

# **CITY OF LAVON, COLLIN COUNTY TEXAS**

## **ORDINANCE NO: 2016-09-03**

Amending the Code of Regulations Relating to the City Administrator

**AN ORDINANCE OF THE CITY OF LAVON, COLLIN COUNTY, TEXAS AMENDING THE CITY OF LAVON CODE OF REGULATIONS RELATING TO ESTABLISHING THE POSITION OF CITY ADMINISTRATOR; PROVIDING SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Lavon has previously adopted the City of Lavon Code of Regulations; and

**WHEREAS**, the City Council of the City of Lavon recognizes that the creation of the initial Code of Regulations is a monumental task and as such recognizes the need to approve each piece of the code as it is written; and

**WHEREAS**, the City Council has given due and diligent thought to this concern; and

**WHEREAS**, the City Council believes it is in the best interest for the City of Lavon, its citizens and visitors to amend the City of Lavon Code of Regulations relating to the establishment of the City Administrator position and the roles and responsibilities of the position and to clarify roles, duties and responsibilities affected by the establishment of the City Administrator position.

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

### ***SECTION 1. Amending the City of Lavon Code of Regulations***

1.1 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 1 City Structure, Chapter 1 Form of Government, Section 3.1.1.4 Organizational Structure of the City:

1.1.1 Replace paragraph B (2) with the following:

“2) The Executive Branch:

a) the Mayor;

b) the City Administrator and all City departments reporting to the City Administrator.

1.2 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 1 City Structure, Chapter 3 Executive Branch, Section 3.1.3.1 Primary Authority:

1.2.1 Replace paragraph 3.1.3.1 Primary Authority with the following:

“A) The Mayor is the primary authority for the Executive Branch of government of the City of Lavon with those duties and authority set forth in Chapter 1 of Subtitle 2 of the Code of Regulations.

B) The administration and management of day to day operations of the Executive Branch is the responsibility of the City Administrator in accordance with the duties and authorities set forth in Chapter 4 of Subtitle 2 of the Code of Regulations.”

1.3 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 1 City Structure, Chapter 3 Executive Branch, Section 3.1.3.3 Executive Branch Structure:

1.3.1 Replace paragraph 3.1.3.3 Executive Branch Structure with the following:

“A) The Executive Branch shall consist of:

1) the Mayor as Chief Executive Officer of the City; and

2) the City Administrator and all city departments reporting to the City Administrator.

1.4 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 2 Municipal Officers, Chapter 1 Mayor:

1.3.1 Repeal Chapter 1 Mayor of Subtitle 2 Municipal Officers, and adopt Chapter 1 Mayor of Subtitle 2 Municipal Officers contained in appendix A.

1.5 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 2 Municipal Officers, Chapter 4 Reserved for Future Use:

1.5.1 Repeal Chapter 4 Reserved for Future Use of Subtitle 2 and adopt Chapter 4 City Administrator of Subtitle 2 contained in Appendix B

1.6 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 3 Committees and Commissions, Chapter 6 Non-Statutory Operations Division Formed Committees:

1.6.1 Repeal Chapter 6 Non-Statutory Operations Division Formed Committees of Subtitle 3 and adopt Chapter 6 Non-Statutory City Administrator Formed Committees of Subtitle 3 contained in Appendix C.

1.7 The City Council of the City of Lavon does hereby repeal City of Lavon Code of Regulations Title 3 Administration, Subtitle 4 Departments of the City, Chapter 1 Creation of Departments, Section 3.4.1.2 Statutory Divisions of the City.

1.8 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 4 Departments of the City, Chapter 1 Creation of Departments, Section 3.4.1.3 Departments:

1.8.1 Replace paragraph 3.4.1.3 Departments with the following:

A) The statutory departments of the City are:

- 1) the City Administrator's Office
- 2) the City Secretary's Office;
- 2) the Treasurer's Office; and
- 3) the Municipal Courts; and
- 4) the City Prosecutor's Office; and
- 5) the Police Department; and
- 6) the Department of Health and Life Safety; and
- 7) the Public Works Department.

1.9 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 4 Departments of the City, Chapter 3 City Manager' Office:

1.9.1 Repeal Chapter 3 of Subtitle 4 City Manager's Office and adopt Chapter 3 of Subtitle 4 City Administrator's Office contained in Appendix D.

1.10 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 4 Departments of the City, Chapter 6 Police Department and Chapter 9 Operations Division:

1.10.1 Repeal Chapter 6 Police Departments and Chapter 9 Operations Division of Subtitle 4 and adopt Chapter 6 Public Safety Departments and Chapter 9 Public Works Department contained in Appendix E.

1.11 The City Council of the City of Lavon does hereby adopt and approve the following amendments to the City of Lavon Code of Regulations Title 3 Administration, Subtitle 8 Vehicles and Equipment, Chapter 2 Chief of Operations' Vehicle:

1.1.1 Repeal Chapter 2 Chief of Operations' Vehicle of Subtitle 8 and replace with the words Chapter 2 – Reserved For Future Use of Subtitle 8.

## ***SECTION 2. Directing the City Secretary to Take Certain Actions***

2.1 The City Council of the City of Lavon does hereby direct the City Secretary to make the changes in the City of Lavon Code of Regulations by:

2.1.1 Submitting to the Mayor for their approval a change sheet to be inserted in the Code of Regulations; and

2.1.2 Making the Change in the Master Code of Regulations by inserting the approved change sheet; and

2.1.3 Recording the change information in the "Record of Amendments" appendix including the Ordinance authorizing the amendment; the date the Ordinance was approved; and the date the actual change was entered; and

2.1.4 Sending change sheets to each department of the City, to update their copy of the Code of Regulations; and

2.1.5 Cause the website to be updated to reflect the amendment; and

2.1.6 Ensure all future distributions of the Code of regulations include the amendments; and

2.1.7 Make available for purchase copies of the change sheet to interested parties.

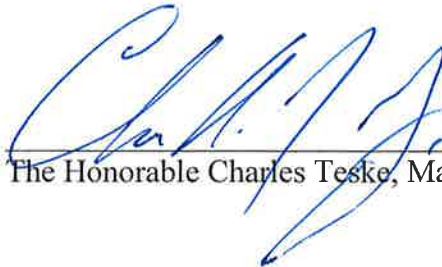
## ***SECTION 3. Severability***

3.1 It is hereby declared by the City Council of the City of Lavon that if any of the sections, paragraphs, sentences, clauses or phrases of this ordinance shall be declared unconstitutional or otherwise illegal by the valid judgment or decree of any court of competent jurisdiction, such event shall not affect any remaining sections, paragraphs, sentences, clauses or phrases of this ordinance.

## ***SECTION 4. Effective Date***

4.1 This ordinance shall be in full force and effect on October 1, 2016 and it is so ordained.

**Passed and Approved** by the City Council of the City of Lavon, Collin County, Texas  
on this 20 day of September, 2016.

  
The Honorable Charles Teske, Mayor

Attest:

  
Kim Dobbs, Interim City Secretary

Primary Sponsor(S):

Mayor Charles Teske

Additional Sponsors:



## Subtitle 2 – Municipal Officers

### Chapter 1 – Mayor

#### 3.2.1.1 General

- A) The Office of Mayor is the highest elected office of the City of Lavon.
- B) The Mayor is the Presiding officer of the City Council.
- C) The Mayor serves as the Chief Executive Officer in charge of the Executive Branch of the City of Lavon.
- D) During such times as the office of City Administrator becomes vacant, the Mayor shall serve as the Acting City Administrator until the City Council shall convene to approve a new City Administrator or appoint an Interim City Administrator.

#### 3.2.1.2 Powers and Duties of the Mayor

- A) The Mayor shall have all the power, authority and duties assigned by State Law, the Code of Regulations, other Ordinances or Resolutions of the City of Lavon, or other actions of the City Council - except those duties exclusively assigned to other members of the Executive Branch or to the Judicial Branch of the City of Lavon by the Code of Regulations, other Ordinances or Resolutions of the City of Lavon or by other actions of the City Council.
- B) The Mayor shall have all the power and authority to act as presiding officer at all meetings of the City Council.
- C) The Mayor shall have the power, authority and duty to submit to the City Administrator items for placement on the City Council agenda.
- D) The Mayor shall review and approve the City Council agenda prior to posting of the City Council agenda by the City Secretary.
- E) The Mayor shall ensure each Alderman has a fair and equal opportunity to be heard, at each City Council meeting they attend, on any topic which appears on an agenda for that meeting.
- F) The Mayor shall ensure the deliberations of the Alderman are on topic and within the scope of the agenda item.
- G) The Mayor shall ensure each Municipal Officer has a fair and equal opportunity to be heard, at each City Council meeting they attend, on any topic which appears on an agenda for that meeting.
  - 1) If a staff member is attending the meeting as a representative of a Municipal Officer and in the absence of the Municipal Officer, the Mayor shall afford the staff member the same privileges as the Municipal Officer would be entitled.
- H) The Mayor shall ensure the visitors and guests observe proper decorum during City Council meetings.

- 1) The Mayor may only request a visitor or guest leave a meeting for just and good cause that the meeting could not continue without undo interruption if the guest or visitor remained.
- 2) If a guest or visitor who is asked to leave, fails to comply and continues to disrupt the meeting, the Mayor shall temporarily recess the meeting until Law Enforcement can return order to the meeting.
- 3) The Mayor may only request a staff member removed from a meeting for just and good cause that the meeting could not continue without undo interruption if the staff member remained.
- 4) The Mayor may not ask that an Alderman or the Chief Justice of the City be removed from a meeting.

- I) The Mayor shall endorse all minutes of the City Council meetings after approval by City Council.
- J) The Mayor shall endorse all Ordinances of the City after approval by City Council.
- K) The Mayor shall endorse all Resolutions of the City after approval by City Council.
- L) The Mayor shall endorse all Proclamations of the City after approval by City Council.
- M) The Mayor shall endorse all records, reports, or actions of the City Council which have been properly passed or approved.
- N) The Mayor shall work in good faith with the Alderman, Chief Justice, Municipal Officers, Planning and Zoning Commissioners, City Administrator, Director of Public Safety and staff of the City.
- O) The Mayor shall have the power, authority and duty to act on behalf of the City Council during the duration of a declared emergency.
  - 1) The Mayor shall have authority to wield the power and authority of the City Council for the duration of the emergency or until such time as the City Council may meet, whichever is shorter.
- P) The Mayor shall have the review authority as to the dismissal of City employees consistent with the approved City Personnel Manual.
- Q) The Mayor shall have any other power, authority or duties conferred upon the Mayor, not inconsistent with State Law, the Code of Regulations and other Ordinances, Resolutions and actions of the City of Laval.

## Appendix B

### Chapter 4 – City Administrator

#### 3.2.4.1 General

- A) The City Administrator's Office shall be responsible for the administration and management of the business affairs of the City pursuant to the statutes of the State, the Code of Regulations, the ordinances of the City, and the resolutions, and directives of the City Council, as evidenced by the majority vote of the City Council.
- B) The City Administrator's office shall be responsible for all operations of the City, excluding
  - 1) Legislative functions of the City Council of Lavon; and
  - 2) Judicial functions of the Chief Justice of the City of Lavon.
- C) The City Administrator shall be the Chief Administrative Officer of the City of Lavon.

#### 3.2.4.2 Selection of City Administrator

- A) The City Council shall nominate and by majority vote select a qualified candidate to fill a vacancy in the office of City Administrator.
- B) The term of office for the City Administrator shall be at the discretion of the City Council.
- C) During such times as the office of City Administrator becomes vacant, the Mayor shall serve as the Acting City Administrator until the City Council shall convene to approve a new City Administrator or appoint an Interim City Administrator.

#### 3.2.4.3 Conditions of the employment for the City Administrator

- A) The term of employment for the City Administrator shall be at the discretion of the City Council. The City Administrator shall be an at-will employee of the City.
- B) The compensation for the City Administrator shall be determined by the City Council of the City of Lavon, Texas. Such compensation shall be reviewed annually by the City Council for increase; any such increase shall be in the sole discretion of the City Council.
- C) All contracts or amendments to contracts with the City Administrator shall be adopted by majority vote of the City Council.

#### 3.2.4.4 Duties of City Administrator

- A) The City Administrator shall manage and be responsible for the administration of all day to day operations of the City government including the management of all City departments, except for the Office of the Chief Justice, and monitoring of all city ordinances, resolutions, council meetings and state statutes.
- B) The City Administrator shall have the authority and responsibility to:
  - 1. Prepare a plan of administration, including an organizational chart, which defines authority and responsibility for all positions of the City.
  - 2. Establish administrative procedures to increase the effectiveness and efficiency of the City government according to best practices in local government and in accordance with the adopted budget of the City.

3. Recruit, hire, evaluate, promote, discipline or terminate employees in Departments reporting to the City Administrator in accordance with adopted policies.
4. Manage and direct the work of City employees.
5. Attend or appoint a representative to attend all meetings of the City Council, unless excused by the Mayor or by majority vote of the City Council, and assist the City Council as necessary in the performance of its duties.
6. Represent the Mayor and City Council in matters involving legislative and intergovernmental affairs when authorized by the City Council.
7. Act as or designate the Public Information Officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting and public information rules and regulations are followed.
8. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by a City official, and to assure that all such matters are expeditiously addressed.
9. Establish and enforce administrative rules of the City of Lavon.
10. Promote the economic well-being and growth of the City through public and private sector cooperation.
11. J) The City Administrator shall have the responsibility to provide the administrative direction and coordination of all department heads of the City according to the established organization procedures.
12. Evaluate in conjunction with department heads, the performance of all employees on an annual basis.
13. Serve as or designate a Personnel Director of the City; to establish and maintain complete and current personnel records, including specific job descriptions, for all city employees consistent with the City Council approved City Personnel Manual.
14. Prepare and administer a classification and pay plan for city employees in accordance with the approved budget.
15. Administer or designate an employee to administer the grievance procedures of the City in accordance with approved City Personnel Manual. .
16. Prepare and submit the annual City budget to the City Council and administer the approved budget. 16. Propose and present ordinances, resolutions and proclamations for consideration by the City Council.
17. Stay informed, under the guidance of the City Attorney, concerning current federal, state and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations on those matters to the City Council.
18. Ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills in accordance with the adopted budget.
19. Work with the Mayor, the City Council and the City Secretary, to ensure that appropriate agendas are prepared for all meetings of the City Council, all City Council committees and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing in this subsection being construed as to give the City Administrator authority to limit

or in any way prevent matters from being considered by the City Council or any of its committees and commissions.

20. Inform the City Council regularly about the activities of the City Administrator's office.
21. Receive directives from the Mayor in the event that action normally requiring City Council approval is necessary in declared emergency situations and at a time when the City Council cannot meet.
22. Serve as the City Secretary in the absence of a City Secretary appointed by the City Council.

#### 3.2.4.5 Supervision of the City Administrator

- A) The City Administrator shall report to and be responsible to the City Council.
- B) The Mayor shall serve as the Liaison to the office of City Administrator.
- C) The Mayor, as the Liaison to the office of City Administrator shall, subject to the review and approval of the City Council, serve as the direct supervisor of the City Administrator.
- D) The Mayor, as the Liaison to the office of City Administrator shall, subject to the review and approval of the City Council, ensure the City Administrator receives the training, equipment and guidance necessary to perform all of the duties of City Administrator.
- E) The authority of the Mayor, as the Liaison to the office of City Administrator in matters of discipline, shall be limited to the right to place the City Administrator on paid or unpaid administrative leave until such time as the City Council can meet to consider the disciplinary issue for which the leave was imposed in accordance with the adopted policies of the City.
  - 1) The right to place the City Administrator on paid administrative leave shall be limited to issues for which the Mayor, as the Liaison to the office of City Administrator has good cause to believe that leave is required in the best interest of the City.
  - 2) The Mayor, as the Liaison to the office of City Administrator shall bring all matters of discipline or performance involving the City Administrator to the attention of the City Council during executive session at the first available meeting date for which an agenda may be legally posted, whether a regular meeting date or a special called meeting date.

## Appendix C

### Chapter 6 – Non-Statutory City Administrator Formed Committees

#### 3.3.6.1 Creation of Non-Statutory City Administrator Formed Committees

A) The City Administrator of the City of Lavon may, by written Order, create and or form a Committee for the purpose of performing a specific task, set of tasks or research for the City Administrator.

B) The Order creating the committee shall include:

- 1) the stated purpose of the committee; and
- 2) the ending date of the committee; and
- 3) the method of appointment of members of the committee; and
- 4) any restrictions on membership of the committee; and
- 5) the chair of the committee; and
- 6) the manner and frequency of meetings of the committee.

#### 3.3.6.2 Duration of Non-Statutory City Administrator Formed Committees

A) A committee formed under this Chapter shall serve until the first of the following occurs:

- 1) the date established by the City Administrator as the sunset date for the committee; or
- 2) the first City Council meeting after selection of a new City Administrator; or
- 3) when disbanded by vote of the City Council.

#### 3.3.6.3 Limitation on authority of Non-Statutory City Administrator Formed Committees

A) All committees formed under this Chapter shall have no authority except as a recommending body to the City Administrator or to provide information to the City Administrator.

B) Committee members shall be prohibited from expending any City funds, except as specifically provided in this section. City Administrator formed committees may expend funds under the following conditions:

- 1) with the express permission of the City Council given by vote at a regular or called meeting; or
- 2) with the approval of a Supervising Municipal Officer who is authorized to expend funds from the specified line item in the budget that the funds would be spent from.

C) Committee members shall not be authorized to direct the work of any employees.

D) Committee members shall not use the logo, seal, insignia, letterhead, or name of the City of Lavon

- 1) Committee members may use the City Administrator's logos, the City Administrator's seals, the City Administrator's insignia, the City Administrator's letterheads, or the City Administrator's name if expressly authorized by the City Administrator in the Order forming the committee.

#### 3.3.6.5 Cooperation with employees and other Committees

A) All members of a committee shall cooperate and work in conjunction with employees of the City, other committee members, and other committees.

#### 3.3.6.6 Designation of a Committee Secretary

A) The Chairman shall select from the Committee membership a Committee Secretary.

1) On such days or times that the Committee Secretary cannot fulfill their duties and the Chair shall designate from the Committee members present, an Acting Committee Secretary.

2) At the request of the Chair and with the consent of the City Secretary, the City Secretary may serve as the Acting Committee Secretary.

#### 3.3.6.7 Meetings of the Committee

A) The meetings of committees formed under this Chapter may be either open or closed to the public, unless:

1) the composition, duties, leadership or some other feature of the committee requires application of Chapter 551 of the Texas Government Code; or

2) any Ordinance, State Law or rule requires the meetings to be open to the public.

#### 3.3.6.8 Duties of a Committee Secretary

A) A Committee Secretary shall work in concert with and under the guidance of the City Administrator.

B) The Committee Secretary shall keep the records of the committee.

C) Unless otherwise required by law or as directed by the City Administrator, the Committee Secretary shall not be required to keep minutes of the meetings.

D) The Committee Secretary shall fulfill any reasonable request or order of the Mayor, an Alderman or Municipal Officer.

E) Unless otherwise required by law, the Committee Secretary shall not be required to prepare an agenda for committee meetings.

#### 3.3.6.9 Records of the Committee

A) The City Secretary shall maintain a true and correct copy of all records of the committee.

B) The Commission Secretary shall submit the records to the City Secretary for inclusion in the official records of the City in the same manner as the other City Records would be submitted by the City Administrator.

## Appendix D

### 3.4.3.1 City Administrator's Office

- A) The City hereby establishes the City Administrator's Office for the City of Lavon.
- B) The City Administrator's Office shall be a part of the Executive Branch of the City of Lavon.
- C) The City Administrator's office, under the direction of the City Administrator, shall have authority and responsibilities as described in Subtitle 2 Municipal Officer, Chapter 4 City Administrator of this title.

## Appendix E

### Chapter 6 – Public Safety Departments

#### 3.4.6.1 General

- A) The Public Safety departments shall consist of the Police Department and the Department of Health and Life Safety.
- B) The Chief of Police shall be responsible for direct supervision of:
  - 1) the Police Department; and
  - 2) the Health and Life Safety Department.
- C) The Chief of Police shall work under the supervision and direction of the City Administrator.

#### 3.4.6.2 Police Department

- A) The City hereby confirms and clarifies the Police Department for the City of Lavon.
- B) The Lavon Police Department is the primary Law Enforcement agency of the City of Lavon.
- C) The Chief of Police shall be the chief executive officer of the Lavon Police Department.
- D) The City hereby confirms and clarifies the position(s) of Police Officer of the City of Lavon. Police Officers may be either paid or unpaid positions.
- E) The positions of Chief of Police, Lieutenant, Sergeant, Investigator, Police Officer, Reserve Police Officer, or any other sworn member of the Lavon Police Department shall be Peace Officers as defined in Article 2.12 (3) of the Texas Code of Criminal Procedure and shall have the powers and duties as authorized to said Peace Officers.

#### 3.4.6.3 Health and Life Safety Department

- A) The City hereby confirms and clarifies the Health and Life Safety Department for the City of Lavon.
- B) The Director of Health and Life Safety shall possess and maintain all certifications required to serve as a certified firefighter and sworn fire marshal in the State of Texas.

#### 3.4.6.4 Chief of Police

- A) The City hereby confirms and clarifies the Position of Chief of Police for the City of Lavon.
- B) The Chief of Police shall be a full time exempt at-will position.

#### 3.4.6.5 Director of Health and Life Safety

- A) The City hereby confirms and clarifies the Position of Chief of Director of Health and Life Safety for the City of Lavon.
- B) The Director of Health and Life Safety shall be a full time paid position.

#### 3.4.6.6 Duties of Chief of Police

- A. The Chief of Police shall supervise the Police Department and Health and Life Safety Department and all employees thereof.
- B) The Chief of Police shall have the authority and responsibility to:
  - 1. Assist the City Administrator in the administration of all day to day operations of the City government as requested or directed by the City Administrator.
  - 2. Advise the City Administrator on administrative procedures to increase the effectiveness and efficiency of the Public Safety departments according to current best practices in local government for Public Safety departments.
  - 3. Represent the City of Lavon in matters involving the Public Safety departments.
  - 4. Establish and maintain procedures to facilitate communications between citizens concerning matters related to the Public Safety departments.
  - 5. Establish and enforce administrative rules for the Public Safety departments.
  - 6. Coordinate, manage and direct the work of City employees in the Public Safety departments in accordance with applicable federal, state and local laws, rules and regulations, including without limitation, City policies and procedures. .
  - 7. Recruit, hire, evaluate, promote, discipline or terminate City employees in the Public Safety departments consistent with the City Personnel Manual.
  - 8. Recommend salary and wage scales for city employees in the Public Safety departments.
  - 9. Participate in the preparation of and administer the budgets of the Public Safety departments as adopted by the City Council.
  - 10. Seek out and apply for grants for the City so long as matching funds are not a requirement. If matching funds are a requirement of the grant, approval of the City Council to proceed must be obtained prior to application.
  - 11. Solicit and accept donations on behalf of the City as allowed by law.
  - 12. Negotiate contracts and agreements for the City; with all such contracts or agreements being subject to the approval of the Council.
  - 13. Work closely with the Director of Health and Life Safety to ensure that employees of the Public Safety departments receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by Public Safety departments employees to attend conferences, meetings, training schools, and the like, if funds have been budgeted for these activities.
  - 14. Keep the City Council regularly informed about the activities of the Public Safety departments.

#### 3.4.6.7 Duties of the Lavon Police Department

- A) The Chief of Police shall be responsible for the supervision of all members of the Lavon Police Department.
- B) The Lavon Police Department shall be responsible for the enforcement of the Ordinances of the City of Lavon and laws of the State of Texas.
- C) The Lavon Police Department shall be responsible for prevention, detection and investigation of criminal activity.
- D) The Lavon Police Department shall be responsible for the safety and security of the City of Lavon.

- E) The Chief of Police and each Police Officer shall protect and defend the Constitution of the United States and the Constitution of the State of Texas.
- F) The Lavon Police Department shall perform any other Law Enforcement duties as appropriate.

#### 3.4.6.8 Police Reserves

- A) The Lavon Police reserves shall consist of certified police professionals serving as unpaid members of the Lavon Police force.
- B) Members of the Lavon Police reserves shall meet the same standards as paid members of the department.
- C) Lavon Police reserves shall work at the direction of and be accountable to the Chief of Police.

## Chapter 9 – Public Works Department

#### 3.4.9.1 General

- A) The Public Works Department shall perform the duties associated with the administration and maintenance of the public infrastructure of the City, including but not limited to: roads, drainage, facilities, parks, water utilities, wastewater utilities, engineering inspection, code enforcement and environmental regulations.
- B) The Public Works Director shall work under the supervision and direction of the City Administrator.