

**CITY OF LYFORD**  
**REGULAR CITY MEETING**

**July 9, 2018**  
**6:30 p.m.**

**LYFORD CITY HALL**  
**13550 MAIN AVENUE**  
**LYFORD, TX 78569**

**A G E N D A**

**I. Meeting Called to Order.**

**II. Pledge of Allegiance.**

**III. Roll Call.**

\_\_\_\_\_ Mayor Jose G. (Wally) Solis  
\_\_\_\_\_ Commissioner Pablo Morales  
\_\_\_\_\_ Commissioner Albert Cavazos

\_\_\_\_\_ Commissioner Tony Chave  
\_\_\_\_\_ Commissioner Maggie Quilantan  
\_\_\_\_\_ Commissioner Rick Salinas

**IV. Approve the agenda of the Regular Meeting on July 9, 2018, with any deletions and/or corrections.**

**Motion\_\_\_\_\_ Second\_\_\_\_\_ Approve\_\_\_\_\_**

**V. Approve the Minutes of the Regular Meeting on June 11, 2018; Workshop on June 14, 2018; Emergency Meeting on June 22, 2018; and Workshop on July 2, 2018.**

**Motion\_\_\_\_\_ Second\_\_\_\_\_ Approve\_\_\_\_\_**

**VI. PUBLIC AUDIENCE:**

**VII. VISITORS:**

- 1. Faustino Gonzales:** approve cemetery plots at the old Guadalupe Cemetery.
- 2. Joel Flores:** approve request for water bill adjustment.
- 3. G&G Contractors:** discuss the outstanding demolition container(s) invoice(s) billed by the City; action required.

4. United Professional Services: request to use City Hall meeting room for summer classes; action if necessary.

### **VIII. GENERAL FUNCTION:**

5. Award grant administration services and engineering services for the Hazard Mitigation Grant Program (HMGP) to Langford Community Management Services and Perez Consulting Engineers.
6. Award grant management services to Langford Community Management Services for the Texas Department of Community Affairs HOME Program-Homeowner Rehabilitation Assistance (HRA/PWD/Disaster Relief) RSP #2018-0025.
7. Approve the street paving of Oleander from Glen Lofton to Broadway Avenue.
8. Approve the revised Basic Emergency Plan Annexes.
9. Approve revised Lyford Volunteer Fire Department Oath, Constitution, and Bylaws.
10. Approve the Memorandum of Understanding (MOU) between the Lyford CISD and the City of Lyford Police Department.
11. Approve the Memorandum of Understanding (MOU) between the Lyford CISD and the Lyford Volunteer Fire Department.
12. Approve to attend the Texas A&M Municipal Fire School Training on July 23 thru July 27, 2018 in College Station.
13. Approve to allow Public Safety Director to obtain bank card to the LVFD Fundraisers account.
14. Approve to attend Workshop for Planning Commissioners, Elected Officials, and Staff in Mission on August 10, 2018.
15. Discuss and approve the purchase of a 6" or 8" portable pump-trailer mounted.
16. Discuss emergency measures in flood zone areas; action if necessary.
17. Approve utility billing adjustments through 6/30/2018.
18. Approve monthly bills including any grant payment requests.

### **IX. MONTHLY REPORTS:**

19. Lyford Municipal Court monthly activity report.

20. Lyford Police Department monthly activity report.

21. Lyford Volunteer Fire Department monthly activity report.

22. Public Works Supervisor monthly activity report.

23. Secretary's monthly financial reports.

**X. CLOSED SESSION**

Closed Session pursuant to Section 551.074 of the Texas Government Code to deliberate regarding the employment, appointment, evaluation, reassignment, discipline or dismissal of an employee, including, but not limited to:

- Discuss the assistant Public Works Supervisor

Closed Session pursuant to Section 551.087 of the Texas Government Code to deliberate regarding economic development negotiations, including, but not limited to:

- Computer System update
- Update on CCN

24. Approve action as needed as discussed in closed session.

**XI. ADJOURNMENT.**

# MINUTES

*Regular Meeting*  
June 11, 2018

Emergency Meeting  
June 14, 2018

Workshops  
June 14 & July 2

**CITY OF LYFORD**

**AGENDA:** Visitors

**DATE:** July 9, 2018

**ITEM TITLE:** Faustino Gonzales

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Approve (10) burial plots at the old Guadalupe Cemetery at no cost.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*


TO: Mayor & City Commissioners  
FROM: Alfredo Serrato, Jr.  
DATE: June 12, 2018  
RE: Guadalupe Cemetery

---

At one time Alonzo Garcia and Faustino Gonzalez purchased approximately (10) burial plots (20x16). They made monthly payments until all lots were paid for.

I hereby confirm that they made payment for these lots and ask that you consider Faustino Gonzalez as owner of the remaining lots.

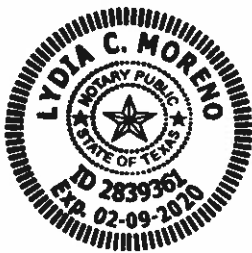
This is a true statement to the best that I can remember.


  
Alfredo Serrato, Jr.

COUNTY OF WILLACY

STATE OF TEXAS

Sworn to and subscribed before me by Alfredo Serrato, Jr., on this the 12<sup>th</sup> day of June, 2018.



  
Notary Public, State of Texas

**CITY OF LYFORD**

**AGENDA:** Visitors

**DATE:** July 9, 2018

**ITEM TITLE:** Joel Flores

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Approve request for water bill adjustment.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*

CUSTOMER#	LOCATION#	NAME	SERVICE	BILLING DATE	USAGE	PRESENT READING	PREVIOUS READING	\$	FROM DATE	TO DATE	Trans Code
10494	N-0660	FLORES,	WATER	06/21/18	17,400.00	3,510,370.00	3,492,970.00	95.16	05/15/2018	06/15/2018	BI
			SEWER	06/21/18	17,400.00	.00	.00	34.60	05/15/2018	06/15/2018	BI
			WATER	05/21/18	18,730.00	3,492,970.00	3,474,240.00	102.34	04/15/2018	05/15/2018	BI
			SEWER	05/21/18	18,730.00	.00	.00	36.60	04/15/2018	05/15/2018	BI
			WATER	04/21/18	12,630.00	3,474,240.00	3,461,610.00	69.40	03/15/2018	04/15/2018	BI
			SEWER	04/21/18	12,630.00	.00	.00	27.63	03/15/2018	04/15/2018	BI
			WATER	03/21/18	9,480.00	3,461,610.00	3,452,130.00	52.91	02/15/2018	03/15/2018	BI
			SEWER	03/21/18	9,480.00	.00	.00	24.48	02/15/2018	03/15/2018	BI
			WATER	02/21/18	8,340.00	3,452,130.00	3,443,790.00	47.90	01/15/2018	02/15/2018	BI
			SEWER	02/21/18	8,340.00	.00	.00	23.34	01/15/2018	02/15/2018	BI
			WATER	01/21/18	5,740.00	3,443,790.00	3,438,050.00	36.46	12/15/2017	01/15/2018	BI
			SEWER	01/21/18	5,740.00	.00	.00	20.74	12/15/2017	01/15/2018	BI
Total Usq					144,640.00						

ID#:

Count: 1

-----Report Prompts-----

Customer Usage Report RUTUSAG.P olga 07/06/2018 Start: 16:27:46  
Complete: 16:27:46  
Elapsed: 00:00:00

Pagelength: 95  
Date range: Low: 01/01/2018 High: 07/06/2018



**CITY OF LYFORD**

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** G&G Contractors

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Discuss the outstanding invoices billed G&G Contractors for the demolition containers on (6) new homes.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Rick Salinas*  
*Commissioner*

CITY OF LYFORD

Invoice No. 5/8/2018

**INVOICE**

Name G&G Contractors  
Address 711 E. Wisconsin Road  
City Edinburg State Tx ZIP 78539  
Phone Attn: Fred Zuniga

Date 5/8/2018

Qty	Description	Unit Price	TOTAL
1	30-yd Demolition Container	\$ 750.00	\$ 750.00

8023 Simo Avenue-Hector Elizondo

Per our meeting held on February 22, 2018 with Fred Zuniga and Commissioner Salinas

SubTotal \$ 750.00

Approved

**TOTAL \$ 750.00**

Office Use Only

CITY OF LYFORD

Invoice No. 5/8/2018

**INVOICE**

Name G&G Contractors  
Address 711 E. Wisconsin Road  
City Edinburg State Tx ZIP 78539  
Phone Attn: Fred Zuniga

Date 5/8/2018

Qty	Description	Unit Price	TOTAL
1	30-yd Demolition Container	\$ 750.00	\$ 750.00

9725 Shady Drive-Senovia Nava

Per our meeting held on February 22, 2018 with Fred Zuniga and Commissioner Salinas

SubTotal \$ 750.00

Approved

**TOTAL \$ 750.00**

Office Use Only

CITY OF LYFORD

Invoice No. 5/8/2018

**INVOICE**

Name G&G Contractors  
Address 711 E. Wisconsin Road  
City Edinburg State Tx ZIP 78539  
Phone Attn: Fred Zuniga

Date 5/8/2018

Qty	Description	Unit Price	TOTAL
1	30-yd Demolition Container	\$ 750.00	\$ 750.00

9702 Shady Drive-Maria Nava

Per our meeting held on February 22, 2018 with Fred Zuniga and Commissioner Salinas

SubTotal \$ 750.00

Approved

**TOTAL \$ 750.00**

Office Use Only

CITY OF LYFORD

Invoice No. 5/8/2018

**INVOICE**

Name G&G Contractors  
Address 711 E. Wisconsin Road  
City Edinburg State Tx ZIP 78539  
Phone Attn: Fred Zuniga

Date 5/8/2018

Qty	Description	Unit Price	TOTAL
1	30-yd Demolition Container	\$ 750.00	\$ 750.00

13665 Broadway-Jorge Castro

Per our meeting held on February 22, 2018 with Fred Zuniga and Commissioner Salinas

SubTotal \$ 750.00

Approved

**TOTAL \$ 750.00**

Office Use Only

CITY OF LYFORD

Invoice No. 5/8/2018

**INVOICE**

Name G&G Contractors  
Address 711 E. Wisconsin Road  
City Edinburg State Tx ZIP 78539  
Phone Attn: Fred Zuniga

Date 5/8/2018

Qty	Description	Unit Price	TOTAL
1	30-yd Demolition Container	\$ 750.00	\$ 750.00

13379 11th-Erminio Reyna

Per our meeting held on February 22, 2018 with Fred Zuniga and  
Commissioner Salinas

SubTotal \$ 750.00

Approved

TOTAL \$ 750.00

Office Use Only

CITY OF LYFORD

Invoice No. 5/8/2018

**INVOICE**

Name G&G Contractors  
Address 711 E. Wisconsin Road  
City Edinburg State Tx ZIP 78539  
Phone Attn: Fred Zuniga

Date 5/8/2018

Qty	Description	Unit Price	TOTAL
1	30-yd Demolition Container	\$ 750.00	\$ 750.00

13455 LaJara-Luis Medina

Per our meeting held on February 22, 2018 with Fred Zuniga and Commissioner Salinas

SubTotal \$ 750.00

Approved

**TOTAL \$ 750.00**

Office Use Only

**CITY OF LYFORD**

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** United Professional Services

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Request to use the City Hall meeting room for summer classes for kids; action if necessary.

We cannot afford to have meeting room tied up with children everyday even if it's for the afternoon. We did this last year and they were here everyday even if only 3 kids showed up. More like a daycare than a school.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*



# CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Hazard Mitigation Program

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Award grant administration services to Langford Community Management Services; and

Award engineering services to Perez Consulting Engineers for the Hazard Mitigation Grant Program.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*

**HAZARD MITIGATION GRANT PROGRAM  
ENGINEER SCORESHEET**

<u>FLORES</u>	<u>CASA</u>	<u>HANSON</u>	<u>MUNOZ</u>	<u>FULCRUM</u>	<u>PCE</u>
84	76	90	85	67	95
88	85	87	92	90	93
66	73	79	89	66	96
67	74	87	86	67	95
<b>305</b>	<b>308</b>	<b>343</b>	<b>352</b>	<b>290</b>	<b>379</b>

# **REQUEST FOR MANAGEMENT SERVICES**

## **FEMA HAZARD MITIGATION**

**MAY 29, 2018 @ 4:00 PM**

1. Langford Community Management Services

## **REQUEST FOR ENGINEERING SERVICES**

2. FLORES ENGINEERS
3. CASA ENGINEERING
4. HANSON ENGINEERING
5. GUZMAN & MUNOZ ENGINEERING
6. FULCRUM CONSULTING SERVICES
7. PCE PEREZ CONSULTING ENGINEERS

GRANT ENGINEERING SERVICES  
PUBLIC NOTICE

The City of Lyford is soliciting proposals from a State of Texas-registered **engineering firm** to assist with pre-award and post-award engineering services. Services will include a FEMA Hazard Mitigation Assistance (HMA) grant applications for the Hazard Mitigation Grant Program (HMGP) to include the development of Notice of Intent, preliminary and final design plans, and necessary interim and final inspections as required by the City for its proposed City drainage project(s).

Please submit three (3) copies of your proposal of services, a statement of qualifications, resumes of key personnel, references and a list of jobs performed under this or similar programs to:

Lydia Moreno, City Secretary, PO Box 310, 13550 Main Ave, Lyford, TX 78569

Proposals must be received by the City of Lyford no later than **4:00 pm** on **May 29<sup>th</sup>, 2018** to be considered. The City reserves the right to negotiate with any and all engineers/engineering firms that submit proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

*The City of Lyford is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.*

---

GRANT ADMINISTRATION SERVICES  
PUBLIC NOTICE

The City of Lyford is soliciting proposals from **consultant/management firms** for pre-award and post-award grant management services. Services will include the preparation of a FEMA Hazard Mitigation Assistance (HMA) grant applications for the Hazard Mitigation Grant Program (HMGP) and the management of the grant and project(s) if funded by FEMA through the Texas Division of Emergency Management (TDEM).

Please submit three (3) copies of your proposal of services and a statement of qualifications for these proposed services to:

Lydia Moreno, City Secretary, PO Box 310, 13550 Main Ave, Lyford, TX 78569

Proposals must be received by the City no later than **4:00 pm** on **May 29<sup>th</sup>, 2018** to be considered. The City reserves the right to negotiate with any and all management firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

*The City of Lyford is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.*

**\*\*Tear sheet and Publisher's Affidavit needed for notice. Thank you.\*\***

**CITY OF LYFORD**

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** HOME Program

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Award grant management services to Langford Community Management Services for the Texas Department of Community Affairs HOME Program-Homeowner Rehabilitation Assistance (HRA/PWD/Disaster) RSP #2018-0025.

Langford was the only one who submitted proposal.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*

## PUBLIC ADVERTISEMENT FOR MANAGEMENT SERVICES

The City of Lyford is now soliciting proposals from qualified management consultants and/or firms to carry out several aspects of overall program management required by the City for the implementation of the Texas Department of Housing and Community Affairs HOME Program – Homeowner Rehabilitation Assistance (HRA/PWD/Disaster Relief) RSP number 2018-0025. The scope of work will include, but not be limited to, the following: financial management, record keeping, environmental clearance, client intake and eligibility verification, construction monitoring, and contract close out. Proposals will be evaluated based on several criteria including but not limited to: experience, work performance, capacity to perform, and proposed cost.

For a copy of the “Request for Proposals”, contact Lydia Moreno, City Secretary, at 956-347-3512. Please submit three (3) copies of your proposal of services, a statement of qualifications, a list of references, and a proposed cost schedule to the City of Lyford, 13550 Main Avenue, Lyford Texas 78569.

Proposals must be received by the City no later than June 14th, 2018 by 4:00 PM, to be considered. The City reserves the right to negotiate with any and all management consultants or firms that submit proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. The City reserves the right to reject any or all proposals.

The City of Lyford is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.

# CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Street Paving

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve Oleander Avenue street paving from Glen Lofton to Broadway Avenue.

- Mr. Flores is still waiting on instructions to bid out the street. We did not take action at the last meeting. Discussed to have him revise the plans and specs and bid out again.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*

## CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Basic Emergency Plan

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve the revised/amended Basic Emergency Plan as required every 5 years.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Andres Maldonado*  
*Public Safety Director*



# RECORD OF CHANGES

## Basic Plan

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
01	07-09-2018	APPROVAL AND IMPLEMENTATION	ANDRES MALDONADO
02	07-09-2018	BP-1(c) 3&4 LOCAL	ANDRES MALDONADO
03	07-09-2018	BP-(A) CIVIL DISORDER	ANDRES MALDONADO
04	07-09-2018	BP-16(b)(1), (c)(1), (e)(1) POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
05	07-09-2018	BP-17(g)(1) POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
06	07-09-2018	BP-19(L)(1)K, (6)(B)(1) POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
07	07-09-2018	BP-22(i)(1), VII (A)(3) POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
08	07-09-2018	BP-25 (B)(2), (3)(B) POLICE CHIEF TO PUBLIC SAFETY DIRECTOR (6) WCEMS ADDRESS CHANGE (7) MOBILE COMMAND STATEMENT	ANDRES MALDONADO
09	07-09-2018	BP-26 POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
10	07-09-2018	BP-32 POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
11	07-09-2018	BP-1-1 POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
12	07-09-2018	BP-3-1 NUMBER OF COMMISSIONER, 4 TO 5 POLICE CHIEF TO PUBLIC SAFETY DIRECTOR ADDED FIRE DEPARTMENT UNDER PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO
13	07-09-2018	BP-5-1 POLICE CHIEF TO PUBLIC SAFETY DIRECTOR	ANDRES MALDONADO

# RECORD OF CHANGES

## Annex A

### WARNING

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY
01	07-09-2018	Signatures/Titles	Andres Maldonado
02	07-09-2018	A-5 NOAA at City Hall	Andres Maldonado
03	07-09-2018	A-7 Outdoor Warning System	Andres Maldonado
04	07-09-2018	A-10 Police Chief to Public Safety Director	Andres Maldonado
05	07-09-2018	A-11 Police Chief to Public Safety Director	Andres Maldonado
06	07-09-2018	A-14 Police Chief to Public Safety Director	Andres Maldonado
07	07-09-2018	A-1-1 Fire/Police Chief to Public Safety Director/Fire Chief	Andres Maldonado
08	07-09-2018	A-1-2 Police Chief to Public Safety Director	Andres Maldonado
09	07-09-2018	A-2-2 (D-4) Police Chief to Public Safety Director	Andres Maldonado
10	07-09-2018	A-4-2 (4-A) Radio Station KFRQ Phone Number	Andres Maldonado
11	07-09-2018	A-5-B-1 (1) Police Chief to Public Safety Director	Andres Maldonado
12	07-09-2018	A-5-F-1 (1) Police Chief to Public Safety Director	Andres Maldonado
13	07-09-2018	A-6-1 Listed Outdoor Warning System	Andres Maldonado



# RECORD OF CHANGES

## Annex C

### Shelter & Mass Care

<b>Change #</b>	<b>Date of Change</b>	<b>Description</b>	<b>Changed By</b>
01	07-09-2018	C-11 Police Chief to Public Safety Director	Andres Maldonado

# RECORD OF CHANGES

## Annex E

### Evacuation

<b>Change #</b>	<b>Date of Change</b>	<b>Description</b>	<b>Changed By</b>
01	07-09-2018	E-16 Police Chief to Public Safety Director	Andres Maldonado
02	07-09-2018	E-2-1 Added I-69 as Identifiable Evacuation Route	Andres Maldonado
03	07-09-2018	E-3-1 Changed (not an) to (is) identified hurricane risk	Andres Maldonado

**RECORD OF CHANGES**

**Annex I**

**PUBLIC INFORMATION**

<b>Change #</b>	<b>Date of Change</b>	<b>Description</b>	<b>Changed By</b>
01	07-09-2018	I-7 Police Chief to Public Safety Director	Andres Maldonado

# RECORD OF CHANGES

## Annex M

### Resource Management

<b>Change #</b>	<b>Date of Change</b>	<b>Description</b>	<b>Changed By</b>
01	07-09-2018	M-1-2 Remove Wal-Mart Add Alamo Lumber Co and Willacy County Coop	Andres Maldonado
02	07-09-2018	M-3-3 Resource Inventory Changes in Law Enforcement and Public Works & Engineering	Andres Maldonado

# RECORD OF CHANGES

## Annex N

### Direction and Control

Change #	Date of Change	Description	Changed By
01	07-09-2018	N-12 Correction, Lyford PD to Lyford CISD PD. Chief of Police to Public Safety Director	Andres Maldonado
02	07-09-2018	N-1-1 Correction, Tab C to Section V-C Concepts of Operation	Andres Maldonado



# RECORD OF CHANGES

## Annex O

### Human Services

Change #	Date of Change	Description	Changed By
01	07-09-2018	O-10 Police Chief to Public Safety Director	Andres Maldonado

# RECORD OF CHANGES

## Annex Q

### Hazardous Materials & Oil Spill Response

Change #	Date of Change	Description	Change By
01	07-09-2018	Q-7-1 Added I-69	Andres Maldonado

# RECORD OF CHANGES

## Annex V

### Terrorist Incident Response

<b>Change #</b>	<b>Date of Change</b>	<b>Description</b>	<b>Changed By</b>
01	07-09-2018	V-6 Chief of Police to Public Safety Director	Andres Maldonado
02	07-09-2018	V-14 Chief of Police to Public Safety Director	Andres Maldonado
03	07-09-2018	V-17 Chief of Police to Public Safety Director	Andres Maldonado

# CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Fire Department Bylaws

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve revised Lyford Volunteer Fire Department Oath, Constitution, and Bylaws.

Highlighted are the new changes.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Andres Maldonado*  
*Public Safety Director*

**LYFORD VOLUNTEER FIRE DEPARTMENT  
OATH, CONSTITUTION, AND BY LAWS**

# LYFORD VOLUNTEER FIRE DEPARTMENT CONSTITUTION AND BYLAWS

## OATH OF THE FIREMAN

I, (state your full name), having associated myself with the Lyford Volunteer Fire Department, in the City of Lyford, Willacy County, Texas, pledge myself to support the laws and regulations of the said Department; and to respect and obey the officers, when on duty; that I furthermore pledge myself to sustain my officers in the discharge of their duties, and to hold myself bound in honor to confirm and abide by in every respect, the Constitution and By-Laws.

## ARTICLE 1 – NAME

This organization shall be known by the name and style of the Lyford Volunteer Fire Department, also the Lyford Fire Department, and hereafter may be referred to as the “Department.”

## ARTICLE 2 – PURPOSE AND OBJECTIVE

- 2.1 The purpose of the Department shall be to protect lives and property through fire prevention and public fire education, fire suppression, rescue, and hazard mitigation.
- 2.2 The objective of the Department shall be to protect the citizens against the danger of fire, panic, explosion, other hazardous conditions, and any emergency events that may occur in the community.
- 2.3 The number of active members, including the Fire Chief and the Assistant Fire Chief shall not exceed twenty (20).

## ARTICLE 3 – DEFINITIONS

*Approved* or *approval* when pertaining to membership means ratified by a 51% majority vote of the qualified members present during a meeting. All other references of *approved* or *approval* means ratified by a majority vote of the qualified members present during a meeting.

*Member* is any member in good standing with the department and who is not on probation, suspension; leave of absence, or against whom no unpaid fines, assessments or dues are standing.

*NFPA* means National Fire Protection Association

*On duty* means any time a member is performing duties of the department.

*Primary response area* is that area, Spur 56, (FM 1420, FM 1425 and FM 1018), defined by the Fire Chief, where the Department has the primary responsibility for providing the objectives (as defined in Article 2, Section 1).

*Quorum* is 51% of the qualified members

*ICS-100* is the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

*ICS -200* is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

*Firefighter I* is the basic fundamentals of firefighting provided to the members by TEEX. This training includes,

#### **ARTICLE 4 – FIRE CHIEF AND OFFICERS**

- 4.1 The Public Safety Director will be selected by the Commission of the City of Lyford and shall be held without limitation of term.
  - A. The Fire Chief position will be selected by the Commission of the City of Lyford and shall be held without limitation of term.
- 4.2 The Officers of the Department may consist of an Assistant Fire Chief, Fire Captain, Lieutenant, and a Sergeant @ Arms, and shall be held without limitation of term.
- 4.3 Executive Officers of the Department may consist of a Secretary/Treasurer. The executive positions can be held by Department officers.
- 4.4 No more than one member of an immediate family (spouse, mother, father, brother, sister, son, or daughter) may hold an officer position at the same time.
- 4.5 Only qualified members will be eligible for office.
- 4.6 The term of office for executive positions will begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the elected year. Should vacancies of offices occur, replacements may be elected at any regular or special meeting and the person elected may hold office only for the remainder of the term as described.

4.7 Should an officer not be able to perform his duties due to a Leave of Absence or Medical Leave, Chief may appoint a Temporary Officer *who is a qualified* member to fulfill the duties of that officer. This term shall not exceed one hundred twenty (120) days. Should this period extend past the period (120 days), the officer position should be filled per 4.5.

4.8 All officers shall oversee station, suppression, rescue, hazmat, and extracurricular activities.

4.9 Appointment and Termination of the Public Safety Director and the Fire Chief will be decided by the City Commissioners, Termination of Assistant Fire Chief, Lieutenant, and Sergeant @ Arms will be decided by the members of the department. Grounds for termination or reassignment need to be provided during a regular business or special meeting, wherein a vote from a quorum of members will proceed.

## ARTICLE 5 – ELECTIONS OF OFFICERS

5.1 The elections of Officers will be held annually at the first meeting in December, except as defined in Article 4 Section 5. The election of officers will be the first order of business at this meeting. This meeting will be known as the Annual Meeting.

5.2 No later than the end of the first meeting in November, members desiring to run for office must file in writing with the Fire Chief, their intention to run, indicating the desired office. The member wanting to run must meet the minimum qualifications at the beginning of the term.

5.3 All voting will be done in secret, on official ballots authorized by the members, and tallied by the Secretary/Treasurer. Ballots shall be kept confidential.

5.4 The qualified member, as of January 1, with the highest number of votes will assume that office.

5.5 Each active member will have one vote. Inactive members will not be allowed to vote.

5.6 All members shall follow the chain of command, in the order of lowest rank to highest rank.

## ARTICLE 6 – DUTIES OF OFFICERS

### 6.1 Fire Chief

(a) Shall perform, including but not limited to, the duty of commanding officer at all



suppression, rescue, hazard mitigation, fire prevention, and fire education activities;

(b) Settle all disputes of all members when on duty.

(c) See that all apparatus and everything pertaining thereto are kept in good order and repair;

(d) Direct the training program of the department and order drills, giving the officers adequate notice;

(e) Present a monthly report to the City of Lyford during regular meeting held by the city, including the explanation of calls for service, events, activities, and/or monies spent;

(f) Report all calls for service monthly, in accordance with the National Fire Incident Reporting System, TEXFIRS, NIMS, and the Texas Forest Service;

(g) Be responsible for maintaining all record of the department;

(h) Research, plan, develop, and plan programs as needed to provide the quality of service to the community in relation to the objective listed in Article 2 Section 1;

(i) Prepare present and manage a budget approved by the City Council for the expenses incurred for the routine operations of the department;

(j) Keep the Public Safety Director informed of all major incidents and activity that may directly impact the Department or its personnel;

(k) Perform other duties as assigned by:

(1) The Public Safety Director

(2) The City Council

(3) The City Mayor

## 6.2 Assistant Fire Chief

(a) Aid the Fire Chief in the discharge of the Fire Chief's duties;

(b) Obey the Fire Chief's orders; and

(c) Perform the duties of the Fire Chief in the absence of the Fire Chief;

### 6.3 Captain, Lieutenant and Sergeant @ Arms

(a) Take charge of members at fires and emergency incidents;

(b) See that all of the members are well skilled in handling the apparatus at fires and on parade;

(c) See that all apparatus is placed in the station in good condition after each fire or parade and see that everything pertaining thereto is in good condition to be used on short notice;

(d) See that all station doors are closed properly after any nighttime fire;

(e) Hold extra training drills or parades at the direction of the Chief;

(f) Counsel with members when members are neglectful in the performance of their duties.

(g) Make a written report to the Public Safety Director, Chief and/or Assistant Chief for discipline of members whose conduct is unbecoming as a member of the Lyford Volunteer Fire Department.

(h) Captain, Lieutenant, and Sergeant @ Arms will be subject to order and/or commands of the Chief and/or Assistant Chief.

### 6.4 Secretary/Treasurer

(a) Keep a written record of the Department's proceedings;

(b) Keep a roll of the members in attendance at all meetings and post quarterly percentages of meeting attended by members;

(c) Keep a full financial accounting of the Department using recognized accounting procedures;

(d) Collect and receive all money due the Department, and deposit into the Fundraiser account on the next business day of collecting the funds or within a reasonable time allotted by the Chief;

(e) Make disbursements as approved by the Department;

(f) Keep an account of all receipts and disbursements of money in a book procured for that purpose;

(g) Submit, at each business meeting a report of the financial standings of the Department, and any monies allocated or spent.

(h) Assist the Fire Chief and Assistant Fire Chief with the Department budget.

## **ARTICLE 7 – MINIMUM QUALIFICATIONS FOR APPLICATION**

### **7.1 Applicants for membership in the Department shall:**

(a) Have attained the age of eighteen (18),

(b) Have a high school diploma, or GED equivalent, or be a high school student in good standing,

(c) Be of good moral character,

(d) Not have at any time within the previous twenty-four (24) months, been discharged with a dishonorable dismissal from any Department,

(e) Must be willing to undergo a criminal background check

**7.2** All applications for membership will be made in writing on the approved application.

**7.3** All applicants will be present at the meeting which his/her application will be discussed at which time will be asked a series of questions by qualified members.

7.4 All applications will be considered at the upcoming regular meeting after the application date where a vote will be cast by members.

7.5 All applicants receiving 51% of the majority vote from members will be notified of their acceptance into the department, at which time will have a series of waivers to sign and will be given a copy of the list of contacts, bylaws, constitution and will be required to recite the Department Oath (which will be read by an officer of the Department).

7.6 All applicants must pass a physical examination by a physician approved by the City of Lyford.

7.7 New applicants may be required to take a drug test prior to being accepted into the Department. Current members may be required to submit to a drug test upon request of the Public Safety Director or the Fire Chief.

## ARTICLE 8 – DUTIES OF MEMBERS

8.1 Applicants who have been duly elected as a member of the Department shall have their name entered on the roll as a member and be entitled to all the privileges and subject to the duties membership.

8.2 It shall be the duty of all members to:

(a) Report to the fire station upon the alarm, or contact with the exception that;

(1) The Public Safety Director, the Fire Chief and the Assistant Fire Chief may respond directly to the scene; and

(2) Special circumstances as approved by the Fire Chief or Assistant Fire Chief.

(b) Do all in their power, under the directions of the officers, in preserving life, extinguishing fires, and protecting property;

(c) Aid in replacing the hose and apparatus properly, and when the Chief shall have excused, be at liberty to depart;

(d) Do all in their power to participate in all other programs as approved by the Department;

(e) be responsible for and properly maintain all equipment issued by the Department.

(f) Must adhere to Article 7 Section 1.

8.3 Deleted; Moved to Article 9

8.4 Deleted; Moved to Article 9

## **ARTICLE 9 – STATUS OF MEMBERS AND OFFICERS**

9.1 Active service members will be dispatched to all fire alarms;

9.2 Inactive service members will not be dispatched to fire alarms, but will continue to be required to attend regular meetings and special events until required amount of hours have been acquired;

9.3 Officers will be required to obtain ICS-100 and ICS-200 along with Firefighter I & II, in order to be considered for an officer position;

ICS-100 and ICS-200 can be obtained thru any approved training facility including online training sites;

Firefighter I & II can be obtained thru TEEK at the annual South Texas Event;

9.4 To maintain active status as a qualified member, each member will:

(a) Respond to 50% of the alarmed fires, and

(b) Attend 25% of all the training meetings and 75% of the regular business meetings of the Department.

9.5 All firefighters must follow Standard Operating Guidelines of the Lyford Volunteer Fire Department;

## **ARTICLE 10 – LEAVE OF ABSENCE**

10.1 Any qualified member may request a leave of absence for personal reasons from meetings, fires, or both with the following requirements and restrictions:

(a) All leaves shall be approved by the Public Safety Director, the Fire Chief and the Assistant Fire Chief;

(b) All requests for leaves shall be in writing, specify the type of leave, and will only be presented to the Department during a regular business meeting;

(c) No more than six (6) months leave will be granted during any twelve (12) month period; unless an extension is granted by the Public Safety Administrator and the Fire

**Chief,**

(d) A member that is granted a leave of absence for any reason will not be eligible for perfect attendance awards;

(e) No member on leave may participate in any voting by the department;

(f) No one on probation will be granted leave **unless approved by the Public Safety Director or the Fire Chief.**

**10.2** Any member will be routinely granted medical leave of absence with the following requirements and/or restrictions:

(a) A doctor's report/excuse shall be presented to the Fire Chief indicating restrictions that the doctor has placed on the member;

(b) A medical leave will automatically be granted for a period not to exceed one (1) year, after which the member will be dropped from the rolls.

(1) Any member dropped from the rolls for medical reasons, will be considered as leaving the Department in good standings.

(2) No one will be taken off Medical Leave without a doctor's release.

**10.3** Members in the military, who are required to report for duty, shall be routinely granted a leave of absence for the period of time which they are required to serve.

**10.4** No more than 20% of the department shall be on a granted leave of absence at any one time.

**10.5** All issued equipment must be returned to the department before a leave will be granted.

**ARTICLE 11 – PROBATION**

**11.1** Each new member will be placed on **ninety (90) day probation** with a review after each month.

(a) Each review will be based on attendance, training, accountability, and performance during calls, activities, and meetings;

(b) Each review will be discussed with the members during the next business meeting at which time a vote will be cast to continue or dismiss the probationary member's status. A 51% quorum will be required to continue.

**11.2** Any member may be placed on probation for being considered neglectful of duties, by the Chief or action of the Department for a period as deemed necessary.

**11.3** Any member on probation shall not have voting privileges.

**11.4** Any member out of the department for a period of 2 years or more shall serve probation in accordance with Article 10.1.

**11.5** No probationary fireman will be allowed to run emergency lights and sirens or operate a fire apparatus without a qualified member on board. The Fire Chief, in extreme emergencies may execute an administrative decision overriding this rule.

#### **ARTICLE 12 – RESIGNATION**

**12.1** No resignation of a member shall be accepted until all equipment is returned.

**12.2** Resignation shall be made in writing and shall be accepted provided that all equipment is returned.

#### **ARTICLE 13 – MEMBER BENEFITS**

**13.1** All members shall be issued, sign for, and is responsible for the following equipment, if available, paid for by the Department. This equipment shall be returned to the Department upon leaving the Department for any reason.

(a) NFPA compliant structural fire fighting protective clothing, including helmet, coat, pants, gloves, suspenders, and boots

(b) Pager or Radio

(c) Wildland gear, including helmet, face guard, goggles, gloves, and jumpsuit

(d) and other equipment as may be issued by the Department.

**13.2** Training that is approved by the Fire Chief may be paid for by the department, outside the City of Lyford.

## ARTICLE 14 – DISCIPLINARY ACTIONS

14.1 Whenever it is considered that a member is repeatedly neglectful of the member's duties, the accused member may be placed on probation, censored, reduced in rank or discharged from the Department as approved by the Department.

(a) All charges against a member shall be presented in writing at a regular business meeting, signed by one or more qualified members, and shall be referred to the Fire Chief, and a copy be presented to the accused;

(b) The Fire Chief shall make a report upon the case at the next regular business meeting for action by the Department.

(c) The Fire Chief shall notify the accused of the action taken by the Department

14.2 Any member who shall be absent from 3 consecutive meetings without an excuse in shall be suspended from the Department until the Department takes action.

14.3 Any member may be suspended or terminated for failure to abide by the Oath of the Fireman, failure to follow this Constitution and its By-Laws or failure to follow Department published Policies and Procedures. Suspension or termination shall be determined by the Public Safety Director or the Fire Chief, until the Department takes action.

## ARTICLE 15 – MEETINGS

15.1 The annual meeting shall occur on the first Thursday night in December @ 6:00pm

15.2 The regular business meetings shall be held on every other Thursday night of each month set to begin @ 6:30PM

15.3 Training meetings will be held every other Tuesday night, and will be set to begin at 6:30pm.

15.4 Special or Emergency meetings shall be held when necessary but to include a quorum

15.5 No absentee ballots will be allowed.



### **15.6 Meetings and Discussions**

- (a) An agenda will be prepared by the Fire Chief prior to the meeting
- (b) Any items requiring action shall be placed on the agenda prior to the meeting
- (c) Any member may request any item to be placed on the agenda.

**15.7** Roll call will be taken at the beginning of business meetings.

**15.8** Meeting will be opened with a prayer and the recital of the Pledge of Allegiance. No member will be required to participate in prayer or Pledge of Allegiance because of religious beliefs.

**15.9** Training will be held every other Tuesday.

### **ARTICLE 16 – MISCELLANEOUS**

**16.1** Amendments to this Constitution and By-Laws may be made at any regular business meetings, at suggestion of the Membership, Officers, Fire Chiefs and/or Public Safety Director. Amendments will be sent for approval to the City Council for final approval.

**16.2** This organization being principally volunteer in its character and having for its purpose the welfare of the community, there shall be no charge for entrance or monthly dues.

**16.3** All equipment issued by the Department will be paid for by the Department or the City of Lyford.

### **ARTICLE 17 – TRAINING**

**17.1** The training of the members will be a high priority and be held on every other Tuesday.

**17.2** The Department will follow guidelines for training as prescribed by the State Fireman's and Fire Marshals' Association of Texas Volunteer Certification Program and TEEEX to be known hereafter as the Certification Program.

**17.3** Training credit hours for each member will be given at the discretion of the Fire Chief depending on;

- (a) The level of participation of the individual member
- (b) The amount of time/participation of the individual member.

17.4 It will be the responsibility of each individual to sign the roster.

**ARTICLE 18 – PERSONAL VEHICLE RESPONSE**

**MOVED TO STANDARD OPERATING PROCEDURES**

4/12/10

LYFORD VOLUNTEER FIRE DEPARTMENT  
OATH, CONSTITUTION, AND BY LAWS

VERSION:

April 12, 2010

# LYFORD VOLUNTEER FIRE DEPARTMENT CONSTITUTION AND BYLAWS

## OATH OF THE FIREMAN

I, (state your full name), having associated myself with the Lyford Volunteer Fire Department, in the City of Lyford, Willacy County, Texas, pledge myself to support the laws and regulations of the said Department; and to respect and obey the officers, when on duty; that I furthermore pledge myself to sustain my officers in the discharge of their duties, and to hold myself bound in honor to confirm and abide by in every respect, the Constitution and By-Laws.

## ARTICLE 1 – NAME

This organization shall be known by the name and style of the Lyford Volunteer Fire Department, also the Lyford Fire Department, and hereafter may be referred to as the “Department.”

## ARTICLE 2 – PURPOSE AND OBJECTIVE

- 2.1 The purpose of the Department shall be to protect lives and property through fire prevention and public fire education, fire suppression, rescue, and hazard mitigation.
- 2.2 The objective of the Department shall be to protect the citizens against the danger of fire, panic, explosion, other hazardous conditions, and any emergency events that may occur in the community.
- 2.3 The number of active members, including the Fire Chief and the Assistant Fire Chief shall not exceed twenty (20).

## ARTICLE 3 – DEFINITIONS

*Approved* or *approval* when pertaining to membership means ratified by a 51% majority vote of the qualified members present during a meeting. All other references of *approved* or *approval* means ratified by a majority vote of the qualified members present during and meeting.

*Member* is any member in good standing with the department and who is not on probation, suspension; leave of absence, or against whom no unpaid fines, assessments or dues are standing.

*NFPA* means National Fire Protection Association

*On duty* means any time a member is performing duties of the department.

*Primary response area* is that area, defined by the Fire Chief, where the Department has the primary responsibility for providing the objectives (as defined in Article 2, Section 1).

*Quorum* is 51% of the qualified members

#### **ARTICLE 4 – FIRE CHIEF AND OFFICERS**

- 4.1 The Fire Chief will position will be selected by the Commission of the City of Lyford and shall be held without limitation of term.
- 4.2 The officers of the Department shall consist of an Assistant Fire Chief, Fire Captain, Lieutenant, and a Sergeant, and shall be held without limitation of term.
- 4.3 Executive officers of the Department shall consist of a Secretary, and treasurer. The executive positions can be held by Department officers.
- 4.4 No more than one member of an immediate family (spouse, mother, father, brother, sister, son, or daughter) may hold an officer position at the same time.
- 4.4 Only qualified members will be eligible for office.
- 4.5 The term of office for executive positions will begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the elected year. Should vacancies of offices occur, replacements may be elected at any regular or special meeting and the person elected shall hold office only for the remainder of the term as described.
- 4.6 Should an officer not be able to perform his duties due to a Leave of Absence or Medical Leave, Chief may appoint a Temporary Officer *who is a qualified* member to fulfill the duties of that officer. This term shall not exceed one hundred twenty (120) days. Should this period extend past the period (120 days), the officer position should be filled per 4.5.
- 4.7 All officers shall oversee station, suppression, rescue, hazmat, and extracurricular activities.
- 4.8 Appointment and Termination of the Fire Chief will be decided by the City Commissioners. Termination of Assistant Fire Chief, Lieutenant, and Sergeant will be decided by the members of the department. Grounds for termination or reassignment need to be provided during a regular or special meeting, wherein a vote from a quorum of

members will proceed. **ARTICLE 5 – ELECTIONS OF OFFICERS**

- 5.1** The elections of executive officers will be held annually at the first meeting in December, except as defined in Article 4 Section 5. The election of officers will be the first order of business at this meeting. This meeting will be known as the Annual Meeting.
- 5.2** No later than the end of the first meeting in November, members desiring to run for office must file in writing with the Fire Chief, their intention to run, indicating the desired office. The member wanting to run must meet the minimum qualifications at the beginning of the term.
- 5.3** All voting will be done in secret, on official ballots authorized by the members, and tallied by the Secretary. Ballots shall be kept confidential.
- 5.4** The qualified member, as of January 1, with the highest number of votes will assume that office.
- 5.5** Each active member will have one vote. Inactive members will not be allowed to vote.
- 5.6** Open positions for Assistant Fire Chief, Lieutenant, and Sergeant will be filled by a vote from a quorum of members during the next regular or called meeting. The same voting process will be taken as stated in Article 5 Sections 3, 4, and 5. The nomination for the position will come from the active members of the department including officers.

**ARTICLE 6 – DUTIES OF OFFICERS**

**6.1 Fire Chief**

- (a) Shall perform, including but not limited to, the duty of commanding officer at all suppression, rescue, hazard mitigation, fire prevention, and fire education activities;
- (b) Settle all disputes of all members when on duty.
- (c) See that all apparatus and everything pertaining thereto are kept in good order and repair;
- (d) Direct the training program of the department and order drills, giving the officers adequate notice;
- (e) Present a monthly report to the City of Lyford during regular meeting held by the city, including the explanation of calls for service, events, activities, and/or monies spent;

(f) Report all calls for service monthly, in accordance with the National Fire Incident Reporting System, TEXFIRS, NIMS, and the Texas Forest Service;

(g) Be responsible for maintaining all record of the department;

(h) Research, plan, develop, and plan programs as needed to provide the quality of service to the community in relation to the objective listed in Article 2 Section 1;

(i) Prepare present and manage a budget approved by the City Council for the expenses incurred for the routine operations of the department;

(j) Perform other duties as assigned by:

(1) A 51% majority vote of qualified members present at any meeting;

(2) The City Mayor;

(3) The City Council.

## 6.2 Assistant Fire Chief

(a) Aid the Fire Chief in the discharge of the Fire Chief's duties;

(b) Obey the Fire Chief's orders; and

(c) Perform the duties of the Fire Chief in the absence of the Fire Chief.

## 6.3 Captain, Lieutenant and Sergeant

(a) Take charge of members at fires and emergency incidents;

(b) See that all of the members are well skilled in handling the apparatus at fires and on parade;

(c) See that all apparatus is placed in the station in good condition after each fire or parade and see that everything pertaining thereto is in good condition to be used on short

notice;

(d) See that all station doors are closed properly after any nighttime fire;

(e) Hold extra training drills or parades at the direction of the Chief;

(f) Counsel with members when members are neglectful in the performance of their duties.

(g) Make a written report to the Chief and/or Assistant Chief for discipline of members whose conduct is unbecoming as a member of the Lyford Volunteer Fire Department.

(h) Captain, Lieutenant, and Sergeant will be subject to order and/or commands of the Chief and/or Assistant Chief.

#### 6.4 Secretary, and Treasurer

(a) Keep a written record of the Department's proceedings;

(b) Keep a roll of the members in attendance at all meetings and post quarterly percentages of meeting attended by members;

(c) Keep a full financial accounting of the Department using recognized accounting procedures;

(d) Collect and receive all money due the Department, and submit to the City on the next business day of collecting or receiving said monies.

(e) Make disbursements as approved by the Department;

(f) Keep an account of all receipts and disbursements of money in a book procured for that purpose;

(g) Submit, at each business meeting a report of the financial standings of the Department, and any monies allocated or spent.



(h) Assist the Fire Chief and Assistant Fire Chief with the Department budget.

## **ARTICLE 7 – MINIMUM QUALIFICATIONS FOR APPLICATION**

7.1 Applicants for membership in the Department shall:

- (a) Have attained the age of eighteen (18),
- (b) Have a high school diploma, or GED equivalent, or be a high school student in good standing,
- (c) Be of good moral character,
- (d) Not have facial hair that will interfere with the safe operation of self-contained breathing apparatus,
- (e) Not have at any time within the previous twenty-four (24) months, been discharged without an honorable dismissal from the Department.
- (f) Must be willing to undergo a criminal background check

7.2 All applications for membership will be made in writing on the approved application.

7.3 All applicants will be present at the meeting which his/her application will be discussed at which time will be asked a series of questions by qualified members.

7.4 All applications will be considered at the upcoming regular meeting after the application date where a vote will be cast by members.

7.5 All applicants receiving 51% of the majority vote from members will be notified of their acceptance into the department, at which time will have a series of waivers to sign and will be given a copy of the list of contacts, bylaws, constitution and will be required to recite the Department Oath (which will be read by an officer of the Department).

## **ARTICLE 8 – DUTIES OF MEMBERS**

8.1 Applicants who have been duly elected as a member of the Department shall have their name entered on the roll as a member and be entitled to all the privileges and subject to the duties membership.

8.2 It shall be the duty of all members to:

- (a) Report to the fire station upon the alarm, or contact with the exception that;
  - (1) The Fire Chief and the Assistant Fire Chief may respond directly to the scene;  
and
  - (2) Special circumstances as approved by the Chief or the Department.
- (b) Do all in their power, under the directions of the officers, in preserving life, extinguishing fires, and protecting property;
- (c) Aid in replacing the hose and apparatus properly, and when the Chief shall have excused, be at liberty to depart;
- (d) Do all in their power to participate in all other programs as approved by the Department;
- (e) be responsible for and properly maintain all equipment issued by the Department.
- (f) Must adhere to Article 7 Section 1.

8.3 To maintain active status as a qualified member, each member will:

- (a) Respond to 25% of the alarmed fires, and
- (b) Attend 25% of all the regular meetings and 75% of the business meetings of the Department, and
- (c) Acquire 24 hours of in-house training, sponsored by the Department

8.4 All firefighters must follow Standard Operating Guidelines of the Lyford Volunteer Fire Department

## **ARTICLE 9 – LEAVE OF ABSENCE**

9.1 Any qualified member may request a leave of absence for personal reasons from meetings, fires, or both with the following requirements and restrictions:

(a) All leaves shall be approved by the Department;

(b) All requests for leaves shall be in writing, specify the type of leave, and will only be presented to the Department during a regular meeting;

(c) No more than six (6) months leave will be granted during any twelve (12) month period;

(d) A member that is granted a leave of absence for any reason will not be eligible for perfect attendance awards;

(e) No member on leave may participate in any voting by the department;

(f) No one on probation will be granted leave.

9.2 Any member will be routinely granted medical leave of absence with the following requirements and/or restrictions:

(a) A doctor's report/excuse shall be presented to the Fire Chief indicating restrictions that the doctor has placed on the member;

(b) A medical leave will automatically be granted for a period not to exceed one (1) year, after which the member will be dropped from the rolls.

(1) Any member dropped from the rolls for medical reasons, will be considered as leaving the Department in good standings.

(2) No one will be taken off Medical Leave without a doctor's release.

9.3 Members in the military, who are required to report for duty, shall be routinely granted a leave of absence for the period of time which they are required to serve.

9.4 No more than 20% of the department shall be on a leave of absence at any one time.

9.5 All issued equipment must be returned to the department before a leave will be granted.

## **ARTICLE 10 – PROBATION**

10.1 Each new member will be placed on ninety (90) day probation with a review after each month.

(a) Each review will be based on attendance, training, accountability, and performance during calls, activities, and meetings;

(b) Each review will be discussed with the members during the next business meeting at which time a vote will be cast to continue or dismiss the probationary member's status. A 51% quorum will be required to continue.

10.2 Any member may be placed on probation for being considered neglectful of duties, by the Chief or action of the Department for a period as deemed necessary.

10.3 Any member on probation shall not have voting privileges.

10.4 Any member out of the department for a period of 2 years or more shall serve probation in accordance with Article 10.1.

10.5 No probationary fireman will be allowed to run emergency lights and sirens.

## **ARTICLE 11 – RESIGNATION**

11.1 No resignation of a member shall be accepted until all equipment is returned.

11.2 Resignation shall be made in writing and shall be accepted provided that all equipment is returned.

## **ARTICLE 12 – MEMBER BENEFITS**

12.1 All members shall be issued, sign for, and is responsible for the following equipment, if available, paid for by the Department. This equipment shall be returned to the Department upon leaving the Department for any reason.

(a) NFPA compliant structural fire fighting protective clothing, including helmet, coat, pants, gloves, nomex hood, suspenders, and boots

(b) Pager or Radio

(c) Wildland gear, including helmet, face guard, goggles, gloves, and jumpsuit

(d) and other equipment as may be issued by the Department.

12.2 Training that is approved by the Fire Chief is paid for by the department, outside the City of Lyford.

### **ARTICLE 13 – DISCIPLINARY ACTIONS**

13.1 Whenever it is considered that a member is repeatedly neglectful of the member's duties, the accused member may be placed on probation, censored, reduced in rank or discharged from the Department as approved by the Department.

(a) All charges against a member shall be presented in writing at a regular meeting, signed by one or more qualified members, and shall be referred to the Fire Chief, and a copy be presented to the accused;

(b) The Fire Chief shall make a report upon the case at the next regular meeting for action by the Department.

(c) The Secretary/Treasurer shall notify the accused of the action taken by the Department

13.2 Any member who shall be absent from 3 consecutive meetings without an excuse in writing shall be suspended from the Department until the Department takes action.

13.3 Any member may be suspended or terminated for failure to abide by the Oath of the Fireman, failure to follow this Constitution and its By-Laws or failure to follow Department published Policies and Procedures. Suspension or termination shall be determined by a 51% vote of members.

### **ARTICLE 14 – MEETINGS**

14.1 The annual meeting shall occur on the first Thursday night in December @ 6:00pm

14.2 The regular business meetings shall be held on the first Thursday night of each month set to begin @ 6:30PM

14.3 Regular meeting will be held every Thursday that is not a business meeting or an annual meeting and will be set to begin at 6:30pm

14.4 Special meeting shall be held when necessary but to include a quorum

**14.5** No absentee ballots will be taken

**14.6** Meetings of this Department shall be governed by parliamentary rule. Where not specified in the Constitution and By-Laws, the Fire Chief shall use the latest edition of Robert's Rules of Order to govern proper parliamentary procedure.

(a) An agenda will be prepared by the Fire Chief prior to the meeting

(b) Any items requiring action shall be placed on the agenda prior to the meeting

(c) Any member may request any item to be placed on the agenda.

**14.7** Roll call will be taken at the end of business meetings.

**14.8** Meeting will be opened with a prayer and the recital of the Pledge of Allegiance, and be closed with a prayer.

**14.9** Training will be held every other Thursday after the Regular meetings at which time hydrants may be inspected.

## **ARTICLE 15 – MISCELLANEOUS**

**15.1** Amendments to this Constitution and By-Laws may be made at any regular meetings, by 51% vote of the membership present. Notice of such amendments shall be given in writing at a previous meeting.

**15.2** This organization being principally volunteer in its character and having for its purpose the welfare of the community, there shall be no charge for entrance or monthly dues.

**15.3** All equipment issued by the Department will be paid for by the Department or the City of Lyford.

## **ARTICLE 16 – TRAINING**

**16.1** The training of the members will be a high priority and be held after Regular meetings.

**16.2** The Department will follow guidelines for training as prescribed by the State Fireman's and Fire Marshals' Association of Texas Volunteer Certification Program and TEEEX to be known hereafter as the Certification Program.

16.3 Training credit hours for each member will be given at the discretion of the Fire Chief depending on;

- (a) The level of participation of the individual member
- (b) The amount of time/participation of the individual member.

16.4 It will be the responsibility of each individual to sign the roster.

#### **ARTICLE 17 – PERSONAL VEHICLE RESPONSE**

17.1 Only incident command (Fire Chief and Asst. Fire Chief) are allowed to report to an incident scene or fire alarm, all other personnel unless alarm or scene is in pathway to station, must report to fire station to be dispatched to scene as needed.

17.2 Sirens and Lights are only to be used when responding to an incident, fire alarm, or responding to station for a fire alarm, or incident.

(a) IF CAUGHT PLAYING OR MISUSING LIGHTS OR SIRENS BY ANY ONE PERSON, PRIVLIAGE WILL BE REMOVED FROM ENTIRE DEPARTMENT, EXCEPT FOR OFFICERS. THIS INCLUDES IN STATION OR EVENT PARKING AREAS. TESTING EQUIPMENT OWN RESIDENCE IS ALLOWED.

(b) HORSE PLAY WILL NOT BE TOLORATED!

17.3 An authorized emergency vehicle means:

- (a) A fire department or police vehicle;
- (b) A public or private ambulance operated by a person who has been issued a license by the Texas Department of Health;
- (c) A municipal department or public service corporation emergency vehicle that has been designated or authorized by the governing body of a municipality;
- (d) A private vehicle of a volunteer firefighter or a certified emergency medical services employee or volunteer when responding to a fire alarm or medical emergency.

17.4 As per Texas Transportation Code and Texas Department of Public Safety, volunteer fire department personal vehicles when responding to a fire alarm only, may engage in the following:

- (a) Run with an audible sound device such as a siren;
- (b) Use red, blue, white, or amber alternating flashing lights – green will be primarily for incident command;

Only when using lights and sirens in response to a fire alarm or emergency may you:

- (c) Proceed past a red or stop signal or stop sign, after slowing as necessary or completing a stop for safe operation;
- (d) Exceed a maximum speed limit, as long as the operator does not endanger life or property;
- (e) Disregard a regulation governing the direction of movement or turning in specified directions.



4-12-10

## Authorized Emergency Vehicle Waiver

As per Texas Transportation Code and Texas Department of Public Safety, volunteer fire department personal vehicles when responding to a fire alarm only, may engage in the following:

- Run with an audible sound device such as a siren;
- Use red, blue, white, or amber alternating flashing lights – green will be primarily for incident command;

Only when using lights and sirens may you:

- Proceed past a red or stop signal or stop sign, after slowing as necessary or completing a stop for safe operation;
- Exceed a maximum speed limit, as long as the operator does not endanger life or property;
- Disregard a regulation governing the direction of movement or turning in specified directions.

An authorized emergency vehicle means:

- A fire department or police vehicle;
- A public or private ambulance operated by a person who has been issued a license by the Texas Department of Health;
- A municipal department or public service corporation emergency vehicle that has been designated or authorized by the governing body of a municipality;
- A private vehicle of a volunteer firefighter or a certified emergency medical services employee or volunteer when responding to a fire alarm or medical emergency.

**Only incident command (Fire Chief and Asst. Fire Chief) are allowed to report to an incident scene or fire alarm, all other personnel unless alarm or scene is in pathway to station, must report to fire station to be dispatched to scene as needed.**

**Sirens and Lights are only to be used when responding to an incident, fire alarm, or responding to station for a fire alarm, or incident. IF CAUGHT PLAYING OR MISUSING LIGHTS OR SIRENS BY ANY ONE PERSON, PRIVILEGE WILL BE REMOVED FROM ENTIRE DEPARTMENT, EXCEPT FOR OFFICERS. THIS INCLUDES IN STATION OR EVENT PARKING AREAS. TESTING EQUIPMENT OWN RESIDENCE IS ALLOWED. HORSE PLAY WILL NOT BE TOLERATED!**

I \_\_\_\_\_, understand the Texas Transportation Code regarding the use of lights, sirens, and what is considered an Authorized Emergency Vehicle which has been provided to me by the Lyford Volunteer Fire Department. I understand that at any point this right can be removed if in violation of said by laws.

## CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** MOU LCISD Police

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve the Memorandum of Understanding between the Lyford CISD Police and the City of Lyford Police Department.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Andres Maldonado*  
*Public Safety Director*

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE LYFORD CISD POLICE DEPARTMENT  
AND  
THE CITY OF LYFORD POLICE DEPARTMENT

STATE OF TEXAS            )(

COUNTY OF WILLACY       )(

PARTIES

THIS AGREEMENT, entered into by and between the Lyford CISD Police Department of the State of Texas, and hereinafter referred to as the "School District Police" and the City of Lyford Police Department, a city in the State of Texas referred to hereinafter as the "Lyford Police Department".

PURPOSE

The purpose of this agreement is to establish an understanding and cooperation between the School District Police and the Lyford Police Department.

The Lyford Consolidated Independent School District (Lyford CISD) has established and communicated a policy clearly establishing the parameters of the School District Police Department.

The District understands the need to work with law enforcement agencies having overlapping jurisdiction with the District. Additionally, the Lyford Police Department is equally dedicated to serving the public by coordinating and communicating with the School District Police, during a natural or manmade disaster and other emergencies.

AGREEMENT

The Lyford Police Department and the School District Police agree to aid each other as requested and as each is capable. It is understood that the Lyford Police Department has jurisdiction throughout the city limits of Lyford and that the School District Police has jurisdiction throughout the School District. It is also understood and agreed that the School District Police will have primary responsibility for law enforcement activities within school campus boundaries of the District and all property, real and personal, outside the school campus boundaries of the District that is owned, leased, or rented by or otherwise under the District's control.

In incidents involving natural or manmade disasters, LCISD agrees to support the City of Lyford Police Department with the usage of the Lyford CISD school buses for transportation to designated HUBS in Willacy County. The Lyford CISD also agrees to provide the use of the Lyford Schools as temporary shelter of last resort.

INDEMNIFICATION

The City of Lyford Police Department shall defend, indemnify and save harmless the Lyford CISD Police Department against and from issues to the extent allowed by governing laws. The Lyford CISD shall defend, indemnify and save harmless the City against and from issues to the extent allowed by governing laws.

TERM

The term of this agreement shall be for a 12-month period from the date of this agreement. However, either party upon 30 days written notice may terminate this agreement.

EXECUTED IN DUPLICATE ORIGINAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

LYFORD C.I.S.D.

CITY OF LYFORD

By: \_\_\_\_\_  
Name: Eduardo Infante  
Title: Superintendent  
Lyford C.I.S.D.

By: \_\_\_\_\_  
Name: Jose G. Solis  
Title: Mayor

By: \_\_\_\_\_  
Name: Jesse Orozco  
Title: Lyford CISD Police Chief

By: \_\_\_\_\_  
Name: Andres Maldonado  
Title: City of Lyford Police Chief

**CITY OF LYFORD**

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** MOU LCISD Fire

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Approve the Memorandum of Understanding between the Lyford CISD Police and the City of Lyford Fire Department.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Andres Maldonado*  
*Public Safety Director*

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE LYFORD CONSOLIDATED SCHOOL DISTRICT  
AND  
THE LYFORD VOLUNTEER FIRE DEPARTMENT

STATE OF TEXAS            )(

COUNTY OF WILLACY       )(

PARTIES

THIS AGREEMENT, entered into by and between the Lyford Consolidated School District, of the State of Texas, and hereinafter referred to as the Lyford CISD and the City of Lyford Volunteer Fire Department, a volunteer department in the State of Texas referred to hereinafter as the Lyford Volunteer Fire Dept.

PURPOSE

The purpose of this agreement is to establish an understanding and cooperation between the Lyford CISD and the Lyford Volunteer Fire Dept. The Lyford CISD has established and communicated policies that clearly establish the parameters of the School District Police and School District personnel. The School District understands the need to cooperate with first responders in agencies such as the Lyford Volunteer Fire Dept. Additionally, the Lyford Volunteer Fire Dept. is equally dedicated to serving the public by coordinating and communicating with the School District Police and Lyford CISD personnel during a natural or manmade disaster and other emergencies.

AGREEMENT

The Lyford Volunteer Fire Department and the Lyford School District agree to aid each other as requested and as each is capable. It is understood that the Lyford Volunteer Fire Department has jurisdiction throughout the city limits of Lyford and surrounding areas that the School District Police may have jurisdiction throughout the School District. It is also understood and agreed that the School District Police and Lyford CISD personnel will provide the Lyford Volunteer Fire Dept. with information and directions on fire emergencies within the school campus boundaries of the District and all property, real and personal, outside the school campus boundaries of the District that is owned, leased, or rented by or otherwise under the District's control.

In incidents involving natural or manmade disasters, Lyford CISD agrees to support the Lyford Volunteer Fire Department with the coordination of evacuation of citizens, students and Lyford CISD personnel contained within the Lyford CISD property.

INDEMNIFICATION

The City of Lyford Volunteer Fire Department shall defend, indemnify and save harmless the Lyford Consolidated School District against and from issues to the extent allowed by governing laws. The Lyford CISD shall defend, indemnify and save harmless the City of Lyford and the Lyford Volunteer Fire Dept. against and from issues to the extent allowed by governing laws.

TERM

The term of this agreement shall be for a 12-month period from the date of this agreement. However, either party upon 30 days written notice may terminate this agreement.

EXECUTED IN DUPLICATE ORIGINAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

LYFORD C.I.S.D.

CITY OF LYFORD

By: \_\_\_\_\_  
Name: Eduardo Infante  
Title: Superintendent  
Lyford C.I.S.D.

By: \_\_\_\_\_  
Name: Jose G. Solis  
Title: Mayor

By: \_\_\_\_\_  
Name: Jesse Orozco  
Title: Lyford CISD Police Chief

By: \_\_\_\_\_  
Name: Andres Maldonado  
Title: City of Lyford Police Chief

## CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Municipal Fire School Training

**ACTION** X  
**INFORMATION** X  
**DISCUSSION** X

---

Approve to attend the Texas A&M Municipal Fire School Training on July 23-July 27, 2018 in College Station.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Andres Maldonado*  
*Public Safety Director*



## Public Information Officer NFPA 1035

ASP104 - 36.00 Hours

### Schedule

7/23/2018 - 7/27/2018

College Station TX

FP ASP104 14

\$625.00

---

This schedule is subject to change without notice. If you have not received confirmation of the class prior to the class start, please contact the division at (866) 878-8900 or [esti@teex.tamu.edu](mailto:esti@teex.tamu.edu) to get the latest schedule.

---

### Description

This course covers topics necessary to work as a Public Information Officer (PIO), such as:

- ethics
- legal issues
- policies
- the media
- scene management
- news conferences

As part of the course, you will present information on camera about a simulated incident, prepare written press releases, and learn how to prepare for news-media interviews.

### Prerequisite

There are no prerequisites for this course.

### Requirements

Personal Protective Equipment (PPE)

- PPE Level 1 as described in the TEEX Student Safety Manual.
- All students are required to follow the TEEX Student Safety Manual at all times.

Attire

- Regular station duty wear for fire field activities
- Office attire for classroom sessions.
- You may not wear to any class or field activity
  - shorts
  - sleeveless shirts
  - open-toed shoes

## Topics

- The Public Information Officer
- Ethics, Legal Issues, Policies
- The Media
  - Developing positive relationships with the media
  - Gathering information
  - Getting the information to the media
- Scene Management
- Multi-agency operations
- News Conferences
- Reaching the Community
- Review and Exam

## Audience

All Emergency response personnel, including fire prevention, suppression, control and safety personnel.

## Education Credits

### Contact Information

Customer Care

Phone: (866) 878-8900 | Tollfree: (866) 878-8900

Email: [annualschool@teex.tamu.edu](mailto:annualschool@teex.tamu.edu)

### Other Information

Hours

- Monday - Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 12 p.m.

Course size limit

- 30 students

### Policies

Annual Municipal School registration late fee

A \$50.00 late fee will be assessed to payments made after the registration deadline.

## CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** LVFD Fundraisers

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve to allow the Public Safety Director to obtain a bank card to the LVFD Fundraisers account.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Andres Maldonado*  
*Public Safety Director*



# FIRST COMMUNITY BANK

Other Banks Have Branches. We Have Roots.

JUN - 6 2018

Page: 1

CITY OF LYFORD  
LVFD FUND RAISERS  
PO BOX 310  
LYFORD, TX 78569-0310

### PERIODIC STATEMENT

Date: Jun 01, 2018  
Period: May 02, 2018 to  
Jun 01, 2018  
(31 Days )

Please visit our web site at [WWW.FCBWEB.NET](http://WWW.FCBWEB.NET)  
If you have any questions, please contact us at (956)399-3331.  
For 24 hour banking Information, please call (888) 361-3661.

**ACCOUNT #: DDA - 0002061511      Public Funds Money Market**

Enclosures: 0

Beginning Balance	
as of 05/02/18	
Deposits & Other Credits	6,891.66
Charges & Fees	5.12
Checks & Other Debits	0.00
Average Balance	0.00
<b>Ending Balance</b>	<b>6,891.66</b>
<b>as of 06/01/18</b>	<b>6,896.78</b>

#### Transaction Information

Date	Check#	Description	Debit Amount	Credit Amount
06/01		Interest Credit		5.12

#### Daily Balance Information

Date	Balance	Date	Balance
06/01	6,896.78		

## CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Planning & Zoning Workshop

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve to attend Workshop for Planning Commissioners, Elected Officials, and Staff in Mission on August 10, 2018.

Cost is \$85.00 per person.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Rick Salinas*  
*Commissioner*



American Planning Association  
**Texas Chapter**

*Making Great Communities Happen*

## **WORKSHOP for PLANNING COMMISSIONERS, ELECTED OFFICIALS and STAFF (PLANNING 101 COURSE)**

*Sponsored by the Southmost Section of the  
Texas Chapter of the American Planning Association  
in cooperation with the  
Lower Rio Grande Valley Development Council*

**Location:** **Mission Event Center**  
**1620 E. Griffin Pkwy**  
**Mission, Texas**

**Date:** **Friday August 10, 2018**

**Time:** **9:00 a.m. to 3:00 p.m.**

### **WORKSHOP AGENDA**

9:00 a.m. to 9:30 a.m.	Check in and Refreshments
9:30 a.m. to 10:00 a.m.	Welcome and Introductions
10:00 a.m. to 10:45 a.m.	Planning and the Planning Commissioner
10:45 a.m. to 11:00 a.m.	Break and Refreshments
11:00 a.m. to 12:00 p.m.	Roles and Ethical Principles for Planning Commissioners
12:00 p.m. to 12:45 p.m.	Lunch with Discussion of Local Issues
1:00 p.m. to 2:00 p.m.	Basics of Zoning (including Board of Adjustment) and Subdivisions
2:00 p.m. to 2:15 p.m.	Break
2:15 p.m. to 2:45 p.m.	Basics of Planning and Development Review
2:45 p.m. to 3:00 p.m.	Closing Remarks

**Registration Fee:** \$85.00 per person (lunch to be provided- if special lunch needed please notify us)

**Speakers:** Ann Bagley, FAICP  
Xavier Cervantes, AICP

For more information please call Xavier Cervantes at 956/223-2226 or by email at [xcervantes@cityofsanjuantexas.com](mailto:xcervantes@cityofsanjuantexas.com)



American Planning Association  
**Texas Chapter**

*Making Great Communities Happen*

# REGISTRATION FORM

I am interested in attending your workshop scheduled at the Mission Event Center – August 10, 2018.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail \_\_\_\_\_

- I am enclosing my check payable to **APA Texas**, 709 S. Nebraska, San Juan, TX for \$85.00 \_\_\_\_\_
- I will pay my registration to APA Texas at the workshop \_\_\_\_\_

Issues of importance to your community

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send your registration form to: [xcervantes@cityofsanjuantexas.com](mailto:xcervantes@cityofsanjuantexas.com)

or by mail to:

City of San Juan, Texas

Attention: Xavier Cervantes

709 S. Nebraska Ave.

San Juan, TX 78589

# CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Portable Pump

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Discuss and approve to purchase a 6" or 8" portable pump-trailer mounted.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Rick Salinas*  
*Commissioner*





# WATER / WASTEWATER PUMPS & CONTROLS

RESIDENTIAL • INDUSTRIAL • COMMERCIAL • MUNICIPAL

<b>QUOTATION</b>		Date of Quotation 7/5/2018	Quote effective To 60 Days	
Custome City of Lyford				
Attn: Lydia Moreno				
Phone: 956-347-3512		6" Portable Trailer Mounted Pump		
ITEMS QUOTED				
Quantity	Item#	Description	Total List	Total Net
1	PPTP66S12-GL004	6" Vaccum Assisted Pump mounted on Trailer. Diesel Driven by Deutz Engine TD29L4A - 58HP - 85 Gallons Tank	\$ 48,750.00	\$ 38,600.00
		Delivery: 4-6 Weeks ARO		
		Freight Included		
		Freight Included	\$ 42,875.00	\$38,600.00
Please provide a copy of this quote with purchase order.				
* Not responsible for typographical errors. Please review and call with questions.				
Signed: <i>Hector O. Briquela</i>		956-340-2624		
hectorb@pumpsofhouston.com				



# WATER / WASTEWATER PUMPS & CONTROLS

RESIDENTIAL • INDUSTRIAL • COMMERCIAL • MUNICIPAL

<b>QUOTATION</b>		Date of Quotation 7/5/2018	Quote effective To 60 Days	
Custome City of Lyford				
Attn: Lydia Moreno				
Phone: 956-347-3512		<b>8" Portable Trailer Mounted Pump</b>		
ITEMS QUOTED				
Quantity	Item#	Description	Total List	Total Net
1	PP88S12L71	8" Vaccum Assisted Pump mounted on Trailer. Diesel Driven by Deutz Engine TCD3.6 - 111HP - 85135 Gallons Tank	\$ 83,530.00	\$ 64,700.00
		Delivery: 4-6 Weeks ARO		
		Freight Included		
		Freight Included	\$ 83,530.00	\$64,700.00
Please provide a copy of this quote with purchase order.				
* Not responsible for typographical errors. Please review and call with questions.				
Signed: <i>Hector O. Briquada</i>		956-340-2624		
hectorb@pumpsofhouston.com				



**ODESSA PUMPS - PHARR**

**QUOTE**

(956) 781-7100  
PHARR TX 78577-2176

Number	200401
Date	07/03/2018
Page	1

A DISTRIBUTION **NOW** COMPANY

Bill-to: 15606  
CITY OF LYFORD  
PO BOX 310  
LYFORD TX 78569-0310

Ship-to: SAME  
CITY OF LYFORD  
PO BOX 310  
LYFORD TX 78569-0310

Reference #	Sisp	Terms	Whse	Freight	Ship Via
6" & 8" PUMP QUOTE	602	NET 30 DAY	06	PRE/ADD	DELIVER
Quoted By: GM	Quoted To: LYDIA	Effective: NONE	Expires: 08/02/2018		

Item	Description	Ordered	UM	Price	UM	Extension
	*** BUYBOARD 509-16 *** PENTAIR & SERVICE PRICING					
	6" PUMP					
PA6D60-4045T FT4	6" GORMAN RUPP PRIMING ASSISTED, TRAILER MOUNTED, JONH DEERE ENGINE	1	EA	58000.00	EA	58000.00
IF	INCOMING FREIGHT DELIVERY 6 TO 7 WEEKS ARO	1	EA	2400.00	EA	2400.00
	8" PUMP					
PA8E60-4045H FT4	8" GORMAN RUPP PRIMING ASSISTED, TRAILER MOUNTED, JOHN DEERE ENGINE	1	EA	79000.00	EA	79000.00
IF	INCOMING FREIGHT DELIVERY 11 TO 12 WEEKS ARO	1	EA	2700.00	EA	2700.00

Merchandise	Tax	Total
142100.00	.00	\$142100.00

WE WOULD APPRECIATE YOUR BUSINESS!!

# CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Emergency Measures

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Discuss emergency measures in flood zone areas; action if necessary.

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Rick Salinas*  
*Commissioner*

**CITY OF LYFORD**

**AGENDA:** General Fund

**DATE:** July 9, 2018

**ITEM TITLE:** Utility Billing Adjustments

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve utility billing adjustments through 6/30/2018.

**RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Benito Estrada*  
*Asst. City Sec.*

# CITY OF LYFORD

Billing Adjustments For 2017-18  
Billing Thru 06/21/18

Adj.#	Date of Adj.	Acct. #	Name	Debit	Credit	Description
			<b>Bal Fwd</b>	-	<b>(170.55)</b>	
15	6/25/2018	E-0165	Lopez, Maria S.	-	(16.06)	Authorization to credit \$16.06 to Mrs. Lopez Acct. There were errors on the readings, so we took an average to correct this month's.
16	6/25/2018	M-0840	Cabrera, Jose Luis	-	(79.31)	Per City meeting(06-11-2018), authorization to credit \$79.31 and waive late charges to Mr. Cabrera acct. due to high water bill. Payment Plan was also approved. Credit amount is on sewer charge only.
<b>Total Adjustment for the Month</b>				-	(95.37)	(95.37)
<b>YTD TOTALS</b>				-	(265.92)	(265.92)

*Benito Estrada*

Benito Estrada  
7/6/2018

**CITY OF LYFORD**

**AGENDA:** General Fund

**DATE:** July 9, 2018

**ITEM TITLE:** Monthly Bills

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Approve monthly bills and any grant payment requests.

**RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*

# CITY OF LYFORD

MONTHLY BILLS  
July 9, 2018

VENDOR	W & S	GENERAL	LVFD	LPD	LMCT.	TOTAL STMT
ACES-ACO Supplies	79.63					79.63
ALAMO LUMBER	143.86			52.99		196.85
ALLIED WASTE-BFI CARCASS P/U	96.44					96.44
ALLIED WASTE-GARBAGE P/U	16,048.78					16,048.78
ANALAB-Water Samples	136.00			500.00		136.00
ANDY CHAVEZ-Building Inspector-July 2018						500.00
APA TX CHAPTER.-Com Salinas Workshop 8/10/18		85.00				85.00
APPLIED CONCEPTS-Radars				233.89		233.89
ARMIN MARTINEZ					400.00	400.00
AUTOZONE-Vehicle Repairs	588.09					588.09
BETTS OILS-	1,382.75					1,382.75
CABRERA'S CONST.-PD Office Light Fixt. Install				50.00		50.00
CARDENAS FORD-Vehicle Maint.-pd				36.50		36.50
CARR, RIGGS, & INGRAM-Partial Audit Fees		9,500.00				9,500.00
CM GRAPHICS/JAMAR-Office Supp.-M C T					131.90	131.90
CORE & MAIN-Water Supplies	1,466.28					1,466.28
DAHILL - Equip Service Agreement		204.36		127.32	35.00	366.68
DELTA LAKE IRRIGATION-Raw Water	2,024.58					2,024.58
DELTA SPECIALTIES-Emergency Signs for City	106.00					106.00
DIEGO'S TIRE-Maint. Tractor Flat		10.00				10.00
DISCOUNT TIRE -Vehicle Maint-PD				670.00		670.00
DPC-Waterplant Chemicals	1,253.02					1,253.02
DSHS-CENTRAL LAB - Water Sampling	573.27					573.27
DSHS-STL - Water Sampling	17.64					17.64
ENVY DESIGNS-Uniforms for New Officer				433.88		433.88
EXOTHERMIC-Ice Machine Repair	515.00					515.00
FEDEX-Postage		51.39				51.39
FRONTIER-LVFD Circuit Line			10.42			10.42
GMS SERV.-Bucket Truck Repair		552.50				552.50
HOFFMAN, RICK		300.00				300.00
LINEBARGER, GOGGAN, BLAIR		627.90				627.90
LYDIA MORENO - EDC		200.00				200.00
MED-VET INTERNATIONAL-ACO Supplies	34.00					34.00
METRO FIRE-Equipment FD			7450.00			7,450.00
LUIS VASQUEZ- Vehicle Repairs-P/W	700.00					700.00
NOY HENDRICKS-Truck Repair-FD			447.50			447.50
OREILLY'S -Tools	187.01			84.12		271.13



# CITY OF LYFORD

## MONTHLY BILLS July 9, 2018

VENDOR	W & S	GENERAL	LVFD	LPD	LMCT.	TOTAL STMT
PRAXAIR	97.20					97.20
PRECISION PUMP-L/S#8 Pump	3,853.80					3,853.80
PROTECTION 1 - Building Repairs		97.27		58.35		155.62
TARPON FIRE & EQUIPMENT-Safety F/EXT.	236.00	16.00	73.00	29.00		354.00
TEXAS ALARM-Alarm Call-LVFD			81.19			81.19
THE HOME DEPOT-Netting for Kickaball Tourm		235.24				235.24
TML GROUP INS.	4,120.87	2,638.63		3,505.16	574.17	10,838.83
TML-INS		7,073.50	1110.25	2722.75		10,906.50
TROPHY PLUS-Festivity Fund Trophies		101.70				101.70
UNIFIRST UNIFORMS-& Janitorial Sup.	449.99	430.06		117.44	58.72	1,056.21
VBMC-Hospital Bills				1,400.00		1,400.00
VILLARREAL, INC		70.00				70.00
VTX-Phone/Internet		306.65		159.11	70.00	535.76
WILLACY CO-OP	50.00					50.00
WYLIE-	88.75					88.75
<b>TOTAL</b>	<b>\$34,248.96</b>	<b>\$22,500.20</b>	<b>\$9,172.36</b>	<b>\$10,180.51</b>	<b>\$1,269.79</b>	<b>\$77,283.07</b>
	<b>\$34,248.96</b>		<b>\$43,122.86</b>			<b>\$77,371.82</b>
VENDOR	W & S	GENERAL	LVFD	LPD	LMCT.	TOTAL STMT

Vendor#	NAME	Invoice#	Description	Invoice date	Check date	Due Date	Discount taken	Amount paid	Voided check	Check no
FRONTIER	FRONTIER	05/25/2018	LYFD-PHONE	05/25/2018	06/14/2018	05/25/2018	0.00	10.42	no	10920
		* TOTAL *					0.00	10.42		
CHRONICLE	RAYMONDVILLE CHRONICLE	05/31/2018	ADVERTISING	05/31/2018	06/14/2018	05/31/2018	0.00	1,470.00	no	10921
		* TOTAL *					0.00	1,470.00		
SYLVIA ROM	SYLVIA ROMO	06/14/2018	PUBLIC MEETING	06/14/2018	06/14/2018	06/14/2018	0.00	70.00	no	10922
		* TOTAL *					0.00	70.00		
GEXA ENERG	GEXA ENERGY	25676765-4	ELECT-PD	06/12/2018	06/21/2018	06/12/2018	0.00	2,991.82	no	10924
		* TOTAL *					0.00	2,991.82		
BRONZE INT	INTERNATIONAL BRONZE	18-49162-	CITY PARKS	05/07/2018	06/21/2018	05/07/2018	0.00	1,159.00	yes	10925
		* TOTAL *					0.00	1,159.00		
GRCI	VTXC	30111918	INTERNET/PHONE-	06/15/2018	06/21/2018	06/15/2018	0.00	54.99	no	10926
		* TOTAL *					0.00	54.99		
XEROX	XEROX FINANCIAL SERVICES	1197050	COPIER-LEASE PD	06/11/2018	06/21/2018	06/11/2018	0.00	127.32	no	
		1197051	LEASE COPIER	06/10/2016	06/21/2018	06/10/2016	0.00	582.12	no	
		* TOTAL *					0.00	709.44		10927
BRONZE INT	INTERNATIONAL BRONZE	18-49162	CITY PARK	05/07/2018	06/21/2018	05/07/2018	0.00	1,159.00	no	
		* TOTAL *					0.00	1,159.00		10928
CARD SERVI	CARD SERVICE CENTER	06/08/2018	PUBLIC OFFICIAL	06/08/2018	06/28/2018	06/08/2018	0.00	21.65	no	
		* TOTAL *					0.00	21.65		10929
LYFORD	CITY OF LYFORD	06/28/2018	PUBLIC MEETING	06/28/2018	06/28/2018	06/28/2018	0.00	115.22	no	
		* TOTAL *					0.00	115.22		10930
MORENO	LYDIA MORENO	06/28/2018	TRAVEL/TRAINING	06/28/2018	06/28/2018	06/28/2018	0.00	15.00	no	
		* TOTAL *					0.00	15.00		10931
TMOBILE	T-MOBILE	06/15/2018	PHONE-	06/15/2018	06/28/2018	06/15/2018	0.00	89.77	no	
		* TOTAL *					0.00	89.77		10932
WALMART	WALMART	04/11/2018	JANITORIAL SUPP	04/11/2018	06/28/2018	04/11/2018	0.00	7.91	no	

Vendor#	NAME	Invoice#	Description	Invoice date	Check date	Due Date	Discount taken	Amount paid	Voided check	Check no
				* TOTAL *			0.00	7.91		10933
LYFORD	CITY OF LYFORD	06/28/2018-	PUBLIC MEETING	06/28/2018	06/28/2018	06/28/2018	0.00	4.82	no	
				* TOTAL *			0.00	4.82		10934
VALLEY DIS VALLEY DISCOUNT FIREWORKS	JULY2018		FESTIVITY FUND	06/30/2018	06/28/2018	06/30/2018	0.00	1,000.95	no	
				* TOTAL *			0.00	1,000.95		10935
LYFORD	CITY OF LYFORD	07/05/2018-	PUBLIC MEETING	07/05/2018	07/05/2018	07/05/2018	0.00	60.35	no	
		07/05/2018	FESTIVITY FUND-	07/05/2018	07/05/2018	07/05/2018	0.00	32.44	no	
				* TOTAL *			0.00	92.79		10936
DANYSSA RO DANYSSA RODRIGUEZ		07/04/2018	PESTIVITY FUND-	07/04/2018	07/05/2018	07/04/2018	0.00	100.00	no	
				* TOTAL *			0.00	100.00		10937
DENISE ROD DENISE RODRIGUEZ		07/04/2018	FESTIVITY FUND-	07/04/2018	07/05/2018	07/04/2018	0.00	250.00	Yes	
				* TOTAL *			0.00	250.00		10938
FUELMAN	FUELMAN	NP53575783-	GASOLINE, OILS-	06/25/2018	07/05/2018	06/25/2018	0.00	820.12	no	
		NP53575784	GASOLINE-LVFD	06/25/2018	07/05/2018	06/25/2018	0.00	142.95	no	
				* TOTAL *			0.00	963.07		10939
MVEC	MAGIC VALLEY ELECTRIC CO-	06/27/2018-	ELECTRICITY	06/27/2018	07/05/2018	06/27/2018	0.00	166.78	no	
				* TOTAL *			0.00	166.78		10940
POSTAGE	PURCHASE POWER	06/25/2018	POSTAGE	06/25/2018	07/05/2018	06/25/2018	0.00	1,000.00	no	
				* TOTAL *			0.00	1,000.00		10941
VERONICA R VERONICA RIVERA		07/04/2018	FESTIVITY FUND-	07/04/2018	07/05/2018	07/04/2018	0.00	50.00	no	
				* TOTAL *			0.00	50.00		10942
DENISE ZAM DENISE ZAMORA		07/04/2018	FESTIVITY FUND-	07/04/2018	07/05/2018	07/04/2018	0.00	250.00	no	
				* TOTAL *			0.00	250.00		10943
			*PREPAID TOTAL*	COUNT		0	0.00	0.00		
			*COMPUTER TOTAL*	COUNT		23	0.00	11,752.63		
			*COMPANY TOTAL*	COUNT		23	0.00	11,752.63		

ID#:

Count: 26

-----Report Prompts-----

Reprint A/P check register

AP-REPRINT benito

07/06/2018

Start: 11:29:02  
Complete: 11:30:01  
Elapsed: 00:00:59

PageLength: 60

Vendor range: Low:  
Vendor name: Name: ?  
Date range: Low: 06/14/2018  
Journal# range: Low: 0

High: ZZZZZZZZZZ

High: 07/06/2018  
High: 99999

Vendor#	NAME	Invoice#	Description	Invoice date	Check date	Due Date	Discount taken	Amount paid	Voided check	Check no
AFLAC	AFLAC	713378	AFLAC PRE TAX	05/25/2018	06/14/2018	05/25/2018	0.00	124.50	no	14599
		* TOTAL *					0.00	124.50		14599
COMMUNITY	COMMUNITY LOAN CENTER	06/13/2018	EMPLOYEE LOANS	06/13/2018	06/14/2018	06/13/2018	0.00	77.00	no	14600
		* TOTAL *					0.00	77.00		14600
ATTORNEY G	OFFICE OF THE ATTORNEY GE	06/13/2018	CHILDS SUPPORT	06/13/2018	06/14/2018	06/13/2018	0.00	162.31	no	14601
		* TOTAL *					0.00	162.31		14601
PEBSCO	PEBSCO	06/13/2018	K-401	06/13/2018	06/14/2018	06/13/2018	0.00	70.00	no	14602
		* TOTAL *					0.00	70.00		14602
RODNEY GON	RODNEY GONZALES	06/13/2018	CONTRACT LABORE	06/13/2018	06/14/2018	06/13/2018	0.00	112.50	no	14603
		* TOTAL *					0.00	112.50		14603
COMMUNITY	COMMUNITY LOAN CENTER	06/20/2018	EMPLOYEE LOANS	06/20/2018	06/21/2018	06/20/2018	0.00	77.00	no	14620
		* TOTAL *					0.00	77.00		14620
GEXA ENERGY	GEXA ENERGY	25676767-4	ELECT. -WATER	06/12/2018	06/21/2018	06/12/2018	0.00	1,651.42	no	
		25676769-4	ELECT. -SEWER	06/12/2018	06/21/2018	06/12/2018	0.00	1,457.46	no	
		* TOTAL *					0.00	3,108.88		14621
ATTORNEY G	OFFICE OF THE ATTORNEY GE	06/20/2018	CHILDS SUPPORT	06/20/2018	06/21/2018	06/20/2018	0.00	162.31	no	14622
		* TOTAL *					0.00	162.31		14622
PEBSCO	PEBSCO	06/20/2018	K-401	06/20/2018	06/21/2018	06/20/2018	0.00	70.00	no	14623
		* TOTAL *					0.00	70.00		14623
AFLAC	AFLAC	142171	AFLAC-PRETAX	06/25/2018	06/28/2018	06/25/2018	0.00	99.60	no	14640
		* TOTAL *					0.00	99.60		14640
AMERICAN H	AMERICAN HERITAGE LIFE	06252018	ALLSTATE PRE-TA	06/25/2018	06/28/2018	06/25/2018	0.00	89.93	no	14641
		* TOTAL *					0.00	89.93		14641
CARMEN RAM	CARMEN RAMIREZ G.	06/21/2018	METER DEPOSIT R	06/21/2018	06/28/2018	06/21/2018	0.00	26.38	no	14642
		* TOTAL *					0.00	26.38		14642
LYFORD	CITY OF LYFORD	06/21/2018	WATER SALES	06/21/2018	06/28/2018	06/21/2018	0.00	837.75	no	

Vendor#	NAME	Invoice#	Description	Invoice date	Check date	Due Date	Discount taken	Amount paid	Voided check	Check no
				* TOTAL *			0.00	837.75		14643
COLONIAL	COLONIAL SUPPLEMENT INSUR	7729734-060169	COLONIAL PRE-TA	06/27/2018	06/28/2018	06/27/2018	0.00	537.25	no	
				* TOTAL *			0.00	537.25		14644
COMMUNITY	COMMUNITY LOAN CENTER	06/27/2018	EMPLOYEE LOANS	06/27/2018	06/28/2018	06/27/2018	0.00	77.00	no	
				* TOTAL *			0.00	77.00		14645
PEREZ	JOSE BENITO PEREZ	06/28/2018	TRAINING/SCHOOL	06/28/2018	06/28/2018	06/28/2018	0.00	15.00	no	
				* TOTAL *			0.00	15.00		14646
CABRERA	JOSE LUIS CABRERA	06/28/2018	TRAVEL/SCHOOLS-	06/28/2018	06/28/2018	06/28/2018	0.00	15.00	no	
				* TOTAL *			0.00	15.00		14647
SOCORRO LO MARIA S. LOPEZ		06/21/2018	METER DEPOSIT R	06/21/2018	06/28/2018	06/21/2018	0.00	20.38	no	
				* TOTAL *			0.00	20.38		14648
ATTORNEY G OFFICE OF THE ATTORNEY GE		06/27/2018	CHILD SUPPORT	06/27/2018	06/28/2018	06/27/2018	0.00	162.31	no	
				* TOTAL *			0.00	162.31		14649
PEBSCO	PEBSCO	06/27/2018	K-401	06/27/2018	06/28/2018	06/27/2018	0.00	70.00	no	
				* TOTAL *			0.00	70.00		14650
CANTU, ROS ROSA MARINA CANTU		06/21/2018	METER DEPOSIT R	06/21/2018	06/28/2018	06/21/2018	0.00	13.49	no	
				* TOTAL *			0.00	13.49		14651
RODNEY GON RODNEY GONZALES		06/29/2018	CONTRACT LABORE	06/29/2018	06/28/2018	06/29/2018	0.00	112.50	no	
				* TOTAL *			0.00	112.50		14652
COMMUNITY	COMMUNITY LOAN CENTER	07/04/2018	EMPLOYEE LOANS	07/04/2018	07/05/2018	07/04/2018	0.00	77.37	no	
				* TOTAL *			0.00	77.37		14668
FUELMAN	FUELMAN	NP55575783	GAS, OILS-WATER	06/25/2018	07/05/2018	06/25/2018	0.00	919.44	no	
				* TOTAL *			0.00	919.44		14669
MVEC	MAGIC VALLEY ELECTRIC CO-	06/27/2018	ELECTRICITY-WAT	06/27/2018	07/05/2018	06/27/2018	0.00	228.87	no	
				* TOTAL *			0.00	228.87		14670
ATTORNEY G OFFICE OF THE ATTORNEY GE		07/04/2018	CHILD SUPPORT	07/04/2018	07/05/2018	07/04/2018	0.00	162.31	no	

50 CITY OF LYFORD - WATER & SEWER  
CITY OF LYFORD

Vendor#	NAME	Invoice#	Description	Invoice date	Check date	Due Date	Discount taken	Amount paid	Voided check	Check no
				* TOTAL *			0.00	162.31		14671
PEBSCO	PEBSCO	07/04/2018	K-401	07/04/2018	07/05/2018	07/04/2018	0.00	70.00	no	
				* TOTAL *			0.00	70.00		14672
			*PREPAID TOTAL*	COUNT		0	0.00	0.00		
			*COMPUTER TOTAL*	COUNT		27	0.00	7,499.08		
			*COMPANY TOTAL*	COUNT		27	0.00	7,499.08		

ID#:

Count: 28

-----Report Prompts-----

Reprint A/P check register AP-REPRINT benito 07/06/2018

Start: 11:33:18  
Complete: 11:33:59  
Elapsed: 00:00:41

Vendor range: Low: High: ZZZZZZZZZZ  
Vendor name: Name: ? High: 07/06/2018  
Date range: Low: 06/14/2018 High: 9999  
Journal# range: Low: 0

Pagelength: 60

**CITY OF LYFORD**

**AGENDA:** Monthly Reports

**DATE:** July 9, 2018

**ITEM TITLE:** Municipal Court

**ACTION  
INFORMATION X  
DISCUSSION X**

---

Lyford Municipal Court monthly activity report:

**RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Armin Martinez  
Municipal Judge*



Money Distribution Report

JUNE 2018 MONTHLY REPORT

Receipt	Cause/Defendant	Codes	Amounts	Total
101597	06284	06-01-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	299.00
	LOPEZ, MICHAEL ANTHONY		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Cash		MBSF 3.00 FINE 199.90	
101598	06930	06-01-2018	CCC 40.00 TECH 4.00 MAF 5.00 WRNT 100.00 DPSC 30.00	396.00
	LOPEZ, MICHAEL ANTHONY		JSP 6.00 JRF 4.00 IDF 2.00 TPDF 2.00 MBSF 3.00	
	Cash		DPSP 200.00	
101599	08603	06-01-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	254.00
	CAVAZOS, ABIGAIL ANNA		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Credit Card		MBSF 3.00 FINE 154.90	
	REP #7655			
101600	08943	06-01-2018	CCC 19.82 TPC 1.49 TECH 1.98 MAP 2.48 STF 14.86	249.00
	CORTINAS, MARCOS LUIS		JSP 2.97 JRF 1.98 IDF 0.99 CJF 0.05 TPDF 0.99	
	Cash		MBSF 1.49 FINE 199.90	
101601	08713	06-04-2018	CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00	166.00
	ESTRADA, LIZBETH		IDF 2.00 TPDF 2.00 MBSF 3.00 FINE 100.00	
	Comm Service			
101602	08989	06-04-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	127.00
	DE SANTIAGO, CARLOS EDUARDO		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Credit Card		MBSF 3.00 FINE 27.90	
	REP #7666			
101603	08995	06-04-2018	CCC 21.81 TPC 1.63 TECH 2.18 MAF 2.72 STF 16.35	54.00
	HERNANDEZ, BRAYAN ISRAEL		JSP 3.27 JRF 2.18 IDF 1.09 CJF 0.05 TPDF 1.09	
	Credit Card		MBSF 1.63	
	REP #7669			
101604	06281	06-04-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	254.00
	CANTU, VALERIE MARIE		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Cash		MBSF 3.00 FINE 154.90	
101605	08921	06-04-2018	FINE 127.00	127.00
	LUCIO, ERIC			
	Credit Card			
	REP # 7664			
101606	08827	06-05-2018	CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00	266.00
	SANCHEZ, CORINA		IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 199.90	
	Comm Service			
101607	08180	06-06-2018	CCC 7.77 TPC 0.58 TECH 0.78 MAF 0.97 TIME 4.85	25.00
	UIZ, JUAN SOSTENES		STF 5.83 JSP 1.16 JRF 0.78 IDF 0.39 CJF 0.02	
	Cash		TPDF 0.39 MBSF 0.58 FINE 0.90	
101608	08996	06-06-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	110.00
	GARCIA TORRES, EDGAR H		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Cash		MBSF 3.00 DDC 10.90	
101609	09044	06-07-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	254.00
	HILE, DESARE		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Credit Card		MBSF 3.00 FINE 154.90	
	REP #7673			
101610	06895	06-08-2018	WRNT 50.00 TIME 25.00 DPSC 30.00 FINE 199.00	304.00
	ALVAREZ-GARCIA, MARIEL			
	Credit Card			
	REP #7674			
101611	08999	06-08-2018	DIS 20.00	20.00
	BARRERA, RAYMOND LEB			
	Cash			
101612	08998	06-08-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	167.00
	BARRERA, RAYMOND LEB		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Cash		MBSF 3.00 FINE 67.90	
101613	09007	06-08-2018	CCC 24.22 TPC 1.82 TECH 2.42 MAF 3.03 STF 18.16	60.00
	CANTU, IRMA		JSP 3.63 JRF 2.42 IDF 1.21 CJF 0.06 TPDF 1.21	
	Cash		MBSF 1.82	
101614	09040	06-08-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	167.00
	OROZCO DEL FLORES, BLANCA ESTELA		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Cash		MBSF 3.00 FINE 67.90	
101615	07300	06-08-2018	CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00	266.00
	HUERTA, VICTORIA SUE		IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 199.90	
	Credit Card			
	REP #7678			
101616	07317	06-11-2018	CCC 32.30 TPC 2.42 TECH 3.23 MAF 4.04 STF 24.22	80.00
	PENA, DARION ALEXANDER		JSP 4.84 JRF 3.23 IDF 1.61 CJF 0.08 TPDF 1.61	
	Cash		MBSF 2.42	
101617	08349	06-11-2018	CCC 40.00 TPC 3.00 TECH 4.00 MAF 5.00 STF 30.00	254.00
	ELGADO, SAMUEL		JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
	Comm Service		MBSF 3.00 FINE 154.90	
101618	08986	06-11-2018	CCC 18.04 TECH 1.80 MAF 2.25 TIME 11.26 JSP 2.70	50.00

Money Distribution Report

JUNE 2018 MONTHLY REPORT

Receipt	Cause/Defendant	Codes\Amounts	Total
	RAMIREZ, TIFFANY MONIQUE Credit Card REF#7679	JRP 1.80 IDF 0.90 TPDF 0.90 MBSF 1.35 FINE 9.00	
101619	08906 06-12-2018 ANGUIANO, VERONICA Cash	TIME 25.00 FINE 129.00	154.00
101620	09022 06-13-2018 FUENTES, FRANCISCO MARTIN Credit Card REF #7684	CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 DDC 10.90	110.00
101621	08874 06-13-2018 RIVERA, SONIA Cash	CCC 18.04 TECH 1.80 MAF 2.25 TIME 11.26 JSP 2.70 JRF 1.80 IDF 0.90 TPDF 0.90 MBSF 1.35 FINE 9.00	50.00
101622	08328 06-14-2018 MORALES, TERESA Money Order 23777240681	CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 154.90	254.00
101623	09020 06-15-2018 PULIDO, JAVIER ALEJANDRO Cash	CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 199.90	299.00
101624	09021 06-15-2018 PULIDO, JAVIER ALEJANDRO Cash	DIS 20.00	20.00
101625	08920 06-15-2018 LOPEZ, JOSE A Cash	CCC 32.24 TFC 2.42 TECH 3.22 MAF 4.03 TIME 20.15 STF 24.17 JSP 4.63 JRF 3.22 IDF 1.61 CJF 0.08 TPDF 1.61 MBSF 2.42	100.00
101626	09037 06-15-2018 PEREZ, TBODORO HERNANDEZ Personal Check 129	CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00 IDF 2.00 TPDF 2.00 MBSF 3.00 FINE 100.00	166.00
101627	09017 06-15-2018 ESPINOZA, TABATHA ANN Cash	DIS 20.00	20.00
101628	08911 06-15-2018 RAMIREZ, DELIA Cash	DIS 20.00	20.00
101629	09010 06-15-2018 GONZALEZ, AMANDA LIZETTE Cash	CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 DEF 154.90	254.00
101630	09055 06-18-2018 MALDONADO, MICHAEL RAY Cash	CCC 20.18 TFC 1.51 TECH 2.02 MAF 2.52 STF 15.14 JSP 3.03 JRF 2.02 IDF 1.01 CJF 0.05 TPDF 1.01 MBSF 1.51	50.00
101631	07559 06-19-2018 SILVA, MARIA LUISA Cash	CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 199.90	266.00
101632	07348 06-19-2018 GONZALEZ, JULIO Cash	CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 67.90	167.00
101633	07833 06-19-2018 GONZALEZ, JULIO Cash	DIS 20.00	20.00
101634	08784 06-20-2018 CAVAZOS, JESSICA Cash	FINE 50.00	50.00
101635	07143 06-20-2018 AVINA, MIGUEL A Credit Card REF #7700	FINE 199.00	199.00
101636	08164 06-20-2018 ZAMORANO, TERESITA DE JESUS Jail Credit	CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 199.90	266.00
101637	08976 06-20-2018 CAVAZOS, CAROLINA ASTRID Credit Card REF #7717	FINE 127.00	127.00
101638	07497 06-22-2018 LOPEZ, ROBERTO G Money Order 1107975235258	CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00 MBSF 3.00 FINE 154.90	254.00
101639	09041 06-22-2018 ALANIS, ELIZABETH	DIS 20.00	20.00

Money Distribution Report

JUNE 2018 MONTHLY REPORT

Receipt Cause/Defendant	Codes\Amounts	Total
Cash		
101640 09042 06-22-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00		167.00
LANIS, ELIZABETH	JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
Cash	MBSF 3.00 FINE 67.90	
101641 07715 06-22-2018 TIME 25.00		25.00
PEQUENO, BEATRIZ		
Credit Card		
REF #7731		
101642 07632 06-25-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00		254.00
DE LA CRUZ, RUDY ANN	JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
Credit Card	MBSF 3.00 FINE 154.90	
REF #5527		
101643 06782 06-25-2018 FINE 124.00		124.00
LOPEZ-RODRIGUEZ, JUAN J		
Money Order		
17-774137721		
101644 09028 06-25-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00		154.00
GARCIA, EDUARDO	JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
Money Order	MBSF 3.00 DEP 54.90	
0000210237		
101645 09039 06-25-2018 CCC 34.30 TFC 2.57 TECH 3.43 MAF 4.29 STF 25.73		85.00
LOPEZ SANTILLAN, JENNIPER	JSP 5.15 JRF 3.43 IDF 1.72 CJF 0.09 TPDF 1.72	
Cash	MBSF 2.57	
101646 07353 06-25-2018 CCC 17.45 TFC 1.31 TECH 1.74 MAF 2.18 TIME 10.90		209.00
GONZALEZ, NESTOR A	STF 13.08 JSP 2.61 JRF 1.74 IDF 0.87 CJF 0.04	
Credit Card	TPDF 0.87 MBSF 1.31 FINE 154.90	
RFP #7737		
101647 07343 06-26-2018 TIME 25.00 FINE 85.00		110.00
LOPEZ, DEBRA ANN		
Cash		
101648 06660 06-26-2018 FINE 100.00		100.00
LOPEZ, MICHAEL MATTHEW		
Credit Card		
REF # 7740		
101649 07692 06-26-2018 CCC 15.48 TFC 1.16 TECH 1.55 MAF 1.93 TIME 9.67		48.00
ERNADEZ, ERIK	STF 11.60 JSP 2.32 JRF 1.55 IDF 0.77 CJF 0.04	
Cash	TPDF 0.77 MBSF 1.16	
101650 09062 06-27-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00		199.00
TAMEZ, CHRISTOPHER RENE	JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
Credit Card	MBSF 3.00 FINE 99.90	
REF #7749		
101651 06504 06-27-2018 TIME 25.00 FINE 90.00		115.00
SANDOVAL, HUMBERTO		
Credit Card		
ref #7753		
101652 09051 06-27-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00		254.00
PACHECO, LAURA	JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
Credit Card	MBSF 3.00 FINE 154.90	
ref # 7754		
101653 06932 06-27-2018 CCC 40.00 TECH 4.00 MAF 5.00 WRNT 50.00 DPSC 30.00		346.00
DUARTE, ELIZABETH	JSP 6.00 JRF 4.00 IDF 2.00 TPDF 2.00 MBSF 3.00	
Cash	DPSF 200.00	
101654 06283 06-27-2018 CCC 40.00 TECH 4.00 MAF 5.00 WRNT 50.00 JSP 6.00		389.00
DUARTE, ELIZABETH	JRF 4.00 IDF 2.00 TPDF 2.00 MBSF 3.00 FINE 273.00	
Cash		
101655 06282 06-27-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 WRNT 50.00		304.00
DUARTE, ELIZABETH	STF 30.00 JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10	
Cash	TPDF 2.00 MBSF 3.00 FINE 154.90	
101656 07940 06-28-2018 CCC 10.71 TFC 0.80 TECH 1.07 MAF 1.34 TIME 13.50		40.00
CANTU, ARMANDO JR	STF 8.02 JSP 1.60 JRF 1.07 IDF 0.53 CJF 0.03	
Cash	TPDF 0.53 MBSF 0.80	
101657 09024 06-29-2018 CCC 40.00 TFC 3.00 TECH 4.00 MAF 5.00 STF 30.00		254.00
RESENDEZ, IZZA SIMEI	JSP 6.00 JRF 4.00 IDF 2.00 CJF 0.10 TPDF 2.00	
Credit Card	MBSF 3.00 FINE 154.90	
REF #7770		
101658 07510 06-29-2018 CCC 40.00 TECH 4.00 MAF 5.00 JSP 6.00 JRF 4.00		339.00
BARRIENTOS, VANESSA	IDF 2.00 TPDF 2.00 MBSF 3.00 FINE 273.00	
Credit Card		
REF # 7774		
101659 06660 06-29-2018 FINE 35.00		35.00
LOPEZ, MICHAEL MATTHEW		

Money Distribution Report

JUNE 2016 MONTHLY REPORT

Receipt Cause/Defendant	Codes\Amounts	Total
Credit Card REF #7775		

Money Distribution Report

JUNE 2018 MONTHLY REPORT

Type Code Description	Count	Retained	Disbursed	Money-Totals
<b>The following totals represent - Cash and Checks Collected</b>				
C CCC CONSOLIDATED COURT COSTS	28	93.51	841.55	935.06
COST CJF TCLEOSE COURT COST (MOVING VIOLATION)	23	0.19	1.71	1.90
COST DPSC DPS OMNI FEE	2	19.80	40.20	60.00
COST IDF INDIGENT DEFENSE FEE	28	4.67	42.07	46.74
COST JRF JURY REIMBURSEMENT FEE	28	9.35	84.15	93.50
COST JSF JUDICIAL SUPPORT FEE	28	14.02	126.21	140.23
COST MAF MUNICIPAL ARREST FEE	28	116.88	0.00	116.88
COST MBSF MUNICIPAL COURT BUILDING SECURITY FEE	28	70.12	0.00	70.12
COST STF STATE TRAFFIC FEE	22	26.89	510.84	537.73
COST TECH TECH FUND	28	93.50	0.00	93.50
COST TFC TFC	22	53.77	0.00	53.77
COST TIME TIME PAYMENT	7	54.71	54.72	109.43
COST TPDF TRUANCY PREVENTION & DIVERSION FUND	28	0.00	46.74	46.74
COST WRNT WARRANT	4	250.00	0.00	250.00
FEES DDC DEFENSIVE DRIVING	1	10.90	0.00	10.90
FEES DEF DEFERRED ADJUDICATION	2	209.80	0.00	209.80
FEES DIS DISMISSAL FEE, COMPLIANCE ETC.	6	120.00	0.00	120.00
FINE DPSF FTA FINE	2	400.00	0.00	400.00
FINE FINE FINE	20	2,461.70	0.00	2,461.70
Money Totals	38	4,009.81	1,748.19	5,758.00

**The following totals represent - Transfers Collected**

COST CCC CONSOLIDATED COURT COSTS	0	0.00	0.00	0.00
COST CJF TCLEOSE COURT COST (MOVING VIOLATION)	0	0.00	0.00	0.00
COST DPSC DPS OMNI FEE	0	0.00	0.00	0.00
COST IDF INDIGENT DEFENSE FEE	0	0.00	0.00	0.00
COST JRF JURY REIMBURSEMENT FEE	0	0.00	0.00	0.00
COST JSF JUDICIAL SUPPORT FEE	0	0.00	0.00	0.00
COST MAF MUNICIPAL ARREST FEE	0	0.00	0.00	0.00
COST MBSF MUNICIPAL COURT BUILDING SECURITY FEE	0	0.00	0.00	0.00
COST STF STATE TRAFFIC FEE	0	0.00	0.00	0.00
COST TECH TECH FUND	0	0.00	0.00	0.00
COST TFC TFC	0	0.00	0.00	0.00
COST TIME TIME PAYMENT	0	0.00	0.00	0.00
COST TPDF TRUANCY PREVENTION & DIVERSION FUND	0	0.00	0.00	0.00
COST WRNT WARRANT	0	0.00	0.00	0.00
FEES DDC DEFENSIVE DRIVING	0	0.00	0.00	0.00
FEES DEF DEFERRED ADJUDICATION	0	0.00	0.00	0.00
FEES DIS DISMISSAL FEE, COMPLIANCE ETC.	0	0.00	0.00	0.00
FINE DPSF FTA FINE	0	0.00	0.00	0.00
FINE FINE FINE	0	0.00	0.00	0.00
Transfer Totals	0	0.00	0.00	0.00

**The following totals represent - Jail Credit and Community Service**

COST CCC CONSOLIDATED COURT COSTS	4	16.00	144.00	160.00
COST CJF TCLEOSE COURT COST (MOVING VIOLATION)	3	0.03	0.27	0.30
COST DPSC DPS OMNI FEE	0	0.00	0.00	0.00
COST IDF INDIGENT DEFENSE FEE	4	0.80	7.20	8.00
COST JRF JURY REIMBURSEMENT FEE	4	1.60	14.40	16.00
COST JSF JUDICIAL SUPPORT FEE	4	2.40	21.60	24.00
COST MAF MUNICIPAL ARREST FEE	4	20.00	0.00	20.00
COST MBSF MUNICIPAL COURT BUILDING SECURITY FEE	4	12.00	0.00	12.00
COST STF STATE TRAFFIC FEE	1	1.50	28.50	30.00
COST TECH TECH FUND	4	16.00	0.00	16.00
COST TFC TFC	1	3.00	0.00	3.00
COST TIME TIME PAYMENT	0	0.00	0.00	0.00
COST TPDF TRUANCY PREVENTION & DIVERSION FUND	4	0.00	8.00	8.00
COST WRNT WARRANT	0	0.00	0.00	0.00
FEES DDC DEFENSIVE DRIVING	0	0.00	0.00	0.00
FEES DEF DEFERRED ADJUDICATION	0	0.00	0.00	0.00
FEES DIS DISMISSAL FEE, COMPLIANCE ETC.	0	0.00	0.00	0.00
FINE DPSF FTA FINE	0	0.00	0.00	0.00
FINE FINE FINE	4	654.70	0.00	654.70

Money Distribution Report

JUNE 2018 MONTHLY REPORT

Type Code Description	Count	Retained	Disbursed	Money-Totals
-----------------------	-------	----------	-----------	--------------

Credit Totals	4	728.03	223.97	952.00
---------------	---	--------	--------	--------

The following totals represent - Credit Card Payments

COST CCC CONSOLIDATED COURT COSTS	13	45.73	411.57	457.30
COST CJF TCLEOSE COURT COST (MOVING VIOLATION)	11	0.10	0.89	0.99
COST DPSC DPS OMNI FEE	1	9.90	20.10	30.00
COST IDF INDIGENT DEFENSE FEE	13	2.29	20.57	22.86
COST JRF JURY REIMBURSEMENT FEE	13	4.57	41.15	45.72
COST JSF JUDICIAL SUPPORT FEE	13	6.86	61.72	68.58
COST MAF MUNICIPAL ARREST FEE	13	57.15	0.00	57.15
COST MBSF MUNICIPAL COURT BUILDING SECURITY FEE	13	34.29	0.00	34.29
COST STF STATE TRAFFIC FEE	10	13.47	255.96	269.43
COST TECH TECH FUND	13	45.72	0.00	45.72
COST TFC TFC	10	26.94	0.00	26.94
COST TIME TIME PAYMENT	5	48.58	48.58	97.16
COST TPDF TRUANCY PREVENTION & DIVERSION FUND	13	0.00	22.86	22.86
COST WRNT WARRANT	1	50.00	0.00	50.00
FEES DDC DEFENSIVE DRIVING	1	10.90	0.00	10.90
FEES DEF DEFERRED ADJUDICATION	0	0.00	0.00	0.00
FEES DIS DISMISSAL FEE, COMPLIANCE ETC.	0	0.00	0.00	0.00
FINE DPSP FTA FINE	0	0.00	0.00	0.00
FINE FINE FINE	18	2,416.10	0.00	2,416.10
Credit Card Totals	21	2,772.60	883.40	3,656.00

The following totals represent - Combined Money

COST CCC CONSOLIDATED COURT COSTS	41	139.24	1,253.12	1,392.36
COST CJF TCLEOSE COURT COST (MOVING VIOLATION)	34	0.29	2.60	2.89
COST DPSC DPS OMNI FEE	3	29.70	60.30	90.00
COST IDF INDIGENT DEFENSE FEE	41	6.96	62.64	69.60
COST JRF JURY REIMBURSEMENT FEE	41	13.92	125.30	139.22
COST JSF JUDICIAL SUPPORT FEE	41	20.88	187.93	208.81
COST MAF MUNICIPAL ARREST FEE	41	174.03	0.00	174.03
COST MBSF MUNICIPAL COURT BUILDING SECURITY FEE	41	104.41	0.00	104.41
COST STF STATE TRAFFIC FEE	32	40.36	766.80	807.16
COST TECH TECH FUND	41	139.22	0.00	139.22
COST TFC TFC	32	80.71	0.00	80.71
COST TIME TIME PAYMENT	12	103.29	103.30	206.59
COST TPDF TRUANCY PREVENTION & DIVERSION FUND	41	0.00	69.60	69.60
COST WRNT WARRANT	5	300.00	0.00	300.00
FEES DDC DEFENSIVE DRIVING	2	21.80	0.00	21.80
FEES DEF DEFERRED ADJUDICATION	2	209.80	0.00	209.80
FEES DIS DISMISSAL FEE, COMPLIANCE ETC.	6	120.00	0.00	120.00
FINE DPSP FTA FINE	2	400.00	0.00	400.00
FINE FINE FINE	38	4,877.80	0.00	4,877.80
Money Totals	59	6,782.41	2,631.59	9,414.00

The following totals represent - Combined Money and Credits

COST CCC CONSOLIDATED COURT COSTS	45	155.24	1,397.12	1,552.36
COST CJF TCLEOSE COURT COST (MOVING VIOLATION)	37	0.32	2.87	3.19
COST DPSC DPS OMNI FEE	3	29.70	60.30	90.00
COST IDF INDIGENT DEFENSE FEE	45	7.76	69.84	77.60
COST JRF JURY REIMBURSEMENT FEE	45	15.52	139.70	155.22
COST JSF JUDICIAL SUPPORT FEE	45	23.28	209.53	232.81
COST MAF MUNICIPAL ARREST FEE	45	194.03	0.00	194.03
COST MBSF MUNICIPAL COURT BUILDING SECURITY FEE	45	116.41	0.00	116.41
COST STF STATE TRAFFIC FEE	33	41.86	795.30	837.16
COST TECH TECH FUND	45	155.22	0.00	155.22
COST TFC TFC	33	83.71	0.00	83.71
COST TIME TIME PAYMENT	12	103.29	103.30	206.59
COST TPDF TRUANCY PREVENTION & DIVERSION FUND	45	0.00	77.60	77.60
COST WRNT WARRANT	5	300.00	0.00	300.00
FEES DDC DEFENSIVE DRIVING	2	21.80	0.00	21.80
FEES DEF DEFERRED ADJUDICATION	2	209.80	0.00	209.80
FEES DIS DISMISSAL FEE, COMPLIANCE ETC.	6	120.00	0.00	120.00
FINE DPSP FTA FINE	2	400.00	0.00	400.00
FINE FINE FINE	42	5,532.50	0.00	5,532.50

Money Distribution Report

JUNE 2018 MONTHLY REPORT

Type Code Description	Count	Retained	Disbursed	Money-Totals
Report Totals	63	7,510.44	2,855.56	10,366.00

Money Distribution Report

JUNE 2018 MONTHLY REPORT

Date	Payment Type	Fines	Court Costs	Fees	Bonds	Restitution	Other	Total
00-00-0000	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-1991	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-1993	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-1995	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-1997	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-1999	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-2001	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-01-2003	Cash & Checks Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Credits & Comm Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Credit Cards & Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total of all Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-2004	Cash & Checks Collected	2,861.70	2,555.60	340.70	0.00	0.00	0.00	5,758.00
	Jail Credits & Comm Service	654.70	297.30	0.00	0.00	0.00	0.00	952.00
	Credit Cards & Transfers	2,416.10	1,229.00	10.90	0.00	0.00	0.00	3,656.00
	Total of all Collections	5,932.50	4,081.90	351.60	0.00	0.00	0.00	10,366.00
TOTALS	Cash & Checks Collected	2,861.70	2,555.60	340.70	0.00	0.00	0.00	5,758.00
	Jail Credits & Comm Service	654.70	297.30	0.00	0.00	0.00	0.00	952.00
	Credit Cards & Transfers	2,416.10	1,229.00	10.90	0.00	0.00	0.00	3,656.00
	Total of all Collections	5,932.50	4,081.90	351.60	0.00	0.00	0.00	10,366.00



Money Distribution Report

JUNE 2018 MONTHLY REPORT

Description	Count	Collected	Retained	Disbursed
<b>State of Texas Quarterly Reporting Totals</b>				
S Comptroller Cost and Fees Report				
<b>Section I: Report for Offenses Committed</b>				
01-01-04 Forward	41	1,392.36	139.24	1,253.12
09-01-01 - 12-31-03	0	0.00	0.00	0.00
08-31-99 - 08-31-01	0	0.00	0.00	0.00
09-01-97 - 08-30-99	0	0.00	0.00	0.00
09-01-91 - 08-31-97	0	0.00	0.00	0.00
Jury Reimbursement Fee	41	139.22	13.92	125.30
Indigent Defense Fund	41	69.60	6.96	62.64
Moving Violation Fees	34	2.89	0.29	2.60
State Traffic Fine	32	807.16	40.36	766.80
<b>Section II: As Applicable</b>				
Peace Officer Fees	0	0.00	0.00	0.00
Failure to Appear/Pay Fees	3	90.00	29.70	60.30
Motor Carrier Weight Violations	0	0.00	0.00	0.00
Time Payment Fees	12	206.59	103.29	103.30
Driving Record Fee	0	0.00	0.00	0.00
Judicial Support Fee	41	208.81	20.88	187.93
Truancy Prevention and Diversion Fund	41	69.60	0.00	69.60
Report Sub Total	286	2,986.23	354.64	2,631.59
<b>State Comptroller Civil Fees Report</b>				
CF: Birth Certificate Fees	0	0.00	0.00	0.00
CF: Marriage License Fees	0	0.00	0.00	0.00
CF: Declaration of Informal Marriage	0	0.00	0.00	0.00
CF: Nondisclosure Fees	0	0.00	0.00	0.00
CF: Juror Donations	0	0.00	0.00	0.00
CF: Justice Court Indig Filing Fees	0	0.00	0.00	0.00
CF: Stat Prob Court Indig Filing Fees	0	0.00	0.00	0.00
CF: Stat Prob Court Judic Filing Fees	0	0.00	0.00	0.00
CF: Stat Cnty Court Indig Filing Fees	0	0.00	0.00	0.00
CF: Stat Cnty Court Judic Filing Fees	0	0.00	0.00	0.00
CF: Cnst Cnty Court Indig Filing Fees	0	0.00	0.00	0.00
CF: Cnst Cnty Court Judic Filing Fees	0	0.00	0.00	0.00
CF: Dist Court Divorce & Family Law	0	0.00	0.00	0.00
CF: Dist Court Other Divorce/Family Law	0	0.00	0.00	0.00
CF: Dist Court Indig Legal Services	0	0.00	0.00	0.00
CF: Judicial Support Fee	0	0.00	0.00	0.00
CF: Judicial & Court Pers. Training Fee	0	0.00	0.00	0.00
Report Sub Total	0	0.00	0.00	0.00
<b>Total Due For This Period</b>	<b>286</b>	<b>2,986.23</b>	<b>354.64</b>	<b>2,631.59</b>

Prepared by: M. Longoria

Received by: R. Moreno

Date ~~Deposit~~ # 7/3/18

# CITY OF LYFORD

**AGENDA:** Monthly Reports

**DATE:** July 9, 2018

**ITEM TITLE:** Police Department

**ACTION  
INFORMATION** X  
**DISCUSSION** X

---

Lyford Police Department monthly activity report.

- Crime Victim's Report
- Junked Vehicle Report

## **RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

## **SUBMITTED BY:**

*Andres Maldonado*  
*Police Chief*

**CITY OF LYFORD POLICE DEPT.**  
**Monthly Activity Summary Report**  
**YEAR TO DATE TOTALS**

2018

By Chief Andres Maldonado

REV 11/17

<b>INCIDENT</b>	<b>Jan</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>TOTAL</b>
MSC Calls	17	24	24	24	25	14							128
Alarms	2	1	1			1							5
Criminal Mischief	1	3	2		1								7
Burglaries	3	2	1		3								9
Thefts	3	1	2	3	3	1							13
Assaults	6	4	1	8	4	4							27
Sexual Assaults		2											2
Fires	3				1	1							5
Medical Calls	6	4	6	2	1								19
Emergency Detentions	2	1	1										4
Disturbances/ Fights	14	5	8	7	4	3							41
Arrests/Charges Felony	11	3	1	3	1	2							21
Misdemeanors	21	9	15	9	1	4							59
Criminal Trespass	4		1										5
Vehicle Crashes	3	3	2	2	1	2							13
Civil Matters	14	8	6	8	2	3							41
Agency Assists	2	2	1	4	8	3							20
Calls for Service	112	72	72	70	55	38	0	0	0	0	0	0	419
Speeding	17	3	13	41	39	12							125
Speeding Sch. Zone				1									1
No Insurance	7	2	6	6	6								27
No License	10	8	11	8	10	4							51
Stop Sign Violations	1	2		3	2	4							12
Defective Equip													0
Seatbelt/Restr. Viol	1	1		2		1							5
Expired Reg./MVI	3	4	1			2							10
Other Violations	2	1	3	3	3	2							14
City Ord. Violations	1			2		4							7
Citation Totals	42	21	34	66	60	29	0	0	0	0	0	0	252
Warnings Issues	120	82	111	132	171	140							756
TOTAL VEHICLE STOPS	128	74	120	181	231	149	0	0	0	0	0	0	883

**Lyford Police Department  
Junk Vehicle Report  
May 2018**

<b>Date</b>	<b>Location</b>	<b>Vehicle</b>	<b>Warning</b>	<b>Citation</b>	<b>Follow Up</b>	<b>Compliance</b>
06-13-2018	14161 Broadway Ave.	1998 Chev 4dr	Yes	No	Due in 30 days	
06-13-2018	14161 Broadway Ave.	2004 Dodge Van	Yes	No	Due in 30 days	





**CITY OF LYFORD POLICE DEPT.**  
**Monthly Activity Summary Report**  
**YEAR TO DATE TOTALS**

Jun-18

R. Deleon

REV 11/17

<b>INCIDENT</b>	<b>Jan</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>TOTAL</b>
MSC Calls				1									1
Alarms													0
Criminal Mischief													0
Burglaries													0
Thefts													0
Assaults													0
Sexual Assaults													0
Fires													0
Medical Calls													0
Emergency Detentions													0
Disturbances/ Fights	1			1									2
Arrests/Charges Felony													0
Misdemeanors													0
Criminal Trespass													0
Vehicle Crashes													0
Civil Matters													0
Agency Assists													0
Calls for Service	1	0	0	2	0	0	0	0	0	0	0	0	3
Speeding	2		3	1		2							8
Speeding Sch. Zone													0
No Insurance													0
No License			1										1
Stop Sign Violations													0
Defective Equip													0
Seatbelt/Restr. Viol													0
Expired Reg./MVI													0
Other Violations													0
City Ord. Violations													0
Citation Totals	2	0	4	1	0	2	0	0	0	0	0	0	7
Warnings Issues	4		1	1		1							7
TOTAL VEHICLE STOPS	6	0	4	2	0	3	0	0	0	0	0	0	15





**CITY OF LYFORD POLICE DEPT.**  
**Monthly Activity Summary Report**  
**YEAR TO DATE TOTALS**

Jun-18  
Gutierrez

REV 11/17

<b>INCIDENT</b>	<b>Jan</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>TOTAL</b>
MSC Calls					4	6							10
Alarms						1							1
Criminal Mischief													0
Burglaries													0
Thefts						1							1
Assaults													0
Sexual Assaults													0
Fires						1							1
Medical Calls													0
Emergency Detentions													0
Disturbances/ Fights					3	1							4
Arrests/Charges Felony						1							1
Misdemeanors						2							2
Criminal Trespass													0
Vehicle Crashes					1	1							2
Civil Matters													0
Agency Assists						1							1
Calls for Service	0	0	0	0	8	15	0	0	0	0	0	0	13
Speeding					2	1							3
Speeding Sch. Zone													0
No Insurance					1								1
No License					1	1							2
Stop Sign Violations						1							1
Defective Equip													0
Seatbelt/Restr. Viol													0
Expired Reg./MVI													0
Other Violations													0
City Ord. Violations						4							4
Citation Totals	0	0	0	0	4	7	0	0	0	0	0	0	11
Warnings Issues					18	51							69
TOTAL VEHICLE STOPS	0	0	0	0	18	53	0	0	0	0	0	0	71



TEXAS ADVOCACY PROJECT  
All Things Abuse and Assault in Texas, 402-7496  
800.374.HOPE

# Certificate of Attendance

---

**Andres Maldonado**

has successfully completed

**Understanding Protective Orders  
Legal Rights of Sexual Assault Survivors  
Intimate Partner Violence & Digital Abuse**

**June 26, 2018  
Weslaco, TX**

*Heather Bellino*

Heather Bellino, Executive Director

**Texas Board of Examiners of Marriage and Family Therapists (Provider #509): 5 hours  
Texas Board of Examiners of Professionals Counselors (Provider #1329): 5 hours  
Texas Board of Social Workers Examiners (Provider #5720): 5 hours**

Texas State Board of Social Worker Examiners Texas Department of State Health Services Mail Code 1982  
P.O. Box 149347 Austin, Texas 78714-9347 Telephone (512) 719-3521 or (800)232-3162 Fax (512) 834-6677

# CERTIFICATE OF COMPLETION

---

THIS AWARD CERTIFIES THAT

TIMOTHY GUTIERREZ

---

HAS SUCCESSFULLY COMPLETED

DOPPLER RADAR AND LIDAR TRAINING  
32 HOURS



SIGNATURE

Andres M. Pacheco

CHIEF OF POLICE

TITLE

06/18-20/2018

DATE

# CERTIFICATE OF COMPLETION

---

THIS AWARD CERTIFIES THAT

**RAFAEL DELEON**

---

HAS SUCCESSFULLY COMPLETED

**DOPPLER RADAR AND LIDAR TRAINING  
32 HOURS**

**CHIEF OF POLICE**

**06/18-20/2018**

TITLE

DATE

SIGNATURE



*Rafael DeLeon*

# CERTIFICATE OF COMPLETION

---

THIS AWARD CERTIFIES THAT

**RAMON JUAREZ JR.**

---

HAS SUCCESSFULLY COMPLETED

**DOPPLER RADAR AND LIDAR TRAINING  
32 HOURS**



SIGNATURE

*Armando Adoniss*

**CHIEF OF POLICE**

TITLE

**06/18-20/2018**

DATE

# CERTIFICATE OF COMPLETION

---

THIS AWARD CERTIFIES THAT

**ABRAN TAMAYO**

---

HAS SUCCESSFULLY COMPLETED

**DOPPLER RADAR AND LIDAR TRAINING  
32 HOURS**

**CHIEF OF POLICE**                      **06/18-20/2018**

**TITLE**    **DATE**

  
SIGNATURE  
*Ardivas M. Adonaco*

# CITY OF LYFORD

**AGENDA:** Monthly Reports

**DATE:** July 9, 2018

**ITEM TITLE:** Fire Department

**ACTION  
INFORMATION X  
DISCUSSION X**

---

Fire Department monthly activity report.

**RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Gerald Cantu  
Interim Fire Chief*

**Lyford Volunteer Fire Department**

**Activity Report**

**Month of: June 2018**

- **Responding Incidents**
  1. **Structure Fire – 13563 San Josse.**
    - **Reports have been submitted via NFIRS 5.0 to the State Fire Marshal's Office and Texas Forest Service.**
- **Members Activity**
  1. **Nick Doss.**
- **Pending items**

**No Pending Items at this time.**



# VOLUNTEER ACTIVITY REPORT

DEPARTMENT: LYFORD VOLUNTEER FIRE DEPARTMENT  
 ORGANIZATION: CITY OF LYFORD

June 2018

NO.	Name of Volunteer	TYPE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
3401	Gerald J. Cantu	FC	2					3					7	7	4						6			5	2		4	2						42
3402	Benjamin Sanchez	AFC																																0
3403	Ben Vera	CPT																																0
3404	Fidencio Cacique	LT																			3													3
3405	Jacqueline Nino	SC									6	9	5							3								5						31
3406	Jesus "Chevy" Gonzalez	FF																																0
3407	Ramon Garza	FF																										4						4
3408	Nick Doss (PROB)	FF																																0
3409	Devin Nino	FF																											1					1
3410		FF																																0
3411		FF																																0
3412		FF																																0
3413		FF																																0
3414		FF																																0
3415		FF																																0
3416		FF																																0
3417		FF																																0
3418		FF																																0
3419	Rene Quiroga	FF																																0
3420	Emma Escobar																																	0
																																		0
																																		0
																																		0

Directions: Check each day worked or enter the number of hours for each day for any activity including drills, meeting, training, maintenance, etc.

TOTAL: 81

APPROVED BY: \_\_\_\_\_ GERALD CANTU  
 TITLE: \_\_\_\_\_ FIRE CHIEF

FC - FIRE CHIEF  
 AFC - ASST. FIRE CHIEF  
 CPT - CAPTAIN  
 LT - LIEUTENANT  
 SGT - SERGEANT  
 FF - FIREFIGHTER  
 PROB - PROBATIONARY

2809 Sandstone Dr.  
Edinburg TX 78541

956-292-8718

~~dannyrod506@gmail.com~~  
noyhend22@aol.com

**Statement**

**Bill To:**

Lyford Fire Dept.  
PO Box 310  
Lyford TX 78569  
956-347-3512

Engine 1

Date	Type	Invoice #	Description	Amount	Payment	Balance
6-27-2018			First Call by Gerald Called out By Ben Veron			
1			Sennie Call Engine 1 Fire Truck Computer Diagnostics & Scan Truck would not accelerate.	65 <sup>00</sup>		65 <sup>00</sup>
4.5			Hours Labor and Wiring Scanner, Comp. Check Wiring Check.	85 <sup>00</sup>		382 <sup>50</sup>
Total						447.50

Truck has to be used more.

Make Check Payable to:  
Noy Hendricks

Even just for Road test.

Rats and mice cause wiring problems.

Truck needs A/C System

~~Statement~~



**TEXAS DEPARTMENT OF INSURANCE**

**State Fire Marshal's Office (112-FM)**

333 Guadalupe, Austin, Texas 78701 ★ PO Box 149221, Austin, Texas 78714-9221  
(512) 676-6800 | F: (512) 490-1063 | (800) 578-4677 | TDI.texas.gov | @TXSFMO

June 20, 2018

XT401

LYFORD VFD  
PO BOX 310  
LYFORD, TX 78569

Dear Fire Chief,

The USFA requests states to submit their 2017 data to NFIRS by July 1, 2018. The annual data submission deadline is July 1, 2018. In an effort to keep you up to date on your fire department's TEXFIRS reporting, we are providing you this twelve-month 2017 incident report summary count. The summary was run on 6/20/2018 and indicates the monthly count of all your department's valid incidents. Please review and if any incident data is missing, please submit it at your earliest convenience or contact our office for assistance.

2017 Reporting Status	# of Incidents
January	2
February	2
March	
April	
May	1
June	
July	
August	
September	
October	
November	
December	
<b>TOTAL INCIDENT REPORTS</b>	<b>5</b>

Enclosed is a copy of the Summary by Incident Type for your fire department for 2017.

Thank you for your commitment to incident reporting. If you have any questions or need assistance please let us know.

Sincerely,

Richard Zelade  
Program Manager  
State Fire Marshal's Office - TEXFIRS  
512-676-6799  
[Richard.Zelade@tdi.texas.gov](mailto:Richard.Zelade@tdi.texas.gov)  
[TEXFIRS@tdi.texas.gov](mailto:TEXFIRS@tdi.texas.gov)

**RECEIVED**  
JUN 25 2018  
City of Lyford

# Summary By Incident Type

Report Period: From 01/01/2017 to 12/31/2017

Fire Department Name: Lyford VFD  
Fire Department ID: XT401

## Calls By Incident Type

FIRE	Frequency	Percent Of Total Calls	Mutual Aid			Invalid Aid Flag	Exposures	Total Incidents
			None	Given	Received			
Structure Fires (110-118, 120-123) .....	0	0.00 %	0	0	0	0	0	0
Vehicle Fires (130-138) .....	0	0.00 %	0	0	0	0	0	0
Other Fires (100, 140-173) .....	1	20.00 %	0	0	1	0	0	1
<b>Total Fires</b> .....	<b>1</b>	<b>20.00 %</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0
<b>RESCUE CALLS</b>								
Emergency Medical Treatment (300-323)	0	0.00 %	0	0	0	0	0	0
All Others (331-381) .....	0	0.00 %	0	0	0	0	0	0
<b>Total Rescue Calls</b> .....	<b>0</b>	<b>0.00 %</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Hazardous Condition Calls (400-482) .....	4	80.00 %	4	0	0	0	0	4
Service Calls (500-571) .....	0	0.00 %	0	0	0	0	0	0
Good Intent Calls (600-671) .....	0	0.00 %	0	0	0	0	0	0
Severe Weather or Natural Disaster Calls (800-815)	0	0.00 %	0	0	0	0	0	0
Special Incident Calls (900-911) .....	0	0.00 %	0	0	0	0	0	0
Unknown Incident Type (UUU) .....	0	0.00 %	0	0	0	0	0	0
<b>FALSE CALLS</b>								
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0
Other False Calls (700, 721-746)	0	0.00 %	0	0	0	0	0	0
<b>Total False Calls</b> .....	<b>0</b>	<b>0.00 %</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CALLS</b> .....	<b>5</b>	<b>100.00 %</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>

Total Incidents With Exposure Fires ..... \$ 0.00  
 Total Exposure Fires ..... \$ 0.00

<b>Casualty Summary</b>		<b>Civilian</b>	<b>Fire Service</b>
Fire Related Injuries	0	0	0
Non-Fire Injuries	0	0	0
Fire Related Deaths	0	0	0
Non-Fire Deaths	0	0	0

# CITY OF LYFORD

**AGENDA:** Monthly Reports

**DATE:** July 9, 2018

**ITEM TITLE:** Public Works Supervisor

**ACTION  
INFORMATION X  
DISCUSSION X**

---

Public Works Supervisor monthly activity report.

- Tire Roundup-July 28
- Waterline on Dahlia Road
- Stop Signs and Speed Bumps

**RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Joe Cabrera  
PW Supervisor*

# **SUPERVISOR'S MONTHLY REPORT**

## **JUNE 2018**

### **WATER**

**METER READINGS AND REREADS  
CONNECTS AND DISCONNECTS  
METER CHANGE-OUTS  
REPLACE WATER VALVE BROADWAY (V. MATA)  
REPLACED WATER VALVE 2<sup>ND</sup> AVE. (M. CASTANEDA)**

### **SEWER**

**REPAIRED SEWER BACKUP-OLEANDER (B. ESPARZA)  
REPAIRED SEWER BACKUP PALM AVE.  
REPAIRED SEWER BACKUP-1<sup>ST</sup> AVE. (M. RAMON)  
REPAIRED LIFTSTATION #8 SUNSET LANE**

### **STREETS**

**MOWED EMPTY LOTS  
MOWED RIGHT OF WAYS  
REMOVED TREES FROM CITY'S RIGHT OF WAY**

### **ANIMAL CONTROL**

**30 DOGS & CATS IMPOUNDED  
10 PICKED UP (DEAD ANIMALS)  
20 ANIMALS PUT DOWN**

### **PARKS AND RECREATION**


**CLEANED AND MOWED CITY PARKS  
WORKED ON THE NEW PARK & WATER GRASS DAILY**

### **BUILDING INSPECTIONS**

**(SEE REPORT)**

### **OTHER**

**CLEANED GUADALUPE CEMETERY**

  
**Joe Cabrera**  
**Public Works Supervisor**  
7/5/18

# CITY OF LYFORD

## WATER USER REPORT JUNE 2018

METER READING TAKEN: MAY15  
THRU: JUN15

2016-2017 METER BOOKS	2016-2017 MASTER METER	2017-2018 METER BOOKS	2017-2018 MASTER METER	WATER LOSS	LOSS %	TOTAL BILLING	WATER	SEWER	GARBAGE	SALES TAX	PENALTY	FIRE PROTECT.	LPD
4,459,682	5,900,261	*OCT 4,794,680	5,510,747	716,067	12%	76,688.74	37,351.04	18,744.02	16,307.24	1,340.76	1,817.68	545.00	583.00
5,227,520	6,104,818	*NOV 5,340,779	5,742,327	401,548	6%	79,779.90	40,105.91	19,128.59	16,256.67	1,336.57	1,822.16	547.00	583.00
3,729,432	5,121,336	DEC 3,998,450	5,144,024	1,145,574	22%	72,285.22	33,599.95	18,001.30	16,217.70	1,333.33	2,002.94	548.00	582.00
4,063,369	5,599,799	*JAN 3,745,927	4,802,180	1,056,253	21%	70,091.33	32,042.16	17,736.10	16,184.29	1,330.58	1,668.20	548.00	582.00
4,658,197	5,424,313	*FEB 4,307,734	4,818,434	510,700	10%	73,892.36	35,022.21	18,306.11	16,198.34	1,331.75	1,900.95	549.00	584.00
4,141,722	5,158,120	MAR 4,167,057	5,092,089	925,032	18%	72,786.65	34,132.10	18,140.34	16,373.61	1,346.24	1,655.36	553.00	586.00
4,489,740	5,918,468	APR 4,945,573	5,947,799	1,002,226	16%	76,826.86	37,649.75	18,818.25	16,393.55	1,347.89	1,474.42	554.00	589.00
6,023,261	5,540,376	MAY 5,628,519	6,800,817	1,172,298	17%	81,000.06	40,980.07	19,474.49	16,374.52	1,346.29	1,690.69	550.00	584.00
5,007,809	6,550,593	JUN 6,736,690	6,983,520	246,830	3%	86,716.87	45,472.64	20,411.86	16,355.71	1,344.79	1,996.93	551.00	584.00
5,061,566	5,900,686	JUL											
6,152,456	6,610,199	AUG											
4,931,950	6,079,370	SEP											
57,946,704	69,908,339	YTD 43,665,409	50,841,937	7,176,528	14%	\$690,067.99	\$336,355.83	\$188,761.06	\$146,661.63	12,058.14	\$16,029.33	4,945.00	5,257.00

*Olga Reyna*  
PREPARED BY OLGA REYNA

7/3/2018

\*\*master meter reading from distribution meter

\*water leak Simon Gomez 10/2/17

\*water leak Oleander Ave. 10/19/17

\*water leak 1st Ave. 11/27/17

\*water leak Holly & Frontage 77 1/12/18

\*water leak Park & 3rd 1/12/18

\*water leak Hidalgo Ave. 2/1/18





# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

PO BOX 13087 MC-178 ♦ AUSTIN TEXAS 78711-3087

Pursuant to authorization from the Executive Director of the Texas Commission on Environmental Quality, the Manager of the Operator Licensing Section of the Permitting and Registration Support Division has issued the enclosed CUSTOMER SERVICE INSPECTOR certificate and pocket card.

## RECEIPT OF PAYMENT

Fee Type: RENEWAL APPLICATION

Date Fee Paid: 06/15/2018

Amount Paid: \$ 111.00

TEST SCORE: N/A

CONTACT INFORMATION  
CUSTOMER SERVICE INSPECTOR LICENSING  
(512)239-6133

For general information about licensing visit:

[www.tceq.texas.gov/licensing](http://www.tceq.texas.gov/licensing)

Pursuant to 30 TAC 30.24(k), you are required to notify the TCEQ of any contact information changes within 10 days of the date the change occurs.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

MICHAEL GONZALES

Is hereby licensed as a

CUSTOMER SERVICE INSPECTOR

License Number

CI0005410

Expires

07/21/2021

*Stephani Bryson Penland*

SIGNATURE

INTERIM EXECUTIVE DIRECTOR

TCEQ VIPP Form oce3 (09-07-06)

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Be it known that*

**MICHAEL GONZALES**

*has fulfilled the requirements in accordance with the laws of the State of Texas for*

**CUSTOMER SERVICE INSPECTOR**

License Number: CI0005410

Issue Date: 06/27/2018

Expiration Date: 07/21/2021

*Stephani Bryson Penland*

Interim Executive Director

Texas Commission on Environmental Quality

Bryan W. Shaw, Ph.D., P.E., *Chairman*  
Toby Baker, *Commissioner*  
Jon Niermann, *Commissioner*  
Stephanie Bergeron Perdue, *Interim Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

May 28, 2018

**CERTIFIED MAIL 7016 1370 0001 6696 4454**  
**RETURN RECEIPT REQUESTED**

The Honorable Wally Solis  
Mayor of Lyford  
13550 West Main Street  
Lyford, Texas 78569

Re: Notice of Violation for Comprehensive Compliance Investigation at:  
City of Lyford, located East of Lyford approximately 0.23 mile east & 0.50 mile south of  
the intersection of State Highway 77 & Farm-to-Market 1921 in Willacy County, Texas  
Regulated Entity No.: RN101920205, TCEQ ID No.: WQ0011210001, EPA ID No.:  
TX0084719

Dear Mayor Solis:

On April 17, 2018, Mr. Jonathan Diaz of the Texas Commission on Environmental Quality (TCEQ) Harlingen Region Office conducted an investigation of the above-referenced regulated entity to evaluate compliance with applicable requirements for wastewater treatment. Enclosed is a summary which lists the investigation findings. During the investigation, a concern was noted which was an alleged noncompliance that has been resolved as Areas of Concern based on subsequent corrective action. In addition, an alleged noncompliance has been resolved based on subsequent corrective action and certain additional issues were identified. Based on the information you have provided, the TCEQ has adequate documentation to resolve the alleged violations. Therefore, no further action is required.

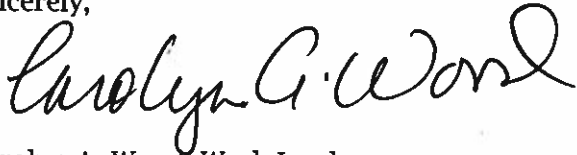
In the listing of the alleged violation, we have cited applicable requirements, including TCEQ rules. Please note that both the rules themselves and the agency brochure entitled *Obtaining TCEQ Rules* (GI 032) are located on our agency website at <http://www.tceq.state.tx.us> for your reference. If you would like a hard copy of this brochure mailed to you, you may call and request one from either the Harlingen Region Office at 956-425-6010 or the Central Office Publications Ordering Team at 512-239-0028.

The TCEQ appreciates your assistance in this matter. Please note that the Legislature has granted TCEQ enforcement powers which we may exercise to ensure compliance with environmental regulatory requirements. We anticipate that you will resolve the alleged violation as required in order to protect the State's environment. If you have additional information that we are unaware of, you have the opportunity to contest the violation documented in this notice. Should you choose to do so, you must notify the Harlingen Region Office within 10 days from the date of this letter. At that time, Mr. Francisco J. Chavero, Jr., will schedule a violation review meeting to be conducted within 21 days from the date of this letter OR specified date at specific time. However, please be advised that if you decide to participate in the violation review process, the TCEQ may still require you to adhere to the compliance schedule included in the enclosed Summary of Investigation Findings until an official decision is made regarding the status of any or all of the contested violation.

Mayor Solis  
Page 2  
May 28, 2018

If you or members of your staff have any questions, please feel free to contact Mr. Diaz in the Harlingen Region Office at 956-430-6038.

Sincerely,



Carolyn A. Wood, Work Leader  
Water Program  
Harlingen Region Office  
Texas Commission on Environmental Quality

CAW/jd

Enclosure: Summary of Investigation Findings

## Summary of Investigation Findings

CITY OF LYFORD

Investigation #

1363643

Investigation Date: 04/17/2018

, WILLACY COUNTY,

Additional ID(s): TX0084719  
WQ0011210001

### ALLEGED VIOLATION(S) NOTED AND RESOLVED ASSOCIATED TO A NOTICE OF VIOLATION

Track No: 677785

30 TAC Chapter 305.125(5)

**Alleged Violation:**

Investigation: 1363643

Comment Date: 05/21/2018

An alleged violation was issued for failure to provide the required plant protection, in accordance with 30 Texas Administrative Code (TAC) § 317.7(e). Specifically, on the day of the investigation parts of the northern fence & barbed wire was broken and in need of repair.

**Recommended Corrective Action:** The facility shall submit corrective action documentation to the

Harlingen Region office addressing the alleged violation. Specifically, the plant area shall be completely fenced by an eight-foot fence with a minimum single apron barbed wire outrigger and have lockable gates at all access points. Submit documentation demonstrating that the required plant protection has been provided.

**Resolution:** Per compliance documentation received on May 10, 2018, the facility has repaired the City of Lyford WWTP northern side of fence.

### AREA OF CONCERN

Track No: 677789

Compliance Due Date: 06/27/2018

30 TAC Chapter 305.125(5)

30 TAC Chapter 317.3(a)

**Alleged Violation:**

Investigation: 1363643

Comment Date: 05/21/2018

An alleged violation was issued for failure to ensure that the facility and all its systems of collection, treatment, and disposal are properly operated and maintained, in accordance with 30 Texas Administrative Code (TAC) § 317.3(a). Specifically, the west side fence of the El Toro LS #7 was loose & missing a barbwire strand while also needing a tree to be cleared.

**Recommended Corrective Action:** All lift stations shall be intruder-resistant with controlled access. Submit documentation indicating that the El Toro LS #7 has been secured in an intruder-resistant manner.

### ADDITIONAL ISSUES

**Description**

Item three:

**Additional Comments**

The City of Lyford is encouraged to vacuum the Broadway LS# 4 in order to remove rags from the wet well before hurricane season and to replace the effluent flow meter display.

**ROAD TO RECYCLING**

Regional Tire Collection Project



The City of Lyford has joined the Regional Tire Collection Project for Saturday, July 28, 2018.

The City of Lyford will be picking up car tires around town through July 20, 2018. Please place your tires in front of your property to be picked up.

You may also bring your car tires to the Lyford City yard or to the free Roll Off container site on July 21<sup>st</sup>. No business tires or tractor tires will be accepted.

**ROAD TO RECYCLING**

Regional Tire Collection Project



La ciudad de Lyford se ha unido al proyecto regional de recolección de llantas para el sábado, 28 de julio, 2018.

La ciudad de Lyford estará recogiendo llantas de coche en la ciudad hasta el 20 de julio de 2018. Por favor coloque sus llantas delante de su propiedad para ser recogidas.

Usted puede también traer sus llantas de coche al solar de la ciudad de Lyford o al sitio donde se coloca el bote mensual de basura el 21 de julio. No se aceptan llantas de negocios o llantas de tractor.

## **ROAD TO RECYCLING**

Regional Tire Collection Project



**TIRE EVENT - July 28, 2018**

<b>Republic</b>	<b>Brownsville Landfill</b>	<b>UTW</b>
<p>*LRGVDC responsible for disposal fee for City/County (fee will vary)</p> <p>**City/County responsible for:</p> <ul style="list-style-type: none"><li>• Delivery of container (\$125.00 per container per site)</li><li>• Haul fee (fee will vary)</li><li>• Weigh fee (\$20.00 per load)</li></ul> <p>City/County would need to call Republic for container drop offs and pick-ups</p>	<p>*LRGVDC responsible for disposal fee for City &amp; County (\$100.00 per ton)</p> <p>**City/County responsible for:</p> <ul style="list-style-type: none"><li>• Container</li><li>• Transportation</li><li>• Manpower to unload tires</li></ul> <p>Operation hours: Monday-Saturday 7am-5pm</p>	<p>*LRGVDC responsible for disposal fee for city &amp; county (\$440.00 + overload fee – 30-yard container)</p> <p>**City/County responsible for:</p> <ul style="list-style-type: none"><li>• Container (LRGVDC recommends a 30-yard container. Please specify type of container city/county plans to use if not a 30-yard container).</li><li>• Transportation</li></ul> <p>Operation hours: Tuesday, Wednesday &amp; Thursday 8am-4pm</p>

**CITY OF LYFORD**

**AGENDA:** Monthly Reports

**DATE:** July 9, 2018

**ITEM TITLE:** City Secretary

**ACTION**  
**INFORMATION** X  
**DISCUSSION** X

---

Secretary's monthly financial reports.

**RECOMMENDATION:**

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Lydia Moreno*  
*City Secretary*

# Willacy County Elections Department SUMMARY OF CHARGES

**MAY 5 2018**

**Political Subdivision:**

**CITY OF LYFORD**

**ADVERTISEMENTS**

Early Voting Public Testing Poll Locations, and Election announcements \$ 176.40

**BALLOTS**

Quantity	1,000	0	0		\$ 1,579.80
Sample Ballots			0	\$ 6.44	
Formatting Fee				\$ 1,500.00	
Shipping & Handling				\$ 73.36	

**ELECTION KITS (Early Voting & Election Day)** \$ 94.20

**ELECTION TECH SUPPORT** \$ 300.00

**RENTAL OF ELECTION HART EQUIPMENT** \$ 2,400.00

Quantity 3 @ \$ 300.00 x8 DAYS \$ 50.00

**PERSONNEL**

Temporary Employees	\$	-	
Department Overtime	\$	-	
Early Voting Deputy Clerks	\$	-	
Early Voting Ballot Board	\$	-	
Election Presiding Judges	\$	-	
Election Alternate Judges	\$	-	
Election Day Clerks	\$	-	
Training	\$	-	
Judges Delivery Fees	\$	-	
Central Count Staff	\$	-	
Security	\$	-	
Equipment Delivery	\$	50.00	

**OFFICE SUPPLIES** \$ 80.00

**POSTAGE**

**TABULATION SYSTEM PROGRAMMING** \$ 250.00

**MISCELLANEOUS SHIPPING FEE** \$ 54.64

**Sub-Total** \$ 4,985.04

**Administrative Fee (10%)** \$ 498.51

**TOTAL** \$ 5,483.55

**LESS: Deposit** \$ -

**BALANCE DUE UPON RECEIPT** \$ 5,483.55



# City of Lyford

## Combine Tax Report

JUNE 2018

### 1. CURRENT TAX REPORT 2017 - 2018

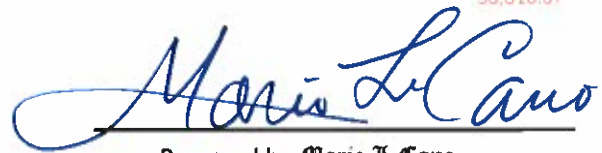
	Certified Tax Roll	Adjustments	Adjusted Tax Roll
<b>Values</b>	38,188,603	(22,376)	38,166,227

Tax Rate 1.1262	Starting Levy	Adjustments	2014 Current Tax	YTD Collections	Current Balance
<b>Tax</b>	403,952.38	(878.13)	403,074.25	\$ (347,546.82)	55,527.43
				Collection Rate:	0.86 %
					347,546.82

### 2. DELINQUENT TAX REPORT 2017 - 2018

	Starting Balance	Adjustments	Delinquent Tax	YTD Collections	Delinquent Balance
<b>Tax</b>	200,836.93	(460.23)	200,376.70	\$ (36,816.87)	163,559.83
				Collection Rate:	0.184 %
					36,816.87

Base Only - Combine Total	
Collection	Balance
\$ 384,363.69	\$ 219,087.26

  
 Prepared by Mario I. Cano

# CITY OF LYFORD

JUNE 2018

<b>Water &amp; Sewer</b>	<b>Treasurer's Monthly Report</b>	<b>Year to Date 2017-2018</b>
Water Sales.....	\$ 71,827.21	\$ 672,815.96
Water Connections.....	\$ 1,480.00	\$ 19,700.00
Sewer Connections.....	\$	\$ 1,650.00
Other Income.....	\$ 80.25	\$ 2,171.29
MMA Interest.....	\$ 210.07	\$ 4,482.04
Transfer, D.P., Debits.....	\$ 30,193.48	\$ 74,111.02
<b>Total Collections</b>	<b>103,791.01</b>	<b>774,930.31</b>
<b>Disbursements</b>	<b>(80,431.97)</b>	<b>(754,493.13)</b>
<b>Balance</b>	<b>\$ 23,359.04</b>	<b>\$ 20,437.18</b>

<b>General Fund</b>	<b>Treasurer's Monthly Report</b>	<b>Year to Date 2017-2018</b>
2017 Current Tax.....	\$ 6,783.97	\$ 347,546.82
Discounts.....	\$	\$ (5,925.94)
Delinquent Tax.....	\$ 2,181.38	\$ 36,816.87
Penalty & Interest.....	\$ 2,709.24	\$ 23,638.32
Attorney Fees.....	\$ 627.90	\$ 8,223.83
Other Income.....	\$ 16,936.60	\$ 390,345.73
Municipal Court Dalies.....	\$ 9,414.00	\$ 68,022.00
MMA Interest.....	\$ 253.37	\$ 2,140.45
Transfer, D.P., Debits.....	\$ (30,702.74)	\$ 78,478.02
<b>Total Collections</b>	<b>8,203.72</b>	<b>949,286.10</b>
<b>Disbursements</b>	<b>(36,546.72)</b>	<b>(673,245.88)</b>
<b>Balance</b>	<b>\$ (28,343.00)</b>	<b>\$ 276,040.22</b>

*Mario L Cano*

Prepared by Mario L Cano

# City of Lyford Bank Accounts Reconciliation

**YEAR 2017 - 2018**

**JUNE 2018**

**Money Market Accounts**

**F.C.B. Balance**

1	Water & Sewer MMA		267,632.12
2	General MMA		333,391.30
3	Municipal Court MMA		133,494.98
4	Fire Dept. Donations		19,820.83
5	Fire Dept. Fund Raisers		6,772.82
6	Capital Improvement Fund		396,387.14
7	Home Program		39,208.78
8	Festivity Fund		5,239.42
9	Police Donations		5,933.92
10	Technology Fund		3,047.95
11	Security Fund		4,811.34
12	Park & Recreation		4,224.78
13	USDA RD - RUS		3,804.13
14	Cemetery Fund		7,309.22
16	EDC Type A		124,911.85
17	EDC Type B		75,987.12
18	Lyford Police Fundraisers		5,751.01
19	TxCDBG # 7215311 {Acc.Closed} (L		Closed
20	Drug Forfeiture Fund		1,827.13
21	Planning # 7214124 {Acc.Closed}		Closed

**Checking Accounts**

**F.C.B. BALANCE**

22	W & S Checking		58,195.84
23	General Checking		53,948.45

**Total Balance**

**1,551,700.13**

Prepared by:   
Mario L Cano

Approved by: \_\_\_\_\_  
*Lydia C Moreno*

# CITY OF LYFORD

NAME	Acct. #	Inv. #	Beg. Bal	Billed	Pymnts	End Bal.	Comments
			6/1/2018			6/30/2018	
Alamillo, Jose G.	S-0195		104.00			\$ 104.00	Mow/Lien
Avila, Sebastian 111	S-0221		391.00			\$ 391.00	Fire Hyd& Lab
Becerra, Manuel	S-0206	38984-39107	1,081.44			\$ 1,081.44	Mow/Lien
Cavazos, III, Juan	S-0250	37294	104.00			\$ 104.00	Mow/Lien
Cavazos, Maria A.	S-0259	38679	257.58			\$ 257.58	Mowing
City o Raymondville		39441	100.00			\$ 100.00	Euthanasia
De La Rosa, Cindy	S-0095		90.00			\$ 90.00	Mowing
De Leon, Guadalupe	S-0219		1,397.90			\$ 1,397.90	Mow/Lien
Dudensing, Anne	S-0167		315.00			\$ 315.00	Mow/Lien
Tamez, Abel	S-0013		7,371.34			\$ 7,371.34	Mow/Lien
Flores, Jr., Agustin	S-0253	37361	168.00			\$ 168.00	Mow/Lien
Fowler, Gene & Gloria	S-0246	39762	91.00			\$ 91.00	Mowing
Garza, Alisa	S-0079		50.00			\$ 50.00	Mow/Lien
Garza, Inez F.	S-0241	36409	104.00			\$ 104.00	Mow/Lien
Garza, Pete	S-0016		25.00			\$ 25.00	Mowing
G&G Contractors	S-0265	40687-40712	4500.00			\$ 4,500.00	Demolition
Gonzales, Amelia	S-0017	38858	1,997.19			\$ 1,997.19	Mow/Lien
Gonzales, Benito Jr.	S-0085		440.00			\$ 440.00	Mow/Lien
Gonzales, Jose A.	S-0019	38859	1,948.19			\$ 1,948.19	Mow/Lien
Gonzales, Manuel	S-0231		96.90			\$ 96.90	Mow/Lien
Gonzales, Manuel Jr.	S-0232		96.90			\$ 96.90	Mow/Lien
Gonzales, Rudy	S-0261	39519	54.75			\$ 54.75	Water break
Harrison, Kevin	S-0207		478.00			\$ 478.00	LVFD repair
Haught, Izora	S-0123		225.00			\$ 225.00	Mow/Lien
Martinez, Maria Ovalle	S-0220	36615	499.18			\$ 499.18	Mow/Lien
Martinez, Paula G.	S-0230		149.90			\$ 149.90	Mow/Lien
Mata, Mary	S-0185		245.00			\$ 245.00	Mow/Lien
Mendez, Lucas C/O PB	S-0189		400.00			\$ 400.00	Mow/Lien
Mendez, Johnny & Patricia	S-0229	35018	192.18			\$ 192.18	Mow/Lien
Ochoa, Maria Del Socorro	S-0204		155.00			\$ 155.00	Mow/Lien
Orona, Maria S.	S-0030	35020	4,657.18			\$ 4,657.18	Mow/Lien
Ortiz, Irineo	S-0031		3,778.63			\$ 3,778.63	Mow/Lien
Ramirez, Eliza	S-0210		282.41			\$ 282.41	Wat/ repair
Reyes, Ramiro	S-0214	38857	2,738.98			\$ 2,738.98	Mow/Lien
Salazar, Francisco	S-0038		90.00			\$ 90.00	Mow/Lien
Seals, Noelia S.	S-0247	36702	188.50			\$ 188.50	Mow/Lien
Sharma, Seanjay	S-0202	40441					Mowing
Solis, Sharon	S-0249	37013	105.00			\$ 105.00	Mow/Lien
Sunny Investments	S-0260	38815	233.00			\$ 233.00	Mow/Lien
TJM Equity Investments	S-0254	37370	242.00			\$ 242.00	Mow/Lien
Torres, Jesus & Patricia	S-0225	37392	571.82			\$ 571.82	Mow/Lien
Vara, Jessica N.	S-0257	38241	40.00			\$ 40.00	Disposal
<b>Walk-Ins</b>							
			\$ 36,055.97			\$ 36,055.97	

3 Year Comparison			
	2015-16	2016-17	2017-18
Oct.	31,300.62	30,785.61	31,416.29
Nov.	31,849.86	31,703.54	32,766.29
Dec.	32,039.86	30,622.97	32,579.65
Jan.	30,982.61	30,654.25	31,153.89
Feb.	31,085.61	30,854.91	31,367.11
Mar.	30,710.61	30,989.27	31,670.63
Apr.	30,732.61	31,030.68	31,555.97
May.	30,913.61	30,921.68	36,055.97
Jun.	30,716.61	31,111.38	NO ACTIVITY
Jul.	30,870.61	31,298.85	
Aug.	31,123.51	31,298.85	
Sept.	31,828.37	31,574.65	
YTD	<b>374,154.49</b>	<b>372,846.64</b>	<b>258,565.80</b>

*Olga Reyna*  
 By: Olga Reyna  
 7/3/2018

# CITY OF LYFORD

**AGENDA:** General Function

**DATE:** July 9, 2018

**ITEM TITLE:** Personnel

<b>ACTION</b>	<b>X</b>
<b>INFORMATION</b>	<b>X</b>
<b>DISCUSSION</b>	<b>X</b>

---

Closed Session:

- CCN Application update
- Computer Software update
- Assistant Public Works Supervisor

---

**APPROVED FOR SUBMISSION TO THE CITY COMMISSION**

**SUBMITTED BY:**

*Pablo Morales*  
*Commissioner*

CITY OF LYFORD

CITY COMMISSION MEETING 6-25-2018

AGENDA ITEMS:

1. Review and accept recommendation for computer system upgrade – Presented by Sunny K. Philip
2. Consider and take action to purchase computer software packages from Computer System Design Corporation (CSDC) for \$4,500.00:
  - Miscellaneous accounts receivable
  - Centralized cash collection system
3. Consider and take action to approve expenditure of up to \$5,000.00 for onsite training offered by CSDC for the new software.

Note:

1. The City of Lyford selected CSDC as an approved vendor to offer computer system software for Utility Billing, General Ledger Accounting, Accounts Payable, Human Resources/Payroll and budgeting. If the city need to add other modules of software to be integrated to the existing system, those products needs to be offered by CSDC. There are no other software available which are compatible to CSDC software.
2. When the city hire another person to assist with the accounting functions of the city, ideally that person should have accounting experience and preferably municipal accounting experience.

**June 19, 2018**

**To: Mayor and City Commissioners  
City of Lyford**

**CC: Lydia Moreno, City Secretary**

**From: Sunny K. Philip**

**Re: Proposed Computer System Upgrade for the City of Lyford.**

City of Lyford's external auditing firm of Carr, Riggs, and Ingram (CRI) made a finding in the letter addressed to the City Commission that city's use of manual accounting system as a significant deficiency in the internal control system. CRI elaborated that the practice of posting monthly totals to the general ledger does not lend city staff to prepare timely reports and verify details within the accounting system. The auditors did not identify any questioned costs during their audit, but encouraged implementation of a computerized accounting system as soon as possible.

City's audit reports are submitted to grant funding agencies including Texas Department of Agriculture (TDA) for their annual review and clearance. One of the periodic report and annual audit report was submitted to TDA late, TDA attributed the delay due to accounting system maintained by the city. The city is also required to submit an action plan for the deficiencies identified in the audit report or accompanying management report to the City Commission. In response to request from TDA, the city submitted an action plan which included mainly two items to enable the city for timely submission of periodic reports and annual audit.

1. Hiring of an experienced employee to assist with the computerization of the accounting system.
2. Purchase of a new accounting software or upgrade its existing accounting software with appropriate hardware upgrades.

The city hired a new employee but the employee did not have any prior municipal accounting experience to assist the city to transition to a fully computerized accounting system as anticipated. The new accounting software or upgrade to the existing system was also not done as planned.

The City need to proceed with the computerized accounting system immediately based on the commitment made by the city and based on external auditor's recommendation and expectation from funding agencies. The real question boils down to will be whether they City of Lyford has an adequate system in place to receive federal funds and manage within the accounting system. The city has demonstrated its ability to manage funds for several years, but the expectation is to improve the system without delay.

The City Commission and staff were under the impression that a new software system will be necessary to accomplish the goal of establishing a computerized accounting system. With that



understanding, an onsite demonstration of the Incode Software was held at City Hall. The Incode System is a very impressive municipal software and is used by many municipalities in the Rio Grande Valley and in the State. The Incode System will require the replacement of existing hardware which is estimated to be \$60,000.00 to host Incode software.

The City of Lyford purchased software license for accounting and utility billing from Computer System Development Corporation (CSDC) few years ago. The Utility Billing System is functioning well and the General Ledger/Accounting Software is not widely used and integrated. A webinar demonstration of the CSDC system was held immediately after the Incode System demonstration. It was determined that CSDC software is capable of handling the computerized accounting system for the City of Lyford. Since the CSDC system already resides within the computer server of the city, no hardware upgrade is not needed immediately. Any hardware upgrade needed can be done starting with the new fiscal year. Investment needed for additional software is \$4,500.00 compared to approximately \$90,410.00 for Incode Software. Annual maintenance cost for CSDC software is approximately \$4,000.00 per year compared to \$8,991.00 per year for Incode Software.

The following are the key software packages the city is licensed to utilize at this time:

1. Accounting and financial management system (CSDC)
2. Budget preparation (CSDC)
3. Utility billing and collection system (CSDC)
4. Human Resource and Payroll (CSDC)
5. Municipal Court (Hill Country)
6. Tax billing and collection system (Local software provider)
7. Police software (Free software Package)

The following additional software licenses are essential to transition to a fully automated computerized accounting system and those are readily available from CSDC for \$4,500.00:

1. Miscellaneous accounts receivable
2. Centralized cash collection system

Purchasing the software license for Incode Software requires an initial investment of \$90,410.00 and annual maintenance cost of \$8,991.00 which totals to a 10-year cost of \$180,320.00. Migrating to the Incode software will require purchase of hardware including a new server, workstations and meter reading devices and the cost is estimated to be \$60,000.00.

Upgrading the CSDC software requires an initial cost of \$4,500.00 and continue with the current annual maintenance cost payment of approximately \$4,000.00 per year, which totals to a ten-year cost of \$44,500.00. The city can plan on hardware upgrade starting next fiscal year.

<b>Description</b>	<b>Incode</b>	<b>CSDC</b>	<b>Savings</b>
Initial investment - Software	\$90,410.00	\$4,500.00	\$85,910.00
Initial Investment – Hardware	\$60,000.00	-0-	\$60,000.00
Year 1 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 2 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 3 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 4 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 5 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 6 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 7 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 8 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 9 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
Year 10 Maintenance	\$8,991.00	\$4,000.00	\$4,991.00
<b>Total</b>	<b>\$240,320.00</b>	<b>\$44,500.00</b>	<b>\$195,820.00</b>

The decision for the city is to select either Incode or CSDC software for computerizing the accounting system and the decision can be made based on the following factors:

<b>Cost</b>	<b>Incode Software</b>	<b>CSDC Software</b>
Software initial cost	\$ 90,410.00	\$ 4,500.00
Initial Hardware Cost	\$ 60,000.00	-0-
Ten year maintenance cost	\$ 89,910.00	\$40,000.00
Ten-year total cost	\$240,320.00	\$44,500.00

Note: Typically, hardware will last for 5-6 years. If the city opts with Incode system, prior to the 10-year period, hardware need to be replaced. No cost for hardware is included for CSDC software as the replacement cost for hardware within the ten-year period will be the same for both system.

<b>Start Date</b>	<b>Januar1, 2019</b>	<b>August 1, 2018</b>
<b>Implementation period</b>	<b>6 months</b>	<b>Immediate</b>
<b>Learning curve</b>	<b>Extensive</b>	<b>Very minimum</b>
<b>Problem resolution</b>	<b>Delayed</b>	<b>Immediate</b>

In the event the city opts to stay with the CSDC software and purchase two software modules, the investment is very minimum. If the City decides to go with Incode Software after few years, no money is lost as additional investment in the CSDC system is very minimum. On the other hand, if the city selects Incode software, all investments made to-date in CSDC software is lost.

**Action Needed:**

The City Commission need to authorize the expenditure of \$4,500.00 for the purchase of additional software license. CSDC will be able to install the software and assist the city to start using as of August 1, 2018. In essence the city will go live with the integrated software as of August 1, 2018. All general ledger balances not in the CSDC system will be inputted in to the CSDC system as of August 1, 2018. Upon completion of fiscal year, the CSDC software will be able to produce all year end balances required for annual audit. Extensive preparation and learning is still required from the staff for the transition to a live system and integrated accounting system. In order to prepare the staff for this transition, the city need to budget approximately \$5,000.00 towards onsite training by CSDC during the current fiscal year. Selecting CSDC system will save the City of Lyford initial investment of \$140,910.00 and 10-year cost of \$180,820.00.

This report was prepared by Sunny K. Philip in response to the request by the City Commission of the City of Lyford and thank you for the opportunity to assist you.

Sincerely,



Sunny K. Philip  
President  
SK Philip Management

May 12, 2018

Mr. Hoffman,

This is to serve as a rebuttal to Mayor Jose Guadalupe Solis's accusation of an open meeting infraction. The situation did not require the approval of the commission nor was a decision made without the approval of the commission.

On May 14 City of Lyford held a regular meeting, in which, Item #10 Title Lyford Central Park was submitted for discussion and approval of Lyford Central Park improvements. There was discussion on various improvements to include, the Plague structure location.

The commission had specifically agreed on the construction location of the cement structure for the Plague for the Lyford Central Park. The location had been collaborate with the Public Works Supervisor, Mr. Jose Cabrera. Mr. Jose Cabrera went as far as to spray paint an orange rectangular design on the area of excavation for the location and placement of the structure for the builder.

On Friday, May 18<sup>th</sup>, Mr. Jose Cabrera left for a training and did not return to work until Monday morning of the 21<sup>st</sup> of May.

I received a call on that Monday morning at 8:15 from Mr. Jose Cabrera inquiring if there had been a change on the location of the structure and to please come because the builder was going to pour cement at a different location. Once I was on site, it was evident that it was not the correct location which was agreed upon. When Mr. Jose Cabrera questioned the builder as to who had authorized the change, the builder responded to him, "Mayor Solis had visited the park on Saturday (May 19) and told him he could place it there".

I contacted several commissioners about the situation and it was confirmed that it was to be built at the designated location that had been directed to Mr. Jose Cabrera. Commissioner Morales also arrived at the park and attested that the location change was incorrect.

At that time, Mr. Jose Cabrera, city public works supervisor, conveyed to me that the builder stated that he could not return the cement and that he would have to reorder for the original location and that the city would be responsible for both orders of cement. I informed Mr. Jose Cabrera that I did not believe that the city was responsible for the mistake. The structure needed to be built where it had originally been agreed.

The structure was completed on the original designated location.

I do not believe that our stand on having the structure built where it had been agreed and designated would violated an open meeting act by anyone on the commission.

I would agree that making a decision for the structure to be built on a location other than the designated location may have had room for an open meeting act infraction.

I am open to your critique and direction.

Commissioner Rick Salinas  
956-244-2212

## Re: REBUTTAL

Richard Hoffman

Fri 6/15/2018 12:12 PM

To: City Of Lyford <cityoflyford@lyfordtx.us>;

It sounds like it was approved and should be paid. It appears the mayor is blaming the two commissioners and they are blaming him and the contractor. With an approval to pay, I'd do it!

Rick Hoffman

On Jun 15, 2018, at 11:46 AM, City Of Lyford <[cityoflyford@lyfordtx.us](mailto:cityoflyford@lyfordtx.us)> wrote:

**Mr. Hoffman,**

**We have the contractor asking for payment of the additional cost \$1,500.00 that is being disputed between the Mayor and Commissioner Salinas. This invoice was approved with all the other invoices on Monday (in addition to another job invoice for \$4,200.00). However, during the closed session discussion, Commissioner Salinas mentioned that he would pay for the additional \$1,500.00.**

**There was no action to hold back the check for \$1,500 after the closed session. I don't think contractor's invoice should be held back since he just followed instructions where to place the sign. The problem is between the officials. I am afraid of what the contractor will do if he does not have full payment.**

**I just wanted to give you this information before you responded to Commissioner Salinas.**

**Lydia**

<rebuttle to Mayor cental park.doc>