



**CITY COUNCIL**  
**City of McLendon-Chisholm, Texas**  
**Meeting Minutes**  
**June 19, 2018**

The City Council of the City of McLendon-Chisholm convened in Regular Session on Tuesday, June 19, 2018, at City Hall, 1371 West FM 550, McLendon-Chisholm, Texas, with the following members present:

Keith Short	Mayor
Adrienne Balkum	Council Member
Herman Larkin	Council Member
Scott Turnbull	Mayor Pro Tem
Jim Bloom	Council Member, absent
James Herren	Council Member (Via Video Conference)

Staff Present:	David Butler	City Administrator
	Lisa Palomba	City Secretary
	David Paschal	City Attorney
	Jim Simmons	Fire Chief/Fire Marshal

1. Mayor Short called the meeting to order at 6:31 p.m.
2. Mayor Short delivered the Invocation and led the Pledge of Allegiance to the U.S. and Texas Flags.
3. Mayor Short announced the Rules of Decorum are in place and are to be observed throughout the meeting.
4. Citizen Comments. The following Citizens spoke:

Mike Donegan, 2620 Ridgelake Lane, commented the City should follow strict guidelines in hiring personnel including posting openings and allowing time for the City Council to review applicants in Executive Session especially the City Administrator position.

Robert Quinn, 1401 Corraa, relayed a quote related to character v. reputation. Quinn commented that in the last meeting he called Mayor Pro Tem Turnbull a liar regarding statements made to the Rockwall County Commissioner's Court related to firefighter job postings appearing on the City website. Quinn commented that Turnbull stated he was not a liar and that he believed at the time he made his statements that positions were listed on the website. Turnbull asked Quinn to state that Turnbull did not lie. Quinn now states that Turnbull made a qualified statement indicating he believed that positions were posted on the website and he was wrong in calling Turnbull a bold face liar. Rather, Turnbull could have been honest although confused in his statement.

Lance Agee, 1509 Via Toscana, commented regarding recent Planning & Zoning recommendation not to recommend approval for a metal fire station. Agee then commented

on timing of why a fire station is being discussed at this time. Allowed materials were mentioned; no costs associated with fire department have been delivered to citizens; any increase of ISO rate is effectively a tax increase; City owned fire department too expensive; fund MCVFD; use portion of legal fees to pay for it; City Attorney cost are too high; Council Members increase City Attorney costs by speaking to him individually; let TxDOT pay for the new fire station and Council meetings are too long.

**5. Approval of Minutes.** Mayor Pro Tem Turnbull, seconded by Council Member Larkin, moved to approve the June 5, 2018 City Council Meeting Minutes as amended to reflect Council Member Herren providing the Invocation and leading the Pledge of Allegiance. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent) Turnbull, seconded by Larkin, moved to approve the June 13, 2018 City Council Meeting Minutes as amended to add individual Council Member commentary. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).

Balkum indicated that Items 6 & 7 should be considered together as they are related.

**6. Planning & Zoning Commission, Board of Adjustment and Audit Committee Volunteer Opportunities. See item 7.**

**7. Board and Commission Appointments.** Mayor Pro Tem Turnbull discussed application deadlines and procedures for appointments to the Planning & Zoning Commission including Resolution No. 2017-06 changing start and end dates of terms of Planning & Zoning Commissioners; procedure requiring applications to be filed no later than May 15; and requirement for existing to submit interest in serving another term or moving to an alternate position or resigning from the Commission. The current P&Z Roster was discussed. Turnbull noted the dates on applications. Florencia Wilkinson, Robert Rohde are currently serving as Commissioners and Leslie Schwalje, Scott Weaver and Tommy Baugh are Alternates that could be moved to Commissioner status. Due to change in terms, current members with terms scheduled to end Jan 2019 will serve through June 2019. Larkin indicated concern that P&Z Members may not have been aware of the filing deadline and concern regarding appointment of so many inexperienced Commissioners. Turnbull commented that Council can replace anyone and experience should not be the only consideration for appointments. Mayor Short commented that current members that did not apply by the May 15 deadline could be appointed as Alternates. Turnbull indicated his preference to advertise for Alternates on the website. **Turnbull move to appoint Tommy Baugh, Leslie Schwalje, and Scott Weaver to Commissioner to serve along with Florencia Wilkinson and Robert Rohde as Commissioners. Balkum seconded the motion. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).** Discussion was held regarding advertising for Alternates and scheduling appointments for such Alternates. **Turnbull repeated his motion to advertise for Alternates and vote to appoint Alternates at the July 10, 2018 Council Meeting. Applications should be received by July 6, 2018. Balkum seconded the motion. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).** Board of Adjustment appointments were also discussed. Larkin moved to appoint Beverly Stibbens and Melody Osorio to serve on the Board of Adjustment. Balkum seconded the motion. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).

**8. McLendon-Chisholm Fire Rescue Department Update.** Fire Chief/Fire Marshal Jim Simmons provided an update of recent happenings related to McLendon-Chisholm Fire Rescue including a recent Head of Department and Compliance Inspection resulting in only two minor policy adjustments needed to risk assessment and addressing NFPA Standard 1989 related to personal protective equipment. Simmons continues to meet regularly with Chief Murphy of MCVFD and plans are moving forward to combine the two fire departments. Larkin requested that a complete budget submission be available as budget discussions progress. Simmons indicated he and Chief Murphy will be ready to present information to Council the first part of August but may be available sooner. Balkum requested clarification on the upcoming presentation to Council. Simmons replied that much of the presentation will be regarding a merger. Simmons replied that all concerns will be addressed during the presentation. Turnbull agreed with Larkin regarding complete budget information and indicated information should be available much sooner and that he expects multiple meetings will be required to review the budget. Turnbull suggested Simmons have information available prior to the July 10 Council Meeting. Herren commented that information needs to be available as soon as possible but suggested asking Chief Simmons for a realistic date. Short agreed. Short asked Simmons if he could have preliminary numbers by July 10. Simmons affirmed he could have preliminary information available July 10. Turnbull commented that he would like as many details as possible. Short commented that Council needs hard numbers for budget preparations. Turnbull requested hard copies 24-48 hours in advance of the meeting. Short commented he would like information by Friday, July 6. Larkin suggested a budget workshop might be more productive. Turnbull expressed concern that if the merger fails to take place, then Council will be behind in budget planning. Larkin indicated numbers for the City owned department without considering MCVFD should be available regardless if there is a merger or not. Balkum commented that MCVFD is currently independent and Council needs to take care of the City fire department needs. Larkin indicated that any savings gained from a merger can offset the City department budget if the merger is realized. Turnbull attempted to clarify what is being asked of Chief Simmons for the July 10 meeting. Council provided direction to Simmons to have a both a preliminary budget based on a possible merger with MCVFD and a preliminary budget based on McLendon-Chisholm Fire Rescue operating independently available for the July 10 meeting with backup information available prior to the meeting.

Mayor Short called a recess at 7:42 p.m.

The meeting reconvened at 7:56 p.m.

**9. Rockwall Regional Public Safety Radio System Interlocal Agreement Contract Addendum.** Turnbull expressed concern regarding Item 1B and 1C and suggested Council recess into Executive Session and contact the City Attorney for advice regarding the matter.

At 7: 58 p.m., Mayor Short announced the City Council will now adjourn to a closed meeting on Agenda Item 9, Rockwall Regional Public Safety Radio System Interlocal Agreement Contract Addendum, to consult with the City Attorney to seek confidential legal advice as authorized by Section 551.071 of the Texas Government Code.

Mayor Short reconvened the regular meeting at 8:26 p.m.

**Mayor Pro Tem Turnbull moved to accept Item 1A, strike 1B and IC, and accept Item 2 of the Rockwall Regional Public Safety Radio System Interlocal Agreement Contract Addendum. Balkum seconded the motion. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).**

Turnbull referred other solutions for Item 1B which is the \$10,000 the County wishes to charge for dispatch services. Turnbull indicated he had no issue with the amount but did not like the fact it was tied to a 10-year contract not allowing for a change of providers. **Turnbull made a motion to draft a separate contract and present to the County for \$10,000 first year dispatch services with 10% annum for five years and renewable yearly thereafter which would allow a 50% increase over 5 years regardless of dispatch traffic.** Larkin commented he is reluctant to offer a 10% per annum increase. Larkin suggested 5% increase per annum. **Turnbull agreed to modify his motion to accept the 5% per annum increase for five years with ability to renew yearly thereafter.** Short provided reasons for offering the contract to the County. **Balkum seconded Turnbull's amended motion. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).**

Turnbull then addressed Item IC. **Turnbull, seconded by Larkin, moved to send a letter to Rockwall County stating the City will accept a contract to provide fire protection services in the unincorporated area if the County should offer such a contract. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).**

**10. Financing of Fire Vehicles and Equipment.** Chief Simmons provided an update regarding various options for financing fire vehicles and equipment and noted the contract is being reviewed by the City Attorney and Community Leasing. The contract with Community Leasing was discussed including options for financing less or a cash or partial cash purchase. Turnbull expressed concern regarding cashflow in the years ahead. Turnbull indicated Simmons did not need authority to finance less than originally approved. A budget is needed to determine financing needs. Larkin indicated he is perplexed by purchases as the merger with MCVFD is still being discussed. Simmons provided information regarding evaluating fleet including new vehicles and vehicles currently owned by MCVFD as plans move forward. Larkin indicated he is not against a City owned fire department but is concerned about how fast things are moving. Simmons concluded his update and indicated he will be in contact with City Attorney David Paschal regarding the contract language.

Items 11 and 12 were discussed together.

**11. Structure for Fire Rescue Station.** Council Member Balkum presented information to Council regarding recent efforts and research by the Citizens Emergency Services Committee related to the future Fire Rescue Station. Items discussed included the following: advantages of using Morton Building; Morton Foundation System and post-frame construction; Morton's history working with municipalities; building additions; materials options; approximate costs; warranty; finance programs; various elevations and floor plans; utility placement; restrooms; bunker room for gear and equipment; and storage. City Planner Coker discussed site planning and surveys and mentioned it would require approximately 10 hours of work. Coker is working with City Engineer Dub Douphrate to gather information needed to create the site plan including a needed survey with topography that will work effectively and efficiently with existing infrastructure. Coker suggested using the current main entrance to City Hall to save on concrete costs. Balkum indicated this is just some

information gathered and more planning is in progress. Costs, interest rates, financing options and non-appropriations clause were discussed. Turnbull provided an explanation of a non-appropriations clause. Larkin praised Balkum's efforts but expressed concern regarding creating a statement of work and a need to seek bids for a best price. Larkin indicated the City gets bids for other services such as landscaping. He further commented that although Morton seems to have their act together, there could be other companies that could compete with them. Larkin commented that the work done so far could be included in a Statement of Work. Balkum indicated that Chief Simmons is still researching other options as well. Larkin again expressed concern regarding the legality of bidding. Balkum indicated she previously sought information from City Attorney Paschal related to bids and public safety items and she would get something in writing from Paschal indicating bidding is not required. Balkum indicated a need to move forward. Balkum suggested that during an emergency event such as a tornado that Morgan Buildings is often called to erect a building quickly. Short interjected and reminded Council Members that this is just information at this point and the City Attorney or City Administrator may be consulted regarding legal requirements for bidding. Balkum indicated her work is not finished. Larkin indicated his concern for committing municipal funds without going out for bid and that he wanted to discuss a bid process at a future meeting. Larkin and Short both indicated their appreciation for the information provided by Balkum. Short commented to Chief Simmons that the fire station plans will likely need to house firefighter overnight stays and may need to be adjusted to accommodate other specific needs to be determined by Simmons. Balkum suggested the Community Room at City Hall could be used for fire department training needs and fire station space will be used for storage and a command center. **No action was taken.**

## **12. Site Planning for Fire Rescue Station. See comments from Item 11.**

**13. Publishing Employment Opportunities.** Council Member Balkum provided information related to options for staffing McLendon-Chisholm Fire Rescue. Items addressed included the following: "purpose of the department; creating a full-time department should not necessarily be the first option for staffing; incentives can provide motivation for volunteers to improve personal performance and participation by celebrating them through recognition programs or awards. Young people today are interested in immediate feedback and that includes benefits and incentives. Not everyone is equal in skills or abilities. Diversification strategies are simple. Recruit subject-matter experts for the different disciplines within the department. Take advantage of that to attract new volunteers and take pressure off the dedicated responders in Fire District 22. For example, recruit from a number of professionals within the community that deal with hazardous materials, fire related investigations or advanced life support. Attract and train those individuals as volunteers and use them when those emergencies are dispatched. By implementing diversification strategies, the volunteer base may be improved by reducing the demand on staff and enhancing their subject-matter expertise. Volunteers can gain experience by receiving incentives in furthering their education. types of incremental approaches that helps a community achieve the best possible resolution of its issues at the lowest cost. Ideas that could benefit us to determine options for staffing and they should very much be considered: Divide volunteers into on-call duty shifts to ensure adequate coverage; develop a program for volunteers to provide 24-hour coverage; shift coverage needs to be flexible to accommodate individual commitments of 4, 6, 8 or 24 hours; allow flexibility of start times and lengths of shifts to accomplish the coverage; convert all-volunteers to pay-per-call members, financially rewarding their participation; Implement regional response coverage and develop station-specific expertise;

develop Standard Operating Procedures or Standard Operating Guidelines; establish a paid-on-call system, allowing the chief the flexibility to actually schedule shift coverage with financial compensation, essentially setting up part-time employee contracts with the volunteers; create paid-on-call positions for specific job functions such as training, public education, inspections or administrative duties; consider part-time employees specifically hired to provide coverage for inconsistent and sporadic volunteer coverage; establish full-time career positions for daily shift coverage and completing administrative duties while supporting and maintaining a predominantly volunteer system; convert a predominantly volunteer department to a 50/50 split, or predominantly career department where volunteers assume the supportive role. Typically, paid personnel are brought in to take on administrative duties or provide coverage for specialty services such as hazardous materials or technical rescue in the county or regional level, freeing volunteer fire fighters to provide core services. When an organization begins to pay personnel an hourly wage, they are subject to the Fair Labor Standards Act. Doing so also sets the stage for more cooperative efforts on a regional basis. The Fire Rescue expectations are best identified by the local government by finding the balance between expectations of service and what the available funding will support. These expectations can be expressed in the form of response goals that provide the fire rescue a benchmark for success. It takes planning to monitor the success. Such information can be used to monitor the health of the organization based on what is deemed important by the leadership (Fire Chief), City Council and City Management. Average volunteer retention rate; average annual recruitment through a Citizen's Academy; average call per volunteer, fire fighter, etc.; reports; meeting our annual Public Safety Budget. (\$329K); Controlling the cost of recruiting, hiring and training new personnel. Successful planning was discussed including: Framework for decisions or for securing support/approval from City Council; provide a basis for more detailed planning - City Council updates as needed; working with Rockwall County Sheriff's Office (RCSO); working with Rockwall County EMS; working With ESAC; incorporate detailed plans that include timelines, assignments and evaluations; Official Service Deployment | Monday, October 1, 2018; Fire Chief Assignments & FF Exam Dates | TBD; Equipment | TBA; Vehicles | TBA; Staffing | TBA; Fire Rescue Station Completion Date | TBD; Set Evaluation Date | TBD. Explain the services provided to others in order to inform, motivate and involve. Review historical data of Fire District 22. (ESAC). Performance monitoring; Internal Reporting System (Chief Simmons will have to provide that information.); MCFR Incident Reports; stimulate change and build with the community in mind; Citizen Academy (EXAM/TRAINING DATES); National Night Out (Tuesday, October 2, 2018); Other Community Related Events; Christmas Tree Lighting. The mission of McLendon-Chisholm Fire Rescue is to protect the lives and property of the people of McLendon-Chisholm from fires, natural disasters, and hazardous materials incidents; to save lives by providing first responder emergency medical response; to prevent fires through prevention and education programs; and to provide a work environment that values cultural diversity and is free of harassment and discrimination. Vision. We will provide exceptional services through organizational teamwork to promote an innovative, responsive, and professional Authority that adapts within a changing environment. Utilizing collaborative working relationships, we strive to be a leader in our industry. We endeavor to be fiscally responsible with the single purpose of serving the greater community good. Fundamental Values. Personnel are expected to live by the values established by McLendon-Chisholm Fire Rescue while achieving goals and objectives and demonstrating leadership abilities. The Values are Respect, Integrity, Teamwork and Excellence. Respect: We recognize the contributions and unique value of each individual employee, customer, and partner. Integrity: We conduct all our activities honestly and objectively. We accept responsibility for our

decisions/actions. Teamwork: We achieve our goals by working together through cooperation, communication, service, and commitment. Excellence: We strive to be the best in everything we do with dedication to quality, efficiency, innovation, and continuous learning. Promoting Employment Application. Currently the job description and blank employment application is posted on the website under Fire Rescue. Employments ad or listings has not been posted on other sites. Mainly because we need to determine the process of laying out the types of potential candidates that will be the personnel. The budget wasn't established to adequately address this, because we didn't know the final cost of equipment, vehicles, etc. So, it was wise to determine those variables first so that we didn't get involved in overextending our current budget for 2018 with personnel costs. We want this department to be focused on establishing performance factors. We hope to see those in the community will come and volunteer who have careers elsewhere to dedicate their time for a shift. It would be great to utilize both career and volunteer personnel. Volunteers desiring to make Fire Fighting a career will gain much value from those who are experienced. Volunteers operating and riding with the paid staff as well as using the equipment and apparatus. This would foster opportunity for social interaction and develop relationships. ESAC is trying to conduct a cost/benefit analysis to determine which model will function most efficiently. This system will be designed to meet the needs of the City but we need to convey that volunteer and/or paid-on-call personnel are paid only for work performed. Career firefighters that volunteer may be paid. This does not mean that one is better than the other but we are working with a budget and our goal is to work with the budget as is. Our preliminary review of the numbers suggest that we may need to expect to be in a combination department of paid part-time and volunteer. In reviewing historical data from 2015 to 2018. Our highest call volume of 44% occurs between Noon to 7pm followed by 28% between 7am to Noon. These two areas are our concern that we may need to consider budgeting for a part-time position. (GRAPHS show a breakdown of the numbers to hours.) All Volunteer Model. Reduced labor costs. (Especially since we are starting up.); \*High-volume staffing during major emergencies such as natural disasters. Such influxes of manpower may be contingent on their employers allowing our volunteer to leave work during such events. Volunteers are willing or able to take off work to assist; Salary cost avoidance, which can be diverted to essential equipment and apparatus; Unpredictable response from volunteer staff. (Much needed commitments.); Volunteer systems can be more challenging to coordinate because of intermittent or sporadic participation from various members; Can rely on individual response rather than system response to meet call load, thus resulting in unpredictable service levels. Combination System. Can consist of any combination of career, volunteer, aid-n-call and part-time personnel; Enhanced staffing deployment as combination systems can capitalize on both the stability of a paid system and the manpower of the volunteer system during a major emergency, providing greater depth for staffing; salary cost avoidance, which can free funds for essential equipment and apparatus; true integration of available resources and distribution of talent resulting in greater efficiency. All Paid System. We can't afford this option at this time. Consistent staffing providing predictable service level; expensive due to increased salary and benefits requirements; can lack depth during major emergencies because once multiple shifts have been deployed in a major incident, few resources are left to cover other service demands. In closing. This is the beginning of developing this department. We are going to have some bumps along the way. Not that we want the bumps. But I'm not living in a fairy tale either. If we identify our obstacles early I believe that the creation of a combination system can be challenging specifically for the Fire Chief in scheduling. But, I believe if we are upfront that we are working with a budget. There are some start-up costs. Substantial benefits can be derived from educating all the department

personnel on the strengths and weaknesses of the system and clearly outlining the expectations of all the firefighters. It is important to ensure that career fire fighters whether they choose to volunteer or get paid per call. They will hopefully understand they become informal leaders regardless of their rank because of their frequent exposure to emergency calls and the expertise they develop. Thus, every career firefighter is potentially a mentor who is expected to help others, including volunteers, capitalize on opportunities to improve, excel, and build confidence. It is imperative that the City Council understands our obligation in this kind of system. Reducing the need for career positions saves the community substantial amounts of money that can be reinvested in other critical infrastructure. It is our responsibility to ensure that all firefighters have good equipment, apparatus, sufficient funds for pay to allow career and volunteer members to train together, and capital to invest in new technology like the communication devices. Those issues make the system complete and it ensures that we want success." Peer to peer comparisons were also provided. Council Member Balkum concluded her presentation.

Mayor Short recessed the meeting at 9:45 p.m.

The meeting reconvened at 9:52 p.m.

**14. Animal Control Contract Services Per Call Basis.** Brief discussion was held regarding options for animal control services on a per call basis. Butler previously received costs from several sources. Costs were high. Simmons will research further and communicate with neighboring cities to see if an opportunity for an interlocal agreement exists. Simmons commented that one major obstacle is the lack of a facility to house animals that might be seized. Short commented on potential liabilities associated with having dogs in City vehicles. **No action was taken. Simmons will continue to research options for per call animal control services and will report back to Council in the near future.**

**15. City Council Meeting Audio uploaded to YouTube.** Balkum provided an update regarding her attempts and time spent converting Council audio recording to an mp4 file and noted the process took too long. She researched other options including using the current hosting company regarding loading onto the server page but they indicated that would increase costs significantly. Dropbox was discussed and Balkum commented that it was not a practical solution to make available to the public. Soundcloud was reviewed as an option. There is a \$7 option and a Pro \$15 option. Council Meetings are long so this option may not work either. Balkum mentioned she is trying to find a space for audio that is not too expensive. In comparison, City of Heath only makes an audio recording and posts on the website the following day. The City of Fate is interested in streaming but does not record or post meetings at this time. Rockwall has a contract and pays approximately \$78,000 to record and post meetings. Rowlett pays about \$16,000 to post meetings. Garland spends \$16,000 and they have a channel for meetings. Garland also employs an entire department so they have staff expenditures associated with posting meetings. Home Rule cities with a population above 50,000 must record their meetings and make recordings available. Balkum noted that traffic counts for those looking at meeting videos are very low and costs do not appear to be justified at this time. City Hall also experiences frequent internet connection issues. Short commented that Council must be concerned with budgeting efforts and the City is currently meeting requirements so costs do not seem to be justified. Balkum will review Amazon option.



**16. Resolution No. 2018-23 Scheduling Regular City Council Meetings for the Months of July, August and September 2018.** Discussion was held among Council Members regarding the need for additional regular meetings to accommodate planning for Fiscal Year 2018-2019 City Budget in addition to attending to regular business. Council Member Bloom's duty schedule was considered when planning for additional meetings so as not to conflict with the additional meetings. **Turnbull, seconded by Balkum, moved to approve the following City Council Meetings for July, August, and September 2018: July 10; July 16; July 24; July 31; August 6; August 14; August 21; August 28; September 11; September 17; and September 25, 2018. All meetings will start at 6:30 p.m. A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent).** Beginning in October 2018 and continuing thereafter, regularly scheduled meetings for the City Council shall occur on the second and fourth Tuesdays of each month.

**17. Resolution No. 2018-24 Designating an Official Newspaper and Alternate Official Newspaper.** Discussion was held among Council Members regarding two instances where notices were not published timely by the Rockwall Herald Banner and in one case it was necessary to postpone Council action due to the error. Using the Dallas Morning News as a backup would prevent having to cancel action as the Dallas Morning News is a daily publication. **Turnbull, seconded by Larkin, moved to approve the Rockwall Herald Banner as the City's Official Newspaper and the Dallas Morning News as the City's Alternate Official Newspaper. A vote was cast and the motion carried to approve Resolution No. 2018-24 designating the Rockwall Herald Banner as the Official Newspaper and the Dallas Morning News as Alternate Official Newspaper with 4 votes in favor, 0 opposed (Bloom, absent).**

**18. City Secretary Position.** Discussion was held regarding the need to hire and train a replacement for the City Secretary position as Lisa Palomba transitions to the City Administrator position. Turnbull suggested starting the process to hire a replacement now as it may take considerable time to advertise, hire and train someone and Butler is expected to retire in November. Discussion was held between Council Members and Palomba regarding whether the replacement would be full-time or part-time. Palomba suggested she write job descriptions and bring back to Council for discussion. **Council concurred and provided direction to Palomba to write proposed job descriptions and qualifications related to the City Administrator/City Secretary, and Assistant City Secretary or similar positions and bring back to Council for consideration in July.**

**19. Franchise for Solid Waste Collection & Disposal/Recyclable Materials Collections & Processing Services.** Palomba explained that the current contract for solid waste collection will end this year and there is a provision in the contract to provide notice to the provider if there is intent by the City to discontinue services. If Council wishes to obtain proposals from prospective providers, this notice must be delivered to the existing provider this week. The contract will rollover for another five years if no action is taken. The same provider has been used for 10 years. Council discussion ensued. Turnbull moved, seconded by Larkin, to send the letter informing the current provider the City is providing notice of discontinuation of services and intends to accept proposals for service. The current provider is welcome to submit a proposal. **A vote was cast and the motion carried with 4 in favor, 0 opposed (Bloom, absent). Palomba will prepare a Request for Proposal for solid waste and related services and present to Council for approval prior to advertising for proposals.**

**20. Janitorial Services.** Palomba provided that the current janitorial service cleaning City Hall has provided notice they will not be able to provide service past the end of June. Council discussion was held regarding the topic. **Council provided Palomba direction to seek out services and hire a new janitorial company.**

**21. Banking Services Depository.** Palomba explained that the City has used Alliance Bank for several years. There are no issues with service but it is a best practice to change depository services every few years. **Council discussion was held and Palomba was directed to develop a Request for Proposal for banking services and bring back to Council for approval prior to advertising for proposals.** Having new banking services in effect at the start of the new Fiscal Year is desired.

**22. Auditing Services.** Palomba provided information related to current auditing services. The current service is excellent but it was noted that Council decided last year to retain the same Auditor for the Sonoma PID for additional time but that the City should change auditors as a best practice the City Audit has been performed by the same company for several years. **Palomba was directed to develop and bring back a Request for Proposal for Council approval prior to advertising for proposals.**

**23. Copier Lease.** Palomba explained that the current copier lease is expired and the City is paying month to month at the same price as the last contract. Palomba mentioned that placing on Buyboard may be an option. **Palomba will bring proposals back to Council for approval once submitted.**

**24. The following reports were provided to Council. No discussion was held.**

- a. Building Official Report for May 2018
- b. Rockwall County Sheriff Activity for May 2018
- c. McLendon-Chisholm Volunteer Fire Department and EMS Activity for May 2018

**25. Council Member Reports and Announcements**

- a. Mayor's Report and Announcement. Mayor Short acknowledged the following people for their recent contributions to the City: Chief Simmons for his hard work in working with MCVFD Chief Murphy; Council Member Balkum for the great information related to fire and other services; Chief Turnbull related to finance and budget; and others for hard work.
- b. Council Member Larkin commented that he would like area of responsibility.
- c. Council Member Turnbull – Budget Finance and Investment. The May Budget Report is not available due to this week's meeting being held early. Interest rates over 2% now.
- d. Council Member Herren – Nothing new at this time.
- e. Council Member Bloom – Not present
- f. Council Member Balkum – Communications, Community Engagement, Emergency Services Committee. No additional comments.

**26. Mayor Pro Tem Turnbull, seconded by Balkum, moved to adjourn. A vote was cast and the motion to adjourn carried with 4 in favor, 0 opposed (Bloom, absent). The meeting adjourned at 10:59 p.m.**

ATTEST:

Lisa Palomba  
Lisa Palomba, City Secretary

APPROVED:

Keith Short  
Keith Short, Mayor

