED TO ORDER BY MAYOR TESKE AT 7:09PM

Members Present: Mayor Chuck Teske
Council Member Place 1, Vicki Sanson
Council Member Place 2, Jason Kidd
Council Member Place 3, Jason Arnold
Council Member Place 4, Matt Childers Mayor Pro Tem

Members Absent: Council Member Place 5, Mindi Serkland

Staff Present: Interim City Secretary, Sue Johnson
Police Chief, Mike Jones
Director of Life and Health Safety, Jon Scott
Administrative Assistant, Rae Norton



Lavon City Council Workshop and Regular Meeting Minutes June 7, 2016

Police Officer Porter

Legal Representative: None

Commission and

Board Members: Pam Mundo, Kay Wright-EDC, Don Mauzy and guest from P&Z

Visitors: NVFD Fire Department Members Amy Cortez, Eddie Stough,
Bloomfield Homes Jason Wynns, 4 visitors

There was a quorum present

VII. MAYOR TESKE LED THE COUNCIL AND VISITORS IN THE PLEDGE OF ALLEGIANCE.

VIII. INVOCATION

Police Chief Mike Jones gave the invocation

IX. CONSENT AGENDA

Minutes of the April 4, 2016 Meeting.*(Johnson)

Minutes of the May 24, 2016 Meeting.* (Johnson)

Motion: Council Member Vicki Childers made a motion to approve the Consent Agenda as written.

Second: Council Member Kidd

In Favor: Mayor Pro-Tem Childers, Council Members Sanson, Arnold and Kidd

Opposed: None

Abstained: None

Motion: Carries

X. CONSIDERATION AND ACTION

A. Council to Consider and Act on approving the preliminary plat for the Lavon Funeral Home Edition, Lot 1 Block 1 located on State Highway 78. (Teske)

Council Member Vicki Sanson informed the Council the Planning and Zoning Board had approved the plat.

Motion: Mayor Pro Tem Childers made a motion to approve the preliminary plat for the Lavon Funeral Home Edition, Lot 1 Block 1 located on State Highway 78.

Second: Council Member Sanson

In Favor: Mayor Pro-Tem Childers, Council Members Sanson, Arnold and Kidd

Opposed: None

Abstained: None



Lavon City Council Workshop and Regular Meeting Minutes June 7, 2016

Motion: Carries

B. Council to Consider and Act on approving funding in the amount of \$2000.00 to be matched by the Economic Development Corporation to assist the Planning and Zoning Commission. Funds to be used to hire Mundo and Associates, Inc. to assist in the update of the Lavon Comprehensive Plan and Zoning ordinance. (Sanson)
Vicki Sanson explained the need of the service from Mundo and Associates, Inc.

Motion: Mayor Pro Tem Childers made a motion to approve \$2000.00 to be matched by Economic Development Corporation to assist the Planning and Zoning Commission. Funds to be used to hire Mundo and Associates, Inc. to assist in the update of the Lavon Comprehensive Plan and Zoning Ordinance.

Second: Council Member Arnold

In Favor: Mayor Pro-Tem Childers, Council Members Sanson, Arnold and Kidd

Opposed: None

Abstained: None

Motion: Carries

C. Council to Consider and Act on approving the agreement with Ford Motor Credit for the lease/purchase of a 2016 Dodge Ram 1500 police vehicle and associated equipment. (Jones)

Police Chief Jones explained this was a police package and has now been upgraded to a 2017. Council Member Kidd asked if this has always planned to be a truck and Police Chief Jones answered yes.

Motion: Council Member Jason Kidd made a motion to approve the agreement with Ford Motor Credit for the lease/purchase of a Dodge Ram 1500 vehicle and associated equipment.

Second: Council Member Arnold

In Favor: Mayor Pro-Tem Childers, Council Members Sanson, Arnold and Kidd

Opposed: None

Abstained: None

Motion: Carries

D. Council to Consider and Act on approving the Resolution No R-2016-06-01, a resolution to confirm the authorization of the submission of the grant application to the Office of the Governor, Department Body Camera Project. (Jones)

Police Chief Jones informed the Council this is the final portion of the process which was approved and applied for last year.

Motion: Council Member Kidd made a Motion to approve Resolution No R-2016-06-01, a resolution to confirm the authorization of the submission of the grand application to the Office of the Governor,



Lavon City Council Workshop and Regular Meeting Minutes June 7, 2016

Department Body Camera project.

Second: Council Member Arnold

In Favor: Mayor Pro-Tem Childers, Council Members Sanson, Arnold and Kidd

Opposed: None

Abstained: None

Motion: Carries

E. City Council to Consider and Act on approving Ordinance No 2016.06.01 an ordinance providing a mechanism for funding of certain in-kind services or projects through fee credits, providing severability and effective date. (Teske)

Mayor Teske explained this would allow the city to apply fee credits to get interest free funding. This fee credit would be used to offset cost as well.

Motion: Motion was made by Council Member Vicki Sanson

Second: None

Motion Fails

F. Council to Consider and Act on approving a contract between Bloomfield Homes and the City of Lavon for the construction of Fire Crew Quarters at 501A Lincoln Avenue and authorizing the Mayor to execute the contract.(Teske/Scott)

Council Members Kidd and Childers asked for clarification from the city insurance company on insurance liability and cost of the Crew quarters.

This Item was Tabled

XI. EXECUTIVE SESSION

A. 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, evaluation, reassignment, duties, discipline or dismissal:

B. 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:

Council Convened into Executive Session at 8:12pm

XII. RECONVENE INTO REGULAR SESSION at 9:39pm



**Lavon City Council Workshop and
Regular Meeting Minutes
June 7, 2016**

In accordance with Texas Government Code, Section 551.001, et seq., the City Council Will reconvene into Regular Session to take any action necessary regarding the following:

A. Section 551.074-personnel matters: deliberation concerning the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal:

1. City Secretary
2. Creating a City Administrator Position

B. 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 Rule of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter in regard to:

1. Texas Open Meetings Act
2. Conflicts of Interest

Motion: A motion was made by Mayor Pro Tem to empower the Mayor to make a contract with Kim Dobbs to be Interim City Secretary.

Second: Council Member Arnold

In Favor: Mayor Pro-Tem Childers, Council Members Sanson, Arnold and Kidd

Opposed: None

Abstained: None

Motion: Carries

XIII. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDA

RFP for Fireman's Crew Quarters (Teske/Scott)

Budget Amendment (Teske)

XIV. PRESIDING OFFICER TO ADJOURN THE CITY COUNCIL MEETING

Mayor Teske adjourned the meeting at 9:39 p.m.

Duly passed and approved on this _____ day of _____, 2016.

Mayor Chuck Teske

Attest:

Susan K. Johnson, Interim City Secretary

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	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 Outlook	July 2016 Outlook	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2015-2016 Budget
Ordinary Income/Expense														
Utility Income 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
Solid Waste Fund Transfer	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
Sanitary Sewer Fund Trans	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
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	120.84	120.84	120.84	120.85	2,200.00	2,200.00
Total Judicial Branch	226.75	165.00	160.00	201.00	190.00	168.88	270.00	335.00	120.84	120.84	120.84	120.85	2,200.00	2,200.00
Legislative Branch														
Administrative Fee	1,650.60	450.00	2,250.00	1,150.00	1,200.00	1,834.47	2,185.43	2,150.00	1,232.32	1,232.32	1,232.32	1,232.34	18,000.00	18,000.00
Banking Interest	5.90	0.00	22.90	91.57	105.66	112.61	98.30	0.00	28.06	28.06	28.06	28.07	550.00	550.00
Late Fees	1,642.66	1,867.66	2,129.28	2,012.91	826.67	1,244.87	1,644.06	1,756.62	1,713.81	1,713.81	1,713.81	1,713.81	20,000.00	20,000.00
Photocopies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.50	25.00	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
Community Center/Pavilion Rental	130.75	353.00	100.00	171.00	265.00	357.00	457.50	400.00	200.00	200.00	200.00	200.00	3,034.25	2,500.00
Resitiation	500.00	450.00	450.00	425.00	425.00	450.00	450.00	450.00	900.00	300.00	300.00	300.00	4,750.00	4,750.00
Total Legislative Branch	4,191.05	3,202.31	5,013.32	3,711.81	2,883.06	4,059.78	4,896.12	4,387.45	4,135.02	3,535.02	3,535.02	3,559.59	47,089.25	46,535.00
Operations Division														
Food Service Inspection Permits	0.00	720.00	2,376.00	610.00	0.00	10.00	0.00	164.50	0.00	0.00	0.00	0.00	3,674.50	3,710.00
General Permit Fees	3,289.00	2,029.10	2,526.61	1,459.00	5,605.50	2,336.00	3,842.13	3,163.00	2,641.99	2,641.99	2,641.99	2,642.00	35,000.00	35,000.00
New Building Permit Fees	14,296.35	9,423.40	15,050.80	5,027.60	15,653.80	9,199.05	2,261.80	13,676.40	5,532.25	2,500.00	2,500.00	2,500.00	96,704.45	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	0.00
OSSF Permit Fees	0.00	800.00	0.00	0.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	1,600.00
PD Fines / Fees	4,302.50	4,323.50	5,410.00	7,859.16	8,717.37	6,980.28	5,138.06	5,971.11	6,059.46	6,059.46	6,059.46	6,059.46	73,000.00	73,000.00
PD Warrant Fines / Fees	277.15	686.00	219.50	214.10	720.00	722.00	208.90	440.10	628.06	628.06	628.06	628.07	6,000.00	6,000.00
Sale of Property	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
PD SRD	2,204.22	1,453.02	1,456.25	1,456.25	1,497.83	1,501.32	2,274.49	1,445.74	1,445.73	1,247.05	1,247.05	1,247.05	18,596.00	18,596.00
Total Operations Division	24,393.72	18,475.14	27,976.04	16,665.11	32,784.50	21,147.62	13,725.38	25,060.65	14,307.49	13,076.56	13,076.56	13,076.56	234,774.95	240,906.00
Prior Year Carryover	160,521.49	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
Unencumbered FY 13-14 Funds	155,521.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155,521.49	155,521.00
Taxes														
Franchise Tax	206.30	587.31	0.00	207.72	97,096.08	11.36	47.39	541.75	350.00	10,691.26	700.00	550.84	111,000.00	111,000.00
Property Tax	3,276.73	3,631.02	078,614.08	209,731.22	53,604.89	7,587.12	2,905.05	3,100.50	2,217.10	2,217.10	2,217.10	2,217.09	1,006,000.00	1,006,000.00
Sales & Use Tax	10,655.28	13,800.78	10,070.95	9,596.43	13,284.25	10,581.06	10,109.28	13,331.48	14,423.89	10,000.00	10,000.00	10,000.00	136,473.13	132,500.00
Total Taxes	14,148.31	52,709.11	886,684.16	219,535.36	163,985.22	18,179.54	13,062.72	17,973.74	16,990.89	22,908.36	12,917.10	12,767.93	1,253,473.13	1,249,500.00
Judicial Branch														
Credit Card Fees	123.95	98.00	121.31	0.00	0.00	0.00	0.00	0.00	357.99	357.99	357.99	357.99	1,775.00	1,775.00
Jury Panel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	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	150.31	79.00	108.89	37.46	66.50	46.50	102.51	0.00	242.61	242.61	242.61	242.61	1,500.00	1,500.00
Payroll - Court Clerk	2,306.01	2,270.36	2,883.12	2,812.32	2,512.32	4,242.16	2,969.42	2,969.42	3,959.50	3,959.50	3,959.50	3,959.48	36,952.00	36,952.00
Payroll - Part time Crk	995.69	885.65	812.16	795.24	1,008.04	1,013.21	886.54	778.09	859.04	859.04	859.04	859.06	10,611.00	10,611.00
Payroll - Judge	300.00	150.00	150.00	0.00	337.50	187.50	187.50	225.00	490.63	490.63	490.63	490.61	3,500.00	3,500.00
Payroll - Prosecutor	0.00	150.00	150.00	225.00	375.00	150.00	150.00	187.50	528.13	528.13	528.13	528.11	3,500.00	3,500.00
Postal Fees	0.00	0.00	49.00	0.00	49.00	0.00	0.00	47.00	76.25	76.25	76.25	76.25	450.00	450.00
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	250.00	250.00	1,000.00	1,000.00
Total Judicial Branch	4,164.42	3,830.65	4,545.14	3,840.58	4,628.92	5,909.92	3,893.53	3,993.46	7,109.71	7,034.71	7,109.71	7,034.65	62,684.72	62,684.00

	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 Outlook	July 2016 Outlook	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2015-2016 Budget
Debi Service														
Copier Mmc Contract	226.70	278.78	272.85	211.05	228.04	248.26	237.04	202.50	223.74	223.74	223.74	223.74	2,800.00	2,800.00
Pinney Bows Contract	174.00	100.00	0.00	155.00	0.00	0.00	145.50	0.00	0.00	0.00	0.00	0.00	574.50	428.00
Tactor	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	
Deisel Mvr/Bushhog- pmnt 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	
New Police Veh Pmt 1 of 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	0.00	0.00	0.00	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	16,255.57	32,557.00	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 Debi Service	400.70	378.78	272.85	366.05	228.04	248.26	16,883.97	202.50	17,223.74	223.74	223.74	37,486.31	73,948.50	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	
No & So Doors - Main Campus	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00	0.00	0.00	80.00	1,680.00	1,680.00
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
oOffice/Living Qtrs 24/7 FD														
Building Mbr - City Hall	23.86	1,367.46	574.89	0.00	11.97	180.56	1,462.34	3,063.59	2,353.88	2,353.88	2,353.88	2,353.88	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	1,360.43	1,360.43	1,360.43	1,360.43	19,500.00	19,500.00
Total Facilities	215.90	1,390.62	654.86	605.94	19.81	1,511.56	7,985.90	10,813.59	5,389.31	3,714.31	3,714.31	52,794.30	88,780.00	88,780.00
Dedicated Funds														
TIF Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,000.00	0.00	0.00	0.00	79,000.00	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	0.00	0.00	20,000.00
Resv/ Unassigned Fund	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	4,964.64
Total Dedicated Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,000.00	0.00	0.00	0.00	79,000.00	104,964.64
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	132.17	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	456.42	5,477.00	5,477.00
Mobil 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	1,652.00	1,652.00
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	1,116.83	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	2,509.67	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	0.00	0.00	3,341.59	13,366.36	13,366.36
Animal Control	0.00	0.00	0.00	3,125.00	0.00	0.00	1,562.50	0.00	0.00	0.00	1,562.50	0.00	6,250.00	6,250.00
Auditor	0.00	0.00	0.00	1,156.00	0.00	3,300.00	0.00	0.00	7,000.00	0.00	2,546.00	0.00	14,000.00	14,000.00
Central Appraisal District	30,892.43	1,624.50	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	552.00	0.00	0.00	0.00	4,529.02	1,387.20	1,215.80	2,863.00	1,027.91	1,027.91	1,027.91	1,027.92	45,000.00	45,000.00
City Engineer	0.00	0.00	0.00	3,200.00	1,160.00	2,838.62	1,931.83	-852.00	716.88	716.88	716.88	716.90	18,000.00	18,000.00
Fidelity Bonding	0.00	0.00	0.00	194.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
Information Technologies	921.50	1,915.52	1,185.42	1,339.65	1,233.38	1,308.38	7,122.60	1,270.88	524.82	524.82	524.82	524.81	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	3,000.00	0.00	0.00	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
TIF 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	6,200.00	6,200.00
Sports Park Engineer	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	0.00	0.00
Shredding Services	93.36	6.09	103.76	95.59	95.14	185.05	99.91	99.91	127.30	127.30	127.30	127.27	1,300.00	1,300.00
Total Outsourcing	32,459.20	3,168.51	8,747.43	12,528.03	8,652.04	11,029.25	21,474.23	4,816.29	15,738.51	2,396.92	8,139.92	5,911.24	135,154.36	135,507.36

	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 Outlook	July 2016 Outlook	Aug 2016 Outlook	Sept 2016 Outlook	FY 2015-2016 TOTAL	FY 2015-2016 Budget
Payroll Taxes														
FICA	3,182.74	3,224.58	3,494.65	3,182.96	3,248.19	4,877.47	3,321.04	3,350.18	6,385.79	6,385.79	6,385.79	6,385.82	53,426.00	53,426.00
Medicare	744.35	754.12	817.31	744.41	758.81	1,140.67	776.68	783.53	1,483.75	1,483.75	1,483.75	1,483.76	12,496.00	12,496.00
Retirement - City Portion	2,404.87	2,512.75	2,716.73	2,461.14	2,492.92	3,623.91	2,614.29	2,858.96	4,368.83	4,368.83	4,368.83	4,368.84	39,162.00	39,162.00
SUTA	0.00	2.46	4.61	54.47	51.86	2,517.14	199.66	115.36	0.00	0.00	0.00	0.00	3,045.56	189.00
Total Payroll Taxes	6,332.06	6,493.91	7,033.30	6,442.98	6,553.88	12,459.19	6,911.69	6,909.03	12,248.37	12,248.37	12,248.37	12,248.42	108,129.56	105,273.00
Total Expenses	139,034.01	94,302.87	110,979.99	132,103.70	105,614.26	152,636.58	159,063.88	126,900.53	276,562.01	159,662.30	163,504.72	341,613.47	1,980,080.32	1,980,648.00
Estimated Bank Balance								726,212.36	508,119.69	411,013.16	299,372.96	10,785.44		

2016 Comp Time Balances

Position	Current Month June 5, 2016	Previous Month May 8, 2016
<u>Organizational Support Office</u>		
City Services Coordinator	0:40:30	0:00:00
Accounting Clerk	20:17:00	12:55:00
Admin. Asst.	26:36:30	9:05:00
Total Organizational Support	47:34:00	22:00:00
<u>Public Works Dept.</u>		
PW Operator #1	27:49:31	23:18:00
PW Operator #2	6:02:30	1:33:00
Total Public Works	33:52:01	24:51:00
<u>Police Department</u>		
Officer 1	0:00:30	0:00:00
Officer 2	47:47:00	54:12:00
Officer 3	0:00:00	7:00:00
Officer 4	128:26:30	85:35:00
Officer 5	9:58:30	9:58:00
Officer 6	77:32:30	62:44:00
SRO	87:31:00	113:43:00
Court Clerk	4:28:30	4:28:00
Total Police Department	355:44:30	337:40:00
Grand Comp Time Total	437:10:31	384:31:00

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**CITY OF LAVON
INVITATION TO BID**

**TURNKEY CONTRUCTION OF EMERGENCY SERVICES CREW QUARTERS
BID NO. 2016-HLS002**

**PRE-BID CONFERENCE
July 6, 2016 at 2:00 pm**

**BIDS CLOSE
July 15th, 2016 at 2:00 pm**

**Award Date
Anticipated July 2016 meeting**

**DELIVER TO:
CITY OF LAVON
ATTN. KIM DOBBS
120 SCHOOL RD.
LAVON, TX 75166**

**MAIL TO:
CITY OF LAVON
ATTN. KIM DOBBS
PO BOX 340
LAVON, TX 75166**

COMPANY SUBMITTING BID:

Legal Advertisement

City of Lavon
Notice to Bidders

The City of Lavon will be accepting sealed bids for the construction of an Emergency Services Crew Quarters. Proposals shall be delivered to the City Hall, 120 School Rd., Lavon, TX 75166 or mailed to PO Box 340, Lavon, TX 75166. Proposals will be accepted until **July 15th, 2016 at 2:00 pm**.

Any proposals received after the closing time of 2:00 PM will be unopened.

- 1) Design and construction of an Emergency Services Crew Quarters. Proposals will be based upon designs furnished by bidder to the City of Lavon.

A winning proposal of \$25,000.00 or more must be submitted with a security in the amount of (5%) of the greatest amount proposed. This amount payable, without recourse, to the City of Lavon or a Proposal Bond in the same amount from a reliable Surety company as guarantee that the Offerors will enter into a contract and execute bond and guarantee forms provided within ten (10) days after receipt of notice of award.

Offerors are expected to inspect the site of the work and to inform themselves regarding local conditions under which the work is to be done. All offerors will be required to comply with provisions of V.T.C.A. Texas Government Code CH. 2258 of the State of Texas with respect to the payment of prevailing wage rates, applicable city ordinances and equal employment practices. The prevailing wage rate will be as established by the City of Lavon for this project. Evidence of worker's compensation insurance coverage for the person's or entity's employees providing services on the project may be required for the duration of the work.

A Pre-Bid Conference is scheduled for **July 6, 2016 at 2:00 pm** in the Fire Training Room at the City Hall Building, which is located at 120 School Rd. Lavon, TX 75166. Offerors are not required to attend this meeting to discuss the project.

All questions, requests for information, or clarification requests are to be submitted in writing or by email prior to 4:00 P.M., June 14, 2016 to the city offices located at 120 School Rd., Lavon, TX 75166, Attn: Jon R. Scott or email to jon.scott@cityoflavon.org. Responses will be shared with attendees of the pre-bid conference if requested.

The right is reserved by the City of Lavon, as the interest of the City may require, to reject any and all bids and to waive any informality in bids received and reserves the right to consider the most advantageous construction thereof.

Publish dates: June 29, 2016
July 6, 2016

BID PROPOSAL #2016-HLS002

PROPOSAL OF _____

a Corporation organized and existing under the laws of the State of _____

a partnership consisting of _____

_____, the business name of _____

_____, an individual.

TO: The City of Lavon

PROJECT FOR: Design, construct and warranty a custom Emergency Services Crew Quarters type house.

The undersigned Offeror, pursuant to the Foregoing Invitation for Bids, has carefully examined the Instruction to Offerors, this Proposal, the Supplemental Conditions, the form of Contract Agreement and Bonds, the General Conditions of the Agreement, the Specifications, and will provide all necessary labor, superintendence, machinery, equipment, tools, materials, services and other facilities to complete fully all work as provided in the Contract Documents; and binds himself upon formal acceptance of his Proposal to execute a contract and bonds, according to the prescribed forms, for the following prices, to-wit:

Item # 2016-HLS-002

Description

Design, construct and prove an effective Emergency Services Crew Quarters Style House using the basis floor plan contained within this document, and including the listed options contained.

The contractor will be responsible for all engineering, design, testing, site work, leveling; materials; construction, hookup and cleanup. Contractor to meet any special design criteria provided by the City, and include a basic landscaping package, proper drainage and signage around the site(s).

Total Price \$ _____

BID PROPOSAL #2016-HLS002

General

Scope - The City of Lavon is accepting sealed bids for construction of an Emergency Services Crew Quarters, that will provide living quarters, offices and a day room to firefighters.

Extent of Work - The contractor will be responsible for all dirt work, leveling, materials, construction and cleanup. Site and construction plans must be submitted at least 15 days before work can begin, pending approval of the City Engineer. Plans should be submitted to the City Secretary's Office, 120 School Rd., Lavon, TX 75166 between the hours of 8 AM – 12PM and 1 PM – 5PM Monday through Thursday.

This project will be awarded as a "best value" project based on the following criteria:

- 1) The purchase price;
- 2) The reputation of the bidder and of the bidder's goods or services;
- 3) The quality of the bidder's goods or services;
- 4) The extent to which the goods or services meet the municipality's needs;
- 5) The bidder's past relationship with the municipality;
- 6) The ability of the bidder to meet the City's time schedules.

Contractor must not sell, sublet or otherwise assign these responsibilities to others without the written consent of the City.

Contractor and employees shall be courteous to the public at all times while at the work site.

Contractor should indicate his pricing below. Pricing shall also include the costs for furnishing barricades and traffic warning devices and clean up as required. Bids are to be priced on a lump sum basis. Pricing shall include furnishing the necessary materials, labor, clean up etc.

Offeror shall submit parts lists and manufacturer information with bid documents as well as implementation schedule for construction. Approval of submittals must be obtained by winning bidder prior to construction commencement. Project Completion Time (180) days after receipt of order and executed contracts. The City requires the project be completed by December 31, 2016

Within ten (10) days after formal Notice of Award of Contract, the undersigned will execute the Contract Agreement and will furnish approved surety bonds and such other bonds as required by the Contract Documents for the faithful performance of the contract. In the event the Contract Agreement and bonds are not executed within the time above set forth, the attached bid security in the amount of 5% of the contract price is to become the property of the Owner as liquidated damages for the delay and additional work caused thereby.

BID PROPOSAL #2016-HLS002

The undersigned agrees to complete all work covered by these bid within a reasonable period of time after the date of the executed Contract Agreement as directed by the Director of Health and Life Safety. Except by mutual agreement of the City and the Contractor, the date established for the start of work will not be more than (30) days after the date of notification by the Director of Health and Life Safety.

Receipt is acknowledged of the following addenda:

Addendum No. 1 _____

Addendum No. 2 _____

Addendum No. 3 _____

Addendum No. 4 _____

Respectfully submitted by,

Authorized Signature _____

Print Name & Title _____

Company Name _____

Street or PO Box _____

City, State, Zip _____

Contact Person _____

Telephone & Fax # _____

Date _____

Note: Do not detach bid forms from other papers. Fill in with ink and submit this completed document with any attached documents such as bid bond or submittals.

References

List three projects of similar work performed including the project name, company name, address, contact person, telephone number, date, and project amount.

PROJECT INFORMATION

1. Project Name _____
Company Name _____
Address _____
Contact Person _____
Telephone Number _____
Date and Project Cost _____

2. Project Name _____
Company Name _____
Address _____
Contact Person _____
Telephone Number _____
Date and Project Cost _____

3. Project Name _____
Company Name _____
Address _____
Contact Person _____
Telephone Number _____
Date and Project Cost _____

DESIGN AND CONSTRUCTION SPECIFICATIONS FOR THE CITY OF LAVON EMERGENCY SERVICES CREW QUARTERS

INDEX

Page

- 8 GENERAL REQUIREMENTS**
 - INTENT
 - SCOPE OF WORK
 - CONTINGENCY
 - SUBMITTALS
 - CODES AND PERMITS
 - QUALITY ASSURANCE
 - RECORD DRAWINGS
 - SITE PREP
 - SLAB
 - PROJECT FINAL
 - SIGNAGE

- 10 CONSTRUCTION REQUIREMENTS & STANDARDS**
 - Standards
 - Requirements

- 13 FINAL ACCEPTANCE AND TESTING**

- 16 INSTRUCTIONS TO BIDDER**

- 21 Exhibits**
 - Exhibit A-Floor Plan
 - Exhibit B-Elevation
 - Exhibit C-Site location
 - Exhibit D-City of Lavon Logo Detail

GENERAL REQUIREMENTS

INTENT

These specifications are not intended to include any proprietary items, components, circuits, or devices which would preclude any builder from meeting these specifications. All construction materials, and appliances are currently available to residential home builders and owners. The fact that a manufacturer chooses not to (or perhaps is unable to) procure, construct or use these materials, will not be sufficient cause to adjust these specifications.

SCOPE OF WORK: It is the intent of this project to include the following specifications and complete the work required as follows:

- All necessary Site Prep, including engineering and drawings as required by code
- Utilities hook up and movement as needed
- Brick/Stone exterior
- Finished/Painted interior
- Engineered Concrete Slab
- Wood framed
- Asphalt shingles (wood decking)
- Plumbing
- Electrical connections and wiring (110v and 220v)
- Natural gas connections and plumbing
- HVAC
- Energy Code requirements
- Warranty

CONTENGENCY: Builder to include a fully refundable contingency fund in the amount of \$6500 with his final bid. Allocation to be done for unforeseen issues that arise. All issues shall be documented and approved by the Director of Health and Life Safety, prior to the issue being addressed financially.

SUBMITTALS: The bidder shall prepare a proposed materials list for the project to include proposed fixtures and finishes. This shall be submitted with his/her bid. The City of Lavon reserves the right to reject any proposed submittals that do not, in the opinion of the city, conform to desired results. The winning bidder must obtain notification of submittal approval prior to the beginning of project construction.

CODES AND PERMITS: The design, materials and installation shall conform to all State and Local Codes and Regulations governing the trades included in this work. The **(CONTRACTOR)** will obtain all necessary permits required for this work. The City shall arrange and pay for all costs in connection with inspections required by the State of Texas and the City of Lavon applicable ordinances. The City of Lavon has adopted the International building 2012 edition,

with the North Texas Council of Governments amendments, Option 'B' throughout as its Local Code.

All bidders for said project shall be registered contractors with the City of Lavon prior to award.

QUALITY ASSURANCE: All work shall be inspected and approved by the persons supervising the construction for correctness and completeness.

All materials and equipment shall be warranted in writing for a minimum period of two (2) years against defects in materials and workmanship from their respective manufacturers. The contractor shall provide a warranty for a minimum period of (2) years against defective workmanship. Warranties shall become effective on the day structure is accepted by the City Mayor, or his/her designee.

RECORD DRAWINGS: An "***As-Built***" copy of the construction plans shall be furnished to the OWNER that shall include the exact location of installed appliances, components, wiring and plumbing and will provide a permanent record of this work.

SITE PREP:

All grading, fill, etc. shall be provided and performed to meet the requirements for drainage and slab construction. Contractor shall be responsible for maintaining adequate erosion control throughout duration of project. Drainage onto adjacent properties above current flow rates is not acceptable.

SLAB:

Contractor shall install slab as per specification drawings provided and submitted with the bid. The City of Lavon Engineering specifications may be more stringent. The slab shall be able to withstand all weather conditions and must be designed so that water drains properly.

PROJECT FINAL:

After completion of all project elements, the contract with ensure:

- a. The property is graded to drain and basic landscaping is in place
- b. All walls are properly placed and finished, including load bearing and non load bearing.
- c. All appliances are tested and working
- d. All equipment specified is on site and in new working condition
- e. All signage is in place
- f. All flooring is properly placed and with proper workmanship
- g. All lighting is working properly and properly placed for illumination
- h. All cooking appliances can reach maximum temperate and operate as designed.

SIGNAGE:

Contract shall provide and install a project sign prior to beginning work. Signage design must be approved by the Director of Health and Life Safety. A monument sign will also be constructed of brick and stone to meet the specifications that will be provided by the City of Lavon.

CONSTRUCTION REQUIREMENTS & STANDARDS FOR THE CITY OF LAVON EMERGENCY SERVICES CREW QUARTERS

Standards:

1. Site built, to basic floor plan provided by the City of Lavon or other similar floor plan as approved.
2. Elevation based on conceptual drawing provided by the City of Lavon
3. Single story brick structure, 3 or more bedrooms, 2 or more baths, open floor plan, approximately 2000 sq.ft., or more, no garage. Bidders may elect to bid on a "stock" floor plan as long as it meets the square footage requirements, fits into the site location and meets basic needs for the Emergency Services Crew Quarters.
4. Structure to be built to Emergency Services Crew Quarters IBC/IFC 2012 code.

Construction Requirements:

1. General

Builder is responsible for all construction and physical development of the land as specified in this document and in conformance with all plans, designs, and specifications submitted by Builder as part of a Proposal/Bid process. Submission of a proposal/bid for structure construction services shall constitute agreement in total by Builder to the firm requirements and standards contained herein.

1.1 Structure plans submitted are to be compatible in design and style with the existing housing stock in the area and based on the conceptual design provided by the City of Lavon. The City of Lavon reserves the right to make such determination, and to reject any architectural plan, floor plan, or design proposal determined incompatible.

1.2 All plans submitted must include: (1) or more offices (1) workout room (1) kitchen (1) day room and (3) bedrooms, two (2) bathrooms, and have at least 2000 square feet of finished interior space. Bedrooms will be no smaller than ninety (90) square feet in size, excluding closet area, with the smallest room dimension no less than eight x eight (8x8) feet.

1.3 Structure plans submitted must be suitable for selected location including conformance with all setback regulations.

1.4 Builder shall submit all architectural and engineering plans and copies thereof as requested by the City of Lavon, if they are the awarded party. Plans must include room and overall structure dimensions.

1.5 All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid, and shall become part of a NO-LIEN CONSTRUCTION AGREEMENT between the City of Lavon and builder. Builder may not assign construction agreement to another party.

1.6 The City of Lavon shall select all interior and exterior color schemes to include, but not limited to, such items as paint, roofing, siding, trim, gutters, accents and flooring colors within the range of choices provided for in Builder's plans and specifications submitted with Proposal/Bid. Builder shall deliver samples for such selections to the City of Lavon offices as requested.

1.7 Builder shall consult with, and have approval of, the City of Lavon as to style and material choice before putting any item in place for which options or a range of selections are available in Builder's submitted plans and specifications.

1.8 If requested, builder shall provide the City of Lavon a detailed list of all individuals and entities that have a contract with Builder to perform any portion of work at the site ("Subcontractor"), including names, addresses, Federal ID numbers, and dollar amount of subcontracts, with or prior to submission of invoice for payment.

1.9 Final payment will only occur after Builder, the Mayor of the City of Lavon or his designee, sign the Certificate of Completion of Work Specifications.

1.10 Builder is responsible for exact measurements, materials, and labor needed for bidding purposes. Bids must include all labor and materials to complete the job to industry standards and manufactures specifications.

1.11 All costs to complete the Work described in these specifications and included on any drawings or plans should be included in these line items. Any scope of work Builder does not believe is covered, but is needed for a workman-like completion of the work, should be discussed with the City of Lavon before submitting a Proposal/Bid. Bids shall be inclusive of all work needed.

1.12 All materials used are to be new, of first quality and without defects, except in the case of harvest, salvaged, or recycled materials used in finishes, trim, etc., which have been approved by the City of Lavon. Bidders may substitute proven like or better materials only, with a documented change note.

1.13 Change orders are for unforeseen circumstances or substantial changes to the Scope of work only. All reasonable costs to complete the work in the manner outlined in this document and submitted with Builder's Proposal/Bid are assumed to be included in the original contract. All change orders shall be done in writing and approved before work can begin.

1.14 The City of Lavon and applicable inspectors must approve all change orders before additional Work is started.

1.15 Builder is the City of Lavon's 'partner in the field' and Builder will work closely with the City of Lavon to resolve any defects in materials or workmanship. Builder agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting there from, which appear within one year from final payment.

1.16. Builder, and all subcontractors must be licensed and bonded by the State of Texas, Collin County or City of Lavon.

1.17. All utilities shall be placed in Builder's name during the construction period, and remain so until a Certificate of Completion is approved. Builder shall notify the City of Lavon before utilities are disconnected so there will be no interruption of service.

1.18. Builder must apply for, and obtain, all required Permits. the City of Lavon shall ensure proper zoning of building lot to allow permitting to proceed. Builder must comply with all rules of the permitting process.

1.21. Builder to provide a warranty as specified in the item 13 below. Builder to assemble and collect all applicable warranty papers for all products installed by Builder, and hand deliver such papers to the City of Lavon at final inspection or sales transaction closing, whichever occurs first.

2. Site Work

2.1. Builder will provide a plot plan based on the footprint provided by a qualified Site/Survey Plan provider and will provide staking of such footprint. Builder is responsible for reviewing and staking structure on the lot per approved plat plan.

2.2. Builder is responsible for provision of drainage information and obtaining all needed building permits. Builder shall provide final grade and seeding to achieve positive drainage away from structure and conform with approved drainage plan.

2.3. Lot shall be kept free of debris during the construction process

2.4 There shall be no interruption of services for the Fire Department. Ingress and Egress to the site shall remain unobstructed through-out the build process.

3. Concrete

3.1. Builder shall provide a spread footer (min. 16" x 8") including rebar or post tension reinforcement.

3.2. Builder shall provide a minimum of 20' x 24' concrete parking pad at the rear, side OR front of building lot, with proper concrete footers to facilitate use by vehicle traffic. Blue prints and specifications must be provided and approved prior to beginning work.

3.3. All steps at entries are to be concrete with a min. of a 3' x 3' landing at all entries. A wooden stoop or small deck may be substituted at either entry with the approval of the City of Lavon.

3.4. Builder shall provide concrete sidewalks from front entry to city sidewalk and from rear entry to parking pad, as well as to existing Fire Station.

3.5 Blue prints must reflect engineers foundation plan with footers and beam specifications.

4. Foundation and Masonry

4.1. Foundation is to be reinforced concrete, including rebar, footers and required structural supports.

4.2 Foundation to be engineered post tension type and include a 10 year warranty.

4.3. Builder shall be responsible for footer inspection.

4.4 Exterior walls and base plates to be bolted to the foundation with minimum 9" I-bolts and included in the Engineers plans.

4.5 American made, Clay fired brick for 80% of the house exterior, excluding architectural features. Color to closely match the exterior of existing Fire Station.

4.6 "Austin Stone" (White) to be used on all corners of the house as accents. Matching the exterior of the existing Fire Station.

4.7 Blue prints must reflect engineers foundation plan with footers and beam specifications.

5. Wood and Plastics

5.1. Builder to supply and use a pressure treated sill plate per code.

5.2. All framing to be done per code and must be inspected by a City of Lavon prior to drywall being installed.

5.3. Trim package shall include paint grade wood trim throughout entire house including closets and workrooms. All base trim to be a minimum of 4" in height. All windows are to have a wooden sill and returns.

5.4. All windows and doors shall have exterior trim to create a positive protrusion beyond siding, installed and caulked to be weatherproof. All gutter boards are to be aluminum wrapped.

5.5. All exterior steps-ups shall utilize a ramp to help facilitate use of wheel chairs and make for ease of access to the facility.

5.6. Builder shall provide and install wooden or wire shelving with clothes rods in all closets including a shelf over the washer and dryer area and appropriate shelving in any linen closets.

5.7. All wet rooms receiving vinyl flooring shall have appropriate underlayment installed per manufacturer's directions. Install a minimum of 4' x 4' entry at front and rear door.

6. Thermal and Moisture Protection

6.1. Builder to provide min. of R-30 insulation in the attic and a min. of R-13 insulation on all exterior walls. Builder shall provide a vapor barrier. Insulated band board around perimeter of crawl space.

6.2. House shall have solid sheathing (OSB or plywood) on all exterior walls. All exterior walls shall have either a Tyvec style wind barrier or fanfold insulation prior to brick being installed.

6.3. Builder shall provide all fire stops/draft stops as required by code for all penetrations of entire house.

6.4. Builder to provide minimum of 25-year asphalt shingles, with appropriate vents and boots. Owner's choice of color, to match existing HOA requirements.

6.5. Hardy Board to be horizontal with a 0.44 inch nominal thickness, 0.5-inch exposure. All soffits are to be vented. Builder shall provide the City of Lavon with paint color samples for owner's choice of a minimum of 3 colors. Other decorative choices may be substituted at owner's discretion.

6.6. All gutters are to be a minimum of 6" with appropriate downspouts and splash blocks. All gutters and downspouts shall be securely attached and included in warranty. Color choice by owner.

7. Doors and Windows

7.1. All exterior doors are to be insulated with deadbolt, and entry lock keyed alike. Owner's choice of half-light or solid 6-panel with peepsight. All exterior doors to be primed and painted owners choice of colors.

7.2. All interior doors to be six-panel doors with appropriate locksets and door stops. No bi-fold or by-pass doors will be used without the City of Lavon approval. All doors to be solid core type.

7.3. Windows shall be new construction units with an integral nail finish and have a fully fusion welded joints on both sash and frame. All windows to have energy-efficient 7/8" double pane, "low E" vinyl or aluminum with glazing and screen. All bedroom windows shall meet egress requirements by code. Any windows require by code to be tempered glass shall be. All windows used in bathrooms shall opaque glass.

7.4 Attic access dropdown stair case, location TBD.

8. Finishes

8.1. All locksets to be Kwik Set or equal

8.2. Gypsum wallboard to be 5/8" on all walls and ceilings. Drywall to be smooth finished on all walls including closets, a light texture to be applied to all ceilings except wet rooms. Water-resistant drywall to be used where appropriate in all wet rooms.

8.3. All faucets to be Delta or equal quality to be approved by owner.

8.4. Kitchen sink to be minimum 8" deep equipped with spray hose and garbage disposal per code requirement.

8.5. Kitchen shall be plumbed for and include a dishwasher and separate ice maker

8.6. Paint shall be Kelly Moore or equal. Semi-gloss in all wet rooms and on all trim, flat on all other walls and ceilings and including all closets.

8.7. Builder to bid water resistant flooring for all wet rooms including a min. of 4' x 4' entry way at front and rear entry. Owner's choice of color.

8.8. All other areas to receive vinyl, tile or other non-carpet product as agreed upon by the City of Lavon. Builder to provide and install all termination/transition strips.

8.9. Minimum builder appliance package included in Proposal/Bid to include Energy Star recirculation range hood, microwave, dishwasher, and garbage disposal.

8.10 Orange Peel textured ceilings and walls throughout.

9. Specialties

9.1. Builder to provide brick/stone mailbox at the curb to match existing neighborhood designs and style. Mailbox to include locking style door with mail slot. Brick work on structure shall include City Logo in brick or stone.

9.2. House numbers, stone type, shall be installed on the house and visible from the street.

9.3. All bathrooms to have a minimum of 2 towel bars, toilet paper holder. Towel bar to attached to a 1" x 6" board that has been primed, painted and securely attached to framing members. Elongated toilets installed in both locations .

9.4. Landscaping to be min. 8 shrubs min. 12" in height with min. 3' mulch strip across front perimeter and along the sides of the house. Basic landscaping package, including Bermuda grass, drought resistant shrubs and flowers. Location will be determined during construction, but prior to completion.

9.5 Must meet ADA Requirements, including accessibility and appropriate grab bars.

9.6 UL approved smoke detectors in all rooms, with inline wiring and backup batteries

9.7 Wireless security system

9.8 Programmable sprinkler system

9.9 (2) hose bib connections

9.10 Termite treatment

10. Furnishings/cabinets and flooring

10.1. All cabinets shall have solid wood fronts.

10.2. All countertops shall be Formica, Marble, Stone or steel type with splash blocks. The City of Lavon has choice of color and style. All countertops shall be neatly caulked on all edges meeting walls.

10.3. Builder shall supply and install 2" wood or vinyl mini blinds, cut to size, in all windows including doors if ½ glass option is used.

10.4 Stove top to be gas with steel grates. No glass tops may be used.

10.5 Built-in microwave to be incorporated into the cabinet design

10.7 Built-in gas or electric oven to be incorporated into the cabinet design

10.6 Oversized kitchen island to include 12" countertop overhang on side facing away from kitchen and cabinets under the opposite side. 110V duplex electrical outlet installed in island.

10.7 All flooring to be vinyl, wood or ceramic tile type. No carpet.

11. Mechanical

11.1. All supply lines shall be appropriately sized copper piping, with ball type shut off valves at all fixtures. A main shut-off for the entire house shall be conveniently placed in the utility room with a full-flow ball type valve. A exterior shut off shall be placed in the front flower bed below freeze line.

11.2. Gas lines shall be run to the stove, furnace, and dryer with appropriate drip legs per code.

11.3. All plumbing fixtures shall be metal-bodied Delta or equal. All plumbing to be PEX with corrosive resistant fittings.

11.4. Builder to install a 500 gallon electric water heater with overflow pan if required by code.

11.5. Furnace shall be 90%-efficiency gas-fired furnace with appropriate sized 15 seer or more central A/C.

11.6 Air conditioner condensing unit shall be bolted securely to a concrete pad.

11.7 HVAC system shall have ridged duct lines with appropriate return air. Ducts in the crawl space are to be insulated. HVAC to include a digital programmable thermostat.

11.8 Builder to insure combustion air requirements are met.

11.9 Builder shall include in total price the cost of running new water and sewer service from a new or existing lateral line. To include meters as needed.

11.10 Builder to provide new meter pit for water service and exterior clean out for sewer service.

11.11 Builder to include installation of new sewer and water supply lateral as a line-item cost in Proposals/Bid submitted and provide for cost reduction or credit should lateral replacement not be required.

11.12 Radiant barrier roof decking

11.13 Home must meet or exceed Low E Energy Star rating

12. Electrical

12.1. Builder to provide phone lines in all rooms of the house except for the bathrooms.

12.2. Builder to provide co-axial cables complete with connectors in all rooms, living room and kitchen.

12.3. All rooms to have overhead lights controlled by a switch.

12.4. Builder to provide a dedicated circuit for security system to be provided by with the specification. Location to be determined.

12.5. Builder to provide a doorbell at all entries to the house.

12.6. Builder to provide a recirculation microwave range hood with light. Vent to outside.

12.7. Builder to wire structure to current National Electric Code and City of Lavon adopted electrical code. Electrical system must be grounded with two copper grounding rods.

12.8 Builder to provide electrical to structure from below ground service line

12.9 GFCI outlets in all baths, kitchen, and exterior.

12.10 Exterior lighting to include HID bulbs (4) and dusk to dawn triggers

12.11 Bidder must provide for the hook up of TBD circuits to the existing UPS installed outside of the building.

12.12 All ceiling fans shall have a dedicated switch for light and fan operations.

12.13 At final inspection all electrical circuits will be tested and must show to be operational.

13. Warranty

13.1 The Bidder must have not less than a **48 hour** response time for maintenance service and no more than five (5) days response time for replacement parts.

13.2 (2) year mechanical coverage on all electrical, plumbing, HVAC systems.

13.3 (1) year construction coverage on all materials and workmanship

13.4 Transferable (10) year limited warranty on all major structural components

INSTRUCTIONS TO BIDDERS

1. Defined Terms. Terms used in these Instructions to Bidders, which are defined in the General Conditions of the Agreement have the meanings assigned to them in the General Conditions, if included.
2. Qualification of Bidders. To demonstrate his qualifications for the Project, each Bidder must be prepared to submit within five (5) days of the Owner's request written data as to the Bidder's Qualifications such as financial data, previous experience, list of available equipment, and evidence of authority to conduct business in the City of Lavon.
3. Examination of Contract Documents and Site.
 - 3.1 Before submitting his bid, each Bidder must (a) examine the RFQ Documents thoroughly, (b) visit the site to familiarize himself with local conditions that may in any manner affect performance of the work, (c) familiarize himself with federal, state and local laws, ordinances, rules and regulations affecting performance of the work, and (d) be willing to sign a contract with the City of Lavon for such purchase.
 - 3.2 All sight surveys, subsurface or latent physical conditions at the site or otherwise affecting performance of the work, shall be the responsibility of the bidder to examine and investigate prior to bidding on this contract for services. The data is furnished for information only and neither the Owner nor Engineer guarantees the accuracy of the data. Before submitting his Bid each Bidder will, at his own expense, make such additional surveys and investigations, as he may deem necessary to determine his bid price for performance of the work.
 - 3.3 The submission of a Bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of this Article 3.
4. Interpretations. Bidders having questions about requirements should submit them in writing to the City Secretary's Office at the address shown on Page 1 of this solicitation. Questions should be submitted no later than two weeks after the date set for the Pre-Proposal Conference so that appropriate information may be researched and made available to all prospective bidders.
5. Bid Security. Each bid must be accompanied by check or an approved Bidder's Bond underwritten by a surety name in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department, for the sum of five percent (5%) of the amount of the maximum total bid as a guarantee that, if awarded the contract, the Bidder will promptly enter into a Contract and execute a Performance and Payment Bond. Certified or cashier's check shall be made payable to the City of Lavon.
6. Contract Time. The date to have all work substantially completed has been provided in the Bid Proposal and will be included in the executed Agreement or Contract.

7. Proposal.

- 7.1 Bidders shall use the Proposal forms included in the documents for each contract Bid. Proposal forms are to be left attached to documents in same manner as received by Bidders. Supplemental data to be furnished shall be included in same sealed envelope with Proposal.
- 7.2 Proposal Forms must be completed in ink. The Bid price of each item on the form must be stated in numerals.
- 7.3 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
- 7.4 Bids by partnerships must be executed in the partnership name and signed by a partner, his title must appear under his signature and the official address of the partnership must be shown below the signature.
- 7.5 All names must be printed below the signature.
- 7.6 The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which shall be filled in on the Bid Form).

8. Submission of Bids. Bids shall be submitted at the time and place indicated in the Invitation for Bids and shall be included in an opaque sealed envelope, marked with the Project title and name and address of the Bidder and accompanied by the Bid Security and other required documents.

9. Modifications and Withdrawal of Bids. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. Bids may not be withdrawn after opening of Bids for the period set forth in the Invitation for Bids.

10. Opening of Bids. Bids will be opened as indicated in the Invitation for Bids. Bids received after such time will not be considered, and will be returned unopened.

11. Bids to Remain Open. All Bids shall remain open for the period of sixty (60 days), but Owner may, in his sole discretion, release any Bid and return the Bid Security prior to that date.

12. Award of Contract.

- 12.1 Owner reserves the right to reject any and all Bids and waive any and all nonconforming or conditional Bids or counter proposals.
- 12.2 In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and alternates and unit prices if requested in the Bid forms. He may consider the qualifications and experience of

Subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the work as to which the identity of Subcontractors and other persons and organizations must be submitted as specified in the Supplementary Conditions or Specifications. He may conduct such investigations as he deems necessary to establish the responsibility, qualifications and financial ability of the Bidders, proposed Subcontractors and other persons and organizations to do the work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time. Owner reserves the right to reject the Bid of any Bidder who does not meet any such evaluation to Owner's satisfaction.

12.3 If a contract is to be awarded, it will be awarded as the "best value" based upon the criteria as indicated on page 4 of the bid proposal as evaluated by City staff.

12.4 It is expected that the Owner's evaluation of bids and award of contract will be made as set forth in the Invitation for Bids. The successful Bidder will be notified by a Notice of Award, which may be a letter, telephone or email. Time of completion is very important and failure to meet completion schedule will subject the Contractor to liquidated damages specified in the contract document provided after bid selection.

13. Execution of Contract.

13.1 The accepted Bidder, within twenty (20) days after formal notice of award, shall execute the formal Contract Agreement and required Bonds on the forms prepared and submitted by the Owner.

13.2 The Owner will issue a Notice to Proceed authorizing the Contractor to commence work.

14. Wage Rates. There shall be paid on the project not less than the general prevailing rates of wages in the locality of the project, which prevailing wage rates have been determined by the Owner in accordance with statutory requirements. There is included immediately following these Instructions to Bidders a schedule giving for various classifications the minimum rates as have been established by the Owner.

15. Sales Taxes. The Owner qualifies as an exempt agency pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act, and is not subject to any State or City sales taxes. The Contractor's attention is directed to Rule 3.291, paragraphs (a) (1), defining separated contracts, subsection (b) (3) discussing separated contracts, and subsection (c) discussing exempt contracts. Reference: Texas Tax Code, Chapter 151.

Contractors should note those organizations in subsection (c) that the rule shows as being exempt no longer qualify for the exemption. The rule states that contractors improving realty for organizations listed in Texas Tax Code 151.309 and 151.310 are exempt from tax. THIS IS NO LONGER TRUE EFFECTIVE WITH CONTRACTS SIGNED ON OR AFTER AUGUST 15, 1991.

Only those contracts with school districts and nonprofit hospitals qualify for the exemption discussed in subsection (c) of Rule 3.291.

The Comptroller is amending the rule to reflect this change.

If the low bidder elects to operate under a separated contract as defined by Rule 3.291 by obtaining the necessary permit or permits from the State Comptroller's office allowing the purchase of materials for incorporation in this project without having to pay the Limited Sales

and Use Tax at the time of purchase, the low bidder shall identify separately from all other charges the total agreed contract price for materials incorporated into the project. This form shall be filled out by the low bidder in each of the two bound copies of the contract. Total materials shall only include materials physically incorporated into the realty.

If the Contractor operates under a "separated contract", the City will furnish the Contractor with an exemption certificate for the applicable materials.

In order to comply with the requirements of Rule 3.291, as mentioned above, it will be necessary for the Contractor to obtain a sales tax permit.

It will also be necessary that the Contractor issue resale certificates to his suppliers.

Sales tax applications for a sales tax permit and information regarding resale certificates may be obtained by writing to:

Comptroller of Public Accounts
Capitol Station
Austin, Texas 78774

The Contractor may also receive information or request sales tax permit applications by calling the State Comptroller's toll free number 1-800-252-5555.

Subcontractors are eligible for sales tax exemption if the subcontract is made in such manner that the charges for materials are separated from all other charges. The procedure described above will effect a satisfactory separation. When subcontracts are handled in this manner, the Contractor must issue a resale certificate to the subcontractor and the subcontractor, in turn, must issue a resale certificate to his supplier.

In order for the Contractor performing this contract to purchase consumable materials by issuing a resale certificate in lieu of payment of sales tax:

The contract will transfer title of consumable, but not incorporated, materials to the City at the time and point of receipt by the Contractor, and no use may be made of the materials prior to passage of title.

The contractor shall at time of payment, submit a Schedule of Value for materials on site and labor to date.

This SOV shall be the "Payment Bible" throughout the duration of the project.

The Contractor will be paid for these materials by the City as soon as practicable. Payment will not be made directly but considered subsidiary to the pertinent bid item. The Contractor's monthly estimate will state that the estimate includes consumables that were received during the month covered by the estimate.

A representative of the City must be notified as soon as possible of the receipt of these materials so that the representative may make an inspection. Where practical, the materials will be labeled as the property of the City.

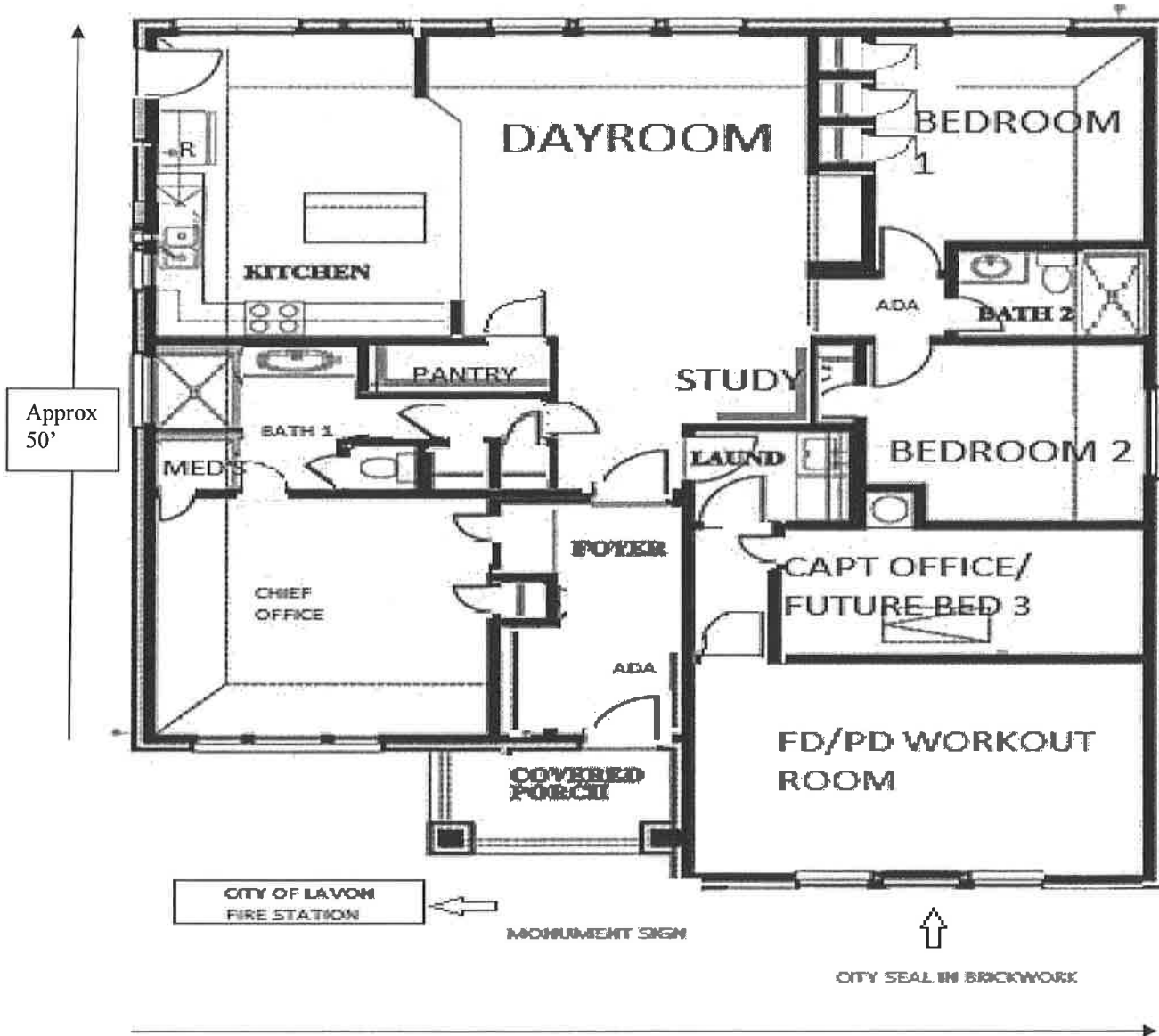
All invoices or estimates submitted by the Contractor to the Owner shall be separated into three categories: (a) billings attributable to materials, supplies, equipment and other tangible personal property physically incorporated into the work; (b) billings attributable to materials, supplies, equipment and other tangible personal property purchased or leased for use in the work, but not physically incorporated into the work; and (c) billings attributable to other costs

and fees allowable under the contract, including labor, overhead, profit and other reasonable, incidental costs related to the work. The Contractor must obtain a Texas Sales Tax Permit prior to commencement of work and shall file appropriate returns with the Comptroller of Public Accounts of the State of Texas, as required from time to time by rules and regulations of the Comptroller. The Contractor shall issue a resale certificate in lieu of the tax on the purchase of all materials, supplies, equipment and other tangible personal property to be incorporated into the real property being improved under the contract. Supplies, tools, materials, equipment and other tangible personal property that are purchased or leased merely for use in the performance of the contract, and not for incorporation into the improved real property, are not exempted from sales or use tax and are not covered by this item.

16. Performance and Payment Bonds. Performance and Payment Bonds are required for this project and shall be provided.
17. Loss or Damages of Personal Property. The winning bidder shall be responsible for securing all materials and equipment used during the construction of this project. The City of Lavon shall in no way be held liable for loss or damages.
18. Retainage: The City shall retain ten percent (10%) of each invoice submitted by the contractor until final acceptance of the completed project by the City Council.
19. Lien Releases: The contractor shall provide lien releases from each subcontractor at the time of submission of each invoice for payment. The contractor will provided a comprehensive lien release for the project prior to release of the retainage funds.

END OF INSTRUCTIONS TO BIDDERS

Exhibit A
Floor Plan



Approx. 2000' sq ft.
"Residential style" building

Approx. 43'

Exhibit B

Conceptual Elevation Design

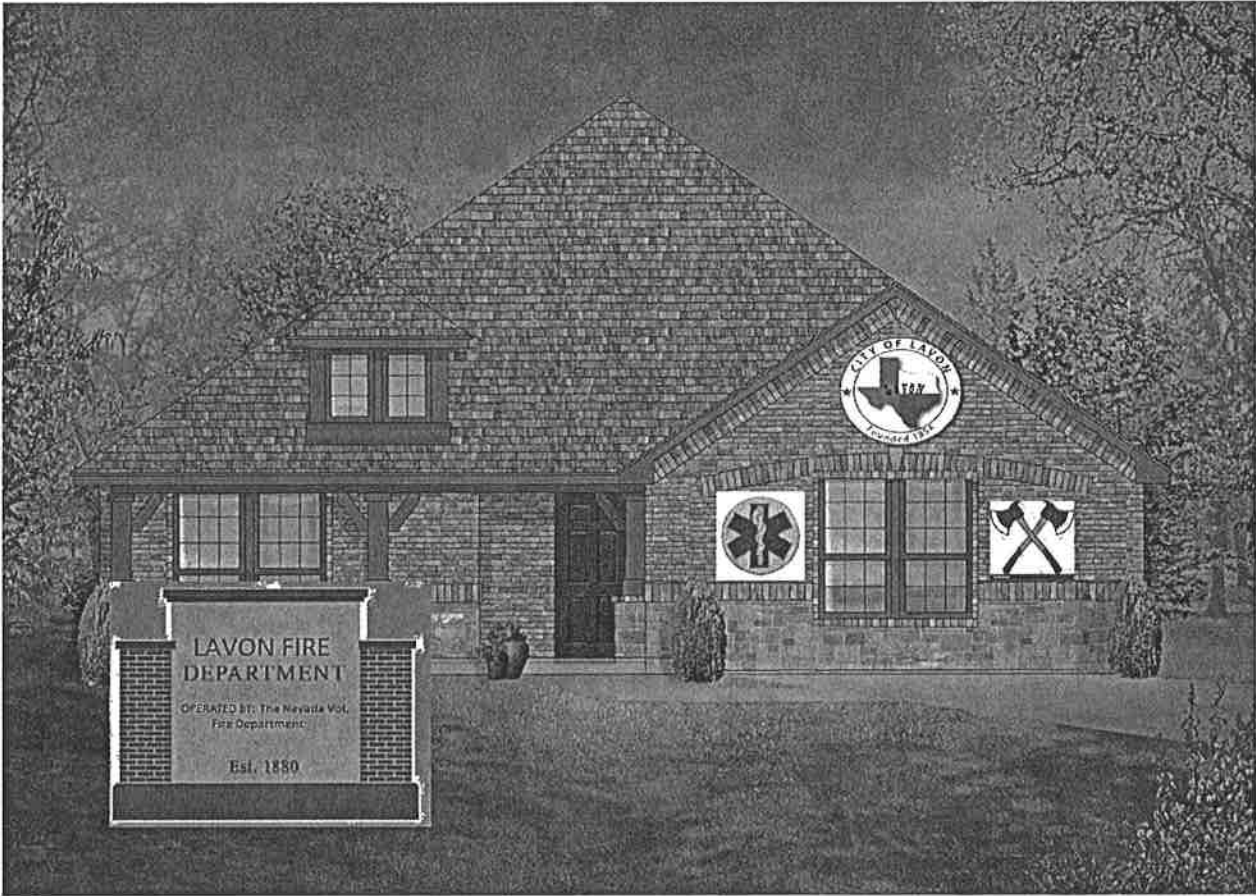


Exhibit C
Lot location (from above)

Title



May 19, 2016

1:1,128
0 0.0075 0.015 0.03 mi
0 0.015 0.03 0.06 km
Source: Esri, HERE, DeLorme, US map, TerraMTX Corp., GEBCO, USGS,
FNO, NPS, NRCAN, GEBCO, IGN, Interim NL, OpenStreetMap, Esri,
Japan, METI, Esri, CIMA, Swis, Mag, Swisstopo, Mapbox, Mapbox, ©
OpenStreetMap contributors, and the GIS User Community

Exhibit D-City of Lavon Logo Detail



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CITY OF LAVON, TEXAS

ORDINANCE 2016-06-01

Budget amendment #2 for Fiscal Year 2015-2016

AN ORDINANCE FOR THE CITY OF LAVON, TEXAS APPROVING AND ADOPTING AN AMENDED BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lavon, Texas has adopted, amended and approved a budget of the expenditures and revenues of all City Departments, Divisions and Offices for the Fiscal Year 2015-2016; and

WHEREAS, the City Council of the City of Lavon, Texas has determined certain amendments need to be made to the budget for the City covering the fiscal year aforesaid; and

WHEREAS, the City Council upon full consideration of the matter, is of the opinion that the amended budget hereinafter set forth is proper and should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAVON, COLLIN COUNTY, TEXAS;

Section 1. That the appropriations as designated for the payment of expenses for the operation of the City government, hereinafter itemized by a true and correct copy of the Budget Document hereto attached as Exhibit A, are hereby approved.

Section 2. That the expenditures during the fiscal year shall be made in accordance with the budget approved by this ordinance, unless otherwise authorized by a duly enacted ordinance of the City, said budget document being on file for public inspection in the office of the City Secretary.

Section 3. That the necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such case provides.

Section 4. That on and after the passage of this ordinance, it shall supersede and replace Ordinance #2016-05-02 that amended and adopted the Fiscal Year 2015-2016 Budget.

Section 5. 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.

DULY PASSED AND ADOPTED by the City Council of the City of Lavon, Collin County, Texas on this ____ day of June, 2016.

Charles A. Teske, Jr. Mayor

Attest: _____

Kim Dobbs, Interim City Secretary

**City of Lavon General Fund
FY 2015-2016 Budget**

Item	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed	change	notes
INCOME				
Enterprise Income Transfer				
Solid Waste Fund Transfer	154,966.00	154,966.00		
Sanitary Sewer Fund Transfer	120,000.00	120,000.00		
Enterprise Income Transfer	274,966.00	274,966.00		
Judicial Branch				
Court fees	2,200.00	2,200.00		
Total Judicial Branch	2,200.00	2,200.00		
Legislative Branch				
Administrative Fee	18,000.00	18,000.00		
Banking Interest	550.00	550.00		
Late fees	20,000.00	20,000.00		
Photocopies	25.00	25.00		
Return of Equity-Insurance	730.00	730.00		
Returned Check Fees	0.00	0.00		
Community Center/Pavilion Rental Fees	2,500.00	2,500.00		
Restitution	4,750.00	4,750.00		
Total Legislative Branch	46,555.00	46,555.00		
Operations Division				
Food Service Inspection Permits	3,710.00	3,710.00		
General Permit Fees	35,000.00	35,000.00		
New Building Permit Fees	98,000.00	98,000.00		
New Addition Building Permit Fees	0.00	24,000.00	24,000.00	Projected 8 permits
OSSF Permit Fees	1,600.00	1,600.00		
PD Fines/Fees	73,000.00	73,000.00		
PD Warrant Fines/Fees	6,000.00	6,000.00		
Sale of Property	5,000.00	12,000.00	7,000.00	Actual sale proceeds
SRO Contribution - Community ISD	18,596.00	18,596.00		
Total Operations Division	240,906.00	271,906.00	31,000.00	
Prior Year Carryover				
Prior Year Carryover FY 2014-2015 Funds	166,521.00	166,521.00		
Total Prior Year Carryover	166,521.00	166,521.00		
Tax				
Franchise Tax	111,000.00	111,000.00		
Property Tax (Tax Rate Unchanged)	1,006,000.00	1,006,000.00		
Sales & Use Tax	132,500.00	132,500.00		
Total Tax	1,249,500.00	1,249,500.00		
TOTAL INCOME	1,980,648.00	2,011,648.00	31,000.00	

**City of Lavon General Fund
FY 2015-2016 Budget**

Item	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed	change	notes
EXPENSE				
Judicial Branch				
Judicial Admin.				
Credit Card Fees	1,775.00	1,775.00		
Jury Panel	150.00	150.00		
Health Insurance	3,246.00	3,246.00		
Office Supplies	1,500.00	1,500.00		
Payroll - Court Clerk	36,952.00	36,952.00		
Payroll - Part time Court Clerk	10,611.00	10,611.00		
Payroll - Judge	3,500.00	3,500.00		
Payroll - Prosecutor	3,500.00	3,500.00		
Postal Fees	450.00	450.00		
Training	1,000.00	1,000.00		
Total Judicial Branch	62,684.00	62,684.00		
Legislative Branch				
Advertising, Notices & Publications	4,000.00	4,000.00		
Cell Phone Stipend/City Phone - Secretary	600.00	600.00		
Cell Phone Stipend/City Phone - City Serv. Coord.	477.00	477.00		
Computer / Computer Equip.	6,000.00	6,000.00		
Cleaning	4,200.00	4,200.00		
CPA	2,000.00	2,000.00		
Dues & Fees	1,500.00	1,500.00		
Drinking Water/Gatorade All Depts	1,000.00	1,000.00		
Elections	6,200.00	8,000.00	1,800.00	CISD withdrew
Health insurance	19,480.00	19,480.00		
Office Furniture	2,000.00	2,000.00		
Building Supplies	2,000.00	2,000.00		
Office Supplies	5,000.00	5,000.00		
Council Events	650.00	650.00		
Office Equipment	6,500.00	6,500.00		
Payroll - Secretary	43,000.00	43,000.00		
Payroll - Services Coordinator	32,793.00	32,793.00		
Payroll - Accounting Clerk	36,254.00	36,254.00		
Payroll - Administrative Assistant	29,000.00	29,000.00		
Community Center/Gym Monitors	4,000.00	4,000.00		
Events	4,500.00	4,500.00		
Postal Fees	250.00	250.00		
Records Storage	1,392.00	1,392.00		
Software	2,000.00	2,000.00		
Training/Mileage	3,000.00	3,000.00		
Electric	5,000.00	5,000.00		
Natural Gas	3,500.00	3,500.00		
Telephone	6,000.00	6,000.00		
Water	500.00	500.00		

**City of Lavon General Fund
FY 2015-2016 Budget**

	Item	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed	change	notes
Total Legislative Branch		232,796.00	234,596.00	1,800.00	
City Administrator's Office					
	City Administrator	16,000.00	16,000.00		
	Cell Phone	200.00	200.00		
	Office Equipment	1,001.00	1,001.00		
	Health Insurance	1,100.00	1,100.00		
Total Administator's Office		18,301.00	18,301.00		
Operations Division					
Fire Services					
	Cell Phone	900.00	900.00		
	Emergency Service Equipment	22,502.00	22,502.00		
	Equipment Maintenance & repair	5,000.00	5,000.00		
	3" Fire Hose (5)	1,050.00	1,050.00		
	Fire Hose (5)	1,220.00	1,220.00		
	Fuel	4,000.00	4,000.00		
	Fire Marshal Dues & Fees	170.00	170.00		
	Fire / Safety Manager	60,000.00	60,000.00		
	Health Insurance	6,494.00	6,494.00		
	NFPA Pump/Ladder Testing E2	450.00	450.00		
	Part Time Personnel Stipend	22,000.00	22,000.00		
	Safety Fire Equipment	200.00	200.00		
	TFT Nozzles for E2 (2)	1,300.00	1,300.00		
	Graphics/Uniforms	800.00	800.00		
	Electric	2,500.00	2,500.00		
	Natural Gas	700.00	700.00		
	Water	400.00	400.00		
	Tornado Sirens	70,000.00	70,000.00		
Fire Services Total		199,686.00	199,686.00		
Police Department					
	Audio Visual	1,800.00	1,800.00		
	Cell Phone Staff	7,600.00	7,600.00		
	Child Abuse Interlocal	1,500.00	1,500.00		
	Cleaning	4,200.00	4,200.00		
	Computers	6,500.00	6,500.00		
	Crime Prevention	1,800.00	1,800.00		
	Database Services	400.00	400.00		
	Dispatch	17,729.00	17,729.00		
	Dues & Fees	600.00	600.00		
	Emergency Equipment	3,000.00	3,000.00		
	Explorer Post Program	4,000.00	4,000.00		
	Health Insurance	51,946.00	51,946.00		
	Inmate Boarding	900.00	900.00		
	COP/COO Meals and Travel	500.00	500.00		
	Mobile Internet	2,600.00	2,600.00		

**City of Lavon General Fund
FY 2015-2016 Budget**

	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed		
Item			change	notes
Office Equipment	700.00	700.00		
Office Supplies	2,500.00	2,500.00		
<i>Payroll</i>				
Police Chief / COO \$	77,795.00	77,795.00		
Lieutenant \$	62,226.00	62,226.00		
SRO	43,190.00	43,190.00		
Police Officer 1 \$	53,823.00	53,823.00		
Police Officer 2 \$	43,190.00	43,190.00		
Police Officer 3 \$	42,763.00	42,763.00		
Police Officer 4 \$	43,190.00	43,190.00		
Police Officer 5 \$	41,933.00	41,933.00		
Police Officer 6 \$	10,000.00	10,000.00		
Police Equipment Repair/Replace	2,500.00	2,500.00		
Postal Fees	400.00	400.00		
Radio (City Band)	5,000.00	5,000.00		
Report Management System	1,500.00	1,500.00		
School Resource Expenses	500.00	500.00		
Software	2,000.00	2,000.00		
TLETS Management	7,500.00	7,500.00		
Training	4,500.00	4,500.00		
Uniform	6,000.00	6,000.00		
Vehicle Cleaning	350.00	350.00		
Vehicle Fuel	17,000.00	17,000.00		
Vehicle Mtn.	10,000.00	10,000.00		
Vests (Standard)	3,000.00	3,000.00		
Electric	5,000.00	5,000.00		
Telephone	7,000.00	7,000.00		
Water (Utility)	400.00	400.00		
<i>New Projects and Equipment</i>				
	0.00	0.00		
Crime Scene Camera	1,000.00	1,000.00		
Four AED's	6,400.00	6,400.00		
3 Tasers	5,400.00	5,400.00		
Type Barricades III (6)	0.00	0.00		
Grant Match Body Cam's	2,000.00	2,000.00		
Police Department Total	613,835.00	613,835.00		

**City of Lavon General Fund
FY 2015-2016 Budget**

Item	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed	change	notes
Public Works				
Audio Visual Body Cameras	700.00	700.00		
Bear Creek Park/Eagle Pond / Field Improvements	0.00	0.00		
Building Inspector	37,000.00	37,000.00		
Cell Phone - DPW	800.00	800.00		
Cell Phone - Operator 1	800.00	800.00		
Cell Phone - Operator 2	700.00	700.00		
Code Enforcement supplies	1,000.00	1,000.00		
Food Service Inspector	2,000.00	2,000.00		
Grounds Mtnc. / Arbor Day / Chipper Rental	6,500.00	6,500.00		
Heavy Equipment Mtnc	5,000.00	5,000.00		
Meals & Travel	500.00	500.00		
MS4 Supplies	2,000.00	2,000.00		
Office Supplies	1,000.00	1,000.00		
Health Insurance	19,480.00	19,480.00		
Payroll - Director	44,000.00	44,000.00		
Payroll - Operator 1	28,309.00	28,309.00		
Payroll - Operator 2	25,459.00	25,459.00		
Payroll - part time/seasonal/work program	6,000.00	6,000.00		
Postal Fees	1,000.00	1,000.00		
Signage	9,000.00	9,000.00		
State OSSF Fees	300.00	300.00		
Street Lights	42,824.00	42,824.00		
Street Repair/Mtnc	20,000.00	20,000.00		
Mosquito Spraying	12,000.00	12,000.00		
Tools	3,000.00	3,000.00		
Training & Per Diem	4,000.00	4,000.00		
Uniform	2,000.00	2,000.00		
Vehicle & Equipment Fuel	6,500.00	6,500.00		
Vehicle Mtnc.	4,000.00	4,000.00		
PW Facility Rental	7,800.00	7,800.00		
fire extinguishers	600.00	600.00		
Heavy Duty Used Gooseneck Trailer	5,000.00	5,000.00		
New Dodge 3/4 ton Truck Pmt. #1	6,400.00	6,400.00		
Jet Machine Rental / Sewer	1,200.00	1,200.00		
Boom Lift Rental	3,000.00	3,000.00		
Zero Turn Mower(Diesel) / Rhino Bush Hog	5,000.00	5,000.00		
Public Works Total	314,872.00	314,872.00		
Total Operations Division	1,128,393.00	1,128,393.00		
Other Expenses				

**City of Lavon General Fund
FY 2015-2016 Budget**

Item	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed	change	notes
Debt Service				
Copier Mtnc Contract	2,800.00	2,800.00		
Pitney Bowes Contract	429.00	429.00		
Tractor	4,017.00	4,017.00		
Police Vehicle (Newer- Tahoes) Last Pmt's	32,557.00	32,557.00		
New Police Vehicle (Ford) Pmt. 1 of 3	17,000.00	17,000.00		
New Police Vehicle (TBD) Pmt 1 of 3	17,000.00	17,000.00		
Total Debt Service	73,803.00	73,803.00		
Facilities				
"Fencing" for Stage	0.00	0.00		
North & South doors - Main Campus	1,680.00	1,680.00		
Solar Screens	2,500.00	2,500.00		
Office/Living Quarters 24/7 Fire	49,000.00	115,000.00	66,000.00	Construction funding
Building Mtnc - Main Campus	16,100.00	16,100.00		
Building Mtnc - Emergency Service Campus	19,500.00	19,500.00		
Facilities Total	88,780.00	154,780.00	66,000.00	
Fund Transfer				
TIF Fund Transfer (City Portion)	80,000.00	80,000.00		
Phase II Radios upgrade (establish fund)	20,000.00	20,000.00		
Reserve Fund Transfer	4,994.64	-33,805.36	-38,800.00	Adjust to balance
Total Fund Transfers	104,994.64	66,194.64	-38,800.00	
Insurance				
Auto Liability	4,608.00	4,608.00		
Auto Phys. Damage	2,460.00	2,460.00		
Errors & Omissions	1,586.00	1,586.00		
General Liability	669.00	669.00		
Law Enforcement Liability	5,477.00	5,477.00		
Mobil Equipment	282.00	282.00		
Real & Personal Property	1,632.00	1,632.00		
Workers Compensation	13,402.00	13,402.00		
Insurance Total	30,116.00	30,116.00		
Outsourcing				
Ambulance Service	13,366.36	13,366.36		
Animal Control	6,690.00	6,690.00		
Auditor	14,000.00	14,000.00		
Central Appraisal District	6,451.00	6,451.00		
City Civil Attorney	45,000.00	45,000.00		
City Engineer	18,000.00	18,000.00		
Consulting / Professional Services	0.00	2,000.00	2,000.00	Land Use; CC app 6-7-16
Fidelity Bond	200.00	200.00		
Information Technologies	18,000.00	18,000.00		
MS4 Consulting/Execution	5,000.00	5,000.00		

**City of Lavon General Fund
FY 2015-2016 Budget**

	2015 - 2016 Amended Budget #1 5/17/16	2015 - 2016 Amended Budget #2 Proposed	change		notes
Tax Assessor/Collector	1,300.00	1,300.00			
TIFF Administration	6,200.00	6,200.00			
Sports Park Engineering	0.00	0.00			
Shredding Services	1,300.00	1,300.00			
Outsourcing Total	135,507.36	137,507.36	2,000.00		
Payroll Taxes					
FICA	53,426.00	53,426.00			
Medicare	12,496.00	12,496.00			
Retirement - City Portion	39,162.00	39,162.00			
SUTA	189.00	189.00			
Payroll Taxes Total	105,273.00	105,273.00			
Total Other Expenses	538,474.00	567,674.00	29,200.00		
TOTAL EXPENSE	1,980,648.00	2,011,648.00	31,000.00		
Net Surplus / <Deficit>	0.00	0.00	0.00		

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