



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

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**SEPTEMBER 6, 2016**

**6:00 PM**

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**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

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

Members of City Council may notify others of community events, functions and other activities.

**6. 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 23, 2016 Meeting.

**7. PUBLIC HEARING**

A. Annual Budget. Public Hearing to receive input regarding the Proposed Annual Budget for the Fiscal Year that begins October 1, 2016 and ends September 30, 2017.

**8. DISCUSSION AND ACTION**

A. Discussion and action regarding the announcement of a City Council meeting on September 20, 2016 at which the property tax rate will be considered and adopted.

B. Discussion and Action Regarding Resolution No. **2016-09-01** to adopt the City of Lavon's Investment Policy.

C. Discussion and action regarding Board and Commission Appointments: Economic Development Corporation Board of Directors and Planning & Zoning Commission. (Teske)

**9. DISCUSSION**

A. Discussion regarding speeding and traffic control options. (Kidd)

*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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**10. 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.

**11. 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.

**12. 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.

A. Budget and tax rate adoption - September 20, 2016

B. Collin County Commissioner Cheryl Williams will attend the September 20, 2016 meeting to make a presentation regarding transportation planning.

**13. 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: \_\_\_\_\_

\_\_\_\_\_  
*signed*

*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.*



# Lavon City Council Meeting Agenda Brief

Meeting: September 6, 2016

Item: 3

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**Item:**

WORK SESSION: Discussion of the Annual Budget and Tax Rate for Fiscal Year 2016-17

**Background:**

The worksheet presented is a draft of the annual budget for fiscal year 2016-17 (FY 16-17), updated to reflect the changes that the City Council has directed during recent work sessions. The general fund contains the resources and expenditures that encompass essentially all City operations.

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. The worksheet generally assumes the same levels of service and staffing that were approved for FY 16-17.

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

**A public hearing on the proposed budget will be conducted at the September 6, 2016 meeting.**

The City Council is scheduled to vote on the proposed budget and tax rate on September 20, 2016.

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  
                              Proposed Budget Worksheet  
                              Budget Requests Worksheet

September 2, 2016

City of Lavon  
General Fund

Annual Operating Budget  
Fiscal Year 2016-2017

Proposed  
09/02/2016

Item	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	Changes 8/2/2016, 8/16/2016 and 8/23/2016
<b>GENERAL FUND REVENUE</b>					
1	<b>Enterprise Income Transfer</b>				
2	Solid Waste Fund Transfer	154,966	154,966	154,966	168,000 +8000 per 8/30 rev
3	Sanitary Sewer Fund Transfer	120,000	120,000	120,000	
4	<b>Enterprise Income Transfer</b>	<b>274,966</b>	<b>274,966</b>	<b>274,966</b>	<b>288,000</b>
5					
6	<b>Judicial Branch</b>				
7	Court fees	2,200	2,200	2,487	2,500 +300 rev estimate - Outlook
8	<b>Total Judicial Branch</b>	<b>2,200</b>	<b>2,200</b>	<b>2,487</b>	<b>2,500</b>
9					
10	<b>Legislative Branch</b>				
11	Administrative Fee	10,000	18,000	20,521	18,000
12	Banking Interest	1,050	550	603	641
13	Late fees	22,000	20,000	20,893	20,000
14	Photocopies	25	25	23	50
15	Return of Equity-Insurance	730	730	730	730
16	Returned Check Fees	0	0	25	0
17	Community Ctr/Pavilion Rental Fees	1,575	2,500	3,492	4,500
18	Restitution	4,750	4,750	4,750	4,750
19	<b>Total Legislative Branch</b>	<b>40,130</b>	<b>46,555</b>	<b>51,037</b>	<b>48,671</b>
20					
21	<b>Operations Division</b>				
22	Food Service Inspection Permits	3,410	3,710	3,875	3,875
23	General Permit Fees	35,000	35,000	35,000	35,000
24	New Building Permit Fees	75,000	98,000	101,132	150,000
25	New Addition Building Permit Fees	90,000	24,000	0	0
26	OSSF Permit Fees	400	1,600	2,800	2,000
27	PD Fines/Fees	70,000	73,000	73,000	75,000
28	PD Warrant Fines/Fees	9,700	6,000	4,968	7,000
29	Sale of Property	0	12,000	12,038	0
30	SRO Contribution - Community ISD	18,596	18,596	19,946	26,620
31	EDC Reimb - Tax Note Series 2014	0	0	13,429	13,866 +13866 debt obligation - EDC
32	<b>Total Operations Division</b>	<b>302,106</b>	<b>271,906</b>	<b>266,188</b>	<b>313,361</b>
33					
34	<b>Prior Year Carryover</b>				
35	FY 14-15 Carryover Funds	107,000	166,521	166,521	118,043 +58043 fund bal / VFD Qtrs
36	<b>Total Prior Year Carryover</b>	<b>107,000</b>	<b>166,521</b>	<b>166,521</b>	<b>118,043</b>
37					
38	<b>Tax</b>				
39	Franchise Tax	111,000	111,000	107,296	120,000
40	Property Tax (Tax Rate Unchanged)	1,006,000	1,006,000	1,003,951	1,152,484
41	Sales & Use Tax	130,000	132,500	147,381	150,000
42	<b>Total Tax</b>	<b>1,247,000</b>	<b>1,249,500</b>	<b>1,258,628</b>	<b>1,422,484</b>
43					
44	<b>Total General Fund Revenue</b>	<b>1,973,402</b>	<b>2,011,648</b>	<b>2,019,827</b>	<b>2,193,059</b>

City of Lavon  
General Fund

Annual Operating Budget  
Fiscal Year 2016-2017

Proposed  
09/02/2016

Item	2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	Changes 8/2/2016, 8/16/2016 and 8/23/2016
<b>GENERAL FUND EXPENDITURES</b>					
<b>Judicial Branch</b>					
45	Credit Card Fees	1,775	1,775	1,498	1,775
46	Jury Panel	150	150	150	150
47	Employee Group Insurance	3,246	3,247	3,247	7,530 +330 per CC 8/25
48	Office Supplies	2,000	1,500	1,152	2,000
49	Payroll - Municipal Court Staff	47,563	47,563	45,281	51,238 adj 601; +3706
50	Payroll - Judge	4,500	3,500	2,488	3,500
51	Payroll - Prosecutor	4,500	3,500	2,388	3,500
52	Postal Fees	450	450	450	450
53	Training	1,000	1,000	1,000	1,000
54	<b>Total Judicial Branch</b>	<b>63,409</b>	<b>62,685</b>	<b>57,654</b>	<b>71,143</b>
<b>Administrative (Legislative) Branch</b>					
55	Advertising, Notices & Publications	6,000	4,000	5,055	4,000
56	Cell Phone - Staff and Credit Card	1,977	1,277	1,144	1,977
57	Computer / Computer Equip.	2,675	6,000	5,608	4,000
58	Cleaning	4,200	4,200	4,200	5,640 +1440 per CC 8/2
59	CPA	2,000	2,000	2,000	2,250
60	Dues & Fees	1,500	1,500	1,783	2,000
61	Drinking Water/Gatorade All Depts	1,000	1,000	1,000	1,000
62	Elections	6,200	8,000	8,000	13,000 -3000 per revised est
63	Employee Group Insurance	25,974	20,580	21,121	30,120 -5880 per CC 8/23;
64	Office Furniture	1,000	2,000	2,000	1,000
65	Building Supplies	2,000	2,000	2,000	2,000
66	Office Supplies	3,350	5,000	5,000	3,750
67	Council Events	650	650	650	650
68	Office Equipment	7,501	7,501	7,501	3,500
69	Payroll - Administrative Staff	194,981	157,047	151,416	180,676 per CC 8/16; adj per CC 8/23
70	Community Center Monitors	3,500	4,000	4,430	5,000
71	Special Events	4,000	4,500	4,500	5,000
72	Automobile Allowance	0	0	0	2,400
73	Mileage	0	0	29	0
74	Postal Fees	250	250	250	250
75	Records Storage	1,392	1,392	1,393	1,400
76	IT Software & Website	1,250	2,000	2,000	4,000 +2000 per CC 8/23
77	Training/Mileage	3,000	3,000	3,000	3,000
78	Electric	6,000	5,000	4,664	5,000
79	Natural Gas	4,000	3,500	2,341	3,500
80	Telephone	5,750	6,000	6,000	6,200
81	Water	500	500	598	750
82	<b>Total Administrative Branch</b>	<b>290,650</b>	<b>252,897</b>	<b>247,683</b>	<b>292,063</b>

**City of Lavon  
General Fund**

**Annual Operating Budget  
Fiscal Year 2016-2017**

**Proposed  
09/02/2016**

Item		2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	<i>Changes 8/2/2016, 8/16/2016 and 8/23/2016</i>
<b>Operations Division</b>						
83	<b>Fire Services</b>					
84	Computer/IT Items	0	0	0	3,900	per CC 8/2
85	Lifepac 12 Heart Monitor	0	0	0	4,500	per CC 8/2
86	Equipment Maintenance & Repair	0	0	0	1,725	per CC 8/2
87	Printer for vehicle	0	0	0	425	per CC 8/2
88	City Radio/antenna/install	0	0	0	750	per CC 8/2; -50 per JS 8/25
89	Office Supplies/Paper/Ink	0	0	0	800	per CC 8/2; -200 per JS 8/25
90	Travel/Conferences/Meals	0	0	0	1,350	per CC 8/2; -150 per JS 8/25
91	Phone line--Fire Station	0	0	0	500	per CC 8/2
92	Office Furniture	0	0	0	500	per CC 8/2
93	Asset Tags/Metal	0	0	0	500	per CC 8/2
94	Postal fees	0	0	0	200	per CC 8/2
95	Internet/Wifi/Sat Srvc at FD	0	0	0	1,200	per CC 8/2
96	PPE/Bunker Gear (day shift) x 2	0	0	0	3,500	per CC 8/2
97	ALS medical supplies	0	0	0	1,000	per CC 8/2
98	Cell Phone	900	900	751	900	
99	Equipment Maintenance & repair	5,000	5,000	5,000	5,000	
100	3" Fire Hose	1,050	1,050	857	0	
101	Fire Hose	1,250	1,220	1,220	3,500	
102	Fuel	5,000	4,000	3,207	4,000	
103	Fire Marshal Dues & Fees	170	170	170	600	+430 per JS 8/16
104	Payroll - Fire Services	60,000	60,000	57,692	60,000	+2308 per CC 8/16
105	Employee Group Insurance	6,494	6,494	5,411	7,530	+330 per CC 8/23
106	NFPA Pump/Ladder Testing E2	450	450	975	450	
107	Part Time Personnel Stipend	22,000	22,000	15,525	21,150	-40000 per CC 8/2
108	Safety Fire Equipment	200	200	200	300	
109	TFT Nozzles for E2 (2)	1,700	1,300	1,387	0	
110	Graphics/Uniforms	800	800	800	1,000	+200 per JS 8/16
111	Electric	1,800	2,500	1,645	2,000	-500 per JS 8/25
112	Natural Gas	1,000	700	600	800	-200 per JS 8/25
113	Water	400	400	362	450	-50 per JS 8/25
114	Tornado Siren	0	70,000	70,000	0	
115	<b>Fire Services Total</b>	<b>108,214</b>	<b>177,184</b>	<b>165,802</b>	<b>128,530</b>	

**City of Lavon  
General Fund**

**Annual Operating Budget  
Fiscal Year 2016-2017**

**Proposed  
09/02/2016**

Item		2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	Changes 8/2/2016, 8/16/2016 and 8/23/2016
	<i>Operations Division, continued</i>					
116	<b>Police Department</b>					
117	Audio Visual	1,800	1,800	1,800	1,800	
118	Cell Phone - Staff	7,900	7,600	6,261	8,300	+700 per CC 8/2
119	Child Abuse Interlocal	1,500	1,500	1,500	1,500	
120	Cleaning	4,200	4,200	4,200	4,200	
121	Computers	6,500	6,500	6,500	4,500	
122	Crime Prevention	1,800	1,800	1,800	1,800	
123	Database Services	400	400	400	400	
124	Dispatch	17,729	17,729	17,729	24,998	
125	Dues & Fees	800	600	600	600	
126	Emergency Equipment	3,000	3,000	3,000	3,000	
127	Explorer Post Program	5,000	4,000	4,000	3,000	-1000 per MJ 8/24
128	Employee Group Insurance	51,946	51,946	49,242	75,300	+7200 CC 8/2; +3300 cc 8/25
129	Inmate Boarding	1,200	900	1,319	900	
130	Meals and Travel	500	500	500	500	
131	Mobile Internet	3,000	2,600	2,218	3,000	
132	Office Equipment	1,000	700	700	700	
133	Office Supplies	3,000	2,500	2,500	2,500	
134	Payroll - Police Services	449,213	418,110	408,705	489,849	+64352 CC 8/16; CID CC 8/2
135	Police Equipment Repair/Replace	3,000	2,500	2,500	2,500	
136	Postal Fees	400	400	400	400	
137	Radio (City Band)	5,000	5,000	5,000	0	
138	Report Management System	1,600	1,500	1,600	3,500	-1500 per MJ 8/23
139	School Recourse Expenses	500	500	500	500	
140	Software	2,000	2,000	2,000	2,000	
141	TLETS Management	7,500	7,500	7,500	9,500	
142	Training	5,500	4,500	4,500	5,500	
143	Uniform	4,400	6,000	6,000	6,500	+500 per cc 8/2
144	Body Armor (10 - Rifle)	0	0	0	5,000	per CC 8/2
145	Patrol rifle (1)	0	0	0	1,200	per CC 8/2
146	Ballistic Helmet (10)	0	0	0	6,000	per CC 8/2
147	Radio (dispatch)	0	0	0	6,000	per CC 8/2
148	CI Body Camera	0	0	0	0	per CC 8/2; 0 per MJ 8/24
149	Vehicle Cleaning	350	350	350	350	
150	Vehicle Fuel	22,000	17,000	14,715	20,000	
151	Vehicle Mtnc.	10,000	10,000	10,000	10,000	
152	Vests (Standard)	3,000	3,000	3,000	3,000	
153	Electric	5,000	5,000	4,376	5,000	
154	Telephone	6,540	7,000	6,590	7,000	
155	Water (Utility)	350	400	400	400	
156	Crime Scene Camera	1,000	1,000	1,000	0	
157	Four AED's	6,400	6,400	6,361	0	
158	3 Tazers	5,400	5,400	5,400	0	
159	Type Barricades III (6)	3,000	0	0	0	
160	Body Cams Grant Match	0	2,000	2,000	0	
161	<b>Police Department Total</b>	<b>653,428</b>	<b>613,835</b>	<b>597,166</b>	<b>721,197</b>	

**City of Lavon  
General Fund**

**Annual Operating Budget  
Fiscal Year 2016-2017**

**Proposed  
09/02/2016**

Item		2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	Changes 8/2/2016, 8/16/2016 and 8/23/2016
<i>Operations Division, continued</i>						
162	<b>Public Works</b>					
163	Audio Visual	700	700	700	300	
164	Bear Cr Park/ Eagle Pond/ Fields	3,000	0	0	4,000	+4000 per CC 8/16
165	Building Inspector	37,000	37,000	37,038	37,000	
166	Cell Phone - Staff	2,400	2,300	1,909	2,400	
167	Code Enforcement supplies	1,000	1,000	1,000	1,000	
168	Food Service Inspector	2,500	2,000	2,000	2,500	
169	Grounds Maint	6,500	6,500	6,500	6,500	
170	Heavy Equipment Maint	5,000	5,000	5,000	5,000	
171	Meals & Travel	500	500	500	500	
172	MS4 Supplies	2,000	2,000	2,000	2,000	
173	Office Supplies	500	1,000	1,000	1,000	
174	Employee Group Insurance	19,480	19,480	20,046	22,590	+990 per CC 8/25
175	Payroll - Public Works	101,057	97,768	93,802	95,285	+3905 per CC 8/16
176	Payroll - Part Time / Seasonal	6,000	6,000	4,075	6,000	
177	Postal Fees	1,000	1,000	1,000	1,000	
178	Signage	10,000	9,000	9,000	9,000	
179	State OSSF Fees	300	300	300	300	
180	Street Lights	42,824	42,824	40,184	44,000	
181	Street Repair/Mntc	20,000	20,000	20,000	20,000	
182	Mosquito Spraying	10,000	12,000	12,210	13,000	
183	Tools	3,000	3,000	3,000	7,000	
184	Training & Per Diem	4,000	4,000	4,000	6,500	
185	Uniform	2,000	2,000	2,000	2,000	
186	Vehicle & Equipment Fuel	8,000	6,500	4,080	6,500	
187	Vehicle Maint.	5,000	4,000	4,000	4,000	
188	Lightbars (3 vehicles)	0	0	0	2,600	per CC 8/2
189	PW Facility Rental	7,800	7,800	7,800	7,800	
190	Fire Extinguishers	600	600	600	600	
191	Gooseneck Trailer	5,000	5,000	5,000	0	
192	Jet Machine Rental / Sewer	1,200	1,200	1,200	1,200	
193	Boom Lift Rental	3,580	3,000	3,000	3,000	
194	Computer / Computer Equip.	0	0	0	2,000	
195	<b>Public Works Total</b>	<b>311,941</b>	<b>303,472</b>	<b>292,944</b>	<b>316,575</b>	
196						
197	<b>Total Operations Division</b>	<b>1,073,583</b>	<b>1,094,491</b>	<b>1,055,912</b>	<b>1,166,302</b>	



**City of Lavon  
General Fund**

**Annual Operating Budget  
Fiscal Year 2016-2017**

**Proposed  
09/02/2016**

Item		2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	Changes 8/2/2016, 8/16/2016 and 8/23/2016
198	<b>Other Expenditures</b>					
199	<b>Debt Service</b>					
200	Tax Note Ser 2014 (EDC Capital Project)			13,249	13,866	+13866 debt - EDC reimb
201	Copier Mtn Contract	2,800	2,800	2,800	2,800	
202	Pitney Bowes Contract	0	429	692	575	
203	Tractor	4,017	4,017	4,017	0	
204	Tractor (2016)	0	0	0	9,000	+9000 per CC 8/23
205	Diesel Mower / Batwing	5,000	5,000	4,963	4,963	
206	Fire Engine, 2013 Spartan	22,502	22,502	22,751	22,502	moved from FD Budget
207	PW Truck	7,000	6,400	6,338	6,400	
208	Police Vehicle	17,000	17,000	17,000	18,042	
209	Police Vehicle Ram	0	17,000	17,000	16,693	
210	Police Vehicle (Tahoes)	32,557	32,557	32,557	0	
211	<b>Total Debt Service</b>	<b>90,876</b>	<b>107,705</b>	<b>121,367</b>	<b>94,841</b>	
212	<b>Facilities</b>					
213	Stage Fencing	800	0	0	0	
214	City Hall - North & South doors	1,680	1,680	1,680	0	
215	Solar Screens	2,500	2,500	2,500	1,000	
216	Fire Office/Living Qtrs 24/7	0	115,000	0	0	-\$115000 YTD proj
217	City Hall - Building Maint	16,100	16,100	16,100	12,000	+2000 per Sonny 8/25
218	Emergency Serv - Building Maint	14,500	19,500	19,500	14,000	+4000 per Sonny 8/25
219	<b>Facilities Total</b>	<b>35,580</b>	<b>154,780</b>	<b>39,780</b>	<b>27,000</b>	
220	<b>Fund Transfer</b>					
221	TIF Fund Transfer (City Portion)	85,000	80,000	78,039	100,000	+10,250 per 8/30 rev
222	Sports Complex Grt Match Fund Transfer	0	0	0	20,000	+20,000 per CC 8/16
223	Phase II Radios (establish fund)	50,000	20,000	20,000	20,000	
224	Street Fund Transfer	0	0	0	35,000	+35,000 street repairs
225	Reserve Fund Transfer	14,542	-33,805	0	0	
226	<b>Total Fund Transfers</b>	<b>149,542</b>	<b>66,195</b>	<b>98,039</b>	<b>175,000</b>	
227	<b>Insurance</b>					
228	Auto Liability	4,608	4,608	4,608	7,296	
229	Auto Phys. Damage	2,460	2,460	2,460	4,198	
230	Errors & Omissions	1,586	1,586	1,586	1,745	
231	General Liability	669	669	669	697	
232	Law Enforcement Liability	5,477	5,477	5,477	5,652	
233	Mobil Equipment	282	282	282	310	
234	Real & Personal Property	1,632	1,631	1,632	1,812	
235	Workers Compensation	13,402	13,402	13,402	18,061	
236	<b>Insurance Total</b>	<b>30,116</b>	<b>30,115</b>	<b>30,116</b>	<b>39,771</b>	

**City of Lavon  
General Fund**

**Annual Operating Budget  
Fiscal Year 2016-2017**

**Proposed  
09/02/2016**

Item		2015-16 Adopted Budget	2015-16 Amended Budget	2015-16 Projected Outlook	2016-17 PROPOSED BUDGET	<i>Changes 8/2/2016, 8/16/2016 and 8/23/2016</i>
	<b><i>Other Expenditures, continued</i></b>					
237	<b>Outsourcing</b>					
238	Ambulance Service	21,534	13,366	13,366	13,522	
239	Animal Control	6,690	6,690	6,250	9,350	
240	Auditor	14,000	14,000	14,000	14,500	
241	Central Appraisal District	6,451	6,451	6,538	7,243	
242	City Attorney	40,000	45,000	57,647	30,000	
243	City Engineer	8,000	18,000	18,000	5,000	
244	Codification	0	0	0	9,395	+9395 per CC 8/16
245	Consulting / Professional Services	0	2,000	2,000	2,445	+2445 per CC 8/16
246	Fidelity Bond	200	200	200	200	
247	Information Technologies	21,923	18,000	18,000	20,000	
248	MS4 Permit Execution & Admin	3,000	5,000	5,000	25,000	
249	Tax Assessor/Collector	1,300	1,300	1,300	1,300	
250	TIFF Administration	3,200	6,200	6,200	4,000	
251	Sports Park Engineering	5,000	0	0	0	
252	Drainage Project - Prelim Eng	0	0	0	32,000	+32,000 per CC 8/16
253	Shredding Services	1,300	1,300	1,300	1,300	
254	<b>Outsourcing Total</b>	<b>132,598</b>	<b>137,507</b>	<b>149,801</b>	<b>175,255</b>	
255						
256	<b>Payroll Taxes</b>					
257	FICA	53,426	53,426	42,445	55,183	per CC 8/16
258	Medicare	12,496	12,496	10,056	12,906	per CC 8/16
259	Retirement - City Portion	39,162	39,162	32,869	48,153	per CC 8/16
260	SUTA	189	189	3,248	3,500	
261	<b>Payroll Taxes Total</b>	<b>105,273</b>	<b>105,273</b>	<b>88,618</b>	<b>119,741</b>	
262						
263	<b>Total Other Expenditures</b>	<b>543,985</b>	<b>601,575</b>	<b>527,721</b>	<b>631,608</b>	
264						
265	<b>Total General Fund Expenditures</b>	<b>1,971,627</b>	<b>2,011,648</b>	<b>1,888,970</b>	<b>2,161,116</b>	
266						
267	<b>Net Surplus / (Deficit)</b>	<b>1,775</b>	<b>0</b>	<b>130,857</b>	<b>31,943</b>	

**City of Lavon  
Utilities**

**Annual Budget  
Fiscal Year 2016-2017**

*Proposed*  
09/02/2016

	Item	2015-16 Adopted Budget	2016-17 PROPOSED BUDGET	Notes
	<b><i>UTILITY FUND REVENUE</i></b>			
1	<b>Solid Waste</b>			
2	Solid Waste Payments	371,129	410,000	
3	Carryover	30,281	97,319	per bal sheet
4	<b>Total Solid Waste</b>	401,410	507,319	
5				
6	<b>Sanitary Sewer</b>			
7	Sanitary Sewer Payments	360,696	364,000	
8	<b>Total Sanitary Sewer</b>	360,696	364,000	
9				
10	<b>Total Revenue</b>	762,106	871,319	
11				
12				
13	<b><i>UTILITY FUND EXPENDITURES</i></b>			
14	<b>Solid Waste</b>			
15	General Fund Transfer	154,966	168,000	
16	Postal Fees	7,800	8,000	
17	Office Equipment	2,692	1,000	
18	Sales Tax	27,491	33,825	
19	Solid Waste Contract	201,411	204,600	
20	Credit Card Fees	1,200	1,500	
21	Utility Billing Cost	1,800	2,500	
22	Utility Billing Software	2,550	3,000	
23	Training	1,500	1,500	
24	<b>Total Solid Waste</b>	401,410	423,925	
25				
26	<b>Sanitary Sewer</b>			
27	General Fund Transfer	120,000	120,000	
28	Sewer Fund Transfer	240,696	320,054	
29	<b>Total Sanitary Sewer</b>	360,696	440,054	
30				
31	<b>Total Expenditure</b>	762,106	863,979	
32				
33	<b>Net Surplus / (Deficit)</b>	-	7,340	

**City of Lavon**  
**Sewer Treatment Fund**

**Annual Budget**  
**Fiscal Year 2016-2017**

**Proposed**  
**09/02/2016**

Item		2015 - 2016 Adopted Budget	2016-17 PROPOSED BUDGET	Notes
<b><i>SEWER TAP FUND REVENUE</i></b>				
1	Sewer Tap Fees (Based on Expected Permits)	55,000	11,000	\$2200 * permits 5 existing lots
2	Sewer Tap Fees New Addition	66,000	110,000	\$2200 * 50 new lot permits
3	Sewer Service transfer	240,696	320,054	
4	Interest	175	150	
5	Savings (Carryover)	75,750	90,000	
<b><i>Total Sewer Tap Fund Revenue</i></b>		<b>437,621</b>	<b>531,204</b>	
<b><i>SEWER TAP FUND EXPENDITURES</i></b>				
6	Dev Reimbursement / Future Dev	223,781	214,444	
7	North Texas Municipal Water District Maint.	159,360	229,260	
8	Electric	36,480	37,500	
9	General Maintenance & Equipment	18,000	50,000	Used jet machine/ system maint
<b><i>Total Sewer Tap Fund Expenditures</i></b>		<b>437,621</b>	<b>531,204</b>	
<b><i>Net surplus / (deficit)</i></b>		<b>0</b>	<b>0</b>	

**City of Lavon  
Dedicated Funds**

**Annual Budget  
Fiscal Year 2016-17**

**Proposed  
09/02/2016**

		2015-16 Adopted Budget	2015-16 Projected Budget	2016-17 PROPOSED BUDGET
	<b>DEDICATED FUNDS REVENUE</b>			
1	<b>City Hall/Community Center Renovation Revenue</b>			
2	General Fund Transfer	-	-	-
3	Cash Donations	-	-	-
4	Carryover from Prior Year	3,197	-	-
5	<b>Total HSRCP Revenue</b>	<b>3,197</b>	<b>-</b>	<b>-</b>
6	<b>Court Related Revenue</b>			
7	Judicial Enhancement	250	238	250
8	Municipal Bldg Security Fund	2,000	1,798	2,500
9	Municipal Technology Fund	2,200	2,368	2,550
10	State Court Costs Revenue	50,000	43,319	50,000
11	State Child Safety Seat Revenue	250	55	75
12	<b>Total Court Related Revenue</b>	<b>54,700</b>	<b>47,778</b>	<b>55,375</b>
13	<b>Forfeited Assets Revenue</b>			
14	Forfeited Assets	-	-	-
15	Forfeited Assets Carryover	1,089	1,089	1,089
16	<b>Total Forfeited Assets Revenue</b>	<b>1,089</b>	<b>1,089</b>	<b>1,089</b>
17	<b>State Funded Training</b>			
18	Marshal Training Savings (Carryover)	1,913	-	-
19	Police Training	1,000	1,014	1,000
20	Police Training (carryover)	1,036	-	1,036
21	<b>Total State Funded Training</b>	<b>3,949</b>	<b>1,014</b>	<b>2,036</b>
22	<b>Parks &amp; Recreation Revenue</b>			
23	General Fund Transfer (2014 Sports Complex)	-	-	-
24	General Fund Transfer Eagle Pond Walking Tra	-	-	-
25	General Fund Transfer Sports Complex Design	-	-	-
26	Sports Complex Design EDC Portion	-	-	-
27	Carryover	5,000	362	362
28	GF transfer	-	-	20,000
29	Grants	30,000	30,000	20,000
30	<b>Total Parks &amp; Recreation Revenue</b>	<b>35,000</b>	<b>30,362</b>	<b>40,362</b>
31	<b>Community Center</b>			
32	Community Center Grant	-	2,999	2,500
33	Community Center Carryover (Grant)	2,999	-	-
34	<b>Total Community Center Revenue</b>	<b>2,999</b>	<b>2,999</b>	<b>2,500</b>

**City of Lavon  
Dedicated Funds**

**Annual Budget  
Fiscal Year 2016-17**

***Proposed***  
09/02/2016

		2015-16 Adopted Budget	2015-16 Projected Budget	2016-17 PROPOSED BUDGET
35	<b><i>DEDICATED FUNDS REVENUE, continued</i></b>			
36	<b>Police Dept. Contributions</b>			
37	National Night Out	200	-	-
38	Water Contributions	100	-	-
39	WalMart Taser Grant	-	-	-
40	Misc.	-	3,974	-
41	<b>Total Police Dept. Contributions</b>	<b>300</b>	<b>3,974</b>	<b>-</b>
42				
43				
44	<b>Reserve Fund Revenue</b>			
45	Prior Year Reserve Fund Carryover	271,285	271,285	251,878
46	General Fund Transfer	10,573	10,573	-
47	<b>Total Reserve Fund Revenue</b>	<b>281,858</b>	<b>281,858</b>	<b>251,878</b>
48				
49	<b>Street Repair Fund Revenue</b>			
50	Street Maintenance Sales Tax	32,500	33,743	34,000
51	General Fund Transfer	-	-	-
52	Carryover	80,920	80,920	75,000
53	<b>Total Street Repair Fund Revenue</b>	<b>113,420</b>	<b>114,663</b>	<b>109,000</b>
54				
55	<b>Tax Note - Sewer Project - EDC</b>			
56	Bank Loan for Sewer Project	13,249	13,249	13,866
57	<b>Total Tax Note - sewer Project - EDC</b>	<b>13,249</b>	<b>13,249</b>	<b>13,866</b>
58				

**City of Lavon  
Dedicated Funds**

**Annual Budget  
Fiscal Year 2016-17**

**Proposed  
09/02/2016**

		2015-16 Adopted Budget	2015-16 Projected Budget	2016-17 PROPOSED BUDGET
	<b>DEDICATED FUNDS EXPENDITURES</b>			
60	<b>City Hall/Community Center Renovation Expenditure</b>			
61	Projects	3,197	3,197	2,500
62	<b>Total City Hall/Comm. Center Ren. Expenditure</b>	<b>3,197</b>	<b>3,197</b>	<b>2,500</b>
63				
64	<b>Court Related Expenditure</b>			
65	Municipal Bldg. Security	7,391	980	1,500
66	Judicial Enhancement	1,055	-	1,000
67	Municipal Court Technology	17,729	9,469	2,000
68	State Court Cost	50,000	47,146	50,000
69	Child Safety Seat Cost to State	250	338	250
70	Transfer to General Fund Revenue Child Safety	-	-	-
71	<b>Total Court Expenditure</b>	<b>76,425</b>	<b>57,932</b>	<b>54,750</b>
72				
73	<b>Forfeited Assets Expenditure</b>			
74	Police equipment	1,089	-	1,089
75	<b>Total Forfeited Assets Expenditure</b>	<b>1,089</b>	<b>1,089</b>	<b>1,089</b>
76				
77	<b>State Funded Training Expenditure</b>			
78	Marshal Law Enforcement Training	1,913	-	1,300
79	Police Training	2,036	433	1,000
80	<b>Total State Funded Training Expenditure</b>	<b>3,949</b>	<b>433</b>	<b>2,300</b>
81				
82	<b>Police Dept. Contributions</b>			
83	National Night Out	200	-	-
84	Water	100	-	-
85	Tasers	-	-	-
86	Misc.	-	2,394	-
87	<b>Total Police Dept. Contributed Expenditure</b>	<b>300</b>	<b>2,394</b>	<b>-</b>
88				
89	<b>Parks &amp; Recreation Expenditure</b>			
90	Parks Project (2014 Eagle Pond Walking Trail)	35,000	35,000	-
91	Sports Complex Land Acquisition	-	-	40,000
92	Sports Complex Design	-	-	-
93	Parks & Rec Events	-	-	-
94	Parks & Rec carryover	-	-	-
95	Sports Complex Closing Cost	-	-	-
96	<b>Total Parks &amp; Recreation Expenditure</b>	<b>35,000</b>	<b>35,000</b>	<b>40,000</b>
97				
98	<b>Community Center Expenditure</b>			
99	Nighttime personnel - 10 events	-	-	-
100	Entertainment - TV, Wii, games, installation, wa	-	-	-
101	Furniture - 4 folding tables, library bookcase	-	-	-
102	Community Center Renovation	2,999	3,197	2,500
103	<b>Total Community Center Expenditure</b>	<b>2,999</b>	<b>3,197</b>	<b>2,500</b>

**City of Lavon  
Dedicated Funds**

**Annual Budget  
Fiscal Year 2016-17**

***Proposed***  
**09/02/2016**

		2015-16 Adopted Budget	2015-16 Projected Budget	2016-17 PROPOSED BUDGET
<b><i>DEDICATED FUNDS EXPENDITURES, continued</i></b>				
104	<b>Reserve Fund Expenditure</b>			
105	Reserve Fund Carry over	271,285	271,285	251,878
106	Available Funds	10,573	10,573	
107	<b>Total Reserve Fund Expenditure</b>	<b>281,858</b>	<b>281,858</b>	<b>251,878</b>
108				
109	<b>Street Repair Expenditure</b>			
110	Lake Road Payoff	-	-	-
111	New Interlocal Street Package	36,319	33,293	34,000
112	Geren Rd. Repair Project	75,000	-	75,000
113	Street Proj. Maint. TBD	2,101	-	-
114	<b>Total Street Repair Expenditure</b>	<b>113,420</b>	<b>33,293</b>	<b>109,000</b>
115				
116	<b>Tax Note - Sewer Project - EDC</b>			
117	Payment to EDC	-	-	-
118	Cost of Issuance - First Southwest	-	-	-
119	Bank note - Independent Bank - EDC sewer pro	13,249	13,249	13,866
120	<b>Total Tax Note - Sewer Project - EDC</b>	<b>13,249</b>	<b>13,249</b>	<b>13,866</b>



**City of Lavon  
Economic Development  
Coproration Fund**

**Annual Budget  
Fiscal Year 2016-2017**

***Proposed***  
09/02/2016

		FY 15-16 Actual TO DATE	OUTLOOK + ACTUAL FY 2015- 2016	Official Budget 2015-2016	Approved Budget Amndmnt 2015-16	Budget Proposed 2016-17
<b>LEDC REVENUE</b>						
	Starting Balance (Carryover)	132,527	132,527			
	<b>Total Carryover</b>	132,527	132,527	136,900	132,527	110,000
2-5	City grant/credits/donations	144	100		2,000	2,450
2-2	Sales & Use Tax	67,486	72,903	60,000	65,000	75,000
	<b>Total Revenue</b>	67,630	73,003	60,000	67,000	77,450
	<b>Total Revenue + Carryover</b>				<b>199,527</b>	<b>187,450</b>
<b>LEDC EXPENDITURES</b>						
<b>Operations</b>						
General Operations						
3-1b	Misc - Dues, Ads, Cell Svc	751	1,566	4,000		4,000
3-1a	Email Software/Archiving					5,000
3-1c	Auditor	2,000	2,000	3,500		3,000
3-1d	Meeting Expenses	505	847	1,000		1,000
2-1e	Training	700	700	1,500		1,500
3-1f	Admin Support	15,626	20,946	21,500		22,500
	<b>Total General Operations</b>	<b>19,583</b>	<b>26,059</b>	<b>31,500</b>		<b>37,000</b>
<b>Consulting</b>						
4-1	Other	0	167	1,000		1,000
4-2	Non-Capital Tech Equip & Svc, Website	4,005	4,380	4,500		
4-3	City Attorney	1,041	2,707	10,000		10,000
4-4	Economic Dev Consulting	18,000	24,000	24,000		24,000
	<b>Total Consulting</b>	<b>23,046</b>	<b>31,254</b>	<b>39,500</b>		<b>35,000</b>
<b>Equipment</b>						
5-1	Computers	2,458	2,500	2,500		4,000
5-2	Office Supplies	710	1,355	1,500		1,750
	<b>Total Equipment</b>	<b>3,168</b>	<b>3,855</b>	<b>4,000</b>		<b>5,750</b>
<b>Promotional</b>						
Mkting & Promotion						
6-1	General Promotion & Trade Shows	3,769	4,910	6,000		7,000
6-2	Promo Carryover 2012 -14	826	2,018	7,151		3,900
6-5	Web Site & updates					3,600
6-3	Aerial Map & Brochures	0	0	0		4,900
6-4	Advertising	260	493	500		700
	<b>Total Promotional</b>	<b>4,855</b>	<b>7,421</b>	<b>13,651</b>		<b>20,100</b>
	<b>Total Operations</b>	<b>50,652</b>	<b>68,589</b>	<b>88,651</b>		<b>97,850</b>
<b>Capital Projects</b>						
7-1	Zoning Ordinance Update				4,000	3,200
7-2	Lavon Business Pk sewer line loan pymts	12,216	13,249	13,249		13,900
7-3	Incentives	0	2,508	15,000		29,500
7-4	Additional Infrastructure Projects	9,999	17,666	40,000		43,000
7-7	Small Business Loan Guarantee	0	1,667	10,000		0
	<b>Total Capital Projects</b>	<b>22,215</b>	<b>35,089</b>	<b>78,249</b>	<b>4,000</b>	<b>89,600</b>
	Reserve for Additional Projects	0	5,000	30,000	28,626	
	<b>Total Expenditures</b>	<b>72,867</b>	<b>108,678</b>	<b>196,900</b>	<b>4,000</b>	<b>187,450</b>
	<b>Net surplus / (deficit)</b>					<b>0</b>

**Authorized Staffing Plan**

	Approved FY 2015-16	PROPOSED FY 2016-17
Judicial		
Mun Court Clerk/ PD Sec	1	1
Total Judicial	<u>1</u>	<u>1</u>
Administration (formerly Legislative)		
City Administrator / City Secretary	1	1
City Secretary	1	0
Municipal Services Director	1	1
Accounting Administrator	1	1
Administrative Assistant	1	1
Total Administration	<u>5</u>	<u>4</u>
Operations		
Fire Services		
Director of Health & Life Safety Services	1	1
Total Fire	<u>1</u>	<u>1</u>
Police		
Chief/COO	1	1
Lieutenant	1	1
Corporal	1	1
CID / Supervisor	0	1
Officer (includes SRO)	6	6
Total Police	<u>9</u>	<u>10</u>
Public Works		
Director of Public Works	1	1
Public Works Operator	2	2
Total Public Works	<u>3</u>	<u>3</u>
<b>Total Positions Authorized</b>	<u><u>19</u></u>	<u><u>19</u></u>

Changes:

Add Police Officer CID	+1
Combine City Admin and City Sec	-1
<b>Net change</b>	<u><u>0</u></u>



Minutes  
Lavon City Council Meeting  
August 23, 2016

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**1. MAYOR TESKE CALLED THE MEETING TO ORDER AT 6:11 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 Chief /COO Mike Jones  
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  
Deborah Nabors, P&Z  
Tom Ormsby, P&Z

**2. MAYOR TESKE LED THE RECITATION OF THE PLEDGE OF ALLEGIANCE AND DELIVERED THE INVOCATION.**

**3. 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. The City Council directed that the budget be prepared to keep the actual property tax rate of \$0.4557 per \$100 valuation the same as last year. The Mayor recessed the meeting at 7:00 p.m. and reconvened the meeting at 7:17 p.m.

**4. CITIZENS COMMENTS**

Kay Wright, President, Lavon Economic Development Corporation Board (LEDC) of Directors advised that the LEDC will be sponsoring a "Small Business Saturday" event on the Saturday following Thanksgiving (November 26) to encourage people to support local small businesses. Ms. Wright stated that promotional information will be provided as the event date nears.

**5. PRESENTATION**

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

Susie Erickson, CPA, Audit Partner, Conway Company CPAs PC presented the City's annual financial statements and independent audit report for the fiscal year ending September 30, 2015. Ms. Erickson reported that the City received a clean unmodified opinion and that everything is in very good shape. Ms. Erickson noted that the financial position of the City improved from the prior year. Ms. Erickson noted two minor issues relating to the adoption of an investment policy



Minutes  
Lavon City Council Meeting  
August 23, 2016

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and investment training and the adoption of a purchasing policy. Ms. Dobbs noted that the City Council adopted a Purchasing Directive in September 2015 and that an investment policy would be presented to the Council for consideration at the next meeting. Additionally, Ms. Dobbs advised that staff will complete the required investment training before the end of September.

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

Mayor Teske noted that a flyer was included in the meeting packets regarding Lavon Lake Watershed Protection Kickoff Meetings on September 13, 2016 in McKinney, 6:00-7:30 pm and on September 20, 2016 in Wylie, 3:00-4:30 pm. Ms. Dobbs noted that the City's Fall Festival /Halloween event is scheduled for October 15, 2016 from 3:00-6:00 pm.

**7. CONSENT AGENDA**

- A. Approval of the Minutes of the August 2, 2016 Meeting.**
- B. Approval of the Minutes of the August 16, 2016 meeting**
- 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.**

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

**MOTION MADE: SANSON**

**SECONDED: CHILDERS**

**APPROVED: UNANIMOUS**

**8. STAFF REPORTS**

- A. Police Department –** Police Chief Jones reported that one of two vehicles had been received and delivery of the second vehicle is expected within 14 days. Chief Jones reported that he recently completed his Master's Degree in Criminology from Texas A&M University at Commerce, graduating with a 4.0 grade point average.
- B. Fire Department –** Director of Health and Life Safety Jon Scott reported that the company installing the storm warning system agreed to the terms proposed by the City Council and has been given a notice to proceed. Mr. Scott stated that installation should begin in about eight weeks when the poles are delivered. Mr. Scott advised that three firefighters recently completed a week-long Teex training at Texas A&M in College Station and that the roster for the volunteer fire department is full for the first time in 15 years. Director Scott concluded his report advising the City Council that he has been nominated as the President of the Collin County Fire Chiefs Association (CCFCA).
- C. Public Works Department –** Director of Public Works Sonny Mancias reported that Public Works fog sealed several roads, mowed and weed-eated around city, and inspected lift stations. Mr. Mancias explained that the Public Works Department had completed a concentrated effort to address inflow and infiltration (I&I) by attending training and a maintenance demonstration; the staff inspected the manholes along the Bear Creek main line



Minutes  
Lavon City Council Meeting  
August 23, 2016

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and performed maintenance in the field to improve conditions. Mr. Mancias provided a status report on the installation of the new generator.

- D. Administration – Ms. Dobbs noted that the financial Outlook was included in the meeting packets. Mayor Teske noted that barring unforeseen issues, the fiscal year should end with surplus funds.

**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.**

Ms. Dobbs explained that technological advances and expanded polling locations have occurred since the adoption of the 2001 ordinance and that the proposed amendment serves to increase voter access and accommodation.

**MOTION: APPROVE ORDINANCE NO. 2016-08-06 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.**

**MOTION MADE: KIDD**

**SECONDED: SERKLAND**

**APPROVED: UNANIMOUS**

**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.**

**MOTION: APPROVE 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.**

**MOTION MADE: MAYOR PRO TEM CHILDERS**

**SECONDED: COUNCIL MEMBER SANSON**

**APPROVED: UNANIMOUS**

**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.**



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Mayor Teske referenced the state law provision for the reconsideration of Resolution No. **2016-08-06** and stated he objected to Resolution No. **2016-08-06** because he believed that sections of the resolution conflicted with the Lavon Code of Regulations (LCR), Sections 3.2.1.2 (Q), (R) and (S) and also conflicted with the Texas Local Government Code (LGC), Section 22.042 (b).

Mr. Messer opined that Resolution No. **2016-08-06** is not in conflict with the LCR and that the resolution clarifies, but does not attempt to change, the LCR. Mr. Messer stated that he was not certain if the LGC section has been interpreted to relate to civil or criminal matters and that detailed legal research would be necessary to discern if a conflict exists.

Council member Sanson asked about the purpose of the resolution and about the process of individual city council members incurring attorney fees without the Council's prior knowledge or approval and expressed concern about staying within budget limits.

Council member Arnold expressed concern about having unfettered ability to conduct a fact-finding mission and due diligence to perform his duties. Mr. Arnold also expressed concern that the Mayor gave a directive to employees regarding Council communications but that the Council was not informed about it.

Mayor Teske asked if members of the Council had been contacted by an employee(s) in regard to his verbal directive that employees not directly communicate with Council members.

Council member Serkland inquired about the grievance process and suggested that perhaps the matter should be tabled for further legal research.

Members of the public offered the following questions and comments:

- Deborah Nabors, 660 Lake Vista Ln. - expressed concern regarding the legal fees budget and encouraged Council coordination and to work together to resolve matters
- Josh Murray, 825 Fannin Dr. – inquired about an informal policy of contacting the TML legal department to contain costs for legal fees and expressed concern regarding a walking quorum.

**MOTION: TABLE THE MATTER.**

**MOTION MADE: CHILDERS**

**SECONDED: SANSON**

**APPROVED: FOR: CHILDERS**

KIDD

SANSON

SERKLAND

**AGAINST: ARNOLD**

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

The Council reviewed volunteer applications recently submitted for appointment. Ms. Wright volunteered to contact a couple of the applicants to confirm their desired appointment preferences. The Council took no action and directed that the matter be returned on the September 6, 2016 agenda.



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**10. DISCUSSION**

**A. Discussion regarding meeting attendance**

Mayor Teske presented information pertaining to meeting attendance. Council member Kidd explained that during the past year, his job had required extensive travel but that he hoped that the travel would be reduced in the future. Mr. Kidd noted that he had researched the possibility of attending a meeting via computer conference when needed. City Attorney Andy Messer confirmed that a Council member can attend a meeting via computer conference subject to certain conditions being satisfied. Mr. Kidd advised that he is in the process of securing the provision of the technology/equipment necessary in order to accommodate this option.

**11. EXECUTIVE SESSION**

At 8:42 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.

**12. RECONVENE INTO REGULAR SESSION**

The Mayor reconvened the meeting at 9:15 p.m. and stated that no action was taken in executive session.

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

The City Council scheduled a budget work session on September 6, 2016 at 6:00 p.m. and also noted that a public hearing on the proposed budget would be conducted at the same meeting.

Council member Serkland requested a copy of the contract with Collin County for Animal Control Services as well as statistics for the service provided.

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

Mayor Teske adjourned the meeting at 9:16 p.m.

**Duly passed and approved on this 6<sup>th</sup> day of September, 2016.**

Attest:

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Charles Teske, Mayor

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Kim Dobbs, Interim City Secretary



# Lavon City Council Meeting Agenda Brief

**Meeting: September 6, 2016**

**Item: 8-A**

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**Item:**

Discussion and action regarding the announcement of a City Council meeting on September 20, 2016 at which the property tax rate will be considered and adopted.

**Background:**

State law requires that the City Council schedule and announce the date of the meeting where the City Council will act to adopt the tax rate.

**Attachments:** Tax Rate Worksheets

September 2, 2016



## Steps Required for Proposal and Adoption of Budget

Entity Name: City of Lavon

Date: 08/24/2016 11:11 AM

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### Steps for the Proposal of the Budget:

This year's property tax levy will not raise more revenue from property taxes than in the preceding year. A statement about "budget increase" as specified by §102.005(b) of the Local Government Code is not required to be included on the notice of public hearing on the proposed budget or on the cover of the proposed budget.

### Steps for the Adoption of the Budget:

-A vote to adopt the budget must be a record vote.

-An adopted budget must contain a cover page stating a record vote of each member of the governing body by name, the property tax rates for the current and preceding fiscal year, the total amount of debt obligations, and the following statement in 18 point font:

**This budget will raise less revenue from property taxes than last year's budget by an amount of \$-174,532, which is a -18.85 percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$62,283.**

-The budget and cover page must be filed with the clerk and posted on the entity's website at least until the date of the first anniversary the budget is adopted.

# NOTICE OF 2016 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF LAVON

A tax rate of \$0.455700 per \$100 valuation has been proposed by the governing body of City of Lavon.

PROPOSED TAX RATE	\$0.455700 per \$100
PRECEDING YEAR'S TAX RATE	\$0.455700 per \$100
EFFECTIVE TAX RATE	\$0.568324 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Lavon from the same properties in both the 2015 tax year and the 2016 tax year.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS  
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Kenneth L. Maun  
Tax Assessor-Collector  
2300 Bloomdale Road  
McKinney, TX 75071  
972-547-5020  
[kmaun@collincountytx.gov](mailto:kmaun@collincountytx.gov)  
<http://cityoflavon.com>

**Worksheet for Calculation of Tax Increase  
City of Lavon**

Date: 08/24/2016 11:12 AM

1. 2015 taxable value, adjusted for court-ordered reductions. Enter Line 6 of the Effective Tax Rate Worksheet.	\$202,929,501
2. 2015 total tax rate. Enter Line 4 of the Effective Tax Rate Worksheet.	\$0.455700/\$100
3. Taxes refunded for years preceding tax year 2015. Enter Line 13 of the Effective Tax Rate Worksheet.	\$911
4. 2015 tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3.	\$925,660
5. 2016 total taxable value. Enter line 19 of the Effective Tax Rate Worksheet.	\$164,829,535
6. 2016 proposed tax rate. Enter the proposed tax rate approved by the Governing Body.	\$0.455700/\$100
7. 2016 tax levy. Multiply line 5 times line 6 and divide by 100.	\$751,128
8. Tax levy increase (decrease). Subtract line 4 from line 7.	\$-174,532
9. Percentage levy increase (decrease). Divide line 8 by line 4. Multiply by 100.	-18.85%
10. Notice & hearing limit. Enter the lower of the effective tax rate or the rollback tax rate.	\$0.568324
11. Percentage tax increase (decrease)*. Subtract Line 10 from Line 6. Divide result by Line 10. Multiply by 100.	-19.82%

\*Amount by which the proposed tax rate exceed the lower of the rollback tax rate or the effective tax rate. This figure was previously published in the Notice of Public Hearing on Tax Increase and the Notice of Tax Revenue Increase.

**Section 26.05(b) of Property Tax Code**  
**Worksheet for Determination of Steps Required for Adoption of Tax Rate**  
**City of Lavon**

<b>M&amp;O Tax Increase in Current Year</b>	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 6 of the Effective Tax Rate Worksheet.	\$202,929,501
2. Last year's M&O tax rate. Enter Line 26 of the Rollback Tax Rate Worksheet.	\$0.455700/\$100
3. M&O taxes refunded for years preceding tax year 2015. Enter Line 28E of the Rollback Tax Rate Worksheet.	\$911
4. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3.	\$925,660
5. This year's total taxable value. Enter line 19 of the Effective Tax Rate Worksheet.	\$164,829,535
6. This year's proposed M&O tax rate Enter the proposed M&O tax rate approved by the Governing Body.	\$0.425254/\$100
7. This year's M&O tax levy. Multiply line 5 times line 6 and divide by 100.	\$700,944
8. M&O Tax Increase (Decrease). Subtract line 4 from line 7.	\$-224,716
<b>Comparison of Total Tax Rates</b>	
9. Effective Total Tax Rate.	\$0.568324/\$100
10. This year's proposed total tax rate.	\$0.455700/\$100
11. This year's rate minus effective rate. Subtract line 9 from line 10.	\$-0.112624
12. Percentage change in total tax rate. Divide Line 11 by line 9.	-19.82%
<b>Comparison of M&amp;O Tax Rates</b>	
13. Effective M&O Tax Rate. Enter line 30 of the Rollback Tax Rate Worksheet. Adjust for Sales Tax using Line 44 of the Sales Tax Worksheet, if necessary.	\$0.568324/\$100
14. This year's proposed M&O tax rate.	\$0.425254/\$100
15. This year's rate minus effective rate. Subtract line 13 from line 14.	\$-0.143070
16. Percentage change in M&O tax rate. Divide line 15 by line 13.	-25.17%
<b>Raised M&amp;O Taxes on a \$100,000 Home</b>	
17. This year's taxable value on a \$100,000 home.	\$100,000
18. Last year's M&O tax rate.	\$0.455700/\$100
19. This year's proposed M&O tax rate.	\$0.425254/\$100
20. This year's raised M&O taxes. Subtract line 18 from line 19 and multiply result by line 17.	\$-30.45



## Lavon City Council Meeting Agenda Brief

Meeting: September 6, 2016

Item: 8-B

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**Item:**

Discussion and action regarding Resolution No. 2016-09-01 to adopt the City of Lavon's Investment Policy.

**Background:**

The Texas Public Funds Investment Act requires that a City have an investment policy. This policy sets out parameters and training requirements for the investment of the City's funds.

**Attachments:** Resolution No. 2016-09-01  
Investment Policy

September 2, 2016

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2016-09-01**

Investment Policy and Investment Officer

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAVON, TEXAS APPROVING THE INVESTMENT POLICY  
FOR PUBLIC FUNDS: DESIGNATING INVESTMENT  
OFFICER(S); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Public Funds Investment Act, Chapter 2256, Texas Government Code, requires that a City adopt rules governing its investment practices and defines the authority of an investment officer; and

**WHEREAS**, the City Council has reviewed the investment policy and investment strategies of the City;

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

**SECTION 1:** That the Investment Policy as attached hereto as Exhibit "A" is hereby approved and adopted to govern the investment of City funds.

**SECTION 2:** That the City Secretary and Accounting Administrator shall be designated as the Investment Officers.

**SECTION 3:** That this Resolution shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED THIS THE 6<sup>th</sup> DAY OF SEPTEMBER, 2016.**

\_\_\_\_\_  
Charles Teske, Mayor

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

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2016-09-01**

**EXHIBIT A**  
**INVESTMENT POLICY**

# CITY OF LAVON, TEXAS

## INVESTMENT POLICY

Approved:  
09/06/2016



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Page

# INVESTMENT POLICY

## CITY OF LAVON

### I. POLICY STATEMENT

It is the policy of the City of Lavon (the "City") that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to the Public Funds Investment Act (the "Act") Texas Local Government Code 2256.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act (the "Act"). The earnings from investment will be used in a manner that best serves the interests of the City.

### II. SCOPE

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into two pooled investment funds for investment purposes for efficiency and maximum investment opportunity.

### III. OBJECTIVES AND STRATEGY

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification, and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit and maturity. The choice of high-grade government investments and high-grade, money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements the maximum weighted average maturity of the overall portfolio may not exceed six months.

#### Safety of Principal

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

#### Liquidity

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonable anticipated.

#### Diversification

Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers for diversification and market coverage.

### Yield

The City's investment portfolio shall be designed with the objective of attaining a market rate of return, taking into account the City's risk constraints and the cash flow needs of the portfolio. The City will use the average yield of the six month U.S. Treasury Bill during the same period as its benchmark for risk.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms and the management of banking services.

## **IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Local Government Code, (the "Act"). All investments will be made in accordance with this statute. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits.

## **V. DELEGATION OF INVESTMENT AUTHORITY**

The City Council will by ordinance or order designate the Investment Officer(s) for the City. The City Secretary and Accounting Administrator, acting on behalf of the City Council, have been designated as the Investment Officer(s) of the City and are responsible for investment management decisions and activities. The City Council retains ultimate fiduciary responsibility. The Investment Officer is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include reference to safekeeping, wire transfer agreements, banking services contracts, and other investment related activities.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

### Authorization Resolution

The Council resolution designating the Investment Officer authorizes the Investment Officer to engage in investment transactions, deposit, withdraw, wire funds for investments, transfer and manager funds on behalf of the City.

### Limitation of Personal Liability

The Investment Officer, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's

credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

## **VI. PRUDENCE**

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstance then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

## **VII. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Mayor or City Administrator any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City, particularly with regard to the time of purchases and sales.

## **VIII. INTERNAL CONTROLS**

The Investment Officer shall establish written internal controls to be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions.

### Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

## **IX. AUTHORIZED INVESTMENTS**

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act. If additional types of securities are approved for investment by public funds by State statute, they will not be eligible for investment by the City until this policy has been amended and the amended version adopted by the City Council.

- A. Obligations of the United States Government, its agencies and instrumentalities, not to exceed two years to stated maturity, excluding mortgage-backed securities;

- B. Fully insured or collateralized certificates of deposit from any bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed one year to stated maturity, to include certificates of deposit purchased the CDARS program with a Texas bank;
- C. Repurchase agreements as defined by the Act, not to exceed 180 days to stated maturity, provided an executed Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer as defined by the Federal Reserve. Flex repurchase agreements used specifically for capital projects may extend beyond two years but only to match the expenditure plan of the projects;
- D. AAA-rated, no-load, SEC registered money market funds; and
- E. AAA-rated, constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act.

Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis assuring that no City funds are released before the security is received by the custodian.

**X. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

All investments made by the City will be made through either the City's banking services bank or approved broker/dealer. The City Council will review the list of broker/dealers annually.

Securities broker/dealers must meet certain criteria determined by the Investment Officer. The following criteria must be met by those firms on the list:

- Proof of certification by the Financial Industry Regulatory Association (FINRA) and provision of FINRA CRD number
- An audited financial statement for the most recent period
- Proof of current registration with the Texas State Securities Commission.

Every broker/dealer and bank with which the City transacts business will be provided a copy of this Investment Policy for review to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place to control that only authorized securities are sold to the City.

**XI. DIVERSIFICATION AND MATURITY LIMITATIONS**

It is the policy of the City to diversify its investment portfolio, Invested funds shall be diversified to minimize risk or loss resulting from the over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed.

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will normally increase yield, will lock in higher yields, and reduce the need to see securities prior to maturity, this reducing market risk. Unless matched to a specific requirement, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year. The Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years except in a flex repurchase agreement tied to the expenditure schedule of a bond fund.

## **XII. SAFEKEEPING AND COLLATERALIZATION**

### **Safekeeping of City Owned Securities**

The laws of the State and this Policy require that all purchased securities be cleared to safekeeping on a delivery versus payment (DVP) basis and be held in safekeeping by an independent third party financial institution, or the City's banking services depository.

All safekeeping arrangements shall be approved by the Investment Officer and an agreement of the terms executed in writing. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, cusip number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

### **Securities Pledged as Collateral to the City**

All securities pledged to the City for all bank time or demand deposits shall be held by an independent third party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank from which the securities are pledged.

Collateralization is required on all time and demand deposits over the FDIC insurance coverage. In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest. Collateral will be held by an independent third party custodian. The custodian shall provide a written monthly report directly to the City listing all pledged collateral by description and par at a minimum.

### **Authorized Collateral**

The only types of collateral authorized by the City are:

- Obligations of the US Government, its agencies and instrumentalities including mortgage-backed securities which pass the bank test.
- Obligations of a state or subdivision, city, county, school district of any state rated A or better by two nationally recognized rating agencies.

If the depository proposes a collateral pooling program, the Investment Officer will review and evaluate the program's risk and cost to the City for presentation to the Council. The pooling of collateral allows a bank to create a pool of securities for collateral purposes for multiple governments and will result in securities pledged directly/specifically to each government.

### **XIII. PERFORMANCE EVALUATION AND REPORTING**

The Investment Officer shall submit a quarterly report to the City Council, at a minimum, containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent and statutory requirements. All reports shall be in compliance with the Act.

Market prices for market evaluations will be obtained from an independent source.

### **XIV. DEPOSITORIES**

The City will designate one banking institution through a competitive process as its central banking services provider. This bank will be used for normal banking services including disbursements, collections, and safekeeping of securities.

Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository for collateral purposes and shall submit annual financial reports to the City.

### **XV. INVESTMENT TRAINING**

The Investment Officer(s) shall complete training as required by the Act.

### **XVI. INVESTMENT POLICY ADOPTION BY CITY COUNCIL**

The City's Investment Policy shall be reviewed and adopted annually by the City Council. The written resolution adopting the Policy shall note any changes to the Policy.



# Lavon City Council Meeting Agenda Brief

**Meeting: September 6, 2016**

**Item: 8-C**

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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  
                              Volunteer Applications

September 2, 2016



**City of Lavon Boards & Commissions**  
**September 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

notes

<b>Economic Development Corporation Board of Directors</b>			
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*

<b>Planning &amp; Zoning Commission</b>			
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*

<b>Parks &amp; Recreation Board</b>			
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 09/02/2016



# 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:

NAR, TAR, Dallas HR, SHRM

FRISCO, Rowlett, mesquite  
2006-2015/91-2001 / 65-91

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 INFORMAITON 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):

Address:

City:  State:  Zip:

Phone:

E-mail Address (Required):

Questions/Comments:

# CYNTHIA COKER, SPHR, SHRM-SCP, CNE

487-525-7444

## 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



# CITY OF LAVON

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



## Volunteer Board & Commission Application

### Personal Information:

Name: John P. Balfour Spouses Name: Deborah L. Balfour  
 Address: 411 Grant Ln City, State, Zip Lavon, TX 75166  
 Hm Phone: 972-529-0229 Other Phone: 972-429-6335  
 Registered Voter:  Yes  No Preferred method of contact: Phone  
 Lavon resident for: 6 years E-Mail: johnpbalfour@aol.com

### Occupational Information:

Business Owner:  Yes  No Current Occupation: \_\_\_\_\_  
 Place of Employment: Institute of Harmonic Massage

### Qualifications:

Educational Background: BBA degree / post degree works towards MBA  
 Special knowledge or experience applicable to City Board or Commission function:  
40 years with FIZER & GEKO as Marketing Manager / Promotional Mgr.  
 Community Activities/Organizations or Professional Group Memberships:  
Chamber - Farmers Branch - New to Lavon Chamber of Commerce  
 City Boards and/or Commissions on which you previously served:

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Economic Development Corporation:  Planning & Zoning Commission:

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

### Additional Comments:

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I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

Applicant Signature: John P. Balfour Date: 8-22-16  
 Please return completed application to the City Secretary, City of Lavon, 120 School Road, Lavon, TX 75166.  
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# CITY OF LAVON

P.O. Box 340 ~ 120 School Rd.

Lavon, TX 75166

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

RECEIVED  
8-22-2016

## Volunteer Board & Commission Application

### Personal Information:

Name: DARRYL CLOUD Spouses Name: \_\_\_\_\_

Address: [REDACTED] City, State, Zip Lavon, TX 75166

Hm Phone: [REDACTED] Other Phone: \_\_\_\_\_

Registered Voter:  Yes  No Preferred method of contact: \_\_\_\_\_

Lavon resident for: 2 years E-Mail: [REDACTED]

### Occupational Information:

Business Owner:  Yes  No Current Occupation: SYSTEMS ENGINEER

Place of Employment: TTI INC

### Qualifications:

Educational Background: COMPUTER SCIENCE

Special knowledge or experience applicable to City Board or Commission function:

N/A

Community Activities/Organizations or Professional Group Memberships:

KNIGHTS OF COLUMBUS

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

N/A

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Applicant Signature: [Signature] Date: 8/22/16

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