



**AGENDA**  
**MAY 16, 2023**  
**LAVON CITY COUNCIL**  
**CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS**  
**REGULAR MEETING**  
**6:30 PM**

- 1. PRESIDING OFFICER TO CALL THE MEETING TO ORDER AND ANNOUNCE THAT A QUORUM IS PRESENT**
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. ITEMS OF INTEREST/COMMUNICATIONS**  
*Members may identify community events, functions, and other activities.*
- 4. CITIZENS COMMENTS**  
*Citizens may provide comments (3-minute time limit/person). The response regarding items that are not on the agenda may be to request items be placed on a future agenda or referred to city staff.*
- 5. PROCLAMATION**
  - Police Officers Memorial Day and Police Week 2023
  - National Emergency Medical Services Week
- 6. CONSENT AGENDA**  
*Consent items are considered routine or non-controversial and will be voted on in one motion unless a separate discussion is requested by a member.*
  - A.** Approve the minutes of the May 2, 2023 meeting.
  - B.** Approve Resolution No. 2023-05-03 authorizing the Mayor to execute a Letter of Engagement with Mike Ward Accounting and Financial Consulting, PLLC for the audit and preparation of the City's financial statements for the fiscal year ending September 30, 2023.
- 7. ITEMS FOR CONSIDERATION**
  - A.** Discussion and action regarding Resolution No. 2023-05-04 authorizing the negotiation and award of an engineering professional services agreement with EST, Inc., subject to City Attorney approval, for project management and coordination, survey, and design and plan preparation in connection with the planning, and design of up to two turn lanes on State Highway 78 in Lavon, Texas in an amount not to exceed sixty-one thousand dollars (\$61,000.00).
  - B.** Public hearing, discussion, and action regarding Resolution No. 2023-05-05 to amend the City's contract with the Texas Department of Agriculture for Texas Community Development Block Grant Program (TxCDBG) Contract CDV21-0092 regarding the location and beneficiaries of the project.
    - 1) Presentation of proposed amendment.
    - 2) **PUBLIC HEARING** to receive comments regarding the proposed amendment.
    - 3) Discussion and action regarding the proposed amendment.
  - C.** Discussion and action regarding Resolution No. 2023-05-06 authorizing the Mayor and City Manager to act as the City's Executive Officers and Authorized Representatives in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program for TxCDBG Contract #CDV21-0092.
  - D.** Discussion and action regarding Resolution No. 2023-05-07 approving an amended Fund Balance Policy for the General Fund to reduce the threshold for replenishment and to provide resources for the capital needs of the City.

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- E. Discussion and action regarding an amendment to the staffing authorization approved with the 2022-23 Annual Budget to authorize the addition of a Code Compliance Officer.
- F. Discussion and action regarding Board and Commission appointments – Planning and Zoning Commission.

**8. DEPARTMENT REPORTS**

*Members may receive and discuss the reports.*

- A. Police Services – Service, activity, programs, and administration report
- B. Fire Services – Service, activity, programs, and administration report
- C. Public Works Services – utilities, capital projects, public works, and street maintenance report
- D. Administration Services – Building Permits; CWD Service; Collin County Tax Collection; Sales Tax; TxDOT Projects Report; finance reports, and administration and staff report

**9. SET FUTURE MEETINGS AND AGENDA**

*Requests may be made for items to be placed on a future agenda or for a special meeting.*

June 6, 2023 – Regular Meeting

**10. PRESIDING OFFICER TO ADJOURN THE MEETING**

This is to certify that this Agenda was duly posted on the City’s website at [www.cityoflavon.com](http://www.cityoflavon.com) and at City Hall and on or before 6:00 PM on May 12, 2023.

*/ Rae Norton /*

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Rae Norton, City Secretary

1. Notice is hereby given that members of the City Council, Economic Development Corporation Board, Planning and Zoning Commission, and Parks and Recreation Board may attend the meeting.
2. The body reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the City); §551.072 (discussing purchase, exchange, lease or value of real property); §551.074 (discussing personnel or to hear complaints against personnel); and §551.087 (discussing economic development

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negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.



## PROCLAMATION City of Lavon, Texas

### Peace Officers Memorial Day and Police Week 2023

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week;

**WHEREAS**, the International Association of Police Chiefs (IACP) has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family and community safety and wellness awareness; and

**WHEREAS**, the City of Lavon Police Department plays an essential role in safeguarding the rights and freedoms of the citizens of the City of Lavon and through determination, training and innovation continues to be a professional progressive law enforcement agency that unceasingly provides a vital public service.

**NOW THEREFORE**, I, Vicki Sanson, Mayor of the City of Lavon do hereby respectively recognize May 15, 2023 and proclaim the week of May 14 through May 20, 2023 in Lavon, Texas as

### Peace Officers Memorial Day and Police Week

to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty and to commemorate and express gratitude for police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities.

**PROCLAIMED** this 16th day of May 2023.



  
Vicki Sanson  
Mayor



## PROCLAMATION City of Lavon, Texas

Emergency Medical Services Week — May 21-27, 2023

**WHEREAS**, the City of Lavon recognizes that the emergency medical services provide a vital public service, and;

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week, and;

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury, and;

**WHEREAS**, the emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training, and continuing education to enhance their lifesaving skills, and;

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week and this year's theme, "*Where Emergency Care Begins*".

**NOW THEREFORE**, I, Vicki Sanson, Mayor of the City of Lavon do hereby proclaim the week of May 21 through May 27, 2023, in Lavon, Texas as

### **Emergency Medical Services Week**

and encourage our community to observe this week by celebrating our local emergency medical services personnel.

**PROCLAIMED** this 16<sup>th</sup> day of May 2023.



Vicki Sanson  
Mayor





**MINUTES  
MAY 2, 2023  
LAVON CITY COUNCIL  
CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS  
REGULAR MEETING  
6:30 PM**

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ATTENDING: VICKI SANSON, MAYOR  
JOHN KELL, PLACE 1  
MIKE COOK, PLACE 2  
KAY WRIGHT, PLACE 3, MAYOR PRO TEM  
TED DILL, PLACE 4

ABSENT: LINDSEY HEDGE, PLACE 5

**1. MAYOR SANSON CALLED THE MEETING TO ORDER AT 6:31 P.M. AND ANNOUNCED A QUORUM PRESENT.**

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

**3. ITEMS OF INTEREST/COMMUNICATIONS**

- Election day, May 6, 2023
- Camp 911 registration is open, and camp will be held on June 7, 2023
- Babysitter Training June 14 & 15.

**4. CITIZENS COMMENTS**

There were no citizen comments.

**5. PROCLAMATIONS**

Mayor Sanson and the City Council presented proclamations in honor of Economic Development Week and Public Works Week.

**8. PRESENTATION-FINANCIAL STATEMENTS**

Mike Ward, CPA, Accounting & Financial Consulting, PLLC presented the audited 2022 Financial Statements and Independent Audit Report. Mr. Ward stated that the audit resulted in an unmodified (“clean”) opinion indicating that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles and added that this represents the best opinion possible. Mr. Ward reviewed the statements and acknowledged overall net growth in the City’s funds and strong, stable financial position and introduced Patricia Parks, Parks Financial, who was available to answer questions.

**6. CONSENT AGENDA**

- A. Approve the minutes of the April 18, 2023, meeting.**
- B. Approve the minutes of the April 22, 2023, special meeting.**
- C. Approve Resolution No. 2023-05-01 approving and authorizing the city manager to sign an Agreement for Arbitrage Rebate Compliance Services with Hilltop Securities Asset Management, L.L.C.**
- D. Approve Resolution No. 2023-05-02 approving and authorizing the city manager to execute an Easement and Right of Way for Oncor Electric Delivery Company, L.L.C. on city-owned property at 112 School Road and a Discretionary Service Agreement and authorizing an**

expenditure of approximately \$12,500.00 for Oncor to relocate overhead primary facilities to serve city-owned property.

**E. Receive Quarterly Investment Report.**

MOTION: APPROVE THE CONSENT AGENDA.

MOTION MADE: KELL

SECONDED: WRIGHT

APPROVED: UNANIMOUS (Absent: Hedge)

**7. ITEMS FOR CONSIDERATION**

- A. Public hearing, discussion, and action regarding an application for a conditional use permit for an alcohol: mixed beverage package store (off-premise consumption) at 900 S. SH 78, on approximately 1.5 acres being a portion of Abstract A0121 W.A.S. Bohannon Survey, Sheet 3, Tract 10, Lavon, Collin County, TX (CCAD Property ID 2614673) located southwest of the intersection of SH 78 and Burleson Dr., requested by McClure Partners.**

**PRESENTATION of the proposed application.**

City Manager Kim Dobbs provided information regarding the proposed application and the report from the Planning and Zoning Commission recommending approval. John McClure, McClure Partners, 105 N. Jackson, Wylie, TX presented details regarding the project.

**PUBLIC HEARING to receive comments regarding the proposed application.**

Mayor Sanson opened the public hearing at 6:59 p.m. and invited comments for or against the proposed application.

Laura Ramos, 631 Crocket Dr.; Lauren Wedgeworth, 417 Wolf Run Ct.; Samantha Pena, 200 Main St.; Mary Jane Newton, 575 Weston Way; Leslie Van Cleve, 606 Lincoln Ave.; Anthony Mullin, 951 Crockett Dr. of Lavon, TX; and Elsa Neguse, Lavon Beer & Wine at 440 SH 78 Ste. 200 offered comments in opposition to the request. Stan Haddock, Spec's, 2405 Kathryn Dr., Heath, TX provided information regarding the proposed store and spoke in favor of the request.

There being no further comments, Mayor Sanson closed the public hearing at 7:12 p.m.

**Discussion and action regarding the proposed application and accompanying Ordinance No. 2023-05-01.**

Ms. Dobbs noted that the requisite public hearing notice was posted and published, and eight (8) neighbor notices were mailed to property owners within 200 feet of the proposed project with three (3) returned in favor of and none in opposition to the application.

**MOTION: APPROVE ORDINANCE NO. 2023-05-01 APPROVING A CONDITIONAL USE PERMIT FOR AN ALCOHOL: MIXED BEVERAGE PACKAGE STORE (OFF-PREMISE CONSUMPTION) AT 900 S. SH 78, ON APPROXIMATELY 1.5 ACRES BEING A PORTION OF ABSTRACT A0121 W.A.S. BOHANNAN SURVEY, SHEET 3, TRACT 10, LAVON, COLLIN COUNTY, TX LOCATED SOUTHWEST OF THE INTERSECTION OF SH 78 AND BURLESON DR.**

MOTION MADE: WRIGHT

SECONDED: COOK

APPROVED: 3-2 (Absent: Hedge)

FOR: COOK, WRIGHT, SANSON

AGAINST: KELL, DILL

- B. Public hearing, discussion, and action regarding an application for a conditional use permit as specified in Ordinance No. 2020-04-04 that established the Lake Breeze Planned Development (PD), Exhibit C Zoning Uses and Design Guidelines, Zoning Use Table for a car wash (single-bay, drive-thru) accompanying a gasoline fueling station at 955 N. SH 78, Lake Breeze Estates, on 2 acres, Blk E, Lot 25C, Lavon, Collin County, TX situated southwest of the intersection of SH 78 and Gage Road (formerly Lake Road), (CCAD Property ID 2864642).**

**PRESENTATION of proposed application.**

Ms. Dobbs provided information regarding the proposed application for a conditional use permit for a car wash and the report from the Planning and Zoning Commission recommending approval. The applicant, Sat Singh, Gainesville, TX detailed plans for the site including the purchase of more land to help accommodate the drive-through for the potential restaurant and car wash.

**PUBLIC HEARING to receive comments regarding the proposed application.**

Mayor Sanson opened the public hearing at 7:44 p.m. and invited comments for or against the proposed application.

Mary Jane Newton, 575 Weston Way, Kamil Kell, 155 Cyprus Grove, Natasha Hampton, 510 Grant Ln., and Joan Sickler, 932 Crockett of Lavon, TX spoke against the request.

There being no further comments, Mayor Sanson closed the public hearing at 7:50 p.m.

**Discussion and action regarding the proposed application and accompanying Ordinance No. 2023-05-02.**

Ms. Dobbs noted that the requisite public hearing notice was posted and published and four (4) neighbor notices were mailed to property owners within 200 feet of the proposed project with one (1) notice returned in favor of and none in opposition to the application.

**MOTION: APPROVE ORDINANCE NO. 2023-05-02 APPROVING A CONDITIONAL USE PERMIT AS SPECIFIED IN ORDINANCE NO. 2020-04-04 THAT ESTABLISHED THE LAKE BREEZE PLANNED DEVELOPMENT (PD), EXHIBIT C ZONING USES AND DESIGN GUIDELINES, ZONING USE TABLE FOR A CAR WASH (SINGLE-BAY, DRIVE-THRU) ACCOMPANYING A GASOLINE FUELING STATION AT 955 N. SH 78, LAKE BREEZE ESTATES, ON 2 ACRES, BLK E, LOT 25C, LAVON, COLLIN COUNTY, TX SITUATED SOUTHWEST OF THE INTERSECTION OF SH 78 AND GAGE ROAD (FORMERLY LAKE ROAD).**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Hedge)

- C. **Public hearing, discussion and action regarding an application for a conditional use permit as specified in Ordinance No. 2020-04-04 that established the Lake Breeze PD, Exhibit C Zoning Uses and Design Guidelines, Retail District Standards – Building Placement, Orientation and Site Design (1) for (a) a drive-thru lane and (b) a service canopy for a gasoline fueling station at 955 N. SH 78, Lake Breeze Estates, on 2 acres, Blk E, Lot 25C, Lavon, Collin County, TX situated southwest of the intersection of SH 78 and Gage Road (formerly Lake Road), (CCAD Property ID 2864642).**

**PRESENTATION of proposed application.**

Ms. Dobbs provided information regarding the proposed application and the applicant, Sat Singh, answered questions regarding the application. Ms. Dobbs noted that if approved, a site plan and landscape plan would be presented to show the precise location of the drive-thru lanes and service canopy.

**PUBLIC HEARING to receive comments regarding the proposed application.**

Mayor Sanson opened the public hearing at 7:59 p.m. and invited comments for or against the proposed amendment. There being no comments, Mayor Sanson closed the public hearing at 7:59 p.m.

**Discussion and action regarding the proposed application and accompanying Ordinance No. 2023-05-03.**



Ms. Dobbs noted that the requisite public hearing notice was posted and published and four (4) neighbor notices were mailed to property owners within 200 feet of the proposed project with one (1) notice returned in favor of and none in opposition to the application.

**MOTION: APPROVE ORDINANCE NO. 2023-05-03 APPROVING A CONDITIONAL USE PERMIT AS SPECIFIED IN ORDINANCE NO. 2020-04-04 THAT ESTABLISHED THE LAKE BREEZE PD, EXHIBIT C ZONING USES AND DESIGN GUIDELINES, RETAIL DISTRICT STANDARDS – BUILDING PLACEMENT, ORIENTATION AND SITE DESIGN (1) FOR (A) A DRIVE-THRU LANE AND (B) A SERVICE CANOPY FOR A GASOLINE FUELING STATION AT 955 N. SH 78, LAKE BREEZE ESTATES, ON 2 ACRES, BLK E, LOT 25C, LAVON, COLLIN COUNTY, TX SITUATED SOUTHWEST OF THE INTERSECTION OF SH 78 AND GAGE ROAD (FORMERLY LAKE ROAD).**

MOTION MADE: KELL  
SECONDED: DILL  
APPROVED: UNANIMOUS (Absent: Hedge)

- D. Public hearing, discussion, and action regarding an application for a site plan for the Scrubbies Car Wash project at 701 S. SH 78, on approximately 1.24 acres being a portion of 8.64 acres out of the William H. Moore Survey, A-638, Lavon, Collin County, TX, located northeast of the intersection of SH 78 and Grand Heritage Boulevard, City of Lavon, Collin County, Texas, (CCAD Parcel ID 2614649).**

**PRESENTATION of proposed site plan and landscape plan.**

Ms. Dobbs presented information regarding the site plan and landscape plan application and a report from the Planning and Zoning Commission recommending approval. Zach Sewell, Scrubbies, detailed the site plan. Ms. Dobbs explained that a car wash is a permitted use in the Grand Heritage Planned Development zoning approved in 2004 and the public hearing is for comments regarding the site plan. Ms. Dobbs advised that the city staff had requested and the applicant had agreed to install 1) an 8-foot masonry screening wall on the north side of the property that is two feet higher than required and 2) a landscaped screen with an ornamental iron fence on the west side of the property.

**PUBLIC HEARING to receive comments regarding the proposed site plan.**

Mayor Sanson opened the public hearing at 8:05 p.m. and invited comments for or against the site plan.

Fred Knauer, 340 Alamo Ct., Oscar Guevara, 943 Austin Ln., Natasha Hampton, 510 Grant Ln., Rebecca Salinas, 700 Austin Ln., Anthony Mullin, 951 Crockett Dr., Bill Evans, 587 Weston Way, Joe Serpette, 655 Quincy Ct., Jackie Doyle, 319 Alamo Ct., Jessica Ratliff, 890 Austin Ln., Laura Ramos, 631 Crockett Ln., Kamil Kell, 155 Cyprus Grove, and Brendon Godwin, 336 Forder Ct. of Lavon, TX spoke in opposition to the site plan.

There being no further comments, Mayor Sanson closed the public hearing at 8:24 p.m.

**Discussion regarding the proposed site plan and landscape plan.**

Zach Sewell, Scrubbies, 3121 Eagle Dr., Mt. Pleasant, TX addressed concerns expressed by the residents. Mr. Sewell explained that the car wash hours of operation would close at 6:00 pm in the winter and 7:00 pm in summer months. Mr. Sewell confirmed that the applicant would update the site plan with a screening barrier on the west side of the property.

**MOTION: APPROVE THE SITE PLAN FOR THE SCRUBBIES CAR WASH PROJECT AT 701 S. SH 78, ON APPROXIMATELY 1.24 ACRES BEING A PORTION OF 8.64 ACRES OUT OF THE WILLIAM H. MOORE SURVEY, A-638, LAVON, COLLIN COUNTY, TX, LOCATED NORTHEAST OF THE INTERSECTION OF SH 78 AND GRAND HERITAGE BOULEVARD, CITY OF LAVON, COLLIN COUNTY, TEXAS SUBJECT TO ADDITION OF AN APPROVED SCREENING BARRIER.**

MOTION MADE: WRIGHT  
SECONDED: COOK

APPROVED: UNANIMOUS (Absent: Hedge)

- E. Discussion and action regarding an application for the preliminary plat of the 78 Commercial East Addition consisting of two commercial lots on 8.64 acres out of the William H. Moore Survey, A-638 in the vicinity of 701 S. SH 78, northeast of the intersection of SH 78 and Grand Heritage Boulevard, City of Lavon, Collin County, Texas, (CCAD Parcel ID 2614649).**

Ms. Dobbs presented information regarding the preliminary plat application and a report from the Planning and Zoning Commission recommending approval.

**MOTION: APPROVE THE PRELIMINARY PLAT OF THE 78 COMMERCIAL EAST ADDITION CONSISTING OF TWO COMMERCIAL LOTS ON 8.64 ACRES OUT OF THE WILLIAM H. MOORE SURVEY, A-638 IN THE VICINITY OF 701 S. SH 78, NORTHEAST OF THE INTERSECTION OF SH 78 AND GRAND HERITAGE BOULEVARD, CITY OF LAVON, COLLIN COUNTY, TEXAS SUBJECT TO THE CITY ENGINEERS APPROVAL.**

MOTION MADE: KELL

SECONDED: WRIGHT

APPROVED: UNANIMOUS (Absent: Hedge)

- F. Discussion and action regarding an application for the final plat of the Hillstead Subdivision Phase 1, consisting of 281 residential lots on 69.92 acres of land, being part of a 291.141-acre tract situated in the William Howard Survey, A-370, southwest of the intersection of CR 483 and CR 484, in the extraterritorial jurisdiction of the City of Lavon, Collin County MUD No. 5, Collin County, TX, (CCAD Property ID 2874750).**

Ms. Dobbs presented information regarding the final plat application and a report from the Planning and Zoning Commission recommending approval. Christian Songy, Southland Consulting Engineers, 10210 N. Central Expressway, Dallas, TX was available for questions.

**MOTION: APPROVE THE FINAL PLAT OF THE HILLSTEAD SUBDIVISION PHASE 1, CONSISTING OF 281 RESIDENTIAL LOTS ON 69.92 ACRES OF LAND, BEING PART OF A 291.141-ACRE TRACT SITUATED IN THE WILLIAM HOWARD SURVEY, A-370, SOUTHWEST OF THE INTERSECTION OF CR 483 AND CR 484, IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF LAVON, COLLIN COUNTY MUD NO. 5, COLLIN COUNTY, TX SUBJECT TO THE CITY ENGINEERS APPROVAL.**

MOTION MADE: WRIGHT

SECONDED: DILL

APPROVED: UNANIMOUS (Absent: Hedge)

- G. Discussion and action regarding acceptance of the public infrastructure for the LakePointe, Phase 3 Addition.**

Ms. Dobbs provided information regarding the development and Steve Lennart, Lennart Development, was available for questions.

**MOTION: APPROVE AND ACCEPT THE PUBLIC INFRASTRUCTURE FOR THE LAKEPOINTE PHASE 3 ADDITION.**

MOTION MADE: KELL

SECONDED: WRIGHT

APPROVED: UNANIMOUS (Absent: Hedge)

- H. Discussion and action regarding Ordinance No. 2023-05-04 amending the fee schedule approved and adopted by Ordinance No. 2022-08-09 for the fiscal year October 1, 2022, through September 30, 2023, to provide for civil site inspection fees and after-hours infrastructure inspection fees; and providing an effective date.**

Ms. Dobbs provided information regarding the proposed fees and amendment to the fee schedule.

**MOTION: APPROVE ORDINANCE NO. 2023-05-04 AMENDING THE FEE SCHEDULE APPROVED AND ADOPTED BY ORDINANCE NO. 2022-08-09 FOR THE FISCAL YEAR**

**OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, TO PROVIDE FOR CIVIL SITE INSPECTION FEES AND AFTER-HOURS INFRASTRUCTURE INSPECTION FEES; AND PROVIDING AN EFFECTIVE DATE.**

MOTION MADE: DILL  
SECONDED: WRIGHT  
APPROVED: UNANIMOUS (Absent: Hedge)

**I. Discussion and action regarding Board and Commission appointments – Parks and Recreation Board.**

**MOTION: APPOINT TRACY FILO TO THE PARKS AND RECREATION BOARD FOR THE UNEXPIRED TERM OF SEAT 1.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Hedge)

**9. SET FUTURE MEETINGS AND AGENDA**

May 16, 2023 - Regular Meeting

**10. MAYOR SANSON ADJOURNED THE CITY COUNCIL MEETING AT 8:47 P.M.**

**DULY PASSED and APPROVED** by the City Council of Lavon, Texas, on this 16<sup>th</sup> day of May 2023.

\_\_\_\_\_  
Vicki Sanson, Mayor

**ATTEST:**

\_\_\_\_\_  
Rae Norton, City Secretary



## CITY OF LAVON Agenda Brief

MEETING: May 16, 2023

ITEM: 6 - B

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**Item:**

CONSENT AGENDA

Approve Resolution No. 2023-05-03 authorizing the Mayor to execute a Letter of Engagement with Mike Ward Accounting and Financial Consulting, PLLC for the audit and preparation of the City's financial statements for the fiscal year ending September 30, 2023.

**Background:**

The Texas Local Government Code, Chapter 103.001 requires that the City's financial statements shall be audited annually by an independent certified public accountant ("CPA"). Criteria typically used to identify and select an auditing firm proposal include audit experience, quality of service, reliability, and proposed cost.

The City secured a proposal to conduct the audit for FY 2022-23 from the professional auditing firm, Mike Ward Accounting and Financial Consulting, PLLC. In addition to auditing the regular financial statements of the City, Mr. Ward's engagement includes an audit of the component unit Lavon Economic Development Corporation.

The annual audit will be conducted in accordance with governmental auditing standards and fulfills the requirements set out in state law.

**Financial Implication:**

The proposed fee is \$13,500 and is provided for in the annual budget. For the first time in five years, the proposed fee includes a \$1,000 increase.

***Staff Notes:***

Approval is recommended.

**Attachments:** Proposed Resolution and Engagement Letter

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-03**

Engagement – Audit FY 2022-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS AUTHORIZING THE MAYOR TO EXECUTE A LETTER OF ENGAGEMENT BETWEEN THE CITY OF LAVON AND MIKE WARD ACCOUNTING AND FINANCIAL CONSULTING, PLLC FOR THE AUDIT AND PREPARATION OF THE CITY’S FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2023.**

**WHEREAS**, Chapter 103.001 of the Texas Local Government Code requires that the City’s financial statements shall be audited annually by an independent certified public accountant; and

**WHEREAS**, the City Council has reviewed the proposed letter of engagement and determined that it is necessary and in the best interests of the City of Lavon to approve the proposed letter of engagement for audit services.

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

**SECTION 1.** The City Council does hereby authorize the Mayor to execute a Letter of Engagement between the City of Lavon and Mike Ward Accounting and Financial Consulting, PLLC for the audit and preparation of the city’s financial statements for the Fiscal Year ending September 30, 2023, attached hereto as Exhibit “A”.

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

**DULY PASSED AND APPROVED** by the City Council of the City of Lavon, Texas on the 16<sup>th</sup> day of May 2023.

\_\_\_\_\_  
Vicki Sanson  
Mayor

ATTEST:

\_\_\_\_\_  
Rae Norton  
City Secretary

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-03**

**EXHIBIT A**

**ENGAGEMENT LETTER**



## Mike Ward Accounting & Financial Consulting, PLLC

Mike Ward, CPA  
266 RCR 1397  
Point, Texas 75472

(903) 269-6211 [mward@mikewardcpa.com](mailto:mward@mikewardcpa.com)

May 3, 2023

City of Lavon, Texas  
Mayor and City Council  
P.O. Box 340  
Lavon, Texas 75166

I am pleased to confirm my understanding of the services I am to provide for the City of Lavon, Texas for the year ending September 30, 2023. I will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements as of and for the fiscal year ending September 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information, and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during the audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. General Fund Budgetary Comparison Schedule
3. Schedule of Pension Trust - TMRS
4. Schedule of Changes in Net Pension Liability - TMRS

I have also been engaged to report on supplementary information other than RSI that accompanies the financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements, or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the

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United States of America, and will provide an opinion on it in relation to the basic financial statements:

## 1. Statistical Section

### **Audit Objective**

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, and to report on the fairness of the supplementary information when considered in relation to the financial statements taken as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and will include tests of the accounting records and other procedures I consider necessary to enable me to express such an opinion. I will issue a written report upon completion of my audit of the financial statements. My report will be addressed to the Mayor and City Council. I cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for me to modify my opinion or add an emphasis-of-matter or an other-matter paragraph. If other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit, or I am unable to form or have not formed opinions, I may decline to express opinions, or I may withdraw from this engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditor is limited to the period

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covered by my audit and does not extend to any later periods for which I was not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of the audit, I will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures - Internal Control**

My audit will include obtaining an understanding of the entity and its environment, including internal control sufficient to assess the risks of material misstatements of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, I will communicate to management, and those in charge of governance, internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of my audit will not be to provide an opinion on overall compliance, and I will not express such an opinion.

#### **Other Services**

I will also assist in preparing the financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. I will also update the fixed asset listing and calculate depreciation. I will perform the services in accordance with applicable professional standards. My audit of the financial statements does not relieve you or management of your responsibilities.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining internal controls, including evaluating and monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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Your responsibility includes adjusting the financial statements to correct material misstatements and confirming to me within the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing my firm about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal controls, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. Your responsibilities include acknowledging to me within the representation letter that (1) you are responsible for the presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities relating to the financial statement preparation services, and related notes, and any other non-audit services I provide; oversee the services by designating an individual, preferably from senior management, with suitable skills, knowledge, or experience, evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. If I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

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I will provide you with copies of my report; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulations, or containing privileged and confidential information, copies of my report are to be made available for public inspection.

The audit documentation for this engagement is the property of Mike Ward Accounting & Financial Consulting, PLLC, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request, and in a timely manner. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mike Ward, CPA.

My fees for these services will be at the amounts below. My invoice for these fees will be payable upon audit presentation. The fee for the 2023 audit should be \$13,500, \$12,000 for the city, and \$1,500 for the component unit.

The contemplated fees discussed within this engagement letter are for the audit and the basic reports only. The fees presented include an appropriate time allowance for certain reclassification adjustments, debt reclassifications, depreciation entries plus certain summary adjustments required under GASB or FASB pronouncements.

The contemplated fees do not include the time and costs of curing deficiencies in the accounting records or for bringing incomplete accounting records up-to-date. Management is responsible for the accounting records being reasonably complete and accurate and auditable without major deficiencies.

Management will be advised of any significant deficiencies encountered. Such deficiencies that cannot be addressed by client staff may be resolved by Mike Ward Accounting & Financial Consulting, PLLC at my regular rates. If the deficiencies are major (requiring over 20 hours), and I am concerned that my independence may be compromised, due to the excessive time required, then management will be asked to engage independent third parties to perform the work so that the audit can proceed.

Significant assistance from client staff is an absolute requirement in locating documents, securing copies, finding files, and in general, providing information. Time required by the audit staff to find documents or to pull files without assistance will be billed to the client as an additional cost to the audit. A spirit of cooperation and assistance by client staff is essential. Client personnel are instrumental in conducting an efficient and economical audit.

I request to be allowed to read all printed materials given to outside parties which also include my report.


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This information is intended solely for the use of management and is not intended to be and should not be used by anyone other than these specified parties.

I appreciate the opportunity to be of service to you and I believe that this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of this engagement as described within this letter, please sign below and return it to me.

Respectfully,

Mike Ward Accounting & Financial Consulting, PLLC



RESPONSE:

This letter correctly sets forth the understanding of the City of Lavon, Texas.

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_





## CITY OF LAVON Agenda Brief

**MEETING:** May 16, 2023

**ITEM:** 7 – A

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**Item:**

Discussion and action regarding Resolution No. 2023-05-04 authorizing the negotiation and award of an engineering professional services agreement with EST, Inc., subject to City Attorney approval, for project management and coordination, survey, and design and plan preparation in connection with the planning, and design of up to two turn lanes on State Highway 78 in Lavon, Texas in an amount not to exceed sixty-one thousand dollars (\$61,000.00).

**Background:**

With the determination in March by the Texas Department of Transportation (TxDOT) that the intersection at State Highway 78 (SH 78) and LakePointe Boulevard met the warrants for installation of a traffic signal, the City immediately contacted affected developers, initiated meetings, and identified an approach to expedite the traffic signal's design, funding, and installation.

In conjunction with the LakePointe Boulevard traffic signal and turn lane project, the City identified an opportunity to explore the planning and construction of a left turn lane for southbound traffic on SH 78 at the intersection of SH 78 and Bently Drive.

In response to a request from the City, EST, Inc. provided a draft preliminary scope to design both proposed left turn lanes. EST, Inc. possesses extensive experience and expertise pertaining specifically to the design and construction of TxDOT-related facilities.

**Financial Implication:**

The City Engineer and staff identified the engineering tasks that will produce the initial information needed to best establish a plan to proceed with both projects.

***Staff Notes:***

Funding is available in the Street Fund. If the contract ultimately includes professional services associated with the left turn lane at LakePointe Boulevard, the developer of the Lake Breeze Addition will fund the professional engineering services proportionately.

**Attachment:**

- 1) Proposed Resolution
- 2) Scope of Engineering Services
- 3) Firm Qualification Summary

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-04**

Professional Services – EST, Inc. Engineering Design

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS AUTHORIZING THE NEGOTIATION AND AWARD OF AN ENGINEERING PROFESSIONAL SERVICES AGREEMENT WITH EST, INC., SUBJECT TO CITY ATTORNEY APPROVAL, FOR PROJECT MANAGEMENT AND COORDINATION, SURVEY, AND DESIGN AND PLAN PREPARATION IN CONNECTION WITH THE PLANNING, AND DESIGN OF UP TO TWO TURN LANES ON STATE HIGHWAY 78 IN LAVON, TEXAS IN AN AMOUNT NOT TO EXCEED SIXTY-ONE THOUSAND DOLLARS (\$61,000.00); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City desires to evaluate projects for the installation of turn lanes on State Highway 78 (SH 78) at the intersections of SH 78 and Bently Drive and SH 78 and LakePointe Boulevard; and

**WHEREAS**, the engineering services associated with the project management and coordination, survey, and design and plan preparation on the state highway system requires an advanced level of engineering expertise and experience.

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

**SECTION 1.** That EST, Inc. be selected for the negotiation and award of an engineering professional services agreement, subject to City Attorney approval, for project management and coordination, survey, and design and plan preparation in connection with the planning, and design of up to two turn lanes on State Highway 78 in Lavon, Texas in an amount not to exceed sixty-one thousand dollars. (\$61,000.00).

**SECTION 2.** That any and all contracts or commitments made with the above-named service provider are dependent on the successful negotiation of a contract with the service provider

**SECTION 3.** That this resolution shall take effect from and after the date of its passage.

**DULY PASSED and APPROVED** by the City Council of the City of Lavon, Texas, on the 16<sup>th</sup> day of May 2023.

\_\_\_\_\_  
Vicki Sanson, Mayor

**ATTEST:**

\_\_\_\_\_  
Rae Norton, City Secretary

# EXHIBIT “A”

## Scope of Engineering Services

### *SH 78 Left Turn Lanes: NB at Lakepointe, SB at Bently*

#### GENERAL DESCRIPTION

The CITY desires to add left turn lanes within the existing median of SH 78 to accommodate turns for northbound traffic at Lakepoint Blvd (to a planned roadway), and southbound traffic at Bently into an existing convenience store. The project includes preliminary planning, surveying, civil engineering design, bidding, and construction administrative services.

Services by the ENGINEER will include all aspects of the work set forth in the following scope of work.

#### **PART A – General Project Management & Coordination Services**

ENGINEER will provide the following services for the duration of the project at hourly rates.

1. Manage the project team and keep the CITY apprised of the status of coordination efforts and any issues which could delay anticipated schedule.
2. Respond to requests for information from the CITY as needed and only for items commonly anticipated to be associated with this project scope.
3. Coordinate with agencies, stakeholders, and/or consulting firm representatives to obtain data related to the project, including: City engineer, developer’s engineers, TxDOT Dallas District/ Collin County Area Offices, and franchise utilities.
4. Coordinate the turn lane design with the engineering firm responsible for the signal design at Lakepoint Blvd.
5. Provide progress updates and attend meetings with CITY and/or stakeholders.

#### **PART B – Design and Plan Preparation Phase**

ENGINEER will perform the following tasks related to engineering design and plan preparation. This scope assumes that the two turn lanes will be included in the same set of construction drawings, prepared for bidding and construction at the same time.

1. Attend a preliminary design conference with the CITY and other interested parties. The purpose of the preliminary design conference will be to review the design criteria and the available project budget.
2. Review record drawings for SH 78, and construction plans and plats related to the proposed turn lane locations and traffic signal plans at Lakepointe.
3. Set up CAD base files and sheet sets.

4. Prepare cover sheet, location map and sheet index.
5. Prepare coordinate control plan.
6. Prepare construction drawings for paving, grading, removal, erosion control, signing and striping plans. Note that no drainage design is expected, as all improvements will be located in the median. A drainage area map will be prepared using TxDOT record drawings, if required for TxDOT permit.
7. Compile construction bid item quantities to formulate Opinion of Probable Construction Cost at 60% design.
8. Submit two sets of 60% construction plans (11"x17" sheet size) for City review.
9. Revise and finalize 60% plan sheets and technical specifications by incorporating City comments.
10. Prepare construction details.
11. Prepare construction phasing plan and traffic control plans.
12. Prepare bid documents including bid proposal forms, construction plans and technical specifications. Contract documents, general conditions and special conditions will be provided by the City.
13. Complete 90% quantity take-off and formulate Opinion of Probable Construction Cost.
14. Submit two sets of 90% plans and specifications to City for Review.
15. Submit detailed drawings and plans/specifications to TxDOT for review.
16. Conduct a quality assurance and quality control review of the construction plans and specifications for all submittals.
17. Prepare final construction plans and specifications, including incorporation of City and TxDOT review comments and directives from the review of 90% design plans and specifications.
18. Complete quantity take-off and update Engineer's Opinion of Probable Construction Cost.
19. Provide two sets of the Final Plans, Specifications, and Engineer's Opinion of Probable Construction Cost to the City for final review.
20. Submit final signed and sealed construction plans in PDF format to City during Bidding process.

#### **Terms and Conditions For Electronic File Transfers**

Electronic files are transmitted on the terms and conditions below. By opening, accessing, copying or otherwise using the transmitted electronic files, these terms and conditions are accepted by the user.

- a. The electronic files are compatible with the following software packages operating on a PC using Windows operating systems:
  - AutoCAD 2019

- Microsoft Office 365 Products, including Word and Excel
  - Adobe Acrobat (PDF)
- b. EST, Inc. does not make any warranty as to the compatibility of these files beyond the specified release of the above stated software.
  - c. Because data stored on electronic media can deteriorate undetected or be modified, EST, Inc. will not be held liable for completeness or correctness of electronic media.
  - d. The electronic files are instruments of our service. Where there is a conflict between the hard copy drawings and the electronic files, EST, Inc.'s hard copy file will govern in all cases.
  - e. Electronic files may only be modified in accordance with the Texas Engineering Practice Act for modifying another Engineer's design.

### **PART C – Bidding Phase**

ENGINEER will proceed with the following tasks related to bidding upon authorization of this phase by the CITY.

21. Prepare bid packet/contract documents/advertisement for bids. At the time the bid packet is completed, furnish to the City an updated written Estimate of Probable Costs for the Project.
22. Advertise for bids using online bid website such as CivCastUSA.
23. Provide Notice to City for their use in publishing in local newspaper.
24. Sell bidding documents to potential bidders, their suppliers and other parties.
25. Provide one copy of bidding documents to City and PDF version to publishers.
26. Prepare addenda to answer questions by bidders.
27. Assist during opening of bids and provide bidding summary sheets.
28. Complete a tabulation of bids received and provide to City and contractors who submitted bids.
29. Obtain experience record and references from the lowest bidder.
30. Accomplish construction contractor's eligibility verification through [www.SAM.gov](http://www.SAM.gov)
31. Formulate opinion from information received from contractor and provide the City a recommendation for award of the construction contract.

### **PART D – Construction Administration Phase**

ENGINEER will proceed with the following tasks related to construction administration upon authorization of

this phase by the CITY.

1. Conduct pre-construction conference, including preparing an agenda.
2. Provide the following quantities of plans and specifications for distribution at the Pre-construction conference.
  - a. Half-size plans (11-inch x 17-inch) – 5 total
    - 2 - City of Lavon
    - 3 – Contractor / Subcontractor
  - b. Full-size plans (22-inch x 34-inch) – 3 total
    - 1 – City of Lavon
    - 2 – Contractor / Subcontractor
  - c. Specification Books – 6 total
    - 2 – City (Engineer, Administrator)
    - 2 – Contractor / Subcontractor
    - 1 – Geotech / Materials Testing Lab
    - 1 – Engineer of Record (EST)
  - d. PDF Plan “Approved for Construction”
3. Attend onsite observation meetings during construction with contractor, quality control personnel, and City representatives to discuss strategy, problem areas, progress, and required coordination.
4. Review and take appropriate action in respect of Shop Drawings and Samples and other data which the Contractor is required to submit. This review is for the benefit of the Owner and covers only general conformance with information given by the Contract Documents. Review by the Engineer does not relieve the Contractor of any responsibilities, safety measures or the necessity to construct a complete and workable facility in accordance with the Contract Documents. Shop drawings to be distributed electronically. ENGINEER is not responsible for Contractor means and methods, phasing including but not limited to the Project Safety Program or adherence to Safety Practices per any and all local or State jurisdictions and/or OSHA regulations.
5. Issue clarifications and interpretations of the Contract documents to City as appropriate.
6. Prepare and process routine change orders for this project as they pertain to the original scope of work.
7. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
8. Conduct periodic inspections.
9. Accompany the City during their final inspection of the project and prepare punch list of incomplete work items.
10. Revise contract drawings to show the work as actually constructed, as provided by the



contractor and inspector, and furnish the City with a set of "record drawings" plans.

### **Exclusions**

The intent of this scope of services is to include only the services specifically listed herein and none others. Services specifically excluded from this scope include, but are not necessarily limited to the following:

- a. Processing and preparation of monthly pay requests for construction.
- b. Subsurface Utility Exploration (SUE).
- c. Certification that work is in accordance with plans and specifications.
- d. Consulting services by others not included party to this contract.
- e. Contractor's means and methods.
- f. Environmental cleanup.
- g. Environmental impact statements and assessments.
- h. Fees for permits.
- i. Fees for publicly advertising the construction project.
- j. On-site construction safety precautions, programs and responsibility (Contractor's responsibility).
- k. Phasing of Contractor's work.
- l. Quality control and testing services during construction. EST is available for materials testing services at the hourly rates and fees provided in Exhibit C.
- m. Revisions and/or change orders as a result of revisions after completion of original design (unless to correct error on plans).
- n. Title searches.
- o. Trench safety designs.

### **PART E – Special Services / Additional Services**

The following special services are included with this services agreement for the CR 484 Bridge Design.

1. Topographic Design Survey: EST will provide design surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project, specifically topographic survey along SH 78 median between Lakepointe and Bently intersections. EST will establish the project control points one time prior to construction. We will contact Dig Tess (Texas811) to establish ticket and request location of franchise utilities to be marked.

The following services are excluded from this services agreement, however EST can provide these services by supplemental agreement or at hourly rates when authorized by the CITY.

2. Geotechnical Engineering: No geotechnical engineering is proposed for this project. It is expected that the pavement section will match the existing pavement layers on SH 78, as is typically required by TxDOT.
3. Easement or Right of Way Survey Preparation
4. Construction Inspection
5. Construction Materials Testing
6. Franchise Utility Relocation Coordination and Oversight

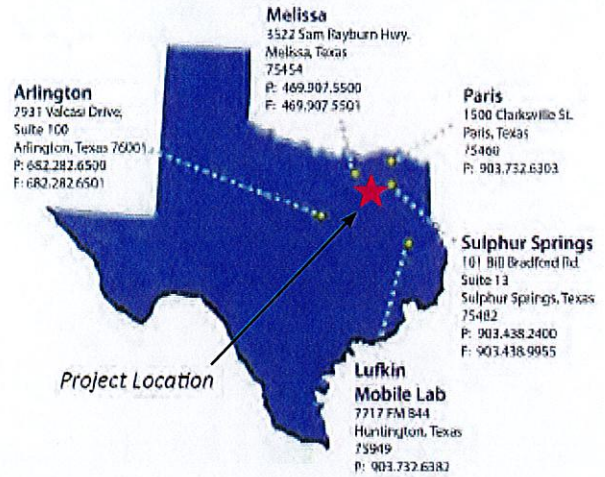




# SECTION 2: ENGINEER'S QUALIFICATIONS STATEMENT

## FIRM INFORMATION

EST was established 22 years ago in 2000 by seasoned transportation and material testing professionals in Oklahoma. Over the last twenty years, the company has grown to employ 295 dedicated personnel in fourteen office locations throughout Texas and Oklahoma. The company offers comprehensive engineering services that cover most all construction industries. Our Texas division has extensive experience in transportation, geotechnical and construction material testing services for municipal, state, and private sector clients. We currently operate from four offices in northeast Texas.



**PRESIDENT OF EST, INC.**  
**Michael Vahabzadegan, P.E.**  
615 N. Hudson, Suite 300  
Oklahoma City, Oklahoma 73102  
TX PE # 101585

PRIMARY TEXAS OFFICES/CONTACTS	
<b>Melissa Texas</b> <b>Kelly Selman, PE</b> 3522 Sam Rayburn Hwy Melissa, TX 75454 P: 469.907.5506 kellys@estinc.com TX PE #70192	<b>Paris Texas</b> <b>Brad Martin, PE</b> 1500 Clarksville St. Paris, TX 75460 P: 903.243.8171 bradm@estinc.com TX PE #80245
<b>Sulphur Springs Texas</b> <b>Steve Hudson, RPLS</b> 101 Bill Bradford Rd. #113 Sulphur Springs, Tx 75482 P: 903.438.2400 steveh@estinc.com TX RPLS #4896	<b>Arlington Texas</b> <b>Mike Bostic, PE</b> 7931 Valcasi Dr. Arlington, TX 76001 P: 682.282.6502 mikeb@estinc.com TX PE #79705

Our philosophy is to serve local communities with quality engineering services by providing offices and laboratories that are conveniently located and staffed with experienced engineers and technicians, supplemented with national subject matter experts, to meet the demands in our hometowns and surrounding areas.

We currently provide municipal engineering and testing services to the communities of Blue Ridge, Melissa, Howe, Whitewright, and Collin County. The City of Lavon contract will be managed from our Melissa office. Our team can assist with project planning, design, or construction issues on very short notice.

**LICENSING**  
EST, Inc. is legally qualified to perform engineering related services in the States of Texas, Oklahoma and Colorado  
Texas Board of Professional Engineers: 10777

## AREAS OF EXPERTISE

EST's local areas of expertise include the following:

- Roadway/Transportation Engineering
- Bridge Design
- Geotechnical Engineering
- Municipal Engineering
- Water/Wastewater Design
- Environmental Services
- Survey/Mapping
- Stormwater Design
- Materials Testing
- Construction Management
- Construction Inspection





# CITY OF LAVON

## Agenda Brief

**MEETING: May 16, 2023**

**ITEM: 7 – B**

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**Item:**

Public hearing, discussion, and action regarding Resolution No. **2023-05-05** to amend the City's contract with the Texas Department of Agriculture for Texas Community Development Block Grant Program (TxCDBG) Contract CDV21-0092 regarding the location and beneficiaries of the project.

- 1) Presentation of proposed amendment.
- 2) **PUBLIC HEARING** to receive comments regarding the proposed amendment.
- 3) Discussion and action regarding the proposed amendment.

**Background:**

On April 6, 2021, the City Council approved Resolution No. **2021-04-01** authorizing the submittal of a 2021-22 Texas Community Block Grant (TxCDBG) application, committing matching funds, and designating authorized signatories. The City was subsequently awarded a TxCDBG grant.

The project identified in the grant application was a paving project in the vicinity of Forder Court, School Road, and Boyd Court. The maximum amount of the grant award was \$350,000 for which the City was required to commit matching funds of 15% or \$52,500 for total project funding of \$402,500.

At the time of application, Kimley-Horn, the city's project engineer provided an opinion that estimated \$402,500 would be sufficient for the three-road project. It was then noted that once engineered and bid, if the project exceeded the grant award amount and available funding, the City could reduce the scope of the project, reduce the contract by change order, pay the additional costs, or some combination thereof.

By January 2023, construction costs had escalated such that a reduction in the scope and a commitment of additional funds became necessary to award a contract for the City of Lavon Forder Court Construction Project to pave in asphalt Forder Court from Main Street (Business 78) to 336 Forder Court for \$538,187.00. The project is in progress.

**Financial Implications:**

The funding has been approved and is allocated in the capital improvements plan budget.

***Staff Notes:***

Approval is recommended.

- Attachments:**
- 1) Proposed Resolution
  - 2) TxCDBG Survey Tabulation and Project Map

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-05**

Amending Scope – TxCDBG Contract# CDV21-0092

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON,  
TEXAS APPROVING AN AMENDMENT TO ITS CONTRACT CDV21-  
0092 THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.**

**WHEREAS**, the City Council authorized an application for and entered a contract with the Texas Department of Agriculture for a Community Development Block Grant (TxCDBG); and

**WHEREAS**, once engineered and bid, the funding was insufficient for the scope of the project and the City Council accepted the engineer’s recommendation to increase City funding and reduce the project scope; and

**WHEREAS**, the City Council noticed and conducted a public hearing to receive input regarding the proposed amendment; and

**WHEREAS**, the City Council has reviewed the proposed change to the Contract and determined that it is in the best interests of the citizens of the City of Lavon.

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

**SECTION 1.** The City hereby approves an amendment to Contract CDV21-0092 with the Texas Department of Agriculture reducing the scope of work and thereby reducing the number of beneficiaries to be served by the project.

The City feels it is in the best interest of the City to request TDA approval of this amendment request.

Therefore, the City Council of the City of Lavon hereby requests that TDA approve this amendment.

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

**DULY PASSED AND APPROVED** by the City Council of the City of Lavon, Texas on the 16<sup>th</sup> day of May 2023.

\_\_\_\_\_  
Vicki Sanson  
Mayor

ATTEST:

\_\_\_\_\_  
Rae Norton  
City Secretary



# TxCDBG Survey Tabulation Form

Applicant: City of Lavon County: Collin County Region: North Central Texas 4  
 Survey Description: CDV21-0092 Amendment 1 Survey Start Date: 3-29-2021 Survey End Date: 3-31-2021  
 P1 Census Population (citywide/CDP only): \_\_\_\_\_ Questionnaire Year(s): 2021

1. # of Households Benefitting: 4 2. Required Sample Size: 4 3. # of Households Contacted: 4  
 4. # of Households Responding: 4 5. Survey Response Rate: 100.00%

6. Family Size	7. Number of Responses (Households)	8. Number of Low/Mod Responses	9. Number of Non Low/Mod Responses	10. Number of Low/Mod Persons	11. Number of Non-Low/Mod Persons
1	0	0	0	0	0
2	1	0	1	0	2
3	3	3	0	9	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
8	0	0	0	0	0
9	0	0	0	0	0
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
Total:	4	3	1	9	2

12. Total Persons Surveyed: 11 13. Average Family Size: 2.75 14. Households Not Surveyed: 0  
 15. Total Non-Low/Mod: 2 16. Total Beneficiaries: 11 17. Total Low/Mod Beneficiaries: 9  
 17b. LMI Households: 3 18. Low/Mod Percentage: 81.82% 19. Total Vacancies: 3  
 HH - 80% County MFI 6 HH - 50% County MFI 0 HH - 30% County MFI 0  
 Persons - 80% County MFI 16 Persons - 50% County MFI 0 Persons - 30% County MFI 0

CERTIFICATION: I, THE CHIEF ELECTED OFFICIAL FOR THIS JURISDICTION, CERTIFIES THAT THE INFORMATION IN THIS REPORT AND THE SURVEY LOCATIONS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND WAS REPORTED IN ACCORDANCE WITH THE ACCOMPANYING INSTRUCTIONS.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Mayor

Name: \_\_\_\_\_

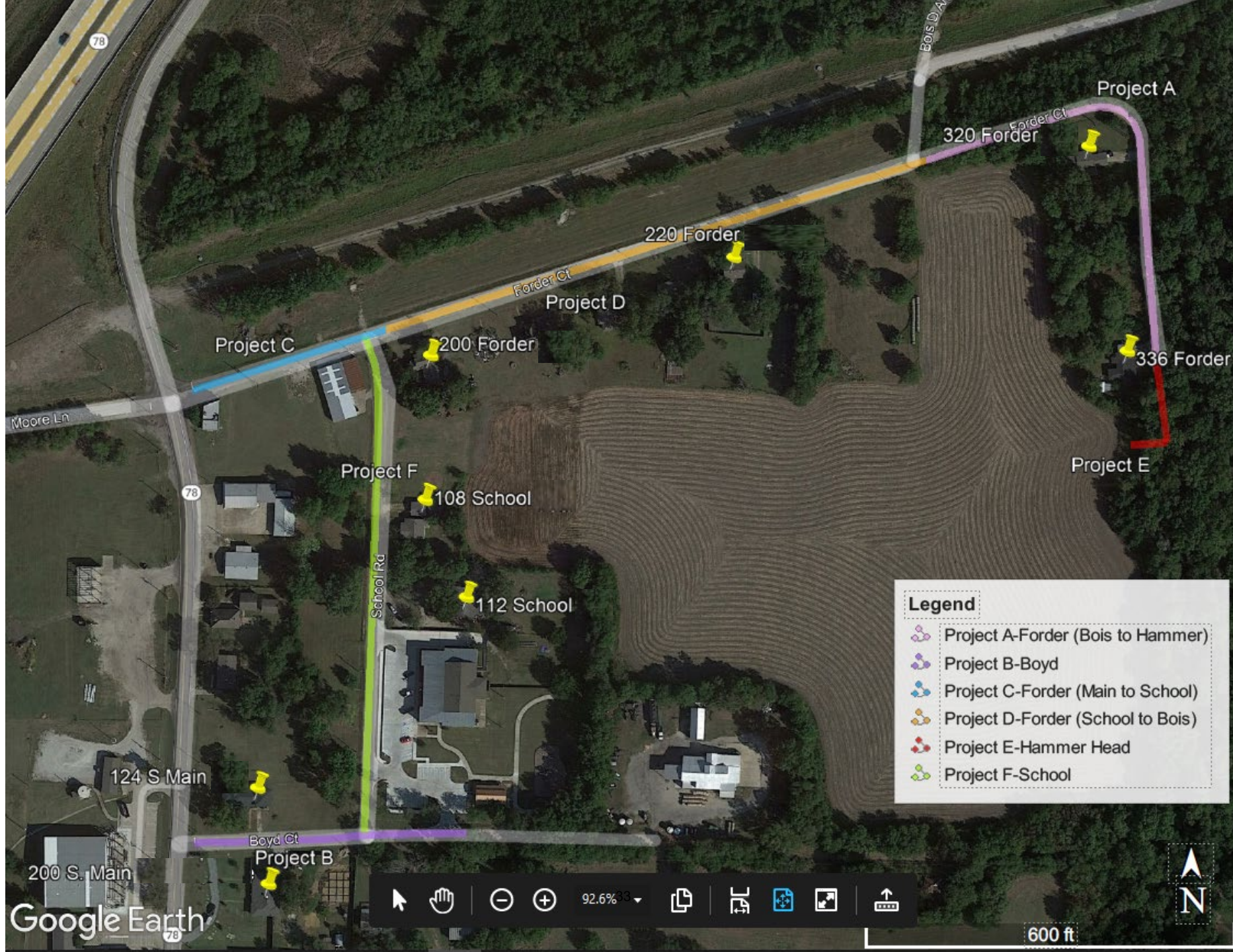
Vicki Sanson

Date: \_\_\_\_\_

May 8, 2023

Below is for TDA use ONLY





**Legend**

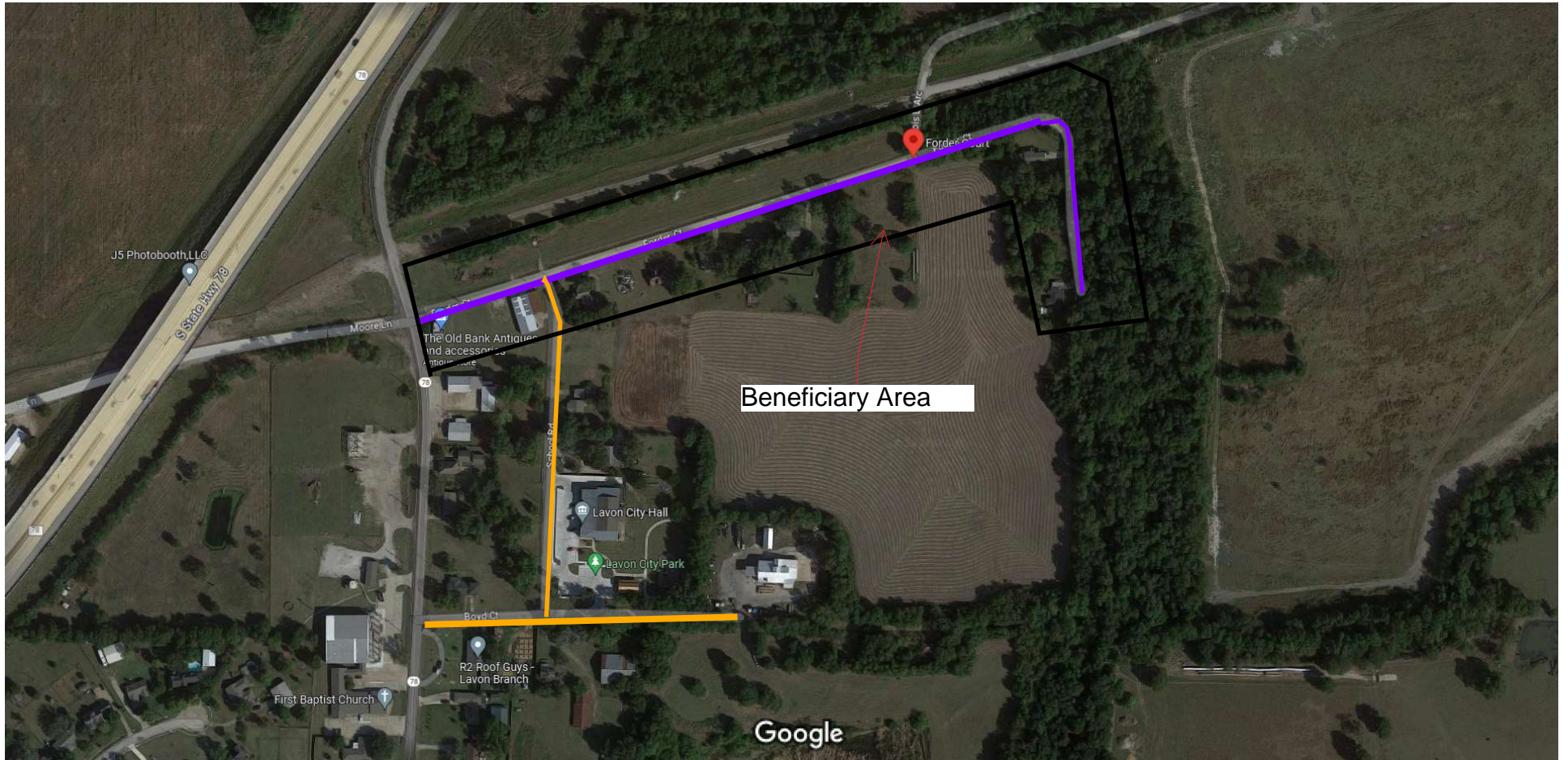
- Project A-Forder (Bois to Hammer)
- Project B-Boyd
- Project C-Forder (Main to School)
- Project D-Forder (School to Bois)
- Project E-Hammer Head
- Project F-School





Forder Ct

CDV21-0092 Amendment 1



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# CITY OF LAVON

## Agenda Brief

**MEETING: May 16, 2023**

**ITEM: 7 – C**

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**Item:**

Discussion and action regarding Resolution No. **2023-05-06** authorizing the Mayor and City Manager to act as the City's Executive Officers and Authorized Representatives in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program for TxCDBG Contract #CDV21-0092.

**Background:**

Changes to the administrative titles of staff necessitates re-affirmation and/or changes to the positions named as authorized representatives to ensure authorized officials and staff may continue to act on the City's behalf. The proposed changes help ensure prompt and efficient processing of documents related to the TxCDBG contract.

Traylor & Associates, the City's Grant Administrator recommends that the City Council direct and designate the following to act in all matters in connection with the City's participation in the Texas Community Development Block Grant Program:

- a) The Mayor and City Manager shall serve as the City's Chief Executive Officers and Authorized Representatives to execute this application and any subsequent contractual documents;
- b) The Mayor and Mayor Pro-Tem are authorized to execute environmental review documents between the Texas Department of Agriculture and the City; and
- c) The Mayor, Mayor Pro-Tem, City Secretary and City Manager are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.

**Financial Implications:**

Apart from increased efficiency and productivity, there is no financial implication.

***Staff Notes:***

Approval is recommended.

**Attachments:** 1) Proposed Resolution

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-06**

Amending Signatories – TxCDBG Contract CDV21-0092

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS AUTHORIZING THE MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

**WHEREAS**, the City Council of the City of Lavon desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

**WHEREAS**, the City has accepted funding under the Texas Community Development Block Grant Program (TxCDBG CDV21-0092); and

**WHEREAS**, by approval of Resolution No. 2021-04-01 on April 6, 2021, the City appointed authorized representatives and signatories for all matters pertaining to TxCDBG CDV21-0092; and

**WHEREAS**, changes to the administrative titles of staff necessitate re-affirmation and/or changes to the positions named as authorized representatives to ensure authorized officials and staff may continue to act on the City's behalf.

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

**SECTION 1.** That the City Council directs and designates the following to act in all matters in connection with the City's participation in the Texas Community Development Block Grant Program:

- a) The Mayor and City Manager shall serve as the City's Chief Executive Officers and Authorized Representatives to execute this application and any subsequent contractual documents;
- b) The Mayor and Mayor Pro-Tem are authorized to execute environmental review documents between the Texas Department of Agriculture and the City; and
- c) The Mayor, Mayor Pro-Tem, City Secretary and City Manager are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.

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

**DULY PASSED AND APPROVED** by the City Council of the City of Lavon, Texas on the 16<sup>th</sup> day of May 2023.

\_\_\_\_\_  
Vicki Sanson  
Mayor

ATTEST:

\_\_\_\_\_  
Rae Norton  
City Secretary



January 18, 2023

Mayor Vicki Sanson  
City of Lavon  
120 School Road  
Lavon, TX 75166

RE: Award Recommendation for CDV21-0092 for City of Lavon

Dear Mayor Sanson:

Kimley-Horn was tasked with obtaining bids for roadway reconstruction in connection with City's Community Development Block Grant (CDBG) through the Texas Department of Agriculture, grant #CDV21-0092. Bid packets were distributed and made available to interested parties.

Bid opening was held on January 10, 2023, and 3 bids were received. Kimley-Horn has completed a review of the bids and found them to be in compliance with the solicitation. The recommendation is therefore made that the bid be awarded to GRod Construction, LLC for Projects A, C and D in the Alt Bid amount of \$538,187.00.

The City's construction funding for CDV21-0092 was budgeted at \$317,500 in April 2021 during the CDBG application period. Due to current market conditions and the rise in costs of construction and materials since the grant application, it is further recommended to omit Projects B, E, and F.

Kimley-Horn appreciates the opportunity to serve the City of Lavon. Should there be any questions or if additional information is needed, please do not hesitate to ask.

Sincerely,

W. Travis Phemister



# CITY OF LAVON

## Agenda Brief

**MEETING: May 16, 2023**

**ITEM: 7 - D**

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**Item:**

Discussion and action regarding Resolution No. **2023-05-07** approving an amended Fund Balance Policy for the General Fund to reduce the threshold for replenishment and to provide resources for the capital needs of the City.

**Background:**

The General Fund holds current assets and current liabilities and Fund Balance represents the difference between those assets and liabilities. Fund Balance is broken down into non-spendable, like inventory, and spendable. Spendable Fund Balance is broken down into restricted, committed, assigned, and unassigned.

The Government Finance Officers Association (GFOA) recommends a goal of holding at least two months operating expenditures as the very minimum goal. Furthermore, the GFOA recognizes that in cities with time-constrained or less diverse revenue sources, such as Lavon, establishing a goal of three months or 25% of operating expenditures is customary and advisable. Fund Balance additionally provides for potential emergencies or unanticipated situations, such as a tornado or flood event. Typically credit rating agencies, which regularly monitor the size of governmental fund balances, prefer larger reserves so that there is a degree of assurance and security that debt service payments will be timely and fully made without incident.

In 2012, the City Council adopted a Fund Balance Policy and established a goal in the General Fund of 10% of operating expenditures. In 2018, the City Council amended the Fund Balance Policy and increased the minimum goal from 10% to 25% of operating expenditures. In the Strategic Planning process as well as in routine policy determinations the City Council has consistently expressed a strong commitment to addressing the capital improvement needs of the City and maintaining a conservative approach to management of the City's resources.

Two amendments consistent with the City Council's direction are proposed to the Fund Balance Policy:

- The first change to the Fund Balance Policy is to assign excess unassigned fund balance to future capital expenditures. By placing this change in the Policy, yearly action by the City Council will not be required. Instead, this action will become a part of the budget process, and an automatic accounting entry at fiscal year-end.
- The second change to the Fund Balance Policy is to increase the fund balance threshold that requires remedial action from below 5% of expenditures to below 20% of expenditures. The 20% threshold allows for less fluctuations in the minimum fund balance before a formal plan to replenish the fund balance is required.

**Financial Implication:**

The amendment provides for a more conservative and a more proactive approach to management of the Fund Balance of the General Fund.

***Staff Notes:***

Approval is recommended.

**Attachments:** Proposed Resolution and Engagement Letter

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-07**

Amending the Fund Balance Policy

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAVON, TEXAS APPROVING AN AMENDED FUND BALANCE POLICY FOR THE GENERAL FUND TO REDUCE THE THRESHOLD FOR REPLENISHMENT AND PROVIDE RESOURCES FOR THE CAPITAL NEEDS OF THE CITY.**

**WHEREAS**, the City Council adopted a Fund Balance Policy in 2012 and amended the Fund Balance Policy in 2018; and

**WHEREAS**, a Fund Balance Policy is a key element of financial stability and maintenance of adequate levels of unassigned fund balance will mitigate financial risk from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances; and

**WHEREAS**, the City Council desires to reduce the threshold for replenishment and to program resources for the capital needs of the City to the greatest extent possible; and

**WHEREAS**, the City Council has reviewed the proposed amendment to the Fund Balance Policy and determined that it is in the best interests of the citizens of the City of Lavon to approve the Fund Balance Policy as amended.

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

**SECTION 1.** The City Council does hereby approve an amended Fund Balance Policy for the General Fund to reduce the threshold for replenishment and to provide resources for the capital needs of the City, attached hereto as Exhibit "A".

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

**DULY PASSED AND APPROVED** by the City Council of the City of Lavon, Texas on the 16<sup>th</sup> day of May 2023.

---

Vicki Sanson  
Mayor

ATTEST:

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Rae Norton  
City Secretary

**CITY OF LAVON, TEXAS**  
**RESOLUTION NO. 2023-05-07**

**EXHIBIT A**

**FUND BALANCE POLICY**

# City of Lavon

## Fund Balance Policy

### PURPOSE

The purpose of this policy is to establish a key element of the financial stability of the City of Lavon by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability and it is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the City's various operating funds with the capacity to:

1. Provide sufficient cash flow for daily financial needs,
2. Secure and maintain investment grade bond ratings,
3. Offset significant economic downturns or revenue shortfalls, and
4. Provide funds for unforeseen expenditures related to emergencies.

### DEFINITIONS

*Fund Equity* – A fund's equity is generally the difference between its assets and its liabilities.

*Fund Balance* – The fund equity of a governmental fund for which an accounting distinction is made between the portions that are spendable and non-spendable. Fund balance is classified into five categories:

- 1) **Non-spendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e. inventory, long-term loans, or prepaids) or because they must remain in-tact such as the principal of an endowment.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors, or by laws or regulations of other governments (i.e. externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include grant awards and bond proceeds.
- 3) **Committed fund balance** – includes the portion of net resources upon which the City Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a *formal action* of the City Council. Commitments may be changed or lifted only by the Council taking the same *formal action* that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.
- 4) **Assigned fund balance** – includes the portion of net resources for which an *intended* use has been established by the City Council. Assignments of fund balance are less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the



amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund.

- 5) **Unassigned fund balance** – includes the amounts in the general fund in excess of what can properly be classified in one of the other four categories of fund balance. It is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

## **POLICY**

### ***Committed Fund Balance***

The City Council is the City’s highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period (i.e. the Council may approve the calculation or formula for determining the amount to be committed).

### ***Assigned Fund Balance***

The City’s plan for unassigned fund balance greater than 25% at fiscal year end is to designate it as Assigned Fund Balance for future capital projects, including equipment and infrastructure.

### ***Minimum Unassigned Fund Balance***

The City’s goal is to achieve and maintain an unassigned fund balance in the general fund equal to 25% of expenditures. The City considers a balance of less than 20% to be cause for concern, barring unusual or deliberate circumstances. In the event that the unassigned fund balance is calculated to be less than the policy stipulates, the City shall plan to adjust budget resources in subsequent fiscal years to restore the balance.

### ***Replenishment of Minimum Fund Balance Reserves***

If unassigned fund balance unintentionally falls below 20% or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City staff shall prepare and submit a plan to restore the minimum required level as soon as economic conditions allow. The plan shall detail the steps necessary for the replenishment of fund balance as well as an estimated timeline for achieving such.

These steps may include, but are not limited to, identifying new, nonrecurring, or alternative sources of revenue; increasing existing revenues, charges and/or fees; use of year end surpluses; and/or enacting cost saving measures such as holding capital purchases, reducing departmental operating budgets, freezing vacant positions, and/or reducing the workforce. The planned replenishment of fund balance to the minimum level shall be accomplished within a three-year period. If restoration of the reserve cannot be accomplished within such a period without severe

hardship to the City, then the Council shall establish an extended timeline for attaining the minimum balance.

### ***Order of Expenditure of Funds***

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will first spend the most restricted funds before moving down to the next most restrictive category with available funds.

### ***Appropriation of Unassigned Fund Balance***

Appropriation from the minimum unassigned fund balance shall require the approval of the Council and shall be utilized only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

The Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

### ***Monitoring and Reporting***

The City staff shall be responsible for monitoring and reporting the City's various reserve balances and is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time to time throughout the fiscal year as needs may arise.

Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.

Revised 5/16/2023



## CITY OF LAVON Agenda Brief

**MEETING:** May 16, 2023

**ITEM:** 7 - E

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**Item:**

Discussion and action regarding an amendment to the staffing authorization approved with the 2022-23 Annual Budget to authorize the addition of a Code Compliance Officer.

**Background:**

Duties related to code enforcement have historically been handled by the City Secretary and Director of Public Works with support from other city staff. Efforts to gain voluntary code compliance by property owners have generally been successful. However, issues relating to the demolition of substandard structures, sign code violations, and unrelated property maintenance code matters demand more time and expertise than the staff currently have to offer. Hiring a code compliance officer would allow code enforcement to become the primary focus of a trained individual dedicated to addressing code compliance issues.

The May 2, 2023 presentation of financial statement for Fiscal Year 2021-22 and confirmation of the year end balances combined with growth-related challenges to code compliance activities bring this matter to the forefront. The Department Directors discussed the proposal and are in complete agreement that a request to authorize the position in advance of the normal budget process is in order.

Initially, the Code Compliance Officer proposed to be a civilian position in the Police Department. Once the position is functional, organizational adjustments can be made if needed. The request is presented to fund a full-time position with flexibility in the hiring process to maximize the opportunity to find a good fit for the demands of the position and needs of the City.

**Financial Implication:**

Based upon a review of job postings for similar positions in other cities, funding is requested for a pay range of \$40,000-\$53,000 plus benefits, depending upon qualifications. The impact on the FY 2022-23 budget will be minimal as the hiring process is expected to take several weeks. Funding is available with a budget amendment if so directed by the City Council.

**Staff Notes:**

Approval is recommended.

**Attachment:** 1) Preliminary DRAFT Position Details  
2) Staffing Authorization Chart

## **PRELIMINARY DRAFT POSITION DETAILS**

The Code Compliance Officer is responsible for performing field inspection and administrative work determining compliance with established laws and ordinances. Enforces City residential and commercial ordinances.

### Essential Job Functions:

- Inspections
  - Ensures conformity with City rules, regulations, and ordinances.
  - Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issues administrative and parking citations and notices of violation as necessary.
  - Inputs all data into the computer system to properly document all cases including property ownership, cited violations, remedies, and significant dates.
- Communication
  - Develops and maintains relationships with City officials, other departments, and the general public.
  - Explains and interprets requirements and restrictions of adopted codes and ordinances.
  - Communicates effectively and courteously with the public and private sectors, over the telephone, by email, and in writing.
  - Provides educational material and explanation of codes to the general public and the business community.
- Reporting
  - Prepares reports and logs of inspections. Maintains files and reports regarding inspection activities.
  - Conducts research for recommendation of modifications to codes, policies, and procedures as appropriate.
- Emergencies and Special Events
  - Assists with special events set up.
  - Assists in emergency operations.

## **PRELIMINARY DRAFT POSITION DETAILS**

## City of Lavon - Annual Budget FY 2022-23

<b>Authorized Staffing Plan</b>	<b>2018-19 ACTUAL</b>	<b>2019-20 ACTUAL</b>	<b>2020-21 ACTUAL</b>	<b>2021-22 APPROVED AMENDED</b>	<b>2022-23 APPROVED</b>
<b>Municipal Court Services</b>					
Municipal Court Clerk	1	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Administration Services</b>					
City Manager	1	1	1	1	1
City Secretary	0	0	1	1	1
Accounting Administrator	1	1	1	1	1
Municipal Services Coordinator	1	1	1	1	1
Utility Account Clerk	1	1	0	0.5	1
IT Specialist	0	0	1	1	0
Finance Admin	0	0	0	0.5	0
<b>Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>5</b>
<b>Fire Services</b>					
Fire Chief	1	1	1	1	1
Fire Lieutenant	0	0	0	1	1
Firefighter-EMT/B	0	0	0	2	6
Administrative Assistant	0	0	0	0	0.5
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>8.5</b>
<b>Police Services</b>					
Police Chief	1	1	1	1	1
Police Captain	0	0	0	1	1
Police Lieutenant	1	1	1	0	0
Police Sergeant	1	2	2	2	3
Detective Corporal	1	1	1	2	2
Patrol Officer	6	7	7	7	8.5
Code Compliance Officer proposed	0	0	0	0	1
Evidence Tech/Admin Asst	0	0	0	0	1
<b>Total</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>17.5</b>
<b>Public Works Services</b>					
Director of Public Works	1	1	1	1	1
Inspector	0	0	0	0	1
Crewleader	0	0	0	1	1
Public Works Maintenance Worker	2	2	2	2	2
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Total Positions Authorized</b>	<b>19</b>	<b>21</b>	<b>22</b>	<b>28</b>	<b>37</b>



## **CITY OF LAVON**

### **Agenda Brief**

**MEETING: May 16, 2023**

**ITEM: 7 - F**

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**Item:**

Discussion and action regarding Board and Commission appointments – Planning and Zoning Commission.

**Background:**

In addition to the elected City Council, several appointed boards and commissions provide invaluable contributions to the city through their service. The members of these boards are appointed by the City Council for specific terms of service.

The two-year terms of Seats 1, 3, and 5 of the Planning and Zoning Commission are scheduled to expire in June.

The Commissioners presently serving in Seats 1, 3, and 5 have each expressed a desire to be reappointed should that be the desire of the City Council.

**Attachments:**           1) Spreadsheet – Boards & Commissions

## City of Lavon Boards & Commissions

May 2023

Place	Elected / Appointed	Name	Term Expires	Appointment Notes
<b>City Council Members</b>				Elected
Mayor	6/19/2018	Vicki Sanson	11/2023	
Place One	6/19/2018	John Kell	11/2024	
Place Two	11/7/2017	Mike Cook	11/2023	
Place Three	11/21/2016	Kay Wright	11/2024	
Place Four	1/15/2019	Ted Dill	11/2023	
Place Five	11/7/2022	Lindsey Hedge	11/2024	
<b>Economic Development Corp Board of Dir - Type B</b>				7 members; 4 CC/staff; county resident
Place 1, Chair	3/1/2009	Kay Wright	7/15/2024	
Place 2	7/17/2018	Manzelle Williams	7/15/2023	
Place 3	9/19/2017	Vicki Sanson	7/15/2024	
Place 4	7/16/2019	Rachel Dumas	7/15/2023	
Place 5	9/17/2019	Joe Serpette	7/15/2024	
Place 6	7/18/2017	John Kell	7/15/2023	
Place 7	5/4/2021	Jordan Williams	7/15/2024	
<b>Planning &amp; Zoning Commission</b>				5 members, residency req
Seat 1	5/3/2022	Jeffrey Cox	6/1/2023	
Seat 2	7/19/2016	Deborah Nabors	6/1/2024	
Seat 3	6/1/2021	Brad Tiegs	6/1/2023	
Seat 4	5/3/2022	Travis Jacob	6/1/2024	
Seat 5, Chair	8/16/2011	David Rosenquist	6/1/2023	
	ex officio	Vicki Sanson		
<b>Parks &amp; Recreation Board</b>				5 members; residency req
Seat 1	5/2/2023	Tracy Filo	1/1/2025	
Seat 2	2/7/2023	Kamil Kell	1/1/2024	
Seat 3	1/17/2023	Julie Franco	1/1/2025	
Seat 4	3/17/2020	Jennifer White	1/1/2024	
Seat 5	2/2/2021	Joe Serpette	1/1/2025	
Alternate	5/3/2022	Mike Cook	1/1/2024	
<b>LVFD Board of Directors</b>				3 members
Seat 1	6/19/2018	Mindi Serkland	6/19/2024	
Seat 2	6/19/2018	Mike Jones	6/19/2023	
Seat 3	5/3/2022	Kay Wright	6/19/2024	
<b>Boards that meet Ad Hoc:</b>				
<b>Board of Adjustment</b>				5 members and 2 alternate members
Seat 1	1/17/2023	Rachel Blakey	1/17/2025	
Seat 2	1/17/2023	Rachel Dumas	1/17/2024	
Seat 3	1/17/2023	John Franco	1/17/2025	
Seat 4	2/21/2023	Karen Jacob	1/17/2024	<i>formerly Kristin Moore</i>
Seat 5	1/17/2023	Mindi Serkland	1/17/2025	
Alternate -1	2/7/2023	David Rosenquist	1/17/2024	
Alternate -2	2/7/2023	Perry Elliott	1/17/2025	
<b>IFC Building Board of Appeals</b>				6 members
Chairperson	3/1/2022	Mayor		
Seat 1	3/1/2022	City Council - Place 1		
Seat 2	3/1/2022	City Council - Place 2		
Seat 3	3/1/2022	City Council - Place 3		
Seat 4	3/1/2022	City Council - Place 4		
Seat 5	3/1/2022	City Council - Place 5		



## CITY OF LAVON Agenda Brief

MEETING: May 16, 2023

ITEM: 8

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Item:

### DEPARTMENT REPORTS

*Members may receive and discuss the reports.*

- A. Police Services – Service, activity, programs, and administration report
- B. Fire Services – Service, activity, programs, and administration report
- C. Public Works Services – utilities, capital projects, public works, and street maintenance report
- D. Administration Services – Building Permits; CWD Service; Collin County Tax Collection; Sales Tax; TxDOT Projects Report; finance report, and administration and staff reports.



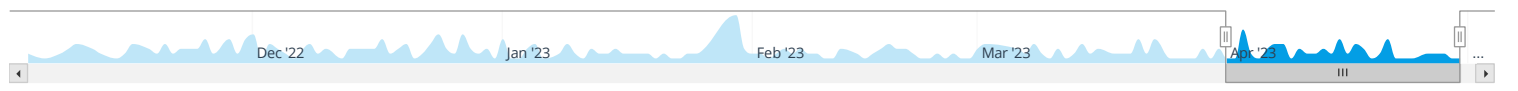
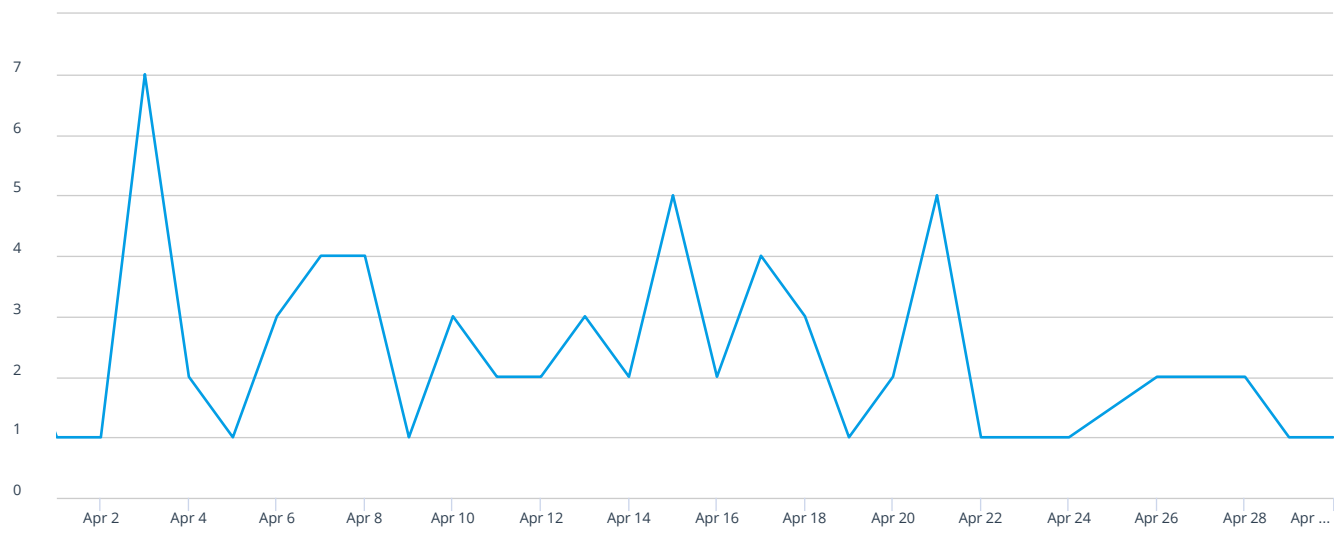
Previous Month ▾ Apr 1, 2023 - Apr 30, 2023 ▾

**29%**  
**FIRE**  
 Percentage of Total Incidents

**69%**  
**EMS**  
 Percentage of Total Incidents

**68**  
**INCIDENTS**  
 In Selected Time Slice

**30**  
**DAYS**  
 In Selected Time Slice



**Counts** | % Rows | % Columns | % All

Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
(31) Medical assist				2										2
(32) Emergency medical service (EMS) incident	1	15	14	9	6									45
(35) Extrication, rescue			1											1
(52) Water problem			1	1										2
(55) Public service assistance	1	1	1	2	2									7
(61) Dispatched and canceled en route		3	1	1										5
(65) Steam, other gas mistaken for smoke			1	1										2
(70) False alarm and false call, other		2												2
(73) System or detector malfunction		1												1
NULL					1									1
<b>Total</b>	<b>2</b>	<b>22</b>	<b>19</b>	<b>16</b>	<b>9</b>									<b>68</b>

**CITY OF LAVON  
BUILDING PERMITS  
CALENDAR YEAR 2022-2023**

PERMITS	April-2023	Calendar Year 2023	Permit Valuations	April-2022	Calendar Year 2022	Permit Valuations
	NUMBER	NUMBER	Permit Fee's	NUMBER	NUMBER	Permit Fee's
COMMERCIAL	9	21	\$82,489.95	7	21	\$1,100.00
SINGLE FAMILY	19	50	\$198,318.70	63	167	\$501,098.36
POOLS	0	0	\$0.00	1	2	\$800.00
OTHERS	28	165	\$21,719.86	106	308	\$35,217.53
<b>TOTAL</b>			<b>\$302,528.51</b>			<b>\$538,215.89</b>

**Kenneth L. Maun  
Tax Assessor Collector  
Collin County  
2300 Bloomdale Rd  
P.O. Box 8046  
McKinney, Texas 75070  
972- 547-5020  
Metro 424-1460 Ext.5020  
Fax 972-547-5040**

**May 10, 2023**

**Mayor Vicki Sanson  
City of Lavon  
P. O. Box 340  
Lavon, Texas 75166**

**Dear Mayor Sanson,**

**Enclosed is the Monthly Collection Report for:  
The City of Lavon tax collections for the month were:**

**April 2023  
10,743.07**

**Sincerely,**



**Kenneth L. Maun  
Tax Assessor Collector**

**Attachment**

**cc: Kim Dobbs, City Administrator/City Secretary**

**KM:jd**

Kenneth L Maun  
 Tax Assessor/Collector  
 Collin County  
 P O Box 8046  
 McKinney Tx 75070

Monthly Collection Status Report  
 April 2023

City of Lavon #18

	Collections Month of April	Cumulative Total 10/1/22 thru 4/30/23	% of Collections
<b>Current Tax Year Collections</b>			
Base M&O	6,214.38	1,865,830.76	103.39%
Base I&S	3,750.22	1,125,975.99	
Late Renditon Penalty	11.96	511.24	
P&I M&O	531.40	2,459.06	
P&I I&S	319.93	1,480.13	
P&I I&S Bond	0.00	0.00	
Attorney Fee	29.20	29.20	
Other	0.00	0.00	
Subtotal	<u>10,857.09</u>	<u>2,996,286.38</u>	103.54%
<b>Delinquent TaxYears Collections</b>			
Base M&O	(47.31)	1,373.35	
Base I&S	(37.51)	1,093.60	
Late Rendition Penalty	0.00	0.00	
P&I M&O	0.00	884.97	
P&I I&S	0.00	685.94	
P&I I&S Bond	0.00	0.00	
Attorney Fee	0.00	1,615.12	
Other	0.00	0.00	
Subtotal	<u>(84.82)</u>	<u>5,652.98</u>	0.20%
<b>Combined Current &amp; Delinquent:</b>			
Base M&O	6,167.07	1,867,204.11	
Base I&S	3,712.71	1,127,069.59	
Late Rendition Penalty	11.96	511.24	
P&I M&O	531.40	3,344.03	
P&I I&S	319.93	2,166.07	
P&I I&S Bond			
Attorney Fee	29.20	1,644.32	
Other	0.00	0.00	
Total Collections	<u><u>10,772.27</u></u>	<u><u>3,001,939.36</u></u>	103.74%
Original 2022 Tax Levy		<u><u>2,893,823.94</u></u>	100.00%

Kenneth L Maun  
 Tax Assessor/Collector  
 Collin County  
 P O Box 8046  
 McKinney Tx 75070

Cumulative Comparative Collection Status Report  
 April 2023

City of Lavon #18

Current Tax Year Collections	Collections thru		Collections thru	
	April 2023	% Collections	April 2022	% Collections
Base M&O	2,991,806.75	103.39%	2,234,876.80	99.19%
Late Renditon Penalty	511.24		327.17	
P&I M&O	3,939.19		2,150.89	
Attorney Fee	29.20		0.00	
Other	0.00		0.00	
Subtotal	<u>2,996,286.38</u>	103.54%	<u>2,237,354.86</u>	99.30%
Delinquent Tax Years Collections				
Base M&O	2,466.95		10,802.10	
Late Renditon Penalty	0.00		0.00	
P&I M&O	1,570.91		875.35	
Attorney Fee	1,615.12		1.03	
Other Fees	0.00		0.00	
Subtotal	<u>5,652.98</u>	0.20%	<u>11,678.48</u>	0.52%
Combined Current & Delinquent:				
Base M&O	2,994,273.70		2,245,678.90	
P&I M&O	5,510.10		3,026.24	
Late Rendition Penalty	511.24		327.17	
Attorney Fee	1,644.32		1.03	
Other	0.00		0.00	
Total Collections	<u>3,001,939.36</u>	103.74%	<u>2,249,033.34</u>	99.82%
Adjusted 2021 Tax Levy			<u>2,253,084.52</u>	100.00%
Original 2022 Tax Levy	<u>2,893,823.94</u>	100.00%		

Kenneth L Maun  
 Tax Assessor/Collector  
 Collin County  
 P O Box 8046  
 McKinney Tx 75070

Levy Outstanding Status Report  
 April 2023

City of Lavon #18

	Current Tax Year	Delinquent Tax Years
Current Month:		
Tax Levy Remaining as of 3/31/23	40,704.54	8,585.08
Base M&O Collections	9,964.60	(84.82)
Supplement/Adjustments	927.65	10,024.35
Write-Off	0.00	0.00
Remaining Levy as of 4/30/23	<u>31,667.59</u>	<u>18,694.25</u>
Cumulative (From 10/01/22 thru 4/30/23)		
Original 2022 Tax Levy (as of 10/01/22)	2,893,823.94	8,974.13
Base M&O Collections	2,991,806.75	2,466.95
Supplement/Adjustments	129,650.40	12,187.07
Write-Off	0.00	0.00
Remaining Levy as of 4/30/23	<u>31,667.59</u>	<u>18,694.25</u>

Kenneth L Maun  
 Tax Assessor/Collector  
 Collin County  
 P O Box 8046  
 McKinney Tx 75070

Monthly Distribution Report  
 April 2023

City of Lavon #18

	Distribution Month of April	Distribution 10/1/22 thru 4/30/23
Weekly Remittances:		
Week Ending 4/6/23	3,097.20	347,223.61
Week Ending 4/14/23	4,668.61	253,076.36
Week Ending 4/21/23	1,755.09	400,320.77
Week Ending 4/28/23	1,221.57	1,726,348.66
	0.00	273,131.41
Total Weekly Remittances	<u>10,742.47</u>	<u>3,000,100.81</u>
Overpayment from Prior Month	0.00	168.66
Excess Refund Remittance Repaid to Entity	0.00	0.00
Commission Paid Delinquent Attorney	29.20	1,644.32
Entity Collection Fee	0.00	0.00
Judgement Interest	0.00	0.00
5% CAD Rendition Penalty	0.60	25.57
Total Disbursements	<u><u>10,772.27</u></u>	<u><u>3,001,939.36</u></u>
Carryover to Next Month	0.00	0.00

## 2833 - Lavon, City of (General Obligation Debt)

Report - Lavon, City of (General Obligation Debt) / Sales Tax Data

The charts below contain sales tax revenue allocated each month by the Texas State Comptroller. Please contact and search the [Texas Comptroller's website](#) if you notice an incorrect amount.

For example, the February allocations reflect December sales, collected in January and allocated in February.

\*Excludes any sales tax retained by the municipality and not remitted to the Comptroller.

- [View Grid Based on Calendar Year](#)
- [View Grid With All Years](#)

[Download to Excel](#)

Change Fiscal Year End

09/30/2024

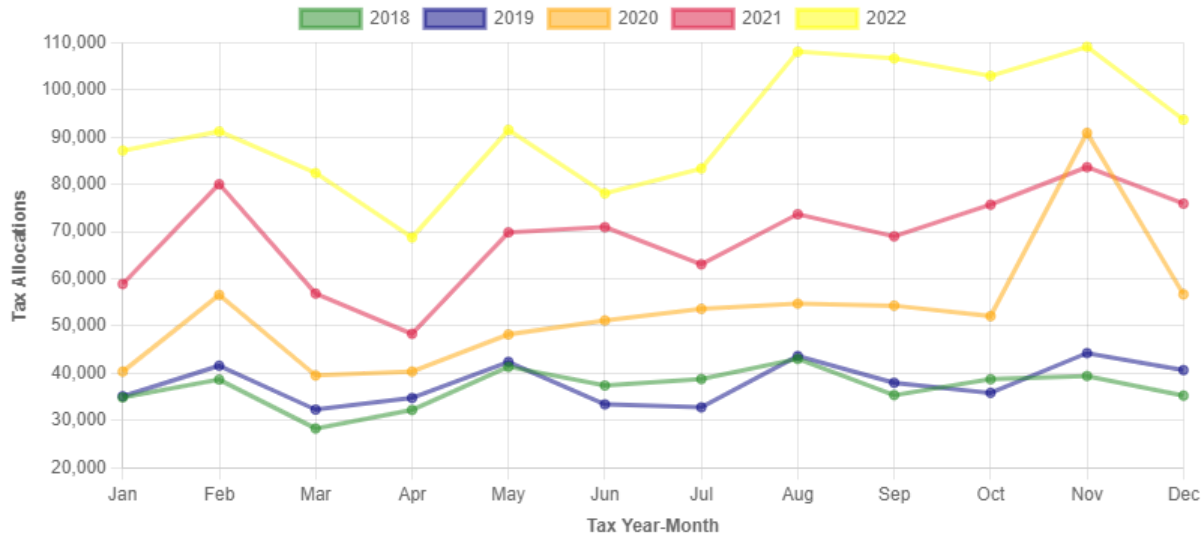


Submit

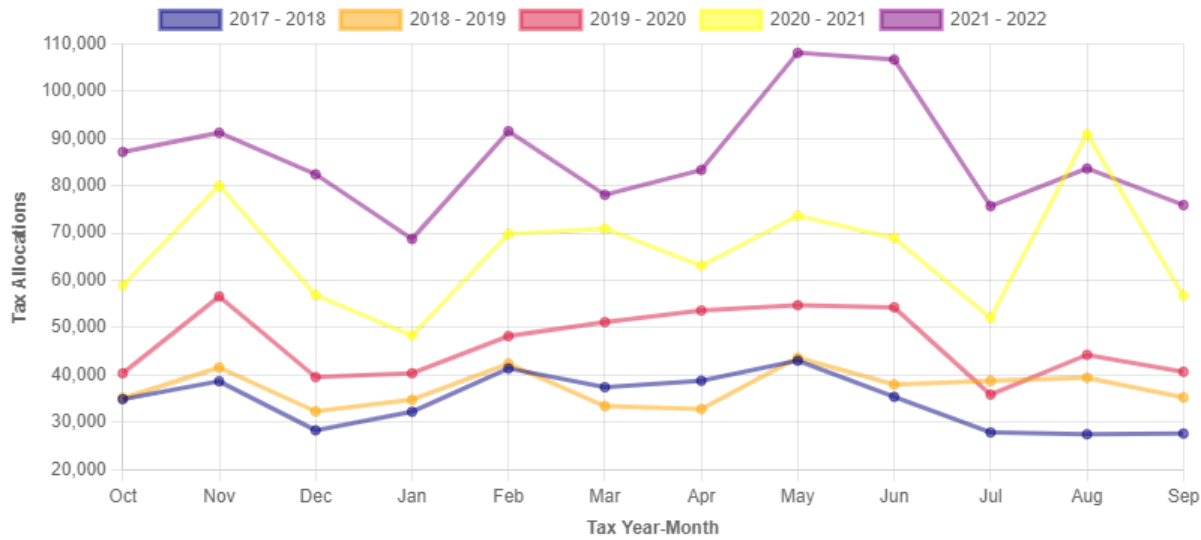
Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2023	\$102,983	\$109,154	\$93,701	\$100,881	\$109,816	\$99,622	\$91,542	\$115,892	\$0	\$0	\$0	\$0	\$823,592
2022	\$75,699	\$83,649	\$75,926	\$87,161	\$91,220	\$82,408	\$68,743	\$91,544	\$78,074	\$83,361	\$108,100	\$106,687	\$1,032,574
2021	\$52,096	\$90,909	\$56,718	\$58,898	\$80,039	\$56,878	\$48,350	\$69,834	\$70,944	\$63,068	\$73,676	\$68,987	\$790,396
2020	\$35,846	\$44,260	\$40,667	\$40,349	\$56,602	\$39,533	\$40,351	\$48,207	\$51,191	\$53,631	\$54,745	\$54,314	\$559,696
2019	\$38,730	\$39,419	\$35,260	\$35,116	\$41,596	\$32,296	\$34,749	\$42,410	\$33,403	\$32,771	\$43,642	\$37,975	\$447,367
2018	\$27,837	\$27,458	\$27,603	\$34,883	\$38,663	\$28,296	\$32,210	\$41,357	\$37,397	\$38,763	\$43,030	\$35,374	\$412,870
2017	\$22,849	\$24,877	\$22,304	\$23,334	\$28,270	\$17,054	\$17,410	\$22,051	\$21,074	\$23,146	\$25,990	\$25,733	\$274,094
2016	\$18,554	\$24,151	\$17,624	\$16,738	\$23,265	\$18,517	\$17,691	\$24,381	\$25,242	\$24,250	\$25,789	\$22,468	\$258,670
2015	\$16,213	\$17,336	\$16,025	\$15,458	\$20,264	\$16,418	\$15,845	\$20,890	\$16,999	\$18,497	\$23,514	\$20,100	\$217,559
2014	\$12,032	\$14,975	\$11,935	\$11,898	\$19,981	\$12,109	\$11,920	\$21,846	\$14,703	\$14,625	\$18,397	\$14,846	\$179,266
2013	\$11,166	\$15,054	\$12,518	\$10,998	\$14,996	\$8,945	\$11,649	\$14,195	\$13,186	\$13,097	\$14,801	\$13,139	\$153,743
2012	\$9,075	\$15,224	\$9,414	\$10,525	\$12,667	\$8,695	\$11,343	\$13,292	\$12,186	\$12,749	\$13,134	\$11,847	\$140,152
2011	\$8,990	\$10,146	\$10,217	\$8,568	\$12,089	\$7,877	\$8,777	\$13,275	\$11,177	\$9,920	\$13,226	\$10,718	\$124,980
2010	\$11,983	\$12,813	\$9,335	\$8,985	\$9,570	\$8,152	\$7,584	\$10,791	\$10,820	\$10,174	\$12,293	\$8,167	\$120,668
2009	\$10,655	\$14,185	\$10,830	\$7,074	\$12,022	\$7,044	\$7,416	\$13,001	\$9,537	\$9,769	\$10,693	\$13,639	\$125,864
2008	\$9,001	\$13,869	\$10,505	\$6,439	\$15,097	\$6,019	\$3,917	\$10,012	\$5,481	\$7,609	\$13,184	\$7,853	\$108,986
2007	\$10,725	\$14,759	\$7,398	\$6,567	\$11,434	\$7,902	\$8,989	\$13,114	\$8,797	\$7,037	\$16,120	\$10,821	\$123,662
2006	\$8,371	\$10,348	\$7,185	\$6,940	\$10,522	\$7,581	\$4,398	\$10,629	\$8,192	\$7,183	\$10,029	\$6,573	\$97,950
2005	\$5,168	\$5,637	\$4,324	\$3,686	\$4,729	\$3,046	\$3,680	\$5,722	\$5,214	\$3,911	\$6,051	\$7,280	\$58,448
2004	\$3,584	\$3,394	\$3,786	\$3,514	\$6,693	\$3,724	\$4,356	\$5,415	\$15,931	\$4,471	\$8,017	\$4,952	\$67,831 ↑ Top



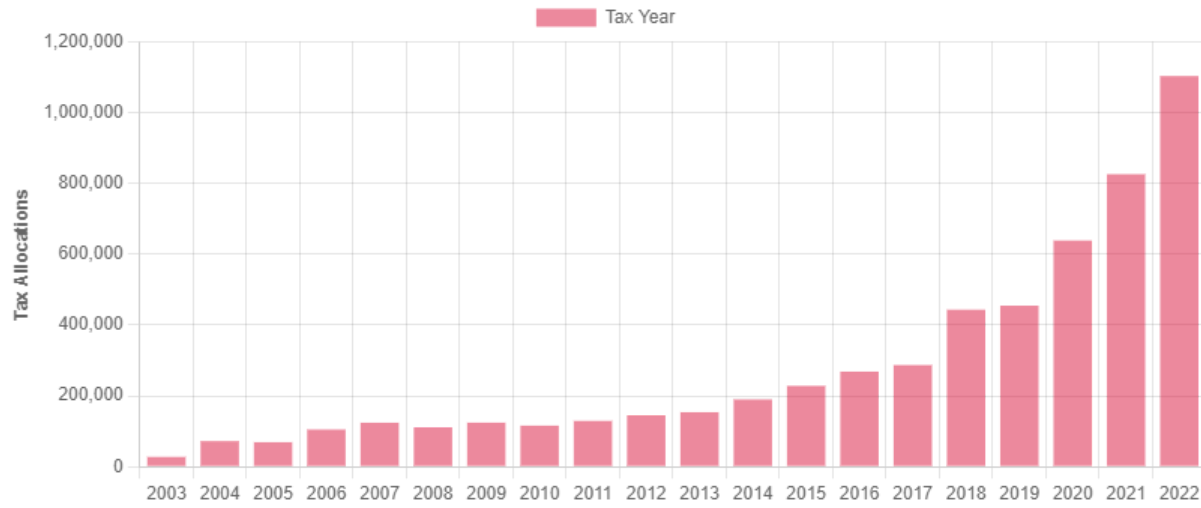
Monthly - Sales Tax Allocations - By Calendar Year



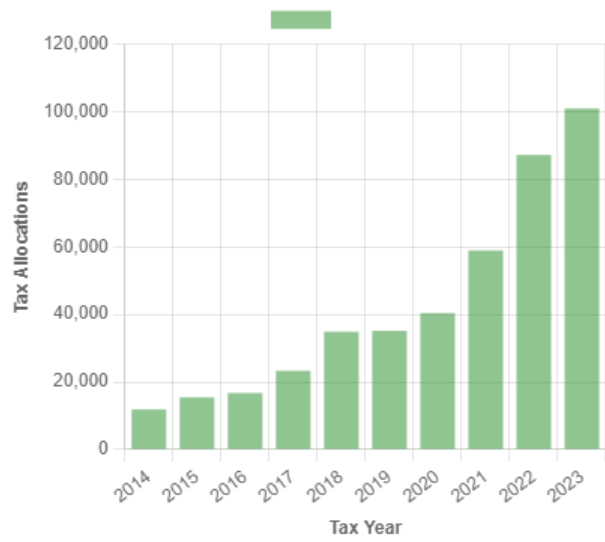
Monthly - Sales Tax Allocations - By Fiscal Year 10/01 - 09/30



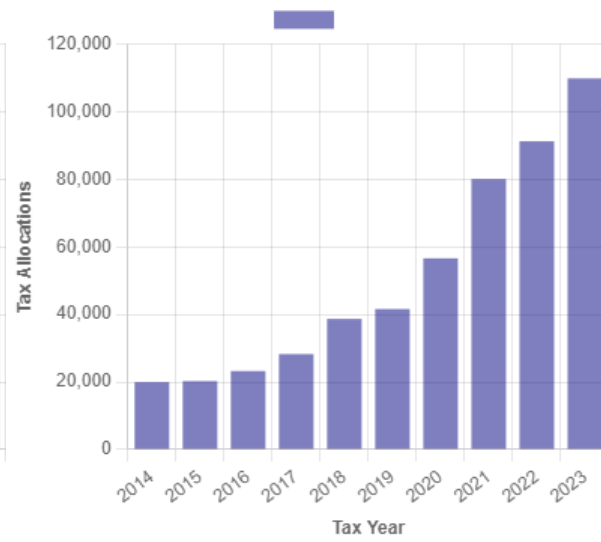
Yearly - Sales Tax Allocations - Past 20 Years



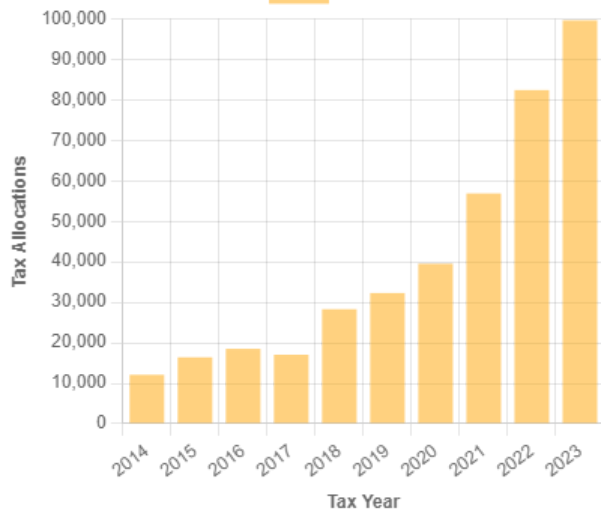
January - Sales Tax Allocations by Year



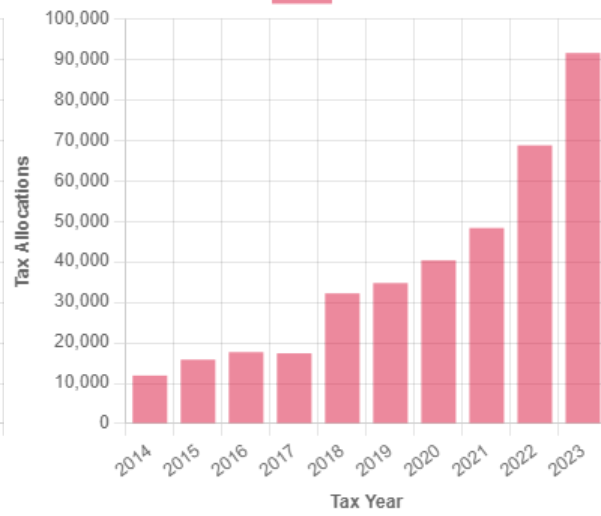
February - Sales Tax Allocations by Year



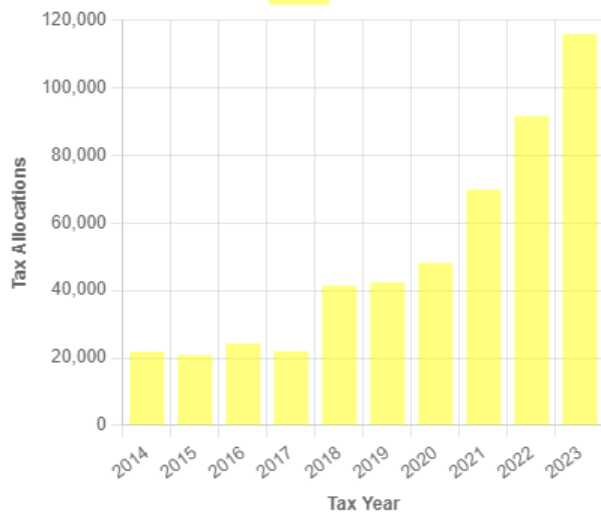
March - Sales Tax Allocations by Year



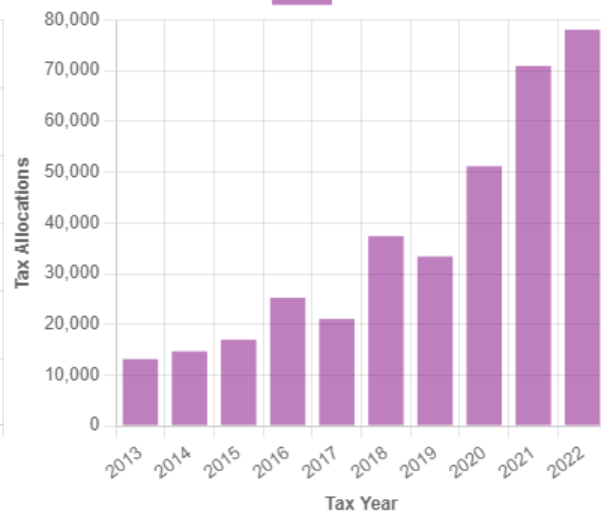
April - Sales Tax Allocations by Year



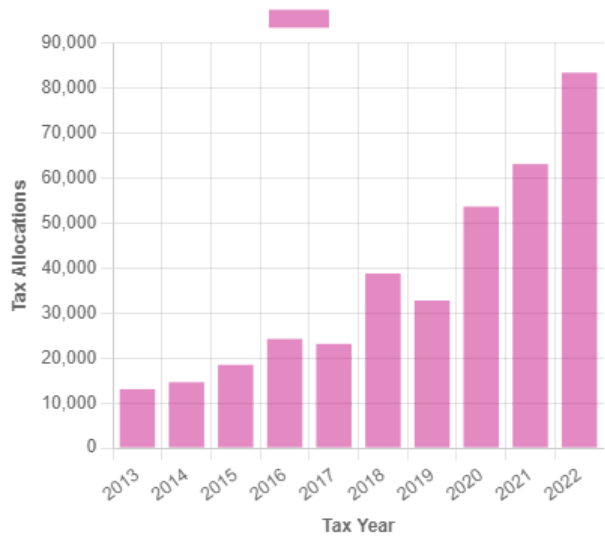
May - Sales Tax Allocations by Year



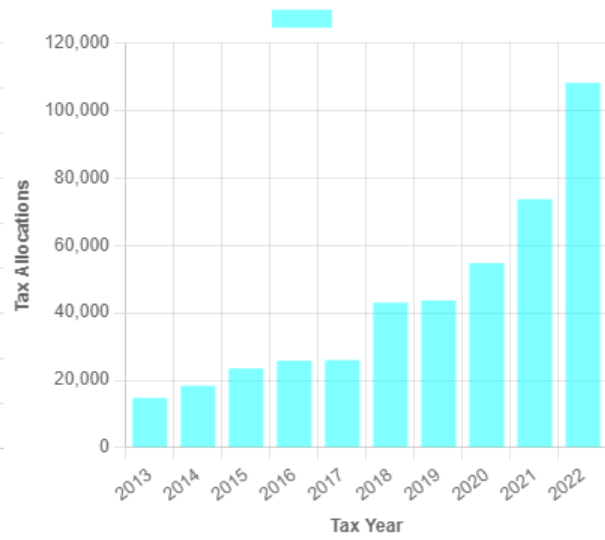
June - Sales Tax Allocations by Year



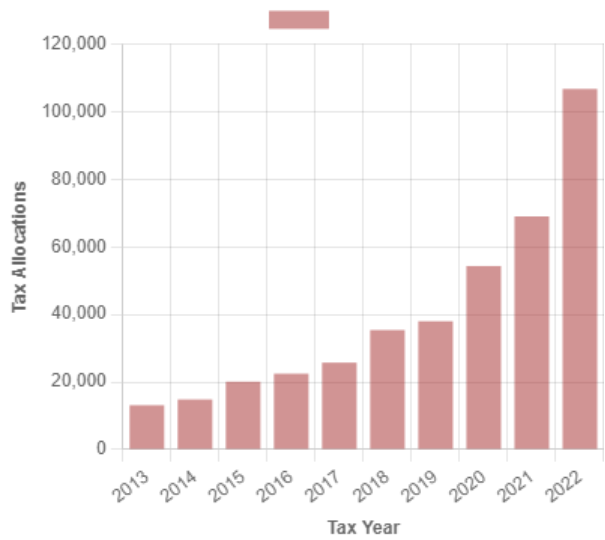
July - Sales Tax Allocations by Year



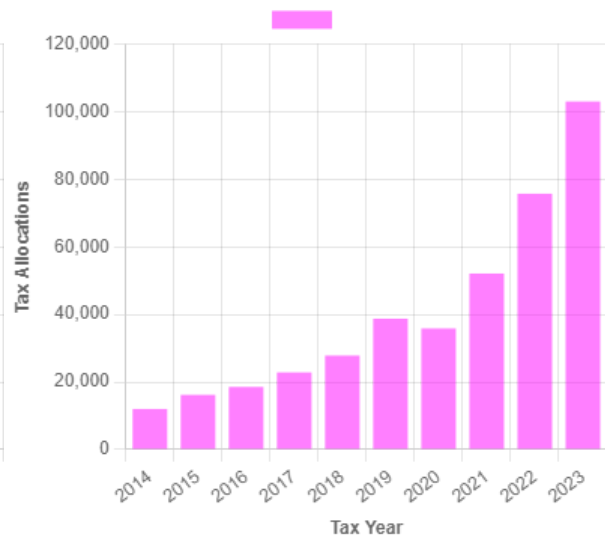
August - Sales Tax Allocations by Year



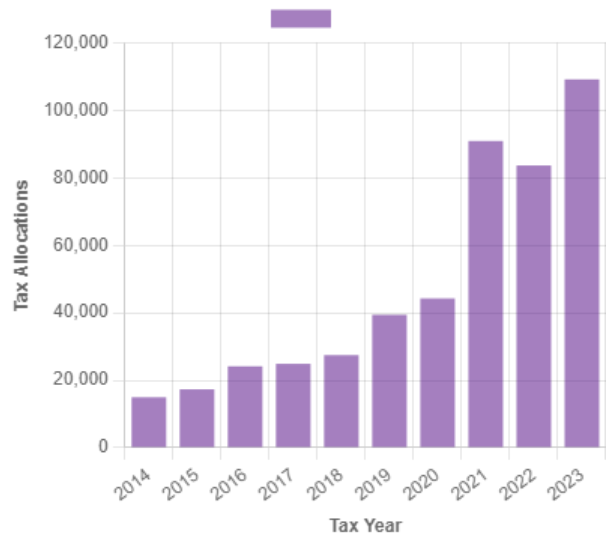
September - Sales Tax Allocations by Year



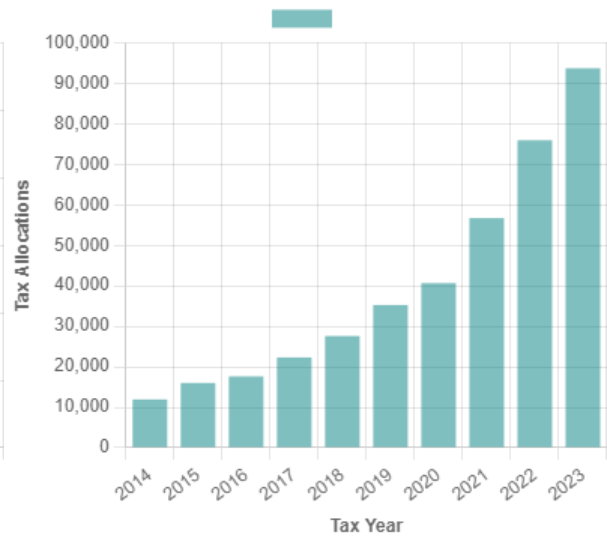
October - Sales Tax Allocations by Year



November - Sales Tax Allocations by Year



December - Sales Tax Allocations by Year



# City of Lavon

## Monthly Financial Report

### As of 4/30/23

	Budget	YTD	Remaining	% Budget
<b>General Fund</b>				
Other Funding	2,393,227	2,393,227		
Revenue	5,060,233	3,905,300	1,154,933	77.18%
Expenses	5,885,618	2,991,663	2,893,955	50.83%
Ending Resources	1,567,842	3,306,865		
<b>Interest &amp; Sinking</b>				
Beginning Resources	84,922	84,922		
Revenue	1,183,601	1,249,400	(65,799)	105.56%
Expenses	1,125,151	856,701	268,450	76.14%
Ending Resources	143,372	477,621		
<b>Streets - Tax Funded</b>				
Beginning Resources	481,240	481,240		
Revenue	250,000	176,898	73,102	70.76%
Expenses	450,000	-	450,000	0.00%
Ending Resources	281,240	658,138		
<b>Streets - Fee Funded</b>				
Beginning Resources	400,570	400,570		
Revenue	2,864	-	2,864	0.00%
Expenses	349,634	-	349,634	0.00%
Ending Resources	53,800	400,570		
<b>Utilities</b>				
Beginning Resources	6,305,158	2,730,158		
Revenue	2,815,620	2,588,249	227,371	91.92%
Expenses	5,783,000	2,303,820	3,479,180	39.84%
Ending Resources	3,337,778	3,014,587		
Total Beginning Resources	9,665,117	6,090,117		
Total Revenues	9,312,318	7,919,848	1,392,471	85.05%
Total Expenses	13,593,403	6,152,184	7,441,219	45.26%
Total End Resources	5,384,032	7,857,781		

# City of Lavon

## General Fund Summary

### As of 4/30/23

	Budget	YTD	Remaining	% Budget
<b>REVENUES</b>				
Total Taxes	2,515,233	2,397,165	118,069	95%
Total Transfers	752,000	520,004	231,996	69%
Total Other General Government	500	113,469	(112,969)	22694%
Administration	39,000	9,000	30,000	23%
Municipal Court	2,000	1,561	439	78%
Police	55,000	45,474	9,526	83%
Fire	24,000	92,989	(68,989)	387%
Parks & Rec	1,500	-	1,500	0%
Development Services	1,671,000	725,639	945,361	43%
Total Revenues	5,060,233	3,905,300	1,154,933	77%
<b>EXPENDITURES</b>				
<b>OPERATIONS</b>				
Administration	812,654	489,308	323,347	60%
Non-Departmental	196,727	124,371	72,356	63%
Municipal Court	106,620	58,063	48,557	54%
Police	2,072,732	995,174	1,077,558	48%
Fire	1,179,128	577,380	601,748	49%
Parks & Rec	27,500	4,174	23,326	15%
Development Services	245,000	159,437	85,563	65%
Public Works	846,257	424,126	422,131	50%
Total Operations Expenditures	5,486,618	2,832,034	2,654,584	52%
<b>CAPITAL</b>				
Administration Capital Outlay	5,000	-	5,000	0%
Police Capital Outlay	3,000	713	2,287	24%
Fire Capital Outlay	215,000	276	214,724	0%
Public Works Capital Outlay	176,000	158,641	17,359	90%
Total Capital Outlay	399,000	159,629	239,371	40%
Total Expenditures	5,885,618	2,991,663	2,893,955	51%

General Fund	ADOPTED/ AMENDED 2022-23	YTD 04/2023	REMAINING BUDGET	% of BUDGET
<b>ESTIMATED BEGINNING RESOURCES</b>				
Estimated Beginning Resources	2,318,227	2,318,227	-	100.00%
Bond Proceeds for Professional Serv	75,000	75,000	-	100.00%
<b>REVENUES</b>				
<b>Taxes</b>				
10-00-4001 Property Taxes	1,830,233	1,866,308	(36,075)	101.97%
10-00-4040 Sales & Use Tax	500,000	353,850	146,150	70.77%
10-00-4045 Mixed Beverage Sales Tax	-	706	(706)	NA
10-00-4060 Franchise Fees	185,000	176,300	8,700	95.30%
<b>Total Taxes</b>	<b>2,515,233</b>	<b>2,397,165</b>	<b>118,069</b>	<b>95.31%</b>
<b>Transfers In</b>				
10-00-4801 Transfer from Utility Fund - Sewer	608,000	520,004	87,996	85.53%
10-00-4802 Transfer from Utility Fund - Solid Waste	144,000	-	144,000	0.00%
<b>Total Transfers</b>	<b>752,000</b>	<b>520,004</b>	<b>231,996</b>	<b>69.15%</b>
<b>Other General Government</b>				
10-00-4500 Interest Income	-	22,100	(22,100)	NA
10-00-4690 Sale of Property	500	180	320	36.00%
10-00-4799 Miscellaneous Revenue	-	91,189	(91,189)	NA
<b>Total Other General Government</b>	<b>500</b>	<b>113,469</b>	<b>(112,969)</b>	<b>22693.76%</b>
<b>Administration</b>				
10-10-4101 PID Administrative Services	33,000	3,000	30,000	9.09%
10-10-4405 Building Rent - LEDC	6,000	6,000	-	100.00%
<b>Total Administration</b>	<b>39,000</b>	<b>9,000</b>	<b>30,000</b>	<b>23.08%</b>
<b>Municipal Court</b>				
10-25-4215 Court Fees	2,000	1,561	439	78.04%
<b>Total Municipal Court</b>	<b>2,000</b>	<b>1,561</b>	<b>439</b>	<b>78.04%</b>
<b>Police Department</b>				
10-45-4240 Police - Fines/Fees	50,000	44,686	5,314	89.37%
10-45-4245 Police - Warrant Fees/Fines	5,000	788	4,212	15.76%
<b>Total Police Department</b>	<b>55,000</b>	<b>45,474</b>	<b>9,526</b>	<b>82.68%</b>
<b>Fire Department</b>				
10-55-4160 Fire Service Contract	24,000	92,989	(68,989)	387.45%
10-55-4650 Developer Contributions	-	-	-	NA
<b>Total Fire Department</b>	<b>24,000</b>	<b>92,989</b>	<b>(68,989)</b>	<b>387.45%</b>
<b>Parks &amp; Rec Department</b>				
10-65-4130 Facility Rental	1,500	-	1,500	0.00%
<b>Total Parks &amp; Rec Department</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>	<b>0.00%</b>
<b>Development Services</b>				
10-75-4305 General Permits	210,000	150,938	59,062	71.88%
10-75-4310 Land Use Application Fees	80,000	21,491	58,509	26.86%
10-75-4315 New Building Permits	850,000	344,185	505,815	40.49%
10-75-4325 Food Service Inspection Permits	5,500	4,243	1,257	77.15%
10-75-4350 OSSF Permits	500	400	100	80.00%
10-75-4355 Infrastructure Inspection Fees	525,000	204,382	320,618	38.93%
<b>Total Development Services</b>	<b>1,671,000</b>	<b>725,639</b>	<b>945,361</b>	<b>43.43%</b>
<b>Total General Fund Revenues</b>	<b>5,060,233</b>	<b>3,905,300</b>	<b>1,154,933</b>	<b>77.18%</b>
<b>Total Source of Funds</b>	<b>7,453,460</b>	<b>6,298,527</b>	<b>1,154,933</b>	<b>84.50%</b>



General Fund	ADOPTED/ AMENDED 2022-23	YTD 04/2023	REMAINING BUDGET	% of BUDGET	
<b>EXPENDITURES</b>					
<b>Administration Services</b>					
10-10-5000	Salaries & Wages	397,925	225,139	172,786	57%
10-10-5025	Health Insurance	49,500	21,529	27,971	43%
10-10-5030	Payroll Taxes	30,441	17,024	13,417	56%
10-10-5035	Retirement	73,616	41,203	32,413	56%
10-10-5040	TWC	1,300	53	1,247	4%
10-10-5045	Workers Comp	1,631	33,820	(32,189)	2074%
10-10-5100	Office Supplies	8,500	2,721	5,779	32%
10-10-5101	Council Supplies	1,500	497	1,003	33%
10-10-5107	Community Event Supplies	7,500	8,433	(933)	112%
10-10-5190	Office Furniture & Equipment - not cap	6,000	1,756	4,244	29%
10-10-5200	Phone, Internet	4,500	2,057	2,443	46%
10-10-5210	Electricity	8,500	2,618	5,882	31%
10-10-5220	Natural Gas	7,500	4,347	3,153	58%
10-10-5230	Water	1,000	470	530	47%
10-10-5401	Attorney	45,000	31,624	13,376	70%
10-10-5410	Auditor	16,000	2,252	13,749	14%
10-10-5425	Tax Assessor/Collector	2,500	33	2,467	1%
10-10-5430	Central Appraisal District	19,741	10,032	9,709	51%
10-10-5440	Professional Services - Other	5,000	14,944	(9,944)	299%
10-10-5510	Advertising	18,000	13,696	4,304	76%
10-10-5520	SAAS Contracts (software/app service)	25,000	11,246	13,754	45%
10-10-5540	Cleaning Service	7,500	3,100	4,400	41%
10-10-5545	Election Services	8,000	750	7,250	9%
10-10-5560	Contract Labor	1,000	-	1,000	0%
10-10-5589	Sales Tax Incentive Rebate	45,000	30,361	14,639	67%
10-10-5700	Dues & Fees	6,000	4,629	1,371	77%
10-10-5720	Employee Travel	2,500	2,627	(127)	105%
10-10-5725	Employee Training	8,500	1,594	6,906	19%
10-10-5730	Staff Development	3,500	752	2,748	21%
	<b>Total Administration Operations</b>	<b>812,654</b>	<b>489,308</b>	<b>323,347</b>	<b>60%</b>
<b>Admin Capital Outlay</b>					
10-10-9103	Improvements	5,000	-	5,000	0%
	<b>Total Admin Capital Outlay</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>0%</b>
	<b>Total Admin Services</b>	<b>817,654</b>	<b>489,308</b>	<b>328,347</b>	<b>60%</b>
<b>Non-Departmental</b>					
10-15-5100	Office Supplies	8,000	5,953	2,047	74%
10-15-5305	Building Maintenance	42,500	14,069	28,431	33%
10-15-5310	Grounds Maintenance	-	-	-	NA
10-15-5440	Professional Services - Other	67,500	52,287	15,213	77%
10-15-5460	Insurance - Management Liability	3,317	3,248	69	98%
10-15-5470	Insurance - Facilities	15,362	15,055	307	98%
10-15-5475	Insurance - Vehicles & Equipment	14,048	13,767	281	98%
10-15-5525	Technology Services Contract	40,000	16,967	23,033	42%
10-15-5601	Office Equipment Leases	6,000	3,025	2,975	50%
	<b>Total Non-Departmental</b>	<b>196,727</b>	<b>124,371</b>	<b>72,356</b>	<b>63%</b>

General Fund		ADOPTED/ AMENDED 2022-23	YTD 04/2023	REMAINING BUDGET	% of BUDGET
<b>Municipal Court Services</b>					
10-25-5000	Salaries & Wages	63,227	37,334	25,893	59%
10-25-5025	Health Insurance	9,900	5,271	4,629	53%
10-25-5030	Payroll Taxes	4,837	2,856	1,981	59%
10-25-5035	Retirement	11,697	5,781	5,916	49%
10-25-5040	TWC	450	15	435	3%
10-25-5045	Workers Comp	259	-	259	0%
10-25-5100	Office Supplies	2,000	1,182	818	59%
10-25-5402	Judge	12,000	2,213	9,788	18%
10-25-5403	Prosecutor	-	3,263	(3,263)	NA
10-25-5515	Credit Card Contract	1,000	-	1,000	0%
10-25-5546	Jury Service	250	-	250	0%
10-25-5725	Employee Training	1,000	150	850	15%
	<b>Total Municipal Court</b>	<b>106,620</b>	<b>58,063</b>	<b>48,557</b>	<b>54%</b>
<b>Police Services</b>					
10-45-5000	Salaries & Wages	1,149,800	591,009	558,791	51%
10-45-5025	Health Insurance	154,752	67,835	86,917	44%
10-45-5030	Payroll Taxes	87,960	44,614	43,346	51%
10-45-5035	Retirement	212,713	103,660	109,053	49%
10-45-5040	TWC	5,000	164	4,836	3%
10-45-5045	Workers Comp	59,907	-	59,907	0%
10-45-5100	Office Supplies	4,750	3,570	1,180	75%
10-45-5103	Community Policing Supplies	11,000	2,461	8,539	22%
10-45-5105	Child Abuse Interlocal - Supplies	1,500	1,500	-	100%
10-45-5125	Operating Supplies	8,500	1,001	7,499	12%
10-45-5155	Uniforms	17,000	4,661	12,339	27%
10-45-5160	Personal Protection Equipment	7,500	-	7,500	0%
10-45-5190	Office Furniture & Equipment - not cap	13,000	8,085	4,915	62%
10-45-5195	Tools & Equipment - not capitalized	48,900	5,368	43,532	11%
10-45-5200	Phone, Internet	49,500	9,365	40,135	19%
10-45-5210	Electricity	12,000	3,695	8,305	31%
10-45-5230	Water	1,000	363	637	36%
10-45-5240	Fuel	45,000	21,984	23,016	49%
10-45-5315	Vehicle Maintenance	31,500	16,814	14,686	53%
10-45-5325	Equipment Maintenance	5,000	813	4,187	16%
10-45-5465	Insurance - Law Enforcement Liability	10,492	10,282	210	98%
10-45-5520	SAAS Contracts (software/app service)	27,500	29,381	(1,881)	107%
10-45-5530	Medical Services	1,500	45	1,455	3%
10-45-5540	Cleaning Service	7,000	3,239	3,761	46%
10-45-5548	Dispatch Service	73,708	53,094	20,614	72%
10-45-5551	Inmate Boarding Contract	12,000	3,653	8,347	30%
10-45-5552	Animal Control Service	6,250	4,688	1,563	75%
10-45-5700	Dues & Fees	1,000	388	612	39%
10-45-5720	Employee Travel	1,000	1,096	(96)	110%
10-45-5725	Employee Training	6,000	2,349	3,651	39%
	<b>Total Police Operations</b>	<b>2,072,732</b>	<b>995,174</b>	<b>1,077,558</b>	<b>48%</b>
	<b>Police Capital Outlay</b>				
10-45-9102	Remodel	3,000	713	2,287	24%
	<b>Total Police Capital Outlay</b>	<b>3,000</b>	<b>713</b>	<b>2,287</b>	<b>24%</b>
	<b>Total Police Services</b>	<b>2,075,732</b>	<b>995,886</b>	<b>1,079,845</b>	<b>48%</b>

General Fund	ADOPTED/ AMENDED 2022-23	YTD 04/2023	REMAINING BUDGET	% of BUDGET	
<b>Fire Services</b>					
10-55-5000	Salaries & Wages	556,210	217,629	338,581	39%
10-55-5025	Health Insurance	77,376	35,972	41,404	46%
10-55-5030	Payroll Taxes	42,550	16,362	26,188	38%
10-55-5035	Retirement	102,899	40,048	62,851	39%
10-55-5040	TWC	1,500	72	1,428	5%
10-55-5045	Workers Comp	37,683	-	37,683	0%
10-55-5100	Office Supplies	3,875	1,487	2,388	38%
10-55-5125	Operating Supplies	10,000	5,176	4,824	52%
10-55-5155	Uniforms	12,500	3,834	8,666	31%
10-55-5160	Personal Protection Equipment	20,000	69,498	(49,498)	347%
10-55-5195	Tools & Equipment - not capitalized	31,000	13,959	17,041	45%
10-55-5200	Phone, Internet	19,500	11,968	7,532	61%
10-55-5210	Electricity	15,000	6,388	8,612	43%
10-55-5212	Electricity - Storm Sirens	-	-	-	NA
10-55-5220	Natural Gas	3,000	2,444	556	81%
10-55-5230	Water	3,500	524	2,976	15%
10-55-5240	Fuel	20,000	8,722	11,278	44%
10-55-5315	Vehicle Maintenance	-	2,339	(2,339)	NA
10-55-5316	Apparatus Maintenance	42,500	48,845	(6,345)	115%
10-55-5325	Equipment Maintenance	5,000	1,525	3,475	30%
10-55-5330	Storm Siren O&M	1,500	73	1,427	5%
10-55-5520	SAAS Contracts (software/app service)	20,000	17,975	2,025	90%
10-55-5530	Medical Services	3,000	6,319	(3,319)	211%
10-55-5536	Ambulance Service	45,635	10,290	35,345	23%
10-55-5540	Cleaning Service	3,900	2,039	1,861	52%
10-55-5547	Fire Marshal Contract	4,500	2,126	2,374	47%
10-55-5549	Fire Alarm Monitoring Service	1,000	-	1,000	0%
10-55-5560	Contract Labor	80,000	44,300	35,700	55%
10-55-5700	Dues & Fees	5,500	3,014	2,486	55%
10-55-5720	Employee Travel	10,000	4,452	5,548	45%
10-55-5725	Employee Training	-	-	-	NA
	<b>Total Fire Operations</b>	<b>1,179,128</b>	<b>577,380</b>	<b>601,748</b>	<b>49%</b>
<b>Fire Capital Outlay</b>					
10-55-9103	Improvements	2,500	116	2,384	5%
10-55-9104	Furnishings	12,500	160	12,340	1%
10-55-9226	Fire Apparatus	200,000	-	200,000	0%
	<b>Total Fire Capital Outlay</b>	<b>215,000</b>	<b>276</b>	<b>214,724</b>	<b>0%</b>
	<b>Total Fire Services</b>	<b>1,394,128</b>	<b>577,656</b>	<b>816,472</b>	<b>41%</b>
<b>Parks &amp; Rec Department</b>					
10-65-5310	Grounds Maintenance	27,500	4,174	23,326	15%
	<b>Total Parks &amp; Rec Department</b>	<b>27,500</b>	<b>4,174</b>	<b>23,326</b>	<b>15%</b>
<b>Development Services</b>					
10-75-5570	Inspector Services	245,000	159,437	85,563	65%
	<b>Total Development Services</b>	<b>245,000</b>	<b>159,437</b>	<b>85,563</b>	<b>65%</b>

General Fund		ADOPTED/ AMENDED 2022-23	YTD 04/2023	REMAINING BUDGET	% of BUDGET
<b>Public Works Services</b>					
10-80-5000	Salaries & Wages	291,370	161,707	129,663	55%
10-80-5025	Health Insurance	48,360	25,155	23,205	52%
10-80-5030	Payroll Taxes	22,290	12,364	9,926	55%
10-80-5035	Retirement	53,903	27,185	26,719	50%
10-80-5040	TWC	2,273	55	2,218	2%
10-80-5045	Workers Comp	17,686	-	17,686	0%
10-80-5100	Office Supplies	575	133	442	23%
10-80-5102	MS-4 Educational Supplies	1,000	-	1,000	0%
10-80-5125	Operating Supplies	4,500	662	3,838	15%
10-80-5155	Uniforms	5,000	2,526	2,474	51%
10-80-5195	Tools & Equipment - not capitalized	6,000	139	5,861	2%
10-80-5200	Phone, Internet	2,400	2,078	322	87%
10-80-5211	Electricity - Street Lights	90,000	38,652	51,348	43%
10-80-5230	Water	1,000	297	703	30%
10-80-5240	Fuel	14,000	5,078	8,922	36%
10-80-5305	Building Maintenance	22,500	2,184	20,316	10%
10-80-5310	Grounds Maintenance	18,000	6,184	11,816	34%
10-80-5315	Vehicle Maintenance	7,000	2,209	4,791	32%
10-80-5325	Equipment Maintenance	10,000	667	9,333	7%
10-80-5335	Streets/Sidewalks Maintenance	30,000	9,858	20,142	33%
10-80-5340	Sign Maintenance	11,600	480	11,120	4%
10-80-5355	Drainage Maintenance	30,000	-	30,000	0%
10-80-5385	Mosquito Control	12,000	4,440	7,560	37%
10-80-5395	Septic System Maintenance	300	-	300	0%
10-80-5415	Engineer	42,000	35,371	6,629	84%
10-80-5530	Medical Services	1,000	45	955	5%
10-80-5565	Code Enforcement Services	10,000	-	10,000	0%
10-80-5570	Inspection Services	87,000	86,403	597	99%
10-80-5720	Employee Travel	1,000	190	810	19%
10-80-5725	Employee Training	3,500	64	3,436	2%
	<b>Total Public Works Operations</b>	<b>846,257</b>	<b>424,126</b>	<b>422,131</b>	<b>50%</b>
	<b>Public Works Capital Outlay</b>				
10-80-9220	Vehicle	6,000	51,842	(45,842)	864%
10-80-9221	Equipment	18,000	-	18,000	0%
10-80-9222	Heavy Equipment	150,000	106,799	43,201	71%
10-80-9401	CIP Prep & Admin	2,000	-	2,000	0%
	<b>Total Capital Outlay</b>	<b>176,000</b>	<b>158,641</b>	<b>17,359</b>	<b>90%</b>
	<b>Total Public Works Services</b>	<b>1,022,257</b>	<b>582,767</b>	<b>439,490</b>	<b>57%</b>
<b>Total General Fund Expenditures</b>		<b>5,885,618</b>	<b>2,991,663</b>	<b>2,893,955</b>	<b>51%</b>
<b>ESTIMATED ENDING RESOURCES (Net)</b>		<b>1,567,842</b>	<b>3,306,865</b>	<b>(1,739,023)</b>	
		27%	1		
		1,471,404	747,916		
		96,438	2,558,949		

<b>DEBT SERVICE (I&amp;S) FUND</b>	<b>ADOPTED/ AMENDED 2022-23</b>	<b>YTD 04/2023</b>	<b>REMAINING BUDGET</b>	<b>% OF BUDGET</b>
<b>ESTIMATED BEGINNING RESOURCES</b>	84,922	84,922	-	100%
<b>REVENUE</b>				
50-00-4005 Property Taxes - I&S	1,108,601	1,126,038	(17,437)	102%
50-00-4517 Interest - IB I&S	-	8,362	(8,362)	NA
50-00-4801 Transfer from Utility Fund - Sewer	75,000	-	75,000	0%
50-00-4804 Transfer from Utility Fund - I&S	-	115,000	(115,000)	NA
<b>Total Revenues</b>	<b>1,183,601</b>	<b>1,249,400</b>	<b>(65,799)</b>	
<b>EXPENDITURES</b>				
50-10-5790 Debt Administration	15,000	-	15,000	0%
50-10-5820 2020 GO Ref Bonds Principal	470,000	470,000	-	100%
50-10-5821 2020 GO Ref Bonds Interest	24,100	14,400	9,700	60%
50-10-5822 2020 CO Principal	105,000	105,000	-	100%
50-10-5823 2020 CO Interest	488,550	244,800	243,750	50%
50-55-5690 2013 Fire Truck Lease	22,501	22,501	(0)	100%
<b>Total Expenditures</b>	<b>1,125,151</b>	<b>856,701</b>	<b>268,450</b>	
<b>ESTIMATED ENDING RESOURCES (Net)</b>	<b>143,372</b>	<b>477,621</b>		

<b>STREET FUND</b>	<b>Maintenance/Construction</b>	<b>ADOPTED/ AMENDED 2022-23</b>	<b>YTD 04/2023</b>	<b>REMAINING BUDGET</b>	<b>% OF BUDGET</b>
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### **Funded by Street Maintenance Sales Tax**

<b>ESTIMATED BEGINNING RESOURCES</b>		<b>481,240</b>	<b>481,240</b>	<b>-</b>	<b>100%</b>
	<b>Street Repair Fund Revenue</b>				
<b>17-00-4041</b>	<b>Sales Tax - Dedicated Streets</b>	<b>250,000</b>	<b>176,898</b>	<b>73,102</b>	<b>71%</b>
	<b>Total Street Repair Fund Revenue</b>	<b>250,000</b>	<b>176,898</b>	<b>73,102</b>	
	<b>Street Repair Fund Expenditure</b>				
<b>17-80-5335</b>	<b>Street Maintenance</b>	<b>450,000</b>	<b>-</b>	<b>450,000</b>	<b>0%</b>
	<b>Total Street Repair Expenditure</b>	<b>450,000</b>	<b>-</b>	<b>450,000</b>	<b>0%</b>
<b>ESTIMATED ENDING RESOURCES (Net)</b>		<b>281,240</b>	<b>658,138</b>		

### **Funded by Annexation Fees**

<b>ESTIMATED BEGINNING RESOURCES</b>		<b>400,570</b>	<b>400,570</b>	<b>-</b>	<b>100%</b>
	<b>Street Repair Revenue</b>				
<b>23-80-4210</b>	<b>Capital Recovery Fees - Lavon Farms</b>	<b>2,864</b>	<b>-</b>	<b>2,864</b>	<b>0%</b>
<b>31-80-4210</b>	<b>Annexation Fees - Trails of Lavon</b>		<b>-</b>	<b>-</b>	<b>NA</b>
<b>32-80-4210</b>	<b>Annexation Fees - Elevon</b>		<b>-</b>	<b>-</b>	<b>NA</b>
	<b>Total Street Repair Revenue</b>	<b>2,864</b>	<b>-</b>	<b>2,864</b>	
	<b>Street Repair Fund Expenditure</b>				
<b>23-80-5336</b>	<b>Street Maint - Lavon Farms Regional</b>	<b>199,634</b>	<b>-</b>	<b>199,634</b>	<b>0%</b>
	<b>Other Street Maintenance</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>0%</b>
	<b>Total Street Repair Expenditure</b>	<b>349,634</b>	<b>-</b>	<b>349,634</b>	
<b>ESTIMATED ENDING RESOURCES (Net)</b>		<b>53,800</b>	<b>400,570</b>		

UTILITY FUND	ADOPTED/ AMENDED 2022-23	YTD 04/2023	REMAINING BUDGET	% OF BUDGET
<b>ESTIMATED BEGINNING RESOURCES/TRANSFERS IN</b>	6,305,158	2,730,158	3,575,000	43%
<b>UTILITY FUND REVENUE</b>				
<b>Administration</b>				
20-00-4520 Interest - IB Utility	12,500	5,718	6,782	46%
20-00-4521 Interest - IB Sewer Tap	500	6,617	(6,117)	1323%
20-10-4130 Facility Rental	-	200	(200)	NA
20-10-4240 Police - Fines/Fees	-	8,543	(8,543)	NA
20-85-4202 Administration Fee	25,000	30,500	(5,500)	122%
20-85-4299 Late Fees	12,500	22,634	(10,134)	181%
<b>Total Administration</b>	<b>50,500</b>	<b>74,211</b>	<b>(23,711)</b>	<b>147%</b>
<b>Sanitary Sewer</b>				
20-85-4110 Sewer Charges	1,093,920	678,798	415,122	62%
20-85-4230 Sewer Tap Fee	900,000	1,203,391	(303,391)	134%
20-85-4231 Bear Creek Trunk Recovery Fee	35,000	136,898	(101,898)	391%
20-85-4330 Online Permit Pmts	-	5,159	(5,159)	NA
<b>Total Sanitary Sewer</b>	<b>2,028,920</b>	<b>2,024,246</b>	<b>4,674</b>	<b>100%</b>
<b>Solid Waste</b>				
20-86-4115 Solid Waste Income	736,200	489,792	246,408	67%
<b>Total Solid Waste</b>	<b>736,200</b>	<b>489,792</b>	<b>246,408</b>	<b>67%</b>
<b>Total Revenue</b>	<b>2,815,620</b>	<b>2,588,249</b>	<b>227,371</b>	<b>92%</b>
<b>UTILITY FUND EXPENDITURES</b>				
<b>Sanitary Sewer</b>				
20-85-4231 Bear Creek Trunk Recovery Fee	20,000	-	20,000	0%
20-85-5210 Electricity	64,000	47,862	16,138	75%
20-85-5390 Sewer System Maintenance	40,000	22,538	17,462	56%
20-85-5590 NTMWD O&M Contract	540,000	360,932	179,068	67%
20-85-5801 Transfer to General Fund	608,000	500,000	108,000	82%
20-85-5804 Transfer to Debt Service	75,000	115,000	(40,000)	153%
20-85-9422 Elevon WWTP Construction	-	905,518	(905,518)	NA
20-85-9423 Sewer System Improvements	275,000	98	274,902	0%
not set up WWTP Ph 3 Expansion	300,000	-	300,000	0%
not set up Lavon-North WWTP Construction	3,000,000	-	3,000,000	0%
<b>Total Sanitary Sewer</b>	<b>4,922,000</b>	<b>1,951,947</b>	<b>2,970,053</b>	<b>40%</b>
<b>Solid Waste</b>				
20-86-5100 Office Supplies	8,500	6,013	2,487	71%
20-86-5104 Billing Supplies	3,000	3,439	(439)	115%
20-86-5190 Office Furniture & Equipment	500	-	500	0%
20-86-5515 Credit Card Contract	3,500	1,574	1,926	45%
20-86-5520 SAAS Contracts	3,500	593	2,907	17%
20-86-5595 Solid Waste Contract	650,000	309,572	340,428	48%
20-86-5785 Sales Tax	48,000	30,681	17,319	64%
20-86-5802 Transfer to General Fund	144,000	-	144,000	0%
<b>Total Solid Waste</b>	<b>861,000</b>	<b>351,873</b>	<b>509,127</b>	<b>41%</b>
<b>Total Expenditure</b>	<b>5,783,000</b>	<b>2,303,820</b>	<b>3,479,180</b>	<b>40%</b>
<b>ESTIMATED ENDING RESOURCES (Net)</b>	<b>3,337,778</b>	<b>3,014,587</b>		